CATALOG 2020-2021

This catalog is published by Williston State College to provide prospective students and other interested individuals with information about this institution.

The information, announcements, tuition rates, fees, programs, and course descriptions in this catalog are subject to change without notice, and may not serve as binding obligations with the State of North Dakota or Williston State College.
WELCOME TO WSC

ACCREDITATION
Williston State College (WSC) is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604. [800.621.7440 www.ncahlc.org]

EQUAL OPPORTUNITY POLICY
WSC operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 which provide that "No person in the United States shall, on the basis of sex, race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance; and prohibits discrimination on the basis of handicap against existing employees, students and applicants for employment and admission." WSC does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs or activities.

The Coordinator for Title VI, Section 504 and Section 35.107 of the Department of Justice regulations is Michelle Remus, Director for Human Resources. She may be contacted by writing to Williston State College, 1410 University Avenue, Williston, ND 58801, by calling 701.774.4200, or by email michelle.remus@willistonstate.edu.

VISITORS
Visitors are welcome. Campus tours may be arranged in advance by contacting Enrollment Services at 701.774.4200 or www.willistonstate.edu/tour. Prospective students are encouraged to visit campus when classes are in session to get a genuine feel for campus life. Campus tours may, however, be arranged at other times.

DISCLAIMER FROM THE NORTH DAKOTA STATE BOARD OF HIGHER EDUCATION
The State Board of Higher Education requires that the following announcement be published in all catalogs and bulletins of information issued by the state educational institutions of North Dakota: "Institutions shall publish electronic and/or hard copies of catalogs and bulletins for the purpose of furnishing prospective students and other interested persons with information about the institutions. Announcements contained in such printed or electronic material are subject to change without notice, and may not be regarded in the nature of binding obligations on the institutions and the State."
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1. STEVENS HALL
Classrooms, Learning Commons (library), Academic Affairs, Student Services, Teton Grill, Andrea's (bookstore), Skadeland Gymnasium, Teton Lounge, Student Life, Mental Health Counselor and Administrative, Staff and Faculty offices.

1a. SCIENCE CENTER
Labs and Faculty offices for Biology, Anatomy, Physics and Chemistry.

1b. LEONARD P. NELSON HEALTH & WELLNESS WING
Health, Physical Education and Nursing classes.

1c. THOMAS WITT LEACH COMPLEX (THE WELL)
2,200-seat sports arena, walking track, weight room and Athletic offices.

2. CRIGHTON BUILDING
Classrooms, labs and offices for Diesel Technology program. Also houses Adult Education, Testing Center and Disability Support.

3. WILLISTON AREA RECREATION CENTER
Community Rec Center with indoor walking/running tracks, cardio/weight lifting areas and indoor waterpark.

4. ART WOOD BUILDING
Campus Services offices.

5. WESTERN STAR CAREER AND TECHNOLOGY CENTER
Business/Technology, Art, Welding, Ag, Petroleum and Massage Therapy classrooms, labs and Faculty offices. Also houses the Marketing Department.

6. FRONTIER HALL
(CAMPUS HOUSING)

7. ABRAMSON HALL
(CAMPUS HOUSING)

8. MANGER HALL
(CAMPUS HOUSING)

9. NELSON HALL
(CAMPUS HOUSING)

10. WSC FOUNDATION APARTMENTS II

11. WSC FOUNDATION APARTMENTS I

WSC Foundation. Retail space on lower level includes: DMV, Jason's Barbershop and Jimmy Johns.

WORKFORCE TRAINING CAMPUS [TRAINND]
Located in the industrial park on the east side of Williston.

WORKFORCE TRAINING CENTER
415 22ND AVE NE
PETROLEUM SAFETY & TECH CENTER
421 22ND AVE NE
Monday-Thursday: 8a-4:30p | Friday: 8a-4p
safety.training@willistonstate.edu
willistonstate.edu/trainND | 701.572.2835
1. **STEVENS HALL**
   Main campus building that contains classrooms, the Learning Commons (library), Student Services, Teton Grill, Andrea's (bookstore), Skadeland gym, Teton Lounge, Student Life, and administrative, staff, and faculty offices.

1a. **SCIENCE CENTER**
   Labs and faculty offices for biology, anatomy, physics, and chemistry.

1b. **LEONARD P. NELSON HEALTH & WELLNESS WING**
   Classrooms and staff and faculty offices for the Health, Physical Education, and Nursing programs.

1c. **THOMAS WITT LEACH COMPLEX (THE WELL)**
   A 2,200-seat sports arena, with walking track, fitness facility, faculty, and athletic offices.

2. **CRIGHTON BUILDING**
   Classrooms, labs, and offices for the Diesel Technology program. Also houses Adult Education, Continuing Education, and the testing center.

3. **WILLISTON AREA RECREATION CENTER**
   State-of-the-art 250,000+ square foot community rec center with indoor walking/running tracks, cardio/weight lifting areas, and indoor waterpark.

4. **ART WOOD BUILDING**
   Campus Services offices.

5. **WESTERN STAR CAREER AND TECHNOLOGY CENTER**
   Business and technology, art, welding, petroleum, and massage therapy classrooms, labs, and faculty offices. Also houses the Marketing Department.

6. **FRONTIER HALL (CAMPUS HOUSING)**

7. **ABRAMSON HALL (CAMPUS HOUSING)**

8. **MANGER HALL (CAMPUS HOUSING)**

9. **NELSON HALL (CAMPUS HOUSING)**

10. **WSC FOUNDATION APARTMENTS II**

11. **WSC FOUNDATION APARTMENTS I**
   WSC Foundation offices. Retail space on lower level includes DMV, Jason's Barbershop, and Jimmy Johns.

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**WORKFORCE TRAINING CAMPUS (TRAINND)**
Located in the industrial park on the east side of Williston.

1. **WORKFORCE TRAINING CENTER | 415 22ND AVE NE**
2. **PETROLEUM SAFETY & TECH CENTER | 421 22ND AVE NE**

Monday-Thursday: 8AM-4:30PM | Friday: 8AM-4PM
safety.training@willistonstate.edu
willistonstate.edu/TrainND | 701.572.2835
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Where the people make the difference.
WSC [IMPORTANT DATES]

FALL SEMESTER 2020

Student charges available online... July 30
Payment plan registration begins... July 30
Book charging begins for students with pending financial aid... August 17
Tuition, fees, housing, & meal plan charges due, less financial anticipated financial aid... August 24
Orientation... August 24
Registration/Classes after 4:00PM begin... August 24
First full day of classes... August 25
Last day to ADD a course FOR CREDIT (via Campus Connection Self Service)... August 28
Last day to choose to AUDIT a course... August 28

HOLIDAY | LABOR DAY
Last day to charge or return books (WSC Bookstore)... September 2
Deadline to apply for tuition waivers or scholarships... September 2
Last day to WITHDRAW to receive 100% refund*... September 2
Last day to ADD a course FOR CREDIT (w/faculty permission)... September 2
Last day to DROP a full semester course W/OUT TRANSCRIPT NOTATION*... September 2
Deadline for Change of Residency application... September 2
Last day to arrange third party payments for tuition/fees... September 2
Financial aid disbursement... September 8
Final payment deadline... September 9
Last day to enroll in WSC payment plan... September 9
Disbursement of excess financial aid... September 11
Delinquent accounts administratively dropped from enrollment for non-payment of tuition & fees... September 11
Enrollment census date... September 21
Last day to WITHDRAW to ZERO credits & receive 75% refund*... October 1
International student health insurance deadline... October 2
Last day to pay Fall 2019 Campus Connection charges (tuition, fees, room & meal plan)... October 12

Late fee charges assessed on past due balances... October 13
Last day to WITHDRAW to ZERO credits & receive 50% refund*... October 29
Spring & Summer Schedules released... November 2
HOLIDAY | VETERANS DAY
Last day to WITHDRAW from full term or DROP W/ RECORD*... November 11
Non-instructional day but faculty on campus... November 13*
HOLIDAY | THANKSGIVING
HOLIDAY | DAY AFTER THANKSGIVING
Last week of classes/Final examinations... December 14-18
**SPRING SEMESTER 2021**

Student charges available online                                December 1
Payment plan registration begins                              December 1
Book charging begins for students with pending financial aid  January 4
Tuition, fees, housing, & meal plan charges due, less anticipated financial aid
(Statements sent to firstname.lastname@willistonstate.edu)      January 11
Registration/Classes after 4:00PM begin                       January 11
First full day of classes                                    January 12
Last day to **ADD** a course **FOR CREDIT** (via Campus Connection Self Service) January 15
**HOLIDAY | MARTIN LUTHER KING JR DAY**                       January 18
Deadline to apply for tuition waivers or scholarships          January 21
Last day to **WITHDRAW** to receive **100% refund**            January 21
Last day to **ADD** a course **FOR CREDIT** (w/ faculty permission) January 21
Last day to **DROP** a full semester course **W/OUT TRANSCRIPT NOTATION** January 21*
Deadline for Change of Residency application                  January 21
Last day to arrange third party payments for tuition/fees      January 21
Last day to choose to **AUDIT** a course                      January 21
Last day to charge or return books (WSC Bookstore)             January 21
Financial aid disbursement                                    January 26
Final payment deadline                                        January 27
Last day to enroll in WSC payment plan                        January 27
Disbursement of excess financial aid                          January 29
Delinquent accounts administratively dropped from enrollment for non-payment of tuition & fees Enrollment census date January 29
**HOLIDAY | PRESIDENTS DAY**                                   February 8
International student health insurance deadline               February 15
Last day to **WITHDRAW** to ZERO credits and receive **75% refund** February 19
Last day to pay Spring 2020 Campus Connection charges (tuition, fees, room & meal plan)
to avoid late payment fee                                       March 1
Late fee charges assessed on past due balances                March 2
Fall Schedule released                                         March 8
**HOLIDAY | SPRING BREAK**                                    March 15-19
Last day to **WITHDRAW** to ZERO credits and receive **50% refund** March 29
**HOLIDAY | GOOD FRIDAY**                                     April 2
**HOLIDAY | EASTER MONDAY**                                    April 5
Last day to **WITHDRAW** from full term or **DROP W/ RECORD** April 9
Last week of classes/Final examinations                      May 10-14
Commencement                                                  May 14

**SUMMER SESSION**

Instruction Begins                                              TBA
Drop, Add, Refund Dates                                        TBA

*The dates listed above refer to full term courses only. For any courses with special session dates please refer to the course syllabi. Williston State College academic calendars for upcoming years can be found on the North Dakota University System website, www.ndus.edu/students/academic-calendar.
GENERAL INFORMATION

NORTH DAKOTA STATE BOARD OF HIGHER EDUCATION

The State Board of Higher Education (SBHE) is the policy-setting and advocacy body for the North Dakota University System (NDUS) and the governing body for North Dakota's 11 publicly supported colleges and universities. The SBHE also oversees the North Dakota State University Extension Service and Agricultural Research Stations, Northern Crops Institute, State Forest Service, and the Upper Great Plains Transportation Institute.

The SBHE is made up of seven citizen members appointed to four-year terms and one student appointed to a one-year term by the governor. The Council of College Faculties selects the board's non-voting faculty advisor, and the NDUS Staff Senate selects the board's non-voting staff advisor.

THE COLLEGE

Williston, (estimated) population 31,000, offers cultural events and many entertaining options. The surrounding countryside offers unique opportunities for hiking, cycling, canoeing, fishing, hunting, and one of the best public golf courses in the nation. Once explored by Lewis and Clark, this area where the Missouri and Yellowstone rivers meet is dotted with reminders of North Dakota's rich history including restored Forts Buford and Union.

WSC operates as a two-year public community college in the NDUS. The College is one of 11 institutions under the North Dakota SBHE's jurisdiction. WSC is authorized under Federal law to enroll nonimmigrant students.

WSC offers transfer programs leading to Associate in Arts and Associate in Science degrees. Students can complete the first two years of many majors and transfer with junior status to most four-year colleges and universities.

The Associate in Applied Science degree and the certificate program are awarded to students completing career-technical programs. Students receiving career-technical training may continue at a four-year college or university, earning an advanced degree.

WSC operates on the semester calendar. All academic units are expressed in terms of semester credit hours.

MISSION

The mission of WSC, “Where the People Make the Difference,” is to provide accessible, affordable, life changing, and life-long educational pathways to residents of North Dakota, the Upper Plains, and beyond.

VISION

We are committed to student excellence. We embrace quality student experiences, open communication, and actionable data that enrich personal relationships among our college, faculty, and students.

We believe that people make the difference; that the College is the heart of the communities we serve; that our facilities are a needed, neutral, and central community space; and that our faculty and staff serve multiple and diverse needs in a global environment.

We strive for a strong student presence on-campus, expanded offerings, fiscal sustainability, modern facilities, current technologies, and continuous improvement as a result of both our master and strategic plans.

VALUES

Truthfulness
Empowerment
Innovation
Personal & Professional Growth

Relationships
Vision
Achievement
Success

PURPOSE

The two-year colleges respect and acknowledge the need to remain open to evolutionary change to ensure they can respond to the needs of the citizens of North Dakota. They share the following core purposes:

1. To provide academic transfer courses and programs that are parallel and equivalent to those offered during the first two years at baccalaureate institutions.
2. To provide career and technical education, as well as customized training, to prepare the learner for careers in a specific occupation.
3. To provide cultural, educational, occupational, and vocational programs to each campus' host community and the state of North Dakota in the form of courses, workshops, seminars, and institutes.
4. To provide community service and applied research in collaboration with business and industry to enhance economic development.
5. To provide open access and support services for a diverse student body.
6. To facilitate baccalaureate and graduate degree course work within the service area via telecommunications and other appropriate modes.

HISTORY

In 1931, legislative action authorized the establishment of junior colleges in North Dakota cities with a population exceeding 10,000. The Legislative Assembly amended the law in 1941 to allow junior colleges in cities with a population exceeding 5,000. An extension of junior college legislation came in 1961 with the approval of the North Dakota SBHE to establish an off-campus education center in conjunction with a state-supported college or university. WSC resulted from this legislation.

The University of North Dakota (UND) first offered extension classes in Williston during the fall of 1957. In 1961, WSC, then known as the UND-Williston Center, founded its own resident campus, faculty, and curricula through a contractual arrangement between UND and Williston School District #1. This arrangement continued until July 1, 1984 when the North Dakota SBHE assumed responsibility for the College. What was once the UND-Williston Center became UND-Williston.

In 1999, legislative action expanded the College's mission to include workforce training and resulted in UND-Williston's transition to an autonomous campus renamed Williston State College.

WSC has grown from an extension center, established in 1961, to an institution with a student body of more than 1,000 students and over 125 faculty and staff providing educational opportunities to the greater Williston area.
WSC [GENERAL INFORMATION]

CAMPUS

Stevens Hall - Stevens Hall has been the main building on campus since 1967. Renovated December 2014, Stevens Hall houses classrooms, the Learning Commons (library), Student Services, the Teton Grill, Andrea's (campus bookstore), the Skadeland gym, the Teton Lounge, Student Life, and administrative, staff, and faculty offices.

Science Center - Constructed in 2011, the Science Center houses four state-of-the-art labs and offices for instructors of biology, anatomy, physics, and chemistry.

Leonard P. Nelson Health and Wellness Wing - Constructed in 1975, the Leonard P. Nelson Health and Wellness Wing houses classrooms, lab spaces, and offices for the Health, Physical Education, and Nursing programs.

Thomas Witt Leach Complex (The Well) - Completed in 2004, the Well boasts a 2,200 seat sports arena, a walking track open to the community, a fitness facility, and additional faculty and athletic offices. This complex provides the College and surrounding communities a premier activity, cultural, and sports venue.

Crighton Building - Constructed in 1977, the Crighton Building was expanded in 1993. Until fall 2015, the Crighton Building housed TrainND, faculty offices, classrooms, and labs. Since TrainND's relocation, the Crighton Building now houses the Diesel Technology program, which includes a faculty office, classroom, and shop; Student Success Center with its offices, classrooms, and learning labs; and the Continuing Education department. The Continuing Education department provides enrichment classes, workshops, and kids’ programs to the community.

Art Wood Building - Constructed in 1972, the Art Wood Building previously housed faculty offices, classrooms, and shops for the Automotive Technology and Welding programs. Since the Welding program's move to the Western Star Career and Technology Center, or CTE, and the Automotive program's termination, the Art Wood Building now houses Campus Services.

Western Star Career and Technology Center (CTE) - Completed in 2010, the CTE Building houses business, technology, art, welding, petroleum, and massage therapy classrooms, labs, and faculty offices. Marketing also occupies this building.

On Campus Housing - Built in 2011 and the largest residence hall at 60,800 square feet, Frontier Hall houses a maximum of 171 students. Nelson Hall, the second largest, houses 17 students. Manger and Abramson Hall both house four students each.

Phil Rabon Baseball Field and Softball Field - The Phil Rabon baseball field was constructed in 2003 and is home to Teton baseball. A softball field was added in 2015 and is home to Teton softball. Both regulation size fields are located on the north side of campus.

Williston Area Recreation Center (WARC) - A world-class 250,000+ square foot community recreation center, the WARC, or ARC, opened in Spring 2014 and is open to WSC student, faculty, and staff use. The ARC has indoor walking/running tracks, turf fields, a golf simulator, tennis courts, batting cages, cardio/weight lifting areas, multi-sport courts, a 50m Olympic-size pool, teaching pool, water park, lazy river, and kid areas.
HOW TO USE THIS CATALOG

This catalog is designed to assist students in choosing and completing a program of study that best fits their personal aspirations and goals. The catalog is a tool that assists you in making educated decisions about your future.

If you are thinking about applying to WSC, follow these steps:

1. For information on admission, registration, tuition, expenses, financial aid, and student conduct, see Step 1.
2. Review the Instructional Programs Offered at WSC matrix for a full list of program offerings at WSC and their classification (i.e. Associate in Arts, Associate in Science, Associate in Applied Science, Program Certificate, or Certificate of Completion). Identify programs of study that fall within your area of interest. Please see Step 2.
3. See the CTE Programs and Transfer Degree Requirements sections for each program that interests you. Please see Step 3.
4. Look up descriptions for some of the courses listed in the program (see Step 4). Courses are listed alphanumerically by course prefix, e.g. ACCT 102.
5. Once you've reviewed the programs offered, follow Step 5 to learn about student academic support, activities, and services at WSC.

If you are already a student at WSC, you can use this document for the following:

1. Choose a major (follow Steps 1, 2, & 3). Once you have declared a major, contact your advisor to discuss your academic goals and plan. If undeclared, meet with your advisor to discuss options.
2. Review degree requirements for CTE programs on page 36 and requirements for the Associate in Arts and Associate in Science degrees on page 50.
3. Review courses, both required and elective (courses are listed alphanumerically by prefix, e.g. ACCT 102)
4. Keep track of your academic progress using the Student Education Plan for your degree and the Academic Advisement Report. Review the requirements for your program of study and meet with your advisor at least once a semester.

Step 1:
Learn about admission, registration, tuition, expenses, financial aid, and student conduct on pages 18-26.

Steps 2 & 3:
Review the Instructional Programs Offered at WSC matrix on page 35. For details, visit pages 36-48.

Step 4:
Look up course descriptions on pages 52-70.

Step 5:
Learn about student support, activities, and services on pages 27-32.
DEGREE & PROGRAM INFORMATION

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Students will demonstrate effective communication skills.
2. Students will use reasoning skills to analyze and solve problems.
3. Students will demonstrate knowledge of diverse cultures and value systems.
4. Students will apply health-related knowledge to promote physical and mental well-being.

DEGREES AWARDED

WSC offers the following degrees and certificates:

ASSOCIATE IN APPLIED SCIENCE (AAS)
The Associate in Applied Science (AAS) degree combines career-technical coursework with general education coursework. In the career-technical specialty field, the degree prepares students for jobs. The general education area provides broader education than would be available in a certificate or diploma program with at least 15 credit hours of general education required, but typically does not meet the 36 credit hour General Education Transfer Agreement (403.7) requirements. The AAS requires a minimum of 62 semester credit hours, and it may designate a specific field of study.

ASSOCIATE IN ARTS (AA) & ASSOCIATE IN SCIENCE (AS)
The Associate in Arts (AA) and Associate in Science (AS) degrees consist primarily of diverse, introductory-level courses in general education and professional areas and require at least 62 semester credit hours. Required courses for the AS degree place greater emphasis on the sciences than the AA. Both degrees prepare students for transfer to baccalaureate programs and meet General Education Transfer Agreement (403.7) requirements. They do not designate a specific program or major.

PROGRAM CERTIFICATE
A program certificate is a specialized course of study requiring at least 30 credit hours at the undergraduate level or 8 credit hours at the graduate level.

CERTIFICATE OF COMPLETION
A certificate awarded for the completion of:
1. A non-credit course of study, or
2. An undergraduate course of study of less than 15 credit hours
ADMISSION TO WSC
Students may enroll at WSC as one or more of the following:

DEGREE SEEKING STUDENTS
Students enrolled in institutional instructional activities that result in the award of college credit that can be applied toward a college degree or credit-based remedial courses taken by degree seeking students.

A. FIRST YEAR STUDENT - A student who has not previously attended a post-secondary institution after high school graduation or GED completion.

B. TRANSFER STUDENT - A student who previously attended a post-secondary institution (after high school graduation or GED completion) prior to enrolling at WSC.

C. READMIT STUDENT - A student returning to complete (an) additional course(s) who has not previously earned a degree from WSC and who stepped out for one semester or longer. Readmit students will be required to create a new account and submit a new application for admission.

D. CONTINUING STUDENT - A student returning to complete (an) additional course(s) who has previously earned a degree from WSC.

E. COLLABORATIVE STUDENT - A student who is enrolled in (a) course(s) from WSC while attending another NDUS institution in the same term. See the Collaborative Contact at the campus from which you intend to obtain your degree for complete details.

NON-DEGREE SEEKING STUDENTS
Students enrolled in institutional instructional activities, with the exception of remedial courses typically taken by degree seeking students, that result in the award of college credit which typically cannot be applied toward a college degree. Non-degree seeking students are not eligible for financial aid.

A. NON-DEGREE STUDENT - A student taking (a) course(s) who does not intend to earn a degree from WSC. WSC reserves the right to limit the credits taken as a non-degree student. Non-degree students are not eligible for financial aid.

B. EARLY ENTRY STUDENT - A high school student applying to enroll in (a) course(s) for college credit only (prior to high school graduation).

C. COLLABORATIVE STUDENT - A student who is enrolled in (a) course(s) with WSC while attending another NDUS institution in the same term. See the Collaborative Contact at the campus from which you intend to obtain your degree for complete details.

STUDENT CLASSIFICATION
FRESHMAN
A student who has earned fewer than 24 college credits.

SOPHOMORE
A student who has earned 24 or more college credits.

ENROLLMENT STATUS
FULL-TIME UNDERGRADUATE STUDENTS
Students enrolled in 12 or more credit hours per semester.

PART-TIME STUDENTS
Students enrolled in fewer than 12 credit hours per semester.

ADMISSION FILE REQUIREMENTS
Applicants must submit all items identified by Enrollment Services to be admitted to WSC. Applicant files will be considered complete and individuals will be accepted for admission only after all items listed for a student’s specific Admission Type (please reference Admission Type for specific requirements) have been received by Enrollment Services.

Students who have previously submitted an application for admission must create a new account in order to create a new application for all subsequent applications.

<table>
<thead>
<tr>
<th></th>
<th>FIRST-YEAR</th>
<th>TRANSFER</th>
<th>CONTINUING OR READMIT</th>
<th>EARLY ENTRY</th>
<th>EARLY ENTRY (OFF CAMPUS)</th>
<th>ONLINE ONLY</th>
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<tbody>
<tr>
<td>APPLICATION FOR ADMISSION</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>OFFICIAL HS TRANSCRIPTS OR GED</td>
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<td></td>
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</tr>
<tr>
<td>OFFICIAL ACT/SAT SCORES</td>
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<td>x</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>OFFICIAL COLLEGE TRANSCRIPTS</td>
<td>x</td>
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</tr>
</tbody>
</table>

1Official high school transcripts or GED scores are required of all students with fewer than 24 transferable credits. Please send all official college transcript(s) as soon as possible to determine if this is required for your admission file.

2Official ACT/SAT scores are required of all students who do not have transferable English and/or Math courses. Please send all official college transcript(s) as soon as possible to determine if placement scores are required for your admission file. Students with ACT/SAT scores more than 5 years old must also complete the COMPASS placement exam.

3All official college transcript(s) from any college(s) attended since attending WSC.

A. Application for Admission. This form must be completed and submitted by the applicant. The form can only be completed online and can be found at www.willistonstate.edu/apply.

B. Proof of Immunity to Measles, Mumps, Rubella, and Meningococcal. The North Dakota SBHE requires that all students attending North Dakota state institutions demonstrate immunity to these diseases. Such immunity can be proven by: a) presenting evidence of two doses of measles, mumps, and rubella vaccine no less than one month apart, from a licensed physician or authorized representative of a state or local health department; b) presenting proof of a positive serologic test for measles, mumps, and rubella; or c) presenting proof of date of birth prior to 1957. Exceptions to this policy may be granted only when: a) immunization is contraindicated by illness, pregnancy, certain allergies, or other medical conditions certified by a licensed physician; b) the applicant has had one immunization and agrees to have a second one no less than one month later; or c) the applicant’s beliefs preclude participation in an immunization program. Documentation of a meningococcal vaccination received after age 16 is required for all on-campus students aged 21 and younger.

C. High school transcript or equivalent. High school graduates must contact the high school from which they graduated and request that an official transcript be sent directly to Enrollment Services at WSC. This transcript should be sent after completion of grade 12. Applicants who have completed the GED must contact the Department of Public Instruction in the state in which they completed the GED and request that an official GED transcript be sent directly to Enrollment Services.

International credentials must be evaluated by an approved evaluation service. World Education Service (WES) is one of the recommended evaluators; please contact Enrollment Services to determine other approved evaluators.

Transfer applicants with 24 or more semester hours of transferable college credit are not required to submit high school or
GED transcripts.

D. Transcripts from other colleges attended. Applicants who have attended other post-secondary institutions prior to applying to WSC must contact each institution and request that an official transcript of all coursework be sent directly from that institution to Enrollment Services at WSC. International credentials will need to be evaluated by an approved evaluation service such as World Education Service (WES) or Spartan. Failure to provide information pertaining to all institutions previously attended may result in loss of credit and/or dismissal from WSC.

E. Placement scores are required for all degree-seeking students. For further information regarding WSC's placement testing procedures, please refer to https://www.willistonstate.edu/Future-Students/Academic-Placement-Testing.html

ADMISSION REQUIREMENTS FOR PERMANENT RESIDENTS

Applicants who hold permanent residency in the United States will be required to submit a photocopy of the front and back of their permanent resident card or submit the Form I-1797-C, Notice of Action, with permanent residency approval status prior to admission at Williston State College. A copy of the front and back of the permanent resident card will be required to be present upon approval. This requirement will be listed on a student's checklist within Campus Connection, and no student claiming permanent residency will be matriculated without this documentation.

Applicants who are pending approval for permanent residency will be required to submit their form I-1797-C, Notice of Action, with their permanent residency application pending status. Applicants will then be conditionally accepted if Enrollment Services have received all other documents. Enrollment Services will then place a conditional acceptance hold on applicant’s account with a note stating, “I-1797-C Form has been received. Pending Approval Status”. Enrollment Services will follow up with applicant each semester regarding approval status. Hold will then be removed once photocopy of the front and back of their permanent resident card had been received.

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

WSC is authorized under Federal law to enroll nonimmigrant students. In addition to the application for admission, $35 application fee, proof of immunity to Measles, Mumps, Rubella, and meningitis, evaluated high school and/or evaluated college records, and official placement scores, as described above, international student applicants must provide the items listed below to complete the admission process:

A. I-20 Certificate of Finance form. This form is available from Enrollment Services at WSC. This form must be completed and appropriately signed, indicating the student has sufficient funds to pay for all educational expenses while in the United States.

B. English Proficiency Requirement. An applicant whose native language is not English is required to demonstrate proficiency in the English language. Campuses shall have the discretion to use higher secondary admission criteria and English proficiency scores for specific programs.

1. At least two years of study, in good standing, at a U.S. high school or nationally accredited U.S. college/university.

2. At least two years of study, in good standing, at a post-secondary institution with English as the language of instruction.

3. A degree or diploma from an institution in which English was the language of instruction.

4. A U.S. General Education Diploma (GED) administered in English.

5. College Composition I and College Composition II, or equivalent courses, with a grade of A or B from a regionally accredited U.S. postsecondary college and/or university.

6. Any of the placement scores on the ACT, SAT, PLAN, and/or ACCUPLACER for English:

   a. ACT English sub test of 18+

   b. PLAN English sub test of 15+

   c. SAT Writing of 480+ (New SAT)

   d. ACCUPLACER Write Placer of 5+

   e. ACCUPLACER Next Generation Writing of 256+

7. The Test of English as a Foreign Language (TOEFL), with a minimum internet-based test (IBT) score for research institutions of 71 (or paper-based test score of 525), regional institutions may consider a minimum TOEFL IBT score of 68 (or paper-based test score of 523); or a minimum TOEFL IBT score of 65 for community colleges.

8. The International English Language Testing System (IELTS), with a minimum score of 6.0, technical based programs may consider a minimum IELTS score of 5.5.

9. The Pearson Test of Academic English (PTE-A) with a minimum score of 50.

10. The Michigan English Language Assessment Battery (MELAB) with a minimum score of 55.

11. ELS intensive level 109 certificates for non-research/technical/contract based programs; all other applicants must have completed and obtained ELS intensive level 112 certificates for research based programs.

C. Medical/health insurance. International students from countries other than Canada and Norway are required to carry a health insurance policy while enrolled at WSC. WSC makes this coverage available for international students through contract with a health insurance vendor. Applicants may contact the Vice President for Student Affairs for additional information.

D. International student applicants must provide Enrollment Services with an official evaluation of all post-secondary and applicable secondary credentials. It is recommended students have these completed by World Education Services at www.wes.org or Spantran at www.spantran.com.

E. Immigration documents. In addition to the requirements outlined above, applicants are subject to all rules, regulations, and requirements of the U.S. Department of Homeland Security and U.S. Immigration and Customs Enforcement, including payment of a $200 SEVIS processing fee. Upon completion of all admission requirements, applicants will be issued necessary educational immigration forms. Applicants are responsible for obtaining necessary passports and visas. Upon arrival at WSC, new students from all countries except those identified by U.S. health officials as low risk for tuberculosis must undergo Tuberculosis (TB) skin testing.

F. Applicants may contact Enrollment Services for additional information.

INTERNATIONAL STUDENT TUBERCULOSIS (TB) SCREENING POLICY

TB is a highly contagious and life threatening disease that can be transmitted quickly amongst people living in close quarters such as a campus housing unit or classroom facility. The North Dakota SBHE requires that all NDUS institutions require a TB test of all international students who are not from a country identified as “low risk.”

PROCEDURES

TESTING

Mantoux tuberculin skin testing will be required of all international students from countries not listed as low risk for TB infection. The testing must be done in the United States before the first day of class or the student will be denied access to classes until such results are made available to WSC by the testing agency. The test is available at the Upper Missouri District Health Unit by appointment only. Appointments can be made by calling 701.774.6400. The Health Unit is located at 110 West Broadway. Current testing fees can be obtained by contacting the Upper Missouri District Health Unit.
OF THE COURSE

Students may drop a full-term class anytime through the 10th calendar day of the course without the class being recorded on their official transcripts. Students may drop a class that meets less than a full-term on a pro-rated time schedule without the class being recorded on their official transcripts.

WITHDRAWING FROM A CLASS

Dropping a class after the time frame defined above is considered a class withdrawal and results in a “W” being placed in the grade column on the student’s official transcript. Students may withdraw from full term classes up to and through 75% of the term. Students may withdraw from a class that meets less than a full term on a pro-rated time schedule. After this time, students may no longer drop or withdraw from classes and will receive grades based on their performance in each class.

COLLEGE WITHDRAWAL

Students wishing to withdraw from WSC prior to the end of the semester must contact the Records Office. Office personnel will direct students through the proper withdrawal process.

Students may withdraw from WSC in all courses not yet completed any time prior to completion of 75% of the term. Contact Records office for exceptions.

Students leaving WSC without completing the official withdrawal process will earn a grade of “F” in all courses.

ACADEMIC REQUIREMENTS FOR TRANSFER STUDENTS

Students must be in good academic standing upon leaving their previous college to be admitted at WSC. Students leaving their previous college(s) on academic probation will be admitted to WSC on academic probation. These students may be enrolled in a limited number of credits. Students admitted on academic probation are required to demonstrate academic improvement to remain enrolled. Students who have been academically suspended from the previous college attended (for the semester immediately preceding the one in which they wish to enroll at WSC) will be admitted to WSC after one complete semester has passed or an admission appeal has been accepted.

TRANSFER CREDIT

WSC accepts credits in transfer from regionally accredited colleges and universities. All credits from regionally accredited colleges and universities will be evaluated for transfer eligibility. The Registrar, in consultation with Academic Departments, determines acceptability of transfer credits. Contact the Registrar for specific information on credit transfer and course evaluation. Credits earned from unaccredited and non-degree granting institutions may be considered for review through the Credit for Prior Learning Process. Please contact the Extended Learning Department for more information.

IN CASE OF A POSITIVE TEST

Students who present a positive skin test for TB will be required to obtain a chest x-ray to determine if they have the active Tuberculosis disease. The x-ray may be acquired at CHI St. Alexius, Craven Hagen Clinic, or Trinity Western Dakota Clinic by appointment. The student must have the written report from the chest x-ray forwarded to the Director for Enrollment Services of WSC at 1410 University Avenue, Williston ND 58801. Any follow up treatment required will be a mandatory aspect of consideration for enrollment at WSC. Follow up treatment is available through the Upper Missouri District Health Unit.

CONSEQUENCES OF NONCOMPLIANCE WITH TB TESTING REQUIREMENTS

Students failing to comply with the TB testing requirements will be denied access to registration, classes, and housing on the WSC campus. International students will be required to sign a waiver giving WSC the right to verify through the health care provider that treatment is being given and that the student is in compliance. Students will be able to enroll and gain access to campus housing when they are proven to be in compliance with all aspects of the testing requirements. Students are required to make their own arrangements for testing and treatment. Students are also responsible for any costs not covered under the provisions of their International Student Health Insurance policy.

COUNTRIES TO BE CONSIDERED LOW RISK

Please use this link to see the updated countries to be considered low risk.

REGISTRATION

NEW STUDENT REGISTRATION

Students new to WSC are able to attend our registration days or schedule a time to meet with their advisors on their own. In order to register for classes and attend a registration day, students MUST be accepted for admission. Students that sign up for a registration day that are not accepted will not be assigned a time.

RETURNING STUDENT REGISTRATION

To enroll for the next semester, returning students are able to follow the steps provided on the registration page https://www.willistonstate.edu/future-students/registration.html. If you have any questions regarding registration please contact Enrollment Services at wsc.admission@willistonstate.edu, texting 701.595.7389 or by calling 701.774.4200.

CHANGES IN REGISTRATION

After students have registered for classes, they may make changes to their class schedules via the Campus Connection portal on the WSC website. Students should consult their advisors before making a schedule change.

Schedule changes will be allowed according to the published schedule and must be made according to the guidelines listed.

ADDING A CLASS

Students may self-add full-term classes to their existing schedules, or change sections through the fifth calendar day of the course. These changes are allowed via the Campus Connection Self-Service portal. With instructor approval, students may add full-term classes to their existing schedules, or change sections through the tenth calendar day of the course. Instructor approved adds are made administratively through the Academic Records Office. Students may add shorter-term classes to their existing schedules on a pro-rated time schedule.

CHANGING GRADE STATUS

Students may change a full-term class to or from audit status or S/U grading anytime through the 10th calendar day of the course. These changes are allowed via the Campus Connection Self-Service portal through the fifth calendar day of the course, or with instructor approval through the tenth calendar day of the course. Instructor approved grade status changes are made administratively through the Registrar’s office. Students may change a shorter-term class to or from audit status or S/U grading on a prorated time schedule.

DROPPING A CLASS

Students may drop a full-term class anytime through the 10th calendar day of the course without the class being recorded on their official transcripts.
STUDENT RECORDS

FERPA
As custodian of student records, and in compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), WSC assumes the trust and obligation to ensure full protection of these student records.

Student records maintained by WSC fall into two general categories: directory information and student educational records.

Directory information (as defined under the provisions of FERPA) may be released publicly in printed, electronic, or other forms at the discretion of the personnel of this institution.

DIRECTORY INFORMATION includes:
1. Name (all names on record)
2. Address (all addresses on record)
3. Email address (WSC email address only)
4. Phone number (all phone numbers on record)
5. Height, weight, and photos of athletic team members
6. Major field of study (all declared majors)
7. Minor field of study (all declared minors)
8. Class level
9. Dates of attendance
10. Enrollment status
11. Names of previous institutions attended
12. Participation in officially recognized activities and sports
13. Honors/awards received
14. Degree earned (all degrees earned)
15. Date degree earned (dates of all degrees earned)
16. Photographic, video, or electronic images of students taken and maintained by the institution

Under FERPA, students have the right to request that directory information not be made public by notifying the Records Office. Students should be aware that information might be collected for use in publications in advance of printing. In order to effectively suppress release of directory information, students must restrict their directory information by the tenth day of the term and not reverse that restriction during the term. Students must personally contact the Records Office to restrict release of directory information.

Campuses receive many inquiries for directory information from a variety of sources including, but not limited to, prospective employers, other colleges and universities, graduate schools, licensing agencies, government agencies, news media, parents, friends, and relatives. Students should consider very carefully the consequences of their decision to withhold the release of any or all directory information items. Campuses have no responsibility to contact students for subsequent permission to release directory information after it is restricted. Campuses will honor student requests to withhold directory information until the student specifically and officially requests to lift these restrictions. To reverse existing directory restrictions, students must personally contact the Records Office.

EDUCATIONAL RECORDS are those records which are directly related to a student and maintained by this institution or by a party acting for this institution. These records include any information from which students can be individually identified, and have not been previously defined as public directory information.

Under the laws of FERPA, WSC will not disclose information about current or former students nor permit inspection of their educational records without the expressed, written consent of the student. Current and former students will be permitted to inspect and review their own educational records, to the exclusion of their parents and/or guardians. This applies to all students enrolled at WSC, regardless of age.

Specific exemptions do apply to the release of educational records. These exemptions include the following situations:

1. Parents of students, who are dependents, as defined under tax code must be permitted to inspect and review the educational records of the student.
2. Educational records must be disclosed pursuant to lawfully issued subpoenas or court orders.
3. Educational records may be released if knowledge of personal information contained in these education records is, in fact, deemed necessary by institutional personnel to protect the health or safety of the student or other person.

ACADEMIC TRANSCRIPTS
In compliance with FERPA, transcripts will not be issued to a third party without prior written consent of the student.

Official academic transcripts, including the Registrar’s signature and the College seal, will be mailed to third parties only after a written signed request from the student has been received by the Records Office.

Transcript requests received from students with liabilities to WSC (financial or other) will not be honored until all liabilities are satisfied.

GRADING SYSTEM
At the close of an academic term, each instructor reports a letter grade indicating the quality of a student’s work in the course. Honor points are assigned for each semester hour of credit earned in the course, according to the following grading system:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>EXPLANATION</th>
<th>HONOR POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Marked Excellence</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Superior</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
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<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
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<td>–</td>
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<tr>
<td>S</td>
<td>Satisfactory</td>
<td>–</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>–</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>–</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>–</td>
</tr>
</tbody>
</table>

Grade Point Average (GPA) will be calculated by dividing total honor points earned by total hours attempted. Total hours attempted include hours for which letter grades of “A,” “B,” “C,” “D,” and “F” are recorded.

ACADEMIC HONORS

PRESIDENT’S HONOR ROLL
At the completion of each semester, full-time students who have earned a GPA of 3.80 or greater for that semester will be named to the President’s Honor Roll. This academic honor will be recorded on students’ transcripts.

DEAN’S LIST
At the completion of each semester, full-time students who have earned a GPA of and between 3.50 – 3.79 for that semester will earn Dean’s List Honors. This academic honor will be recorded on students’ transcripts.

GRADUATION HONORS
Graduates who achieve an institutional academic average of 3.80 or greater will graduate with high honors. Those with an institutional average of and between 3.50 – 3.79 will graduate with honors. Graduate honors will be recorded on students’ transcripts.

INCOMPLETE
An incomplete grade may be assigned to the student who has been in attendance and has done satisfactory work up to a time within four weeks of the close of the course, and whose work is incomplete as a result of extenuating reasons. An Incomplete Grade Reporting Form detailing the work to be completed, expected completion date, and grading standard is to be signed and dated by both the instructor and the student. The form is
to be submitted to the Academic Records Office by the grade submission
deadline for the semester in which the course was taken.

An incomplete must be completed within four weeks of the close of the
semester in which the grade was received. Extensions beyond the standard
administrative conversion deadlines require department chair approval,
and may not exceed two incomplete conversion cycles (8 weeks total). For
developmental courses, these time frames may be longer. Please see the
instructor for details.

A Grade Change Form to change the grade is submitted prior to the
administrative conversion deadline set by the College.

The student is completely responsible for the completion of the course.
Work not completed within the approved time period will be assigned zero
credit, and a final grade computed and submitted to the Registrar by the
instructor of the course. Grades not changed within the aforementioned
time frame will lapse to a grade of “F.”

Credit is awarded and academic standing is determined upon receipt of the
changed grade.

WITHDRAWAL
For a standard 16 week semester, a “W” will appear on the permanent
academic transcripts of students who withdraw from any class after the last
day to add or drop a course. The last day to drop a course without a record
is the 10th calendar day in the fall term and the 11th calendar day in the
spring term. Withdrawal dates for sessions less than 16 weeks in length are
set proportionately.

S-U GRADING
Grades of “S” or “U” rather than the traditional grades of “A” through “F” are
used at WSC according to the following regulations:

1. Grades of “S” shall be awarded to students whose grades would have
otherwise been “A,” “B,” or “C.” A grade of “U” shall be awarded to students
whose grades would have otherwise been “D” or “F.”

2. A maximum of 12 S/U credits may be applied toward program
completion requirements for any certificate program, Associate in
Applied Science, Associate in Arts, or Associate in Science degrees.
Approval of the department chair is required for 13 or more S/U credits.

3. Some courses, as approved by the WSC Curriculum Committee, will be
offered for S/U grading only. (See course descriptions at back of catalog
for grading information.)

4. Students electing to enroll in a course for S/U grading (other than
those referred to in #3 above) should secure the approval of the
instructor and his or her academic advisor before enrolling in the
course.

5. Students electing to enroll in a course for S/U grading (other than
those referred to in #3 above) are cautioned that they may encounter
difficulty when attempting to transfer these credits to another
institution or when changing programs.

The S/U grading option must be chosen on or before the
seventh day of instruction.

PRE-COLLEGE GRADING
Some courses, as approved by the WSC Curriculum Committee, will be
numbered lower than 100-level or deemed developmental in nature. These
courses will not be counted in GPA Calculations, nor will they count toward
total credits successfully completed for graduation purposes. Individual
course descriptions should be consulted at the back of the catalog for
grading information.

AUDIT
Students enrolled in college classes as auditors have a status and
responsibility in class distinctly different from those taking the course for
credit. Auditors are not required to participate in the oral or written work
of the class. They take no examinations. They will receive no credit for the
course. They are identified as auditors on official class lists. Auditors may not
later establish credit in an audited course by taking a special examination;
the course must be repeated in residence to earn credit. An audit fee
for courses available for audit is not less than one half of the per credit
hour resident tuition charge for the course. Tuition is waived for senior
citizens (65 or older) electing to audit courses; however, the student is still
responsible for fees.

REPEATING COURSES
With the exception of a limited selection of courses, students may not
receive credit for the same courses more than once. (Students should consult
their academic advisors for information on courses that may be
repeated for credit.)

Enrolling in a course a second (or subsequent) time will nullify the credit(s)
and grade earned for previous enrollment(s). Repeated courses will be
noted on student academic transcripts, and only the most recent grade and
credit(s) will be used toward program requirements and in calculation of
total credits and GPA.

GRADE APPEAL
A student with a grievance about an academic circumstance (e.g. grading,
testing, quality of instruction, etc.) that the student believes to be unfair or
unwarranted may file an academic grievance according to the guidelines
found in the WSC Student Code of Conduct. For a complete description of the
grade appeal process, please consult the WSC Student Code of Conduct.

ACADEMIC STANDARDS
To remain in good academic standing, students must maintain a 2.00
GPA (C) or higher. Students in good academic standing will be eligible to
continue their studies and/or to graduate upon completion of all required
courses.

This academic standards policy is intended to support a successful learning
experience at WSC. Its intent is to alert students to a potential academic
problem and to encourage early corrective action.

Students who do not maintain minimum academic requirements will, at
the end of the term in which they fail to meet the minimum standards, be
placed on academic deficiency status as indicated below.

Academic Probation will be issued to students with an institutional GPA
below 2.00.

Academic Suspension will be issued to students on academic probation
whose institutional GPA remains below 2.00 at the end of the next term
in which he or she enrolls. Students suspended for academic reasons
are not eligible to enroll in classes for a minimum of one semester
following the suspension.

Suspended students may appeal the suspension within seven days of the
suspension notice and by following the procedure outlined in the Academic
Standing Letter.

Students allowed immediate re-enrollment through the suspension appeal
process may be required to repeat selected courses, and/or enroll in a
limited number of courses and credits.

GRADE FORGIVENESS
A currently enrolled WSC student may request to exclude all grades earned
in selected full semester(s) completed at WSC from GPA calculations if he
or she has not completed an associate degree, diploma, or a certificate
time and time has lapsed five or more years from the semester for which Grade
forgiveness is requested.

A student may only exercise the option of Grade Forgiveness once.
Courses completed in a semester granted Grade Forgiveness cannot satisfy
academic requirements.
Students considering Grade Forgiveness will consult with the Academic Records Office to be counseled on proper procedures and receive the Grade Forgiveness form. Students may request the Grade Forgiveness form from the Academic Records Office by email: wsc.records@willistonstate.edu or visiting Stevens 105C. If all elements of the completed request comply with policy, the Academic Records Office will record necessary Grade Forgiveness information on student record. If not, the Academic Records Office will counsel the student on the appeal process. Grades will be excluded from calculating the student’s GPA, however, the courses and grades will remain on the student’s transcript. Student appeals are made following procedures outlined in Section VIII of the WSC Student Code of Conduct.

GRADUATION

Candidates for degrees must formally apply for graduation. Spring graduates must complete the application by April 1. Applications for graduation are available online at willistonstate.edu/graduation.

Degree requirements are based on the catalog under which the student began full-time study. A student who discontinues enrollment on a full-time basis for one or more calendar years is required to meet program requirements as defined in the current catalog and/or as approved by the program coordinator. Although faculty advisors are available to assist students in program planning, the student is ultimately responsible for program completion.

Commencement exercises are held once each academic year at the completion of spring semester. Students who complete requirements during the fall, spring, or summer session are encouraged to be recognized for their achievements at the annual graduation ceremony.
TUITION & FEES

All US residents are charged the state resident rate. The international rate is 175% of the resident rate. Please visit the WSC website for current tuition and fees at http://www.willistonstate.edu/Future-Students/Financing-Your-Education/Cost-of-Attendance.html.

Tuition and fees are due in full at the beginning of each semester by the payment deadlines. Deadlines are available on the College online calendar. Billing statements are emailed prior to the fee deadline.

All WSC charges can be viewed online from your Campus Connection account. To view your charges:
1. Sign in to CAMPUS CONNECTION
2. Go to STUDENT CENTER
3. Click Financial Account tile
4. Click "Account Summary"
5. VERIFY your charges for accuracy

Non-native state residents may be eligible to obtain North Dakota residency through an application process, with documentation of proof of residency. Applications are available online and reviewed by the Student Accounts Office.

CANCELLATION POLICY

Enrolled students who have not established a payment plan or who have not made a payment of $250.00 or more toward the previous term’s tuition and fee charges shall be administratively withdrawn during the 3rd week of enrollment.

PAYMENT OPTIONS

1. Electronic check or credit card via Campus Connection: Campus Connection > Financial Account > Pay online Now
2. In-person in the Student Accounts Office in Stevens Hall 204B between 8:30AM and 3:30PM
3. Mail to (non-foreign accounts): Student Accounts, 1410 University Ave., Williston, ND 58801
4. Credit Card payments via phone: 701.774.4299 between 8:30AM and 3:30PM

NON-RESIDENT TUITION REGULATIONS

If a student is not a North Dakota resident, but he or she wishes to declare residency for tuition purposes, that student must contact the Student Finance Office. Students will be asked to complete an Application for Resident Student Status found at www.willistonstate.edu/NDresidentappeal. Information provided on the application will provide the basis for residency determination for tuition purposes.

The following guidelines are condensed from the SBHE policy on resident tuition, as defined in NDCC Section 15-10-19.1. Under this policy, a resident student for tuition purposes is defined as:

A. A person whose custodial parent, guardian, or parents, have been a legal resident of North Dakota for 12 months immediately prior to the beginning of the academic term;
B. A person 18 years of age or older who has been a legal resident of North Dakota for 12 months immediately prior to the beginning of the academic term;
C. A person who graduated from a North Dakota high school;
D. A full-time active duty member of the armed forces or a member of a North Dakota national guard unit;
E. A spouse or a dependent of a full-time active duty member of the armed forces or a member of a North Dakota national guard unit;
F. A spouse or dependent of an employee of any institution of higher education in the state;
G. The spouse of any person who is a resident for tuition purposes;
H. Any other person who was a legal resident of this state for at least three consecutive years within six years prior to the beginning of the academic term;
I. A child, spouse, widow, or widower of a veteran as defined in NDCC section 37-01-40 who was killed in action or died from wounds or other service-connected causes, was totally disabled as a result of service-connected cause, died from service-connected disabilities, was a prisoner of war, or was declared missing in action.

PAYMENT, REFUND, & WITHDRAWAL REGULATIONS

PAYMENT PLAN

WSC offers a Payment Plan option for tuition, fees, and room and board charges (not available during summer session) after financial aid is applied. This program offers students the opportunity to spread their tuition payments over four monthly installments. Online enrollment is open through the third week of enrollment. Visit the Student Accounts Office for more details.

REFUND OF TUITION AND FEES WHEN DROPPING A CLASS AND CLASS CHANGES

Any student who drops a class during the first 8.9% of the class days of a term will receive a 100% refund of tuition and fees for the credit hours of the class or classes dropped. After the first 8.9% of the class days have passed, no refunds are available for course drops. However, courses of the same or fewer credits may be substituted when added prior to the 8.9% deadline for the dropped class at no additional tuition and fee charge.

REFUNDS FOR WITHDRAWING STUDENTS

Any student who withdraws (i.e., drops all classes for the current term) shall receive a refund of tuition and fees according to the refund schedule in effect for the term. The amount of the refund is based on the date of the withdrawal. Refunds for withdrawals are processed at the following percentages based on the number of class days completed compared to the total number of class days in the term.

<table>
<thead>
<tr>
<th>% Completed Class Days</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% to 8.999%</td>
<td>100%</td>
</tr>
<tr>
<td>9.0% to 34.999%</td>
<td>75%</td>
</tr>
<tr>
<td>35.0% to 59.999%</td>
<td>50%</td>
</tr>
<tr>
<td>60.0% to 100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Please note that students will only be refunded for the classes that they were enrolled in at the time of withdrawal. No refund consideration shall be given for previously dropped classes. Also, if a class is added after the 100% refund dates, and subsequently dropped, no refund is available for that course regardless of date dropped.

FINANCIAL LIABILITIES

Students with unsettled financial liabilities to WSC will have a HOLD placed on their academic record. This hold will prevent the student from receiving grade reports, and/or diplomas at the completion of the academic term. Transcript requests will also be denied until all financial obligations are met.

FORM 1098-T

IRS Form 1098-T is an information return which reports qualified education expenses paid during the calendar year. Grants or scholarships processed by WSC are also required to be reported on this form. The information on the form is intended to assist in determining the amount of an education-related income tax credit or tax deduction that students may be able to claim on their individual income tax return. Students should consult their tax advisor to determine eligibility for a credit on their tax return.

The IRS has approved the electronic delivery of Form 1098-T. Consent is automatically established at time of enrollment. This consent applies to current and future years. To revoke Consent for electronic receipt student will need to visit with the Financial Service Office. You will need to access the 1098-T form in Campus Connection, please follow these directions:

- 1. Click Financial Account tile
FINANCIAL AID

Through federal financial aid programs and local resources, WSC provides financial assistance to students in the form of grants, scholarships, loans, work study opportunities, fee waivers, or any combination of the above.

FEDERAL FINANCIAL AID

The student application to request federal financial aid is the Free Application for Federal Student Aid (FAFSA) available at www.studentaid.gov/h/apply-for-aid/fafsa.

To be considered eligible for federal financial aid programs, students must be enrolled in an eligible program, be a U.S. citizen or eligible non-citizen, demonstrate satisfactory academic progress, be free from default on any U.S. Department of Education loan, and be registered with the Selective Service (males only).

Federal Pell Grants are available to all students who qualify based on financial need, regardless of enrollment status.

Federal Supplemental Educational Opportunity Grants (SEOG) are provided to a limited number of students with financial need. Students must be eligible for the Federal Pell Grant.

Federal Work Study provides flexible part-time employment to students with financial need. Positions and responsibilities vary and may be on-campus, off-campus, major related, or community service based.

Federal Direct Subsidized Loans are student loans in which the federal government pays the interest on the loan while the student is in school. Repayment and interest begin six months after the student graduates, leaves school, or drops below half-time enrollment.

Federal Direct Unsubsidized Loans have the same benefits and interest rates as the federal Direct Subsidized Loan, however, the student is responsible for the interest while in school.

Federal Direct PLUS Loans repayment of principal and interest begin 60 days after the loan is applied to your account. Parents may borrow up to the cost of education, less other financial aid the student receives.

SCHOLARSHIPS

WSC scholarship applications are completed annually online. Applications can be completed by visiting: http://www.willistonstate.edu/Scholarships. Scholarship applications for the next fall semester have priority deadline of May 31st each year and a hard deadline of September 30th.

Students must maintain a 2.0 GPA and be enrolled full-time to be eligible for any WSC scholarships.

GAINFUL EMPLOYMENT

Gainful Employment regulations provide students and consumers with the information they need to make good education related choices. To review this information, please visit: www.willistonstate.edu/gainfulemployment
STUDENT CONDUCT

CONDUCT

WSC is a learning community dedicated to the intellectual and personal growth of its students. All students, staff, faculty, and campus community members are treated with dignity and respect.

The WSC Student Code of Conduct serves to enrich the College experience and serves as a guide for College conduct procedures. The Code outlines the rights and responsibilities of all WSC students and includes processes intended to ensure fair and equitable treatment of all students. The intent of the Code is to foster personal and educational development and commitment to the campus community.

PARTICIPATION & ATTENDANCE

Attendance and participation in class activities are deemed essential parts of college education at WSC. Participation provides the opportunity for students to grow intellectually and allows them to demonstrate competency in classroom activities.

On the first day of class, students will be informed of the participation and grading policy of each instructor. Instructors may choose to base a part of the students grade on class participation which may include attendance.

After the last day to withdraw to receive a 100% refund for a class, any student who has never attended a particular class will be dropped from that class and charged appropriately. Students wishing to re-enroll after being dropped may do so only with instructor consent, and only if an open seat exists in the class. Procedures for adding a class must be followed.

Students who wish to appeal instructors’ actions based on attendance may appeal in accordance with the normal appeal channels as defined in the WSC Student Code of Conduct.

Students who must miss class for reasons not related to college functions or ALL college sanctioned events must inform instructors prior to the absence from classes concerned. Instructors will be informed of school-related absences by the activity advisor and/or coach to confirm times of departure and return.

STUDENT ACADEMIC INTEGRITY

ACADEMIC DISHONESTY

Acts of cheating and plagiarism are prohibited. Cases of academic dishonesty may be treated as an academic matter or as a disciplinary matter at the discretion of the instructor.

CHEATING

is defined as fraud, deceit, or dishonesty in an academic assignment. It includes using or attempting to use materials, or assisting other in using materials that are prohibited or inappropriate in the context of the academic assignment is question.

PLAGIARISM

is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

SELF-PLAGIARISM

Is the use of one's own previous work in another context without citing that it was used previously.

The instructor may reflect the incident of academic dishonesty through the assignment of the student’s grade in the course. If the student has a grievance related to this action, that grievance would be directed to the chair of the department in which the course is housed.

Alternatively, the instructor may refer the case as a disciplinary matter to the Vice President for Academic Affairs. The Vice President for Academic Affairs may refer the case to the Student Review Committee for action.

TITLE 38 UNITED STATES CODE SECTION 3679

Our policy permits any *covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the education institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:
1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees of following the receipt of the certificate of eligibility.

Our policy also ensures our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligation to the institution due to the delayed disbursement funding from VA under chapter 31 or 33

*A covered individual is any individual who is entitled to education assistance under chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits.

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STUDENT SERVICES

ACADEMIC ADVISEMENT
Making decisions about college can be confusing, especially if you try and go it alone. At WSC we are committed to helping make sense of your educational journey with advising opportunities offered through a variety of means. Whether you are interested in a terminal degree in a technical field or plan to transfer to another college or university after WSC, you should take advantage of advising services available to you. Program scheduling and class planning for students is coordinated through the Office for Academic Affairs. Students are assigned advisors based on their selected field of study. Advisors assist students with program selection, course selection, and formulation of future plans. Students must meet with their advisor prior to each term of enrollment. Students may change advisors by request to the Office for Academic Affairs.

Look beyond your degree at WSC and plan to continue your education by working closely with your WSC advisor and with representatives of your intended transfer school. You may find significant tuition savings by completing an associate degree with WSC before transfer to a four-year college or university to complete your bachelor’s degree. Generally, lower-division credits will normally be accepted for transfer from accredited North Dakota community colleges to North Dakota four-year institutions, but checking with your intended transfer institution about rules and limitations relating to the transfer of WSC credits is important.

Even if you are still undecided on what program you want to study, or you are just curious about what careers may fit you best, WSC is the perfect place for you to discover a program of interest and discover your college pathway to success.

ADULT BASIC & SECONDARY EDUCATION
The WSC Adult Learning Center coordinates the Adult Basic and Secondary Education Program. This program provides services to help adults increase knowledge and improve skills essential in today’s world. The four main areas of service are:

A. Literacy Skills: Provide literacy skills to adults who are unable to read.
B. Basic Skills: Enable adults to acquire basic skills in mathematics, English, social studies, science, basic computer skills, employability skills, and career planning.
C. GED: Prepare adults for the General Education Development (GED) tests. A GED High School Diploma is issued through the State Adult Education and Family Literacy office of the Department of Public Instruction to those who successfully complete the exams.
D. English Language Learning: Provide adults who are unable to speak, read, or write the English language with skills to learn the English language.

For more information visit www.willistonstate.edu/adultlearning.

DEMONSTRATION OF COMPETENCIES

MILITARY TRAINING PROGRAMS
Credit may be granted based upon the recommendations of the American Council on Education, in accordance with the institutional Credit for Prior Learning Policy.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
WSC awards credit for completion of CLEP subject exams following the minimum requirements for CLEP test scores and credits as approved by the NDUS. WSC does not award credit for CLEP general exams.

ADVANCED PLACEMENT (AP)
AP credits awarded to students completing high school AP courses and exams according to the standards approved by the NDUS.

CREDIT FOR INDUSTRY / CERTIFICATION
WSC permits students to demonstrate college level competency and establish college credits through the successful completion of approved industry training, in accordance with the institutional Credit for Prior Learning Policy.

EXPERIENTIAL LEARNING PORTFOLIO
WSC permits students to demonstrate college level competency and establish college credits, in accordance with the institutional Credit for Prior Learning Policy by successfully completing portfolio(s) demonstrating and documenting learning gained from non-academic sources equivalent to traditional non-resident courses.

CHALLENGE EXAMINATION
WSC may permit students to demonstrate college level competency and establish college credits by successfully passing an institutional challenge examination, in accordance with the institutional Credit for Prior Learning Policy.

PROPER DOCUMENTATION
Proper documentation, as outlined in WSC’s Credit for Prior Learning Policy, for each Demonstration of Competency shall be considered valid upon review and approval by the Credit for Prior Learning contact, in accordance with the institutional Credit for Prior Learning Policy.

NON-CREDIT EXAMINATIONS

AMERICAN COLLEGE TEST (ACT)
The ACT is a nationally developed and scored examination, administered several times each year. For specific test dates and registration deadlines visit their website at www.actstudent.org.

PEARSON VUE CERTIFICATION TESTING
Pearson Vue is a computer-based testing business and delivers exams on a secure network through WSC. GED is the main test given through Pearson Vue in our area. The North Dakota GED High School Diploma is based upon the successful completion of four exams: reasoning through language arts, science, social studies, and math. Persons who pass the GED test receive the North Dakota GED High School Diploma from the Department of Public Instruction. The GED is intended for persons 16+ years old and have withdrawn from their regular high school program.

Candidates are not required to take any courses or to prepare in any way for the GED test. However, candidates may wish to assess their current academic skills or improve skills by attending the Adult Learning Center, which provides instruction in the four content test areas, keyboarding and computer literacy, as well as career and college readiness. Instructional services are free and classes are held Monday - Friday and evenings to meet your personal schedule and needs. For more information visit www.willistonstate.edu/Community/Adult-Learning-Center.html.

CREDIT FOR PRIOR LEARNING
WSC may award credit for learning that took place outside a formal college setting, at unaccredited and non-degree granting institutions, or for courses in which students have superior preparation or knowledge directly related to existing courses in the College catalog.

GUIDELINES
Credit may be earned if an enrolled student demonstrates the competencies required for existing courses at WSC. Prior learning credit may be awarded for a military training program, credit for an industry/certification program, experiential learning programs, or the challenge of an examination. Credit will be awarded upon verification of the approved Demonstration of Competencies established in WSC’s Credit for Prior Learning Policy.

A maximum of fifteen credits may be awarded per student for prior learning through approved means to meet associate degree or diploma requirements.

A maximum of no more than half of the credits required for a certificate program may be awarded.

Grades will be awarded based on WSC’s Credit for Prior Learning grading policy or established articulation agreements where they exist.

A recording fee of half the regular tuition rate per credit hour will be charged for posting the credits earned through the prior learning process.
Students intending to transfer to other institutions after study at WSC are advised to contact the transfer institution in regard to the acceptance of prior learning credits.

ACCESSIBILITY SUPPORT SERVICES
WSC provides appropriate and reasonable accommodations for students with disabilities, free of charge. The goal of support services is to provide equal access and opportunity to all academic programs and campus activities for students with disabilities and to serve as a resource for accessibility awareness and accommodations.

The Accessibility & Retention Specialist promotes the philosophy of equal access and opportunity with all WSC administrators, faculty, staff, and students, and is a resource for faculty and staff on accessibility issues. The Accessibility & Retention Specialist can refer eligible students with disabilities to academic support services and encourages self-advocacy for students with disabilities to increase their independence and level of self-sufficiency. The Accessibility & Retention Specialist also makes referrals to outside agencies when appropriate (e.g., Vocational Rehabilitation, Counseling Services).

For additional information, please contact the Accessibility & Retention Specialist at 701.774.4224.

COUNSELING SERVICES
WSC Counseling services provide brief mental health counseling and related services to help WSC students identify barriers, improve coping, and achieve personal goals. WSC’s Counseling Center services are available at no cost to enrolled students whose concerns fall within WSC’s scope of practice. Confidentiality applies, with some exceptions including risk to harm self, others, child abuse, neglect, and medical emergencies. Those whose needs cannot be accommodated within the WSC Counseling Center treatment scope will be referred to community/regional resources for care. By appointment, students also have the ability to connect face-to-face over a TV monitor to two professional counselors on other NDUS campuses.

HOUSING & DINING SERVICES
WSC campus housing provides students with community living opportunities that promote personal and social development, foster citizenship, generate a sense of belonging, and build community. Limited apartment style housing is also available. All housing units are governed by campus disciplinary policy as outlined in the WSC Housing Contract and WSC Student Code of Conduct.

Current WSC students may occupy campus housing units. A one-time, non-refundable $40 application fee is required for all housing units. A $100 first installment is required to receive and reserve a room assignment.

WSC provides coin operated laundry facilities, mail, and internet services to its campus housing residents. Dormitory-style housing is fully furnished but students are required to provide their own linens. Apartment style housing is unfurnished.

The Teton Grill is located in Stevens Hall. Students in frontier and Nelson Halls are required to purchase a minimum meal plan each semester. Meal plans are optional for all other residence halls.

More detailed housing information, including housing contracts, applications, and rates, may be found on the WSC website at www.willistonstate.edu/housing.

STUDENT HEALTH INSURANCE
Students not covered under their family’s health insurance plan may obtain a student health insurance policy directly from a vendor of their choice.

International students from countries other than Canada and Norway are required to carry a health insurance policy while enrolled at WSC. Coverage is available for international students through NDUS’s contracted insurance vendor. Applicants may contact the Vice President for Student Affairs at 701.774.4585 or wsc.studentaffairs@willistonstate.edu for more information.

Enrollment at WSC does not automatically provide insurance coverage to students. WSC does not provide medical services, nor is the College responsible for accidents or injury occurring in the classroom, shop, laboratory, or other areas of the campus when college is in session or at any other time.

ANDREA’S [BOOKSTORE]
The WSC bookstore, Andrea’s, is operated as a service to students, faculty, and staff for the purchase of textbooks, supplies, drinks, and snacks as well as WSC apparel. Teton Java, located in Andrea’s, is a full-service coffee bar. Andrea’s is operated by the College, and its revenues are applied toward the financial obligation associated with WSC.

LEARNING COMMONS [LIBRARY]
The mission of WSC’s Learning Commons (Library) is to provide access to the materials, services, and facilities necessary to meet the current and future informational needs of WSC students, faculty, and staff.

The Learning Commons, located on the second floor of Stevens Hall, originated in the spring of 1966 with a sizable collection transferred from the Memorial Library of the Grand Masonic Lodge of North Dakota. The present collection, which is continually updated and expanded, supports the curriculum of the College with books, electronic databases, and audio/visual materials. The electronic databases provide access to academic journals, ebooks, newspapers, and news magazines.

Joining the Online Dakota Information Network (ODIN) has allowed the Learning Commons to expand its services. In addition to providing access to the WSC Learning Commons resources, ODIN provides access to a statewide Library Catalog. Resources not available locally may be requested through interlibrary loan.

The Learning Commons is designed with an open atmosphere, incorporating social areas with comfortable seating in addition to space for individual and group studying. There are computers available for use: desktops are located at a standing bar, and laptops are available for check out. All computers are connected to a printer/copier/scanner.

In addition to learning resources and computer use, the Learning Commons can provide students with graphing calculators checkout, research assistance, and test proctoring.

The College community and the general public are encouraged to utilize library services and facilities. The general public must check in with the circulation desk prior to any use of library computers. Printers are for student academic use only.

EXTENDED LEARNING

E-LEARNING
College classes aren’t just for traditional classrooms anymore. There are more options than ever before for earning college credit. ELEarning at WSC utilizes technology to reach any student, regardless of location. This type of instruction is a great fit for students who enjoy a flexible class schedule and who are motivated to succeed. Many students choose to supplement their on-campus classes with online courses which affords them a larger variety of course options as they plan their schedules. High school students may also choose to enroll in online courses as an Early Entry student.

WSC offers a variety of general education, elective, and technical courses that can lead to a Certificate of Completion, Program Certificate, Associate in Applied Science Degree, Associate in Arts degree, and/or an Associate in Science degree.

ONLINE OPTIONS
WSC offers several academic pathways that can be completed entirely online:
Accounting (AAS)
Business Management (AAS)
Liberal Arts Transfer (AA/AS)
Speech Language Pathology Paraprofessional (AAS)

EARLY ENTRY
WSC collaborates with regional high schools by allowing their students to advance their education and take college courses to earn college credit as Early Entry students. If high school administrators approve the college courses as meeting the same educational course requirements for high school courses, high school graduation credit may be issued when the student earns college course credit. The College Registrar will also send a transcript grade to the high school administrator. This allows students the possibility to earn “dual credit” for a course. Some courses require placement guideline scores.

The Early Entry program allows high school students to apply and enroll to take college courses and earn college credit before graduating with a high school diploma. This coursework may or may not be applied toward high school graduation requirements. Students must meet the application and course requirements to become a WSC student. Some courses require placement guidelines scores. Early Entry students must enroll in courses by filling out an Early Entry Enrollment form from the Extended Learning Department. All Early Entry students must apply as non-degree seeking students.

TRAINND NORTHWEST
TrainND Northwest meets the workforce training needs of Northwestern North Dakota as part of statewide TrainND’s workforce training network. TrainND Northwest focuses on creating partnerships with business and industry in an effort to foster an environment of safety and continuous improvement all centered on providing North Dakota with a competitive workforce.

TrainND locations are strategically placed to meet the industry-specific needs in each region of the state. TrainND works with business, industry, government agencies, and non-profits to assess training needs and to deliver timely, relevant, cost effective training that maximizes employee productivity and improves entity performance. Well-trained, prepared employees consistently contribute more efficiently to the workplace. TrainND is served by expert trainers who are passionate about providing the instruction employees need to succeed. Trainers keep pace with emerging trends and technology as informed by industry and other professional experts. Training can be customized to teach employees new skills, and to retrain or update existing skills.

Training provided by TrainND is offered through open enrollment and industry contractual arrangements. For specific information related to your training needs, please log on to https://www.willistonstate.edu/Community/TrainND.html for further information and class enrollment. TrainND offerings are not for college credit. For college credit offerings, please contact WSC Admissions at wsc.admission@willistonstate.edu.
Where the people make [the difference].
STUDENT ACTIVITIES

In addition to intellectual enrichment, WSC provides a number of activities and organizations to further develop students’ social, cultural, interpersonal, and physical abilities. Students are encouraged to participate in the various on-campus activities and organizations. Organizations currently active on campus are defined below.

Please contact Student Life for any questions concerning any current student activities or to discuss possible new activities on campus at 701.774.4213 or wsc.studentlife@willistonstate.edu.

*Organizations that offer scholarships to active student members

ACTIVE MINDS

Active Minds is a national non-profit organization dedicated to utilizing the student voice to raise mental health awareness among college students. Membership is open to students who are passionate about eliminating the stigma surrounding mental health and students who have interest in working in the mental health field.

AGRICULTURE CLUB

Agriculture Club gives students a chance to be involved in all aspects of the agriculture field and industry, while furthering their education and networking connections. Ag Club plays a key role in promoting student leadership and students will have the opportunity to participate in local, state (collegiate), and national agriculture conferences and activities.

Advisor: Jessalyn Bachler at 701.774.4539 or jessalyn.bachler@willistonstate.edu.

ART CLUB

Art Club is open for students who are passionate or simply curious about the arts. The hope is that each student comes to appreciate how the art world can not only enrich one’s life but also understand that creating art can serve as a tool for us to better understand ourselves and the world we live in. Art enlightens us. Art engages us. Art connects us. Advisor: Allen TenBusschen at 701.774.6233 or allen.tenbusschen@willistonstate.edu.

ASTRONOMY CLUB

Astronomy Club is open to both WSC students and the public. Anyone interested in learning about current astronomy topics is welcome to attend the monthly meetings. In addition to monthly meetings, sky observation sessions for public outreach and education are held occasionally throughout the year. Advisor: Susan Zimmerman at 701.774.4232 or s.zimmerman@willistonstate.edu.

COMPUTER TECHNOLOGY CLUB

The WSC Computer Technology Club is a college-wide club that is designed for students planning careers in information technology, automation technology, computer, or business technology fields. The goals of the club are: to complement classroom studies, provide students with opportunities to participate in the information and automation technology community, explore various career opportunities, provide insight and guidance to Computer Technology Club members, help students majoring in information and automation technology be committed to a career, and help students become future leaders in information technology. Advisor: Ken Quamme at 701.774.4207 or ken.quamme@willistonstate.edu.

CRU

This nondenominational student-led group is a Christian organization that meets regularly during the academic year and provides activities in a Christian atmosphere. Weekly gatherings are small-group style, discussing a wide range of topics through a biblical perspective. Advisor: Steven Grunenwald at 701.774.4255 or steven.grunenwald@willistonstate.edu.

DIVERSITY CLUB

This club promotes an accepting environment of all students at WSC. Students will help organize and coordinate multicultural events. Advisor: Kim Weismann at 701.774.4503 or kim.weismann@willistonstate.edu.

INTERCOLLEGIATE ATHLETICS

WSC offers intercollegiate competition in volleyball, men’s and women’s basketball, men’s ice hockey, baseball, and softball. The College is a member of the National Junior College Athletic Association (NJCAA), the American Collegiate Hockey Association (ACHA), and the Mon-Dak Athletic Conference. The Athletic teams are collectively known as the “Tetons” and play across the entire country.

MASSAGE THERAPY CLUB

The Massage Therapy Club strives to promote the awareness of the benefits of massage on campus and in the community by providing educational and hands-on sessions for people to learn more about massage. Advisor: Wendy McGinley at 701.774.4293 or wendy.mcginley@willistonstate.edu.

PHI THETA KAPPA (PTK)

The Alpha Rho Lota Chapter of Phi Theta Kappa is a national honor society. Students who have earned 12 semester hours of credit and have earned/ maintained a minimum grade point average of 3.20 while enrolled at WSC may become members. The purpose of the organization is to promote scholarships, develop leadership and service, and cultivate fellowship among qualified students of the college. Advisor: Lynne Raymond at 701.774.4238 or lynne.raymond@willistonstate.edu.

PHI THETA LAMBDA (PBL)

PBL provides opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. Advisors: Leah Windnagle at 701.774.4220 or leah.windnagle@willistonstate.edu and Maren Furuseth at 701.774.4298 or maren.furuseth@willistonstate.edu.

SKILLS USA

Skills USA is a national educational organization for college students enrolled in a trade, industrial, technical, or health occupation. Members organize and participate in state and national competitions, community service projects, social activities, and professional development programs. Advisor: Ken Quamme at 701.774.4207 or ken.quamme@willistonstate.edu.

STUDENT AMBASSADORS*

WSC student ambassadors are a select group of students who interact with prospective students, parents, alumni, and the community as a means to recruit. As official representation of the College, this position is held in high honor. Members will represent students’ leadership in an articulate manner, promote the positive image of the College, and respond to the College's needs. Advisor: Emily Casner at 701.774.4278 or emily.casner@willistonstate.edu.

STUDENT NURSES ORGANIZATIONS (SNO)

All nursing students are eligible for membership in the Student Nurses Organization. This organization actively promotes and supports nursing and healthcare/wellness at WSC and in the community. Members organize and work on projects throughout the year. Advisor: Gail Raasakka at 701.774.4290 or gail.raasakka@willistonstate.edu.

STUDENT SENATE*

The purpose of Student Senate is to advocate for the WSC student body and to act as a liaison for students to the administration, alumni, state and community. Student Senators are a select group and are official representatives of the college and held high in honor. Members represent student leadership in an articulate manner, promote the positive image of the college, and respond to the student body and college's needs. Advisor: Elizabeth Wilmot at 701.774.4213 or elizabeth.wilmot@willistonstate.edu.

TETON ACTIVITY BOARD* (TAB)

TAB brings new and exciting events to WSC. Members offer the WSC student body opportunities for involvement by developing, planning and executing entertainment, activities, and personal enrichment possibilities. Advisor: Elizabeth Wilmot at 701.774.4213 or elizabeth.wilmot@willistonstate.edu.
TETONS LEAD

Service learning is defined as combining meaningful community service and reflection to enhance learning and strengthen communities. Each student participating must complete 40 hours of service learning during the academic year in order to receive the certificate of completion, letter of recommendation from Dr. Miller, and recognition in the graduation program. Advisors: Elizabeth Wilmot at 701.774.4213 or elizabeth.wilmot@willistonstate.edu, Maren Furuseth at 701.774.4298 or maren.furuseth@willistonstate.edu and Kim Weismann at 701.774.4503 or kim.weismann@willistonstate.edu.
GENERAL EDUCATION

GENERAL EDUCATION REQUIREMENTS
TRANSFER AGREEMENT (GERTA)

The following are all GERTA approved general education courses for WSC. Please pay special attention to the program of study these courses may be applied to as requirements differ among programs and degrees.

The NDUS developed GERTA to assist students who transfer within the NDUS. This agreement states that students who transfer to an NDUS institution after completing their general education course work at any other NDUS institution will be deemed to have met all lower division general education requirements at the transfer school. This agreement also states that if not all general education requirements have been completed before transferring, all general education courses will be applied to the general education requirements at any other NDUS institution. Please contact the Registrar to obtain a GERTA completion certificate form.

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WSC CATALOG 2020-2021

CAMPUS APPROVED WELLNESS REQUIREMENTS

For all degrees, WSC has a wellness requirement. The following courses may be used to fulfill this wellness graduation requirement.

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<td>HPER 210</td>
<td>First Aid &amp; CPR</td>
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<td>Personal &amp; Community Health</td>
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<td>NUTR 222</td>
<td>Contemporary Nutrition</td>
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CAMPUS APPROVED-GENERAL EDUCATION (APPLICABLE TOWARD CTE PROGRAMS OF STUDY)

Consisting of general education courses (other than GERTA approved courses) that have been approved for use in CTE programs by WSC and are applicable toward CTE programs of study, applying to General Education Requirements for the AAS, Diploma, and Certificate only.

COMMUNICATION

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<td>BOTE 247</td>
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<td>Microcomputer Spreadsheet-Excel</td>
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<td>CIS 130</td>
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<td>CIS 164</td>
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<td>Special Topics in English</td>
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<td>HUMS 299</td>
<td>Special Topics in Humanities</td>
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For Terminal Degrees/Certificates (leading directly to employment with no plan to transfer to another college/university for further study) – Campus approved general education courses and/or GERTA approved general education courses may be used to fulfill AAS degree and certificate requirements.

For Transfer Degrees (leading to a transfer pathway at another college/university after graduation from WSC with the intent of pursuing a baccalaureate degree) – GERTA approved general education courses are recommended to fulfill degree requirements.

Transfer guidelines, limitations, and program requirements may differ from college to college and from state to state. GERTA approved general education courses offer the best opportunity for seamless transfer and transition to another college/university. WSC students planning to transfer to another institution for further study should contact the college/university they plan to attend after leaving WSC to get catalog and program information specific to their interests and needs.
## INSTRUCTIONAL PROGRAMS OFFERED AT WSC

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<tr>
<th>Program</th>
<th>Program Coordinator</th>
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<td>Liberal Arts - AA</td>
<td>Kim Weismann</td>
<td><a href="mailto:kim.weismann@willistonstate.edu">kim.weismann@willistonstate.edu</a></td>
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<td>Liberal Arts - AS</td>
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<td><a href="mailto:lanceolson@willistonstate.edu">lanceolson@willistonstate.edu</a></td>
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<tr>
<td>Accounting</td>
<td>Dr. Miller</td>
<td><a href="mailto:john.smiller@willistonstate.edu">john.smiller@willistonstate.edu</a></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Agriculture</td>
<td>Emily Casner</td>
<td><a href="mailto:emily.casner@willistonstate.edu">emily.casner@willistonstate.edu</a></td>
<td>X</td>
<td></td>
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<tr>
<td>Business Management</td>
<td>Leah Windnagle</td>
<td><a href="mailto:leah.windnagle@willistonstate.edu">leah.windnagle@willistonstate.edu</a></td>
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<tr>
<td>Information Technology</td>
<td>Ken Quamme</td>
<td><a href="mailto:kquamme@willistonstate.edu">kquamme@willistonstate.edu</a></td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Massage Therapy</td>
<td>Wendy McGinley</td>
<td><a href="mailto:wendy.mcginley@willistonstate.edu">wendy.mcginley@willistonstate.edu</a></td>
<td></td>
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</tr>
<tr>
<td>Nursing</td>
<td>Gail Raasakka</td>
<td><a href="mailto:gail.raasakka@willistonstate.edu">gail.raasakka@willistonstate.edu</a></td>
<td>X</td>
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</tr>
<tr>
<td>Petroleum Technology &amp; Automation</td>
<td>Alexey Kovalev</td>
<td><a href="mailto:alexey.kovalev@willistonstate.edu">alexey.kovalev@willistonstate.edu</a></td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Speech Language Pathology Paraprofessional</td>
<td>Kim Weismann</td>
<td><a href="mailto:kim.weismann@willistonstate.edu">kim.weismann@willistonstate.edu</a></td>
<td></td>
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<tr>
<td>Sport &amp; Recreation Management</td>
<td>Shawn Cote</td>
<td><a href="mailto:shawnj.cote@willistonstate.edu">shawnj.cote@willistonstate.edu</a></td>
<td></td>
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</tr>
<tr>
<td>Transportation Technology</td>
<td>Hunter Erickson</td>
<td><a href="mailto:kenley.nebeker@willistonstate.edu">kenley.nebeker@willistonstate.edu</a></td>
<td>X</td>
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<tr>
<td>Welding Technology</td>
<td>Tim Delorme</td>
<td><a href="mailto:timothy.delorme@willistonstate.edu">timothy.delorme@willistonstate.edu</a></td>
<td>X</td>
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</table>

COC - Certificate of Completion, PC- Program Certificate, AAS - Associate of Applied Science, AA/AS - Associate in Arts/Associate in Science
WSC [CAREER & TECHNICAL EDUCATION PROGRAM REQUIREMENTS]

CAREER & TECHNICAL EDUCATION
PROGRAM REQUIREMENTS

WSC is designated by the North Dakota State Board of Career and Technical Education as an area career and technology center. The College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Below are program requirements for Career and Technical Education (CTE) programs available at WSC (listed on pages 38-47). Transfer curriculum plans are available for students wishing to begin their studies at WSC before transferring to a baccalaureate campus.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)
AAS degrees combine career-technical courses with general education courses. This degree prepares students for employment in the career-technical specialty area of their choice.

REQUIREMENTS:
A. Completion of at least 62 semester credits (varies by program), including 15 general education credits consisting of one course from each of the following areas:
   1. Communication
   2. Math, Science, or Computer Science
   3. Humanities or Social Science
   4. Wellness
B. 2.00 (C) minimum institutional grade point average or higher (GPA required in select programs)
C. Completion of prescribed career-technical curriculum
D. Successful completion of UNIV 100 College Strategies (1 credit) or UNIV 101 College Transitions (1 credit)
E. Program coordinator's approval
F. Minimum of 16 credits completed in residence (remedial coursework DOES NOT count)
G. Maximum of 12 S/U graded credits (program approval required for 13 or more)
H. Maximum of 15 credits of non-traditional college credit (i.e. AP, CLEP, military training, WSC Challenge exam credit, portfolio development, industry training, prior learning, and courses covered under high school articulation agreement)

PROGRAM CERTIFICATE (PC)
A PC represents completion of a one-year curriculum in a prescribed career-technical program.

REQUIREMENTS:
A. Completion of a minimum of 30 semester credits (varies by program) including 5 general education credits
B. 2.00 (C) minimum institutional grade point average or higher (GPA required in select programs)
C. Completion of prescribed career-technical curriculum
D. Successful completion of UNIV 100 College Strategies (1 credit) or UNIV 101 College Transitions (1 credit)
E. Program coordinator's approval
F. Minimum of 16 credits completed in residence (remedial coursework DOES NOT count)
G. Maximum of 12 S/U graded credits (program approval required for 13 or more)
H. Maximum of 15 credits of non-traditional college credit (i.e. AP, CLEP, military training, WSC Challenge exam credit, portfolio development, industry training, prior learning, and courses covered under high school articulation agreement)

CERTIFICATE OF COMPLETION (COC)
A COC is awarded for completion of a non-credit or credit-based course of study requiring 15 credits or less. Requirements vary depending on desired outcomes.
CONTACT US FOR A TOUR. WE LOOK FORWARD TO SEEING YOU ON CAMPUS!
Call 701.774.4200 or 1.888.863.9455 or visit www.willistonstate.edu/tour
CTE PROGRAMS

ACCOUNTING

ASSOCIATE IN APPLIED SCIENCE (AAS)

Minimum required credits for AAS: 62

PROGRAM DESCRIPTION:
The WSC Accounting program is continually growing and jobs in the field are abundant. Accounting is currently one of the top associate's degree in the country. After a two year program with WSC, students will be fully prepared to obtain a local job in the field.

The objective of the Accounting program is to provide graduates with the necessary skills to qualify for positions in places like accounting firms, financial institutions, small businesses, manufacturing companies, department stores, construction companies, and schools.

PROGRAM OUTCOMES:
The student will be able to:

1. Use accounting information to enhance business planning, decision making, problem solving, and management control.
2. Prepare records of business activities according to accepted accounting principles and techniques.
3. Use fundamental tax laws and principles to prepare an individual income tax return.

PROGRAM REQUIREMENTS:* CREDITS

ACCT 200 Elements of Accounting I 3
ACCT 201 Elements of Accounting II 3
ACCT 205 Cost Accounting 3
ACCT 215 Business in the Legal Environment 3
ACCT 231 Income Tax Procedures 3
BADM 201 Principles of Marketing 3
BADM 202 Principles of Management 3
BOTE 247 Spreadsheet Applications 3
COOP 197 Cooperative Education/Internship 1
ECON 110 Principles of Microeconomics 3
ECON 200 Principles of Macroeconomics 3

SUGGESTED GENERAL EDUCATION COURSES:** CREDITS

COMM 110 Fundamentals of Public Speaking 3
CSCI 101 Introduction to Computers 3
ENGL 125 Introduction to Professional Writing 3
MATH 103 College Algebra 3

SUGGESTED ELECTIVES:*** CREDITS

ANSC 123 Feeds & Feeding 3
ANSC 160 Equine Nutrition 2
ANSC 220 Livestock Production 3
ANSC 231 Livestock Evaluation 3
ANSC 260 Introduction to Equine Science 3
AGEC 250 Agribusiness Sales 3
HORT 121 Intro to Aquaponics 2
HORT 248 Greenhouse Structures 2
HORT 249 Greenhouse Operations 3
PLSC 110 World Food Crops 3
PLSC 210 Horticulture Science 4
PLSC 223 Introduction to Weed Science 3
PLSC 225 Principles of Crop Production 3
SOIL 222 Soil Fertility and Fertilizers 3

*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

**The suggested general education courses are not required, but are recommended for a career in accounting.

***The suggested electives are not required, but are recommended for a career in agriculture.

Students can choose from 5 different options for Agriculture.

OPTION: AGROBIZNESS MANAGEMENT

OPTION REQUIREMENTS: CREDITS

AGEC 250 Agribusiness Sales 3
ECON 201 Principles of Microeconomics 3

OPTION: EQUINE MANAGEMENT

OPTION REQUIREMENTS: CREDITS

ANSC 260 Intro to Equine Science 3
ANSC 160 Equine Nutrition 2

OPTION: FARM MANAGEMENT

OPTION REQUIREMENTS: CREDITS

PLSC 223 Intro to Weed Science 4
PLSC 225 Principles of Crop Production 3

OPTION: RANCH MANAGEMENT

OPTION REQUIREMENTS: CREDITS

ANSC 220 Livestock Production 3
ANSC 123 Feeds and Feeding 3
**OPTION: AGRICULTURE EDUCATION AND EXTENSION**

**OPTION REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 250</td>
<td>Intro to Education</td>
</tr>
<tr>
<td>EDUC 298</td>
<td>Pre-Professional Experience</td>
</tr>
<tr>
<td>ANSC 260</td>
<td>Intro to Equine Science</td>
</tr>
</tbody>
</table>

**BUSINESS MANAGEMENT**

**ASSOCIATE IN APPLIED SCIENCE (AAS)**

Minimum required credits for AAS: 62

**PROGRAM DESCRIPTION:**

Business management as a career is a transferable skill. Managers often take their expertise from one type of organization to another, from manufacturing to travel and tourism industries. Managers are decision makers. They set goals and policies as a business executive and direct others in sales, purchases, accounting, production, and research. General tasks across various industries include:

- Defining the nature and extent of the project and identifying the problem/other issues
- Gathering data and researching facts
- Analyzing and synthesizing the data
- Developing recommendations/proposing solutions
- Preparing written reports and/or making formal oral presentations
- Assisting in the implementation of recommendations

Business managers make the best use of available resources to achieve the given objective.

**PROGRAM OUTCOMES:**

The student will be able to:

1. Combine computer and communication skills to generate high-quality business projects.
2. Write in a clear, organized, and concise way with respect to audience, context, and purpose.
3. Demonstrate critical reading, thinking, and writing ability.
4. Assess the internal and external environments in which businesses operate to determine appropriate strategies.

**PROGRAM REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 200</td>
<td>Elements of Accounting I</td>
</tr>
<tr>
<td>ACCT 201</td>
<td>Elements of Accounting II</td>
</tr>
<tr>
<td>BADM 201</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>BADM 202</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BADM 203</td>
<td>Leadership Techniques</td>
</tr>
<tr>
<td>BADM 269</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>BADM 251</td>
<td>Personal Finance</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BOTE 247</td>
<td>Spreadsheet Applications</td>
</tr>
<tr>
<td>COMM</td>
<td>Any 200 Level Course</td>
</tr>
<tr>
<td>COOP 197</td>
<td>Cooperative Education/Internship</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Macroeconomics</td>
</tr>
</tbody>
</table>

**SUGGESTED ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 215</td>
<td>Business in the Legal Environment</td>
</tr>
<tr>
<td>BADM 130</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>BADM 150</td>
<td>Recreation Management</td>
</tr>
<tr>
<td>BADM 170</td>
<td>Recreation Areas &amp; Facilities Management</td>
</tr>
<tr>
<td>BADM 228</td>
<td>Personal Investing</td>
</tr>
<tr>
<td>BADM 240</td>
<td>Sales</td>
</tr>
<tr>
<td>BADM 270</td>
<td>Small Business Management</td>
</tr>
<tr>
<td>BOTE 135</td>
<td>Social Media Integration for Business</td>
</tr>
<tr>
<td>BUSN 120</td>
<td>Fundamentals of Business (as advised)</td>
</tr>
<tr>
<td>BUSN 250</td>
<td>Principles of Real Estate</td>
</tr>
</tbody>
</table>

*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

**INFORMATION TECHNOLOGY**

**ASSOCIATE IN APPLIED SCIENCE (AAS)**

Minimum required credits for AAS: 62

**PROGRAM DESCRIPTION:**

The Information Technology program is designed to prepare students with a solid foundation in computer diagnosis and repair, network administration, server installation and administration, and technology security. In addition, students will have the opportunity to receive training in computer programming, web and graphic design and automation technology.

**PROGRAM OUTCOMES:**

The student will be able to:

1. Demonstrate computer network installation, maintenance, and repair skills.
2. Design, install, and troubleshoot a Local Area Network (LAN).
3. Demonstrate knowledge of Wide Area Networking (WAN).
4. Apply knowledge and interact with Windows server technologies to manage users, active directory, network infrastructure configuration, and server applications.
5. Demonstrate a knowledge of computer network security concepts and techniques.
6. Demonstrate a knowledge of basic project management concepts and management tools.
7. Perform fundamental desktop management skills using a Linux based operating system.
8. Demonstrate a knowledge of wireless LAN.
9. Troubleshoot and repair computer hardware and software problems.

**PROGRAM REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 116</td>
<td>Internet of Things: Connecting Devices</td>
</tr>
<tr>
<td>CIS 128</td>
<td>Microcomputer Hardware I</td>
</tr>
<tr>
<td>CIS 129</td>
<td>Microcomputer Hardware II</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Introduction to Cyber Security</td>
</tr>
<tr>
<td>CIS 164</td>
<td>Networking Fundamentals I</td>
</tr>
<tr>
<td>CIS 165</td>
<td>Networking Fundamentals II</td>
</tr>
<tr>
<td>CIS 171</td>
<td>Fundamentals of Python Coding</td>
</tr>
<tr>
<td>CIS 212</td>
<td>MS Windows OS Client</td>
</tr>
<tr>
<td>CIS 215</td>
<td>Implementing MS Windows Server</td>
</tr>
<tr>
<td>CIS 220</td>
<td>Operating System - UNIX</td>
</tr>
<tr>
<td>CIS 241</td>
<td>Digital Forensics Fundamentals</td>
</tr>
<tr>
<td>COOP 197</td>
<td>Cooperative Education/Internship</td>
</tr>
<tr>
<td>CSCI</td>
<td>Programming Course (see list)</td>
</tr>
</tbody>
</table>

In addition to the above program requirements, the following courses can be taken to fulfill the required programming course requirement for an AAS in Information Technology. All courses except for TECH 143 are taught online via the consortium and are subject to change.

**PROGRAMMING COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSCI 122</td>
<td>Visual Basic</td>
</tr>
<tr>
<td>CSCI 124</td>
<td>Beginning C++/Visual C++</td>
</tr>
<tr>
<td>CSCI 127</td>
<td>Beginning JAVA/J++</td>
</tr>
<tr>
<td>CSCI 160</td>
<td>Computer Science I</td>
</tr>
<tr>
<td>CSCI 161</td>
<td>Computer Science II</td>
</tr>
<tr>
<td>CSCI 172</td>
<td>Intermediate Visual Basic</td>
</tr>
<tr>
<td>CSCI 174</td>
<td>Intermediate C++/Visual C++</td>
</tr>
<tr>
<td>TECH 143</td>
<td>Prog. Logic Control Fundamentals</td>
</tr>
</tbody>
</table>

*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

Students can choose from 4 different options for Information Technology.
**MASSAGE THERAPY**

**ASSOCIATE OF APPLIED SCIENCE (AAS)**

Minimum required credits for AAS: 62

**PROGRAM DESCRIPTION:**
The mission of the Massage Therapy program is to prepare students to become practicing entry-level massage therapists. Massage therapists use the art of massage and other complementary modalities for treatment of body dysfunction and general wellness benefits. Graduates will work with a wide variety of neuromusculoskeletal conditions and provide clients massage for general relaxation. The majority of massage therapists are self-employed, although many are employed at resorts, cruise lines, casinos, wellness centers, hospitals, nursing homes, and outpatient clinics.

The Massage Therapy program assists students in obtaining the skills required to successfully function in the delivery of health care as a massage therapist. It is designed to allow students the opportunity to learn about the art of massage and other complementary modalities for treatment of body dysfunction and general wellness benefits. It also provides students hands-on, practical experience in preparation for a national examination. All courses required for both the AAS degree and the PC in Massage Therapy need to be successfully completed with a “C” or higher.

**PROGRAM OUTCOMES:**
The student will be able to:
1. Demonstrate proper client service.
2. Articulate and comply with the ethical and legal standards of the profession.
3. Design and implement individualized treatment plans.

**PROGRAM REQUIREMENTS:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>AH 130 Pathology for Allied Health</td>
<td>3</td>
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<tr>
<td>AH 171 Medical Terminology</td>
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</tr>
<tr>
<td>AH 260 Kinesiology I</td>
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<tr>
<td>AH 261 Kinesiology II</td>
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</tr>
<tr>
<td>BADM 251 Personal Finance</td>
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<tr>
<td>MASC 101 Introduction to Massage Therapy</td>
<td>2</td>
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<tr>
<td>MASC 120 Swedish Massage I</td>
<td>3</td>
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<tr>
<td>MASC 121 Massage Clinical I</td>
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<tr>
<td>MASC 150 Myokinesiology I</td>
<td>3</td>
</tr>
<tr>
<td>MASC 160 Business Topics</td>
<td>3</td>
</tr>
<tr>
<td>MASC 220 Swedish Massage II</td>
<td>3</td>
</tr>
<tr>
<td>MASC 221 Massage Clinical II</td>
<td>3</td>
</tr>
<tr>
<td>MASC 240 The Business of Massage</td>
<td>2</td>
</tr>
<tr>
<td>MASC 250 Myokinesiology II</td>
<td>3</td>
</tr>
<tr>
<td>MASC 260 Advanced Massage Techniques</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 222 Contemporary Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>
| SUGGESTED GENERAL EDUCATION COURSES:**
  BIOL 115 Concepts of Anatomy & Physiology L/L | 4 |
  COMM 212 Interpersonal Communication | 3 |
  HPER 210 First Aid & CPR | 1 |
  NUTR 222 Contemporary Nutrition | 3 |
Where the people make [the difference].
Nursing Program is offered in collaboration between four colleges: Bismarck State College, Lake Region State College, Dakota College-Bottineau, and Williston State College.

Students in the Practical Nursing program will be required to attend summer school. Students enrolled in programs that require attendance during summer term in order to graduate must consider additional financial planning in order to meet costs during the summer term.

CRITERIA FOR ADMISSION:
Admission to the Practical Nursing program is on a competitive basis. The following must be met to be considered for admission:
1. Admission to Williston State College.
2. Possession of a high school diploma or equivalent with a 2.5 GPA or higher.
3. Proof of current CPR training for Health Care Providers from the American Heart Association or the Red Cross.
4. UNIV 100 College Strategies or UNIV 101 College Transitions as determined by college advisor.
5. ENGL 110 College Composition I.
6. Student must have completed at minimum ASC 093 with a "Satisfactory" grade or "C" or better so they are prepared to enter MATH 103 College Algebra (or higher math courses), OR equivalent scores for ACT/PLAN/SAT/COMPASS. (Math Skills Readiness must be completed within 5 years of application).
7. ACT composite score of 19.
8. Completion of ATI Test of Essential Academic Skills (TEAS) with a score of basic level or higher.
9. Minimum overall GPA of 2.50.
10. Minimum GPA of 2.75 in all prerequisite and program requirements, having passed all required courses with a minimum of a "C".
11. For any required college courses completed prior to admission, the grade in that course must be a 2.0 (C) or higher, adn nursing GPA for all completed required nursing courses must be 2.75 or higher.
   a. Anatomy and Physiology I and II with Lab (A&P II must be taken within the last 7 years).
   b. Introduction to Pharmacology (must be taken within the last 7 years)
   c. Developmental Psychology (must be taken within the last 7 years)
   d. Introduction to Psychology
   e. Composition I
   f. Other: Microbiology (required for ADN program)
   g. Other: Composition II, Communications, Technology, Humanities or Computer elective. Check with individual campuses for correct elective (required for ADN program)
12. For those of whom English is not their native language (including international and/or U.S. residents), additional language proficiency requirements must be met by successfully passing the TOEFL exam.
13. Prior to entering class all students must pass a drug screening exam and criminal background check.
14. Completion of candidate interview.

Application forms for admission to the Dakota Nursing Program may be obtained from the nursing office in January. The admissions committee will review the application and qualifications of each individual. Students will be notified in writing of their acceptance status. The number of students admitted will vary by location.

PROGRAM OUTCOMES:
Students will be able to:
1. Teamwork & Communication - Participate as a member of the interdisciplinary health care team through effective communication in the delivery and management of client care.
2. Professionalism & Leadership - Incorporate professional standards and scope of practice as a certificate practical nurse while pursuing professional growth within legal, ethical, and regulatory frameworks.
3. Client-Centered Care - Provide culturally competent care for clients while promoting their self-determination and integrity.
4. Evidence-Based Practice & Nursing Judgment - Utilize the nursing process, science, and clinical reasoning to provide quality evidence-based client care.
5. Quality Improvement & Safety - Employ evidence based decision making to deliver safe and effective client care and to evaluate client outcomes.
6. Informatics - Utilize appropriate technology to communicate effectively and manage information in the delivery of client care.

All courses required for the Practical Nursing program must be passed with a minimum of a "C".

PROGRAM REQUIREMENTS:*    CREDITS

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIOL 220</td>
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<tr>
<td>BIOL 221</td>
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<tr>
<td>ENGL 110</td>
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<tr>
<td>NURS 120</td>
<td>3</td>
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<tr>
<td>NURS 121</td>
<td>3</td>
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<tr>
<td>NURS 122</td>
<td>3</td>
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<tr>
<td>NURS 124</td>
<td>3</td>
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<tr>
<td>NURS 126</td>
<td>3</td>
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<tr>
<td>NURS 127</td>
<td>3</td>
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<tr>
<td>NURS 129</td>
<td>3</td>
</tr>
<tr>
<td>NURS 145</td>
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<td>PHRM 215</td>
<td>3</td>
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<td>PSYC 111</td>
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<td>PSYC 250</td>
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<td>ENV 101</td>
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<td>ENV 101</td>
<td>1</td>
</tr>
</tbody>
</table>

*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

Upon completion of the 11-month program, students will be eligible for a Certificate in Practical Nursing.

Students must have an e-mail account and access to reliable high speed Internet. Some course components may be offered in an online format.

Classes will be presented using a variety of technology. Students must complete the 43 credits, passing each class with a minimum of a "C", with a 2.75 GPA or higher

Clinical experiences are supervised by WSC nursing faculty. Clinical experiences will be provided at Mercy Medical Center, local clinics, Bethel Lutheran Home in Williston, ND, the State Hospital in Jamestown, ND, and at other specified locations.

Opportunity for validation of student achievement of specific course objectives by alternate methods is provided by the Nursing Department. Nursing faculty will review each situation on an individual basis. For further information, contact the Nursing Program Coordinator.

DAKOTA ASSOCIATE DEGREE NURSING PROGRAM (AAS)

Minimum required credits for AAS: 62

PROGRAM DESCRIPTION:

The Dakota Associate Degree Nursing program is designed to be a 1+1 nursing program in which completion of the first year meets the requirements for a practical nursing certificate and completion of the second year of this program meets the requirements for an AAS degree in Nursing. Students must be an LPN with an unencumbered USA license or be in the final process of completion of the Dakota Practical Nursing program.

The Dakota Associate Degree Nursing curriculum prepares individuals with the knowledge, abilities, and skills to practice nursing independently and interdependently through application of the nursing process to provide
safe nursing care to individuals and families across the lifespan in a variety of settings. Upon completion of the program, the individual is qualified to apply to take the National Council Licensure Examination for Registered Nurses, as required by the North Dakota State Board of Nursing for licensure as an RN.

Employment opportunities include acute care centers, long-term care facilities, clinics, outpatient offices, industry, and community agencies. Graduates may transfer many of the credits earned in the associate degree program to a baccalaureate nursing program. The Dakota Associate Degree Nursing Program is offered in collaboration between four colleges: Bismarck State College, Lake Region State College, Dakota College-Bottineau, and Williston State College.

CRITERIA FOR ADMISSION:

For current Dakota Practical Nursing Students:

1. Successful completion of the first year of the Dakota Nursing Program with a minimum GPA of 2.75 in all prerequisite and program courses.
2. Proof of current CPR training for health care providers.
3. Submission of appropriate forms available from the nursing department by the designated date.
4. Successful completion of the preadmission examination.

FOR ALL OTHER APPLICANTS:

1. Unrestricted license to practice as a Licensed Practical Nurse in the United States.
2. Proof of current CPR training for health care providers.
3. Admission to WSC, as well as completion of a formal application to the Dakota Associate Degree Nursing Program. Admission to the college does not guarantee admission to the ADN program. Application forms for admission to the Dakota Associate Degree Nursing Program may be obtained from the Nursing Department after January 10th.
4. Successful completion of the preadmission examination.
5. Completion of the following courses, each with a grade of “C” or better, and an overall GPA of at least 2.75:
   a. ENGL 110 College Composition I
   b. PSYC 111 Introduction to Psychology
   c. BIOL 220 Anatomy & Physiology I L/L
   d. BIOL 221 Anatomy & Physiology II L/L*
   e. PHRM 215 Introduction to Pharmacology*
   f. PSYC 250 Developmental Psychology*
   g. UNIV 100 College Strategies or UNIV 101 College Transitions as determined by college advisor
   * Must be within seven years of ADN admission
6. Minimum GPA of 2.75 in all prerequisite and program requirements, having passed all required courses with a minimum of a “C”.
7. For those of whom English is not their native language (including international and/or U.S. residents), additional language proficiency requirements must be met by successfully passing the TOEFL exam.
8. Prior to entering class all students must pass a drug screening exam and criminal background check.
9. Completion of candidate interview.

Application forms for admission to the Dakota Associate Degree Nursing program may be obtained from the Nursing Department in January. The Admissions Committee will review the application and qualifications of each individual. All applicants must pass a background check and drug screen.

Students will be notified in writing of their acceptance status. The number of students admitted will vary by location.

Students must complete the 30 credits, passing each class with a minimum of a “C”, with a 2.5 GPA or higher.

PROGRAM OUTCOMES:

Students will be able to:

1. Teamwork & Communication - Collaborate with clients and members of the interdisciplinary health care team to optimize effective communication, caring behaviors, and management of client needs.
2. Professionalism & Leadership - Adhere to professional standards and scope of practice as an associate degree registered nurse while pursuing professional growth and acting as a leader and change agent within legal, ethical, and regulatory frameworks.
3. Client-Centered Care - Provide culturally competent care and advocate for clients while promoting their self-determination and integrity.
4. Evidence-Based Practice & Nursing Judgment: Implement nursing judgement to make safe, effective, and evidenced-based decisions that integrate science and the nursing process in providing holistic client care.
5. Quality Improvement & Safety - Incorporate a spirit of inquiry to make evidence based clinical judgments and management decisions to improve the safety and quality of care across a variety of systems.
6. Informatics - Integrate current technology to support decision-making and manage information in the delivery of client care.

All courses required for the Associate Degree Nursing program must be passed with a minimum of a “C”.

PROGRAM REQUIREMENTS:

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<th>Credits</th>
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*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

Upon completion of the second year, students will be eligible for an AAS degree.

Students must have an e-mail account and reliable high-speed Internet. Some course components may be offered in an online format. Classes will be presented using a variety of technology.

Clinical experiences are supervised by WSC nursing faculty. Clinical experiences will be provided at CHI St. Alexius Health Medical Center and various local clinics, the North West Human Services Center, and at other specified locations.

Opportunity for validation of student achievement of specific course objectives by alternate methods is provided by the Nursing Department. Nursing faculty will review each situation on an individual basis. For further information, contact the Nursing Program Coordinator.

PETROLEUM TECHNOLOGY & AUTOMATION

ASSOCIATE IN APPLIED SCIENCE (AAS)

Minimum required credits for AAS: 62

PROGRAM DESCRIPTION:

Degrees and Certificates in Petroleum Technology & Automation are designed to provide students with the necessary curriculum for jobs in the industry. Training and coursework provide a diversity of knowledge that can be applied to many areas of the petroleum industry. The prescribed coursework will be a combination of core academic courses and highly specialized technical classes. Safety practices and training are an important part of the program. Communication, leadership, and teamwork concepts are fundamental to the hands-on laboratory experimentation and
skill building.

All course work in either COC option is directly applicable to the PC for that option. Also all the work completed in either PC option applies directly to the Petroleum Production Technology AAS degree. A full-time student can complete the COC in one semester, the PC in an additional semester or two total semesters, and the AAS degree in four total semesters (2 years).

PROGRAM OUTCOMES:
The student will be able to:
1. Demonstrate effective oral and written communication.
2. Demonstrate knowledge of concepts and terminology pertaining to petroleum production technology and automation & controls.
3. Develop skill sets essential to oil field and automation technician roles in the industry.

PROGRAM REQUIREMENTS:*    CREDITS
CIS  164  Networks Fundamentals I  3
CIS  128  Microcomputer Hardware I  3
CIS  129  Microcomputer Hardware II  3
CIS  107  Fundamentals of Linux  2
PTLO  121  Petroleum Geology & Production  3
PTLO  122  Drilling & Well Control  3
PTLO  135  Hydraulics & Pneumatics  3
PTLO  240  Well Servicing & Workover  3
TECH  103  Direct & Alt. Current Circuit Analysis  3
TECH  105  Digital Logic & Control Electronics  3
TECH  130  Electric Motor Control  3
TECH  143  Programmable Logic Controller Fund.  3
TECH  200  Process Control & Instrumentation  3
TECH  210  SCADA Fundamentals  2
TECH  220  Control System Installation & Troubleshooting  3
COOP  197  Cooperative Education/Internship  1

*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

OPTION: LEASE OPERATOR

PROGRAM CERTIFICATE (PC)
Minimum required credits for the PC: 30

PROGRAM REQUIREMENTS:*    CREDITS
COOP  197  Cooperative Education/Internship  1
CIS  164  Networks Fundamentals I  3
PTLO  121  Petroleum Geology & Production  3
PTLO  135  Hydraulics & Pneumatics  3
PTLO  240  Well Servicing & Workovers  3
TECH  103  Direct & Alt. Current Circuit Analysis  3
TECH  105  Digital Logic & Control Electronics  3
TECH  143  Programmable Logic Controller Fund.  3

SUGGESTED GENERAL EDUCATION COURSE:**    CREDITS
HPER  210  First Aid & CPR  1

*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

**The suggested general education course is not required, but is recommended.

CERTIFICATE OF COMPLETION (COC)
Required credits for the COC: 15 or less

PROGRAM REQUIREMENTS:*    CREDITS
PTLO  121  Petroleum Geology & Production  3
PTLO  135  Hydraulics & Pneumatics  3
PTLO  240  Well Servicing & Workovers  3

*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

OPTION: AUTOMATION & CONTROL

PROGRAM CERTIFICATE (PC)
Minimum required credits for the PC: 31

PROGRAM REQUIREMENTS:    CREDITS
CIS  128  Microcomputer Hardware I  3
CIS  164  Networks Fundamentals I  3
COOP  197  Cooperative Education/Internship  1
TECH  103  Direct & Alt. Current Circuit Analysis  3
TECH  105  Digital Logic & Control Electronics  3
TECH  143  Programmable Logic Controller Fund.  3
TECH  200  Process Control & Instrumentation  3
TECH  210  SCADA Fundamentals  3
TECH  220  Control System Install. & Troubleshooting  3

*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

CERTIFICATE OF COMPLETION (COC)
Required credits for the COC: 15 or less

PROGRAM REQUIREMENTS:    CREDITS
CIS  164  Networks Fundamentals I  3
TECH  103  Direct & Alt. Current Circuit Analysis  3
TECH  105  Digital Logic & Control Electronics  3
TECH  143  Programmable Logic Controller Fund.  3
TECH  210  SCADA Fundamentals  3

*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

SPEECH LANGUAGE PATHOLOGY PARAPROFESSIONAL - NO LONGER ACCEPTING NEW STUDENTS

ASSOCIATE IN APPLIED SCIENCE (AAS)
Minimum required credits for AAS: 62

PROGRAM DESCRIPTION: The Speech Language Pathology Paraprofessional (SLPP) program prepares students to work in a school setting under the supervision of a qualified Speech Language Pathologist. The SLPP provides speech-language screenings without interpretation, following specified screening protocols developed by the supervising Speech Language Pathologist; performs documented tasks developed by the supervising Speech Language Pathologist; documents students’ progress toward meeting objectives and reports this information to the supervising Speech Language Pathologist; prepares materials, performs scheduling and maintains space or equipment. Employment is found in school settings.
Where the people make [the difference].
The SLPP program is an online two-year AAS degree program. The program is offered through collaboration between Lake Region State College, Minot State University, and Williston State College. This program leads to a SLPP Certificate in the State of North Dakota. Students wishing to be certified in other states will need to contact the Department of Public Instruction of that particular state in order to become aware of the necessary state-specific requirements.

**PROGRAM OUTCOMES:**
The SLPP program will:
1. Produce competent Speech-Language Pathology Paraprofessionals.
2. Serve as the foundation for further professional advancement and lifelong learning.
3. Assist in meeting the needs of the community and greater surrounding area for Speech-Language Pathology Paraprofessionals.

**CRITERIA FOR ADMISSION:**
Admission to the program is on a competitive basis.

Applicants must meet the Code of Ethical Conduct for Support Personnel established by the American Speech-Language-Hearing Association (ASHA). The facts and circumstances surrounding a matter of concern will determine whether the activity is ethical.

The following criteria must be met to be considered for admission to the SLPP program:
1. Admission to Williston State College.
2. Submission of high school transcript (or equivalent) and all college transcripts.
3. Submission of completed application to the SLPP program.
5. Two letters of reference.
6. Completion (or in the process of completing) the following courses with a minimum GPA of 2.50:
   h. ENGL 110 College Composition I
   i. CSCI 101 Introduction to Computers
   k. CD 110 Survey of Communication Disorders
7. Overall college GPA of 2.25.
8. School districts may require criminal background checks before entering a school setting.

Contact the SLPP Program Coordinator at WSC for application forms for admission. The admissions committee will review the applications and qualifications of each individual. Each student who has completed the application process will be notified in writing of her/his acceptance into the program. A maximum of 10 students will be admitted to each class at WSC. Students wishing to be certified in other states will need to contact the Department of Public Instruction of that particular state in order to become aware of the necessary state-specific requirements.

**PROGRAM REQUIREMENTS:**

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<tr>
<th>CRITERIA FOR ADMISSION:</th>
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<tr>
<td>A maximum of 10 students will be admitted to each class at Lake Region State College and 10 to each class at WSC.</td>
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</table>

**PROGRAM DESCRIPTION:**
With increased national demand in the health and wellness field, the need for experts in the sport and recreation field is increasing. Within the Williston region, there has been significant growth in demand for recreation facilities and employees for these facilities. Students in this field will be able to demonstrate an understanding of how to manage sport and recreation facilities, assess and promote community recreational needs.

**PROGRAM OUTCOMES:**
Students will be able to:
1. Accurately design and promote a sport or leisure program including the use of reasoning skills to analyze and solve problems, administration of the budget, facilities, equipment, safety, resources, marketing promotion and advertising.
2. Supervise and manage a sport or leisure service actively and effectively.
3. Demonstrate effective communication skills
4. Demonstrate the following entry-level knowledge: a) the nature and scope of the relevant sport and recreation related professions and their associated industries; b) techniques and processes used by professionals and workers in these industries; and c) the foundation of the profession in history, science and philosophy through out many different cultures.

**PROGRAM REQUIREMENTS:**

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<tbody>
<tr>
<td>HPER 218 Personal Trainer Preparation 3</td>
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<tr>
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**SUGGESTED GENERAL EDUCATION COURSES:**

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<tbody>
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<td>ACCT 200 Elements of Accounting I 3</td>
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<td>BADM 240 Sales 2</td>
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<td>HPER 218 Personal Trainer Preparation 3</td>
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<tr>
<td>HPER 241 Intro to Exercise Science 3</td>
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**The listed pre-program requirements must be completed with a minimum GPA of 2.50.**

**In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.**

**SPORT & RECREATION MANAGEMENT**

**ASSOCIATE IN APPLIED SCIENCE (AAS)**

Minimum required credits for AAS: 62

**PROGRAM DESCRIPTION:**
With increased national demand in the health and wellness field, the need for experts in the sport and recreation field is increasing. Within the Williston region, there has been significant growth in demand for recreation facilities and employees for these facilities. Students in this field will be able to demonstrate an understanding of how to manage sport and recreation facilities, assess and promote community recreational needs.

**PROGRAM OUTCOMES:**
Students will be able to:
1. Accurately design and promote a sport or leisure program including the use of reasoning skills to analyze and solve problems, administration of the budget, facilities, equipment, safety, resources, marketing promotion and advertising.
2. Supervise and manage a sport or leisure service actively and effectively.
3. Demonstrate effective communication skills
4. Demonstrate the following entry-level knowledge: a) the nature and scope of the relevant sport and recreation related professions and their associated industries; b) techniques and processes used by professionals and workers in these industries; and c) the foundation of the profession in history, science and philosophy through out many different cultures.

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<td>ACCT 215 Business in the Legal Environment 3</td>
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<tr>
<td>BADM 150 Intro to Recreation Management 3</td>
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<tr>
<td>BADM 170 Recreation Areas and Facilities Management 3</td>
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<td>BADM 201 Principles of Marketing 3</td>
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**In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.**
TRANSPORTATION TECHNICIAN TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE (AAS)

Minimum required credits for AAS: 62

PROGRAM DESCRIPTION:
The employment possibilities in the transportation field have more than doubled over the past 10 years. Employment areas include trucking, heavy equipment, implement repair, railroads, and automotive. Positions include shop technician, shop foreman, service managers, company service representatives, and private shop owners.

The transportation technician of today must possess a high degree of proficiency in reading and understanding technical manuals. The technician must be able to diagnose and correct equipment malfunctions and also relate to customers, supervisors, and the general public.

The objective of the Transportation Technology program is to provide quality training for students to serve effectively in current and new generation technologies of complex diesel engines and related systems. The student receives instruction in rebuilding, testing, and troubleshooting brakes, suspension, electrical, drive trains, heating and air conditioning, engines, fuel, and hydraulic systems.

CRITERIA FOR ADMISSION:
Program applications will be provided by WSC Admissions to students applying to the Transportation program. Program instructors will review the qualifications of each applicant. Each applicant will be notified about his or her acceptance into the program. A total of 16 students will be admitted with alternates selected. Accepted students enroll in program courses for the following fall. Students not selected are given priority to enroll in program courses the next academic year, and are encouraged to take General Education courses in the meantime. These criteria for admission apply to the Transportation AAS, PC, & COC.

PROGRAM OUTCOMES:
Students will be able to:
1. Make troubleshooting decisions and complete repairs using the proper tools and equipment based on the concepts and processes learned in the Transportation program.
2. Be prepared to take NATEF Heavy Duty Repair tests.
3. Apply the knowledge of ethics laws, safety laws, and shop safety to their training and future employment.
4. Apply the knowledge of hazardous material laws and processes to their training and future employment.
5. Demonstrate communication and reasoning skills, the knowledge of diverse cultures, and apply health-related knowledge to promote physical and mental well-being.
6. Become employable in their chosen field.

PROGRAM REQUIREMENTS:*  CREDITS

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<td>DTEC 267</td>
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*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

OPTION: HEAVY DUTY VEHICLE TECHNICIAN

PROGRAM CERTIFICATE (PC)

Minimum required credits for PC: 30

PROGRAM REQUIREMENTS:*  CREDITS

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*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

OPTION: BASIC HEAVY DUTY VEHICLE MAINTENANCE

CERTIFICATE OF COMPLETION (COC)

Required program credits for COC: 15 or less

PROGRAM REQUIREMENTS:*  CREDITS

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*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

OPTION: HEAVY DUTY VEHICLE SYSTEMS

CERTIFICATE OF COMPLETION (COC)

Required program credits for COC: 15 or less

PROGRAM REQUIREMENTS:*  CREDITS

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<td>DTEC 126</td>
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*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

WELDING TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE (AAS)

Minimum required credits for AAS: 62

PROGRAM DESCRIPTION:
The need for energy has created a global explosion in manufacturing, energy, and exploration. Skilled welders are needed more than ever to supply the needs of these different areas.

Students have the option of either a 1-year certificate or a 2-year degree.

CRITERIA FOR ADMISSION:
Program applications will be provided by WSC Admissions to students applying to the Welding program. Program instructors will review the qualifications of each applicant. Each applicant will be notified about his or her acceptance into the program. A total of 15 students will be admitted with alternates selected. Accepted students enroll in program courses for the following fall. Students not selected are given priority to enroll in program courses the next academic year, and are encouraged to take General Education courses in the meantime. These criteria for admission
apply to the Welding AAS, PC, & COC's.

**PROGRAM OUTCOMES:**
The student will be able to:

1. Measure and cut material accurately.
2. Read and understand blueprints and welding symbols.
3. Weld fillet and groove welds in all positions with the process of his/her choice.
4. Fabricate parts.
5. Repair weldments.

**PROGRAM REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 107</td>
<td>Adv. Welding Tech. &amp; Manufacturing Lab</td>
<td>5</td>
</tr>
<tr>
<td>WELD 109</td>
<td>Blueprint Reading for Welders</td>
<td>3</td>
</tr>
<tr>
<td>WELD 110</td>
<td>Introduction to Welding Lab</td>
<td>2</td>
</tr>
<tr>
<td>WELD 121</td>
<td>Welding Theory &amp; Safety for Semi-Automatic Processes</td>
<td>2</td>
</tr>
<tr>
<td>WELD 122</td>
<td>Wire Feed &amp; Welding Certification Lab</td>
<td>4</td>
</tr>
<tr>
<td>WELD 123</td>
<td>Beginning Fabrication Lab</td>
<td>5</td>
</tr>
<tr>
<td>WELD 131</td>
<td>Layout &amp; Pattern Making Basics</td>
<td>3</td>
</tr>
<tr>
<td>WELD 151</td>
<td>Welding Theory, Technology, &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>WELD 153</td>
<td>SMAW Welding Lab</td>
<td>4</td>
</tr>
<tr>
<td>WELD 213</td>
<td>Metal Fabrication Lab</td>
<td>3</td>
</tr>
<tr>
<td>WELD 214</td>
<td>GTAW Lab &amp; Lecture</td>
<td>6</td>
</tr>
<tr>
<td>WELD 215</td>
<td>Specialty Welding Processes L/L</td>
<td>3</td>
</tr>
<tr>
<td>WELD 220</td>
<td>Basic Metallurgy</td>
<td>2</td>
</tr>
</tbody>
</table>

*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

**PROGRAM CERTIFICATE (PC)**
Minimum required credits for PC: 30

**PROGRAM DESCRIPTION:**
Students enrolled in this certificate program will be trained in SMAW, FCAW, GMAW, Oxyfuel cutting and welding, and blueprint reading.

**PROGRAM REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 109</td>
<td>Blueprint Reading for Welders</td>
<td>3</td>
</tr>
<tr>
<td>WELD 110</td>
<td>Introduction to Welding Lab</td>
<td>2</td>
</tr>
<tr>
<td>WELD 121</td>
<td>Welding Theory &amp; Safety for Semi-Automatic Processes</td>
<td>2</td>
</tr>
<tr>
<td>WELD 122</td>
<td>Wire Feed &amp; Welding Certification Lab</td>
<td>4</td>
</tr>
<tr>
<td>WELD 131</td>
<td>Layout &amp; Pattern Making Basics</td>
<td>3</td>
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<td>Welding Theory, Technology, &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>WELD 153</td>
<td>SMAW Welding Lab</td>
<td>4</td>
</tr>
<tr>
<td>WELD 213</td>
<td>Metal Fabrication Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

**OPTION: METAL INERT GAS**

**CERTIFICATE OF COMPLETION (COC)**
Required program credits for COC: 15 or less

**PROGRAM REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 121</td>
<td>Welding Theory &amp; Safety for Wirefeed</td>
<td>2</td>
</tr>
<tr>
<td>WELD 122</td>
<td>Wirefeed &amp; Welding Certificate Lab</td>
<td>4</td>
</tr>
<tr>
<td>WELD 213</td>
<td>Metal Fabrication Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

*In addition to the program specific requirements, please see the general graduation requirements for CTE programs on page 36.

**OPTION: SHIELDED METAL ARC**

**CERTIFICATE OF COMPLETION (COC)**
Required program credits for COC: 15 or less

**PROGRAM REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 110</td>
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<td>2</td>
</tr>
<tr>
<td>WELD 151</td>
<td>Welding Theory, Technology, &amp; Safety</td>
<td>3</td>
</tr>
</tbody>
</table>
Where the people make [the difference].
WSC [TRANSFER PATHWAYS]

TRANSFER PATHWAYS

WSC offers students the ability to earn a terminal degree/certificate and join the workforce, but students can also earn an Associate of Arts and/or an Associate of Science degree and to transfer to a baccalaureate degree program at a four year institution. WSC is ready to assist students interested in transferring to a four year college/university to pursue a baccalaureate degree. Students can take advantage of a number of advising services at WSC, including assignment of a faculty advisor who can help them develop a curriculum plan to guide them as they prepare for transfer to another college/university.

Since transfer and program requirements can differ from college to college and from state to state, it is essential that prospective transfer students contact the college/university they plan to attend after leaving WSC to get catalog and program information specific to their interests and needs. This fact-finding and research is the student’s responsibility, and students must take this part of the advising process seriously to ensure a smooth transition to continue their studies at another college/university.

After collecting catalog and program information from their transfer institution of choice, it is recommended that students work with their advisor at WSC to:

1. Review their current WSC transcript,
2. Evaluate transfer and program requirements, and
3. Establish a contact at the school in which they plan to transfer for further advising.
TRANSFER DEGREE REQUIREMENTS

ASSOCIATE IN ARTS DEGREE (AA)
Associate in Arts degrees are awarded to students who complete courses consisting of diverse, introductory level material in preparation for transfer to baccalaureate programs. The basis of study is in communications, the humanities and social sciences, mathematics, science, computer science, and wellness. The primary areas of emphasis are the humanities and social sciences.

PROGRAM OUTCOMES:
1. Students will demonstrate effective communication skills.
2. Students will use reasoning skills to analyze and solve problems.
3. Students will demonstrate knowledge of diverse cultures and value systems.
4. Students will apply health-related knowledge to promote physical and mental well-being.

REQUIREMENTS:       CREDITS
A. Completion of at least 62 semester credits including:
    1. English Composition (ENGL 110 & ENGL 120 or ENGL 125)  6
    2. Fundamentals of Public Speaking (COMM 110)  3
    3. ND:HUMS, ND:FA, ND:HIST (Min of 6 credits in ND:HUMS, ND:FA, or ND:HIST) & ND:SS (Min of 6 credits in ND:SS) 18
    4. ND: MATH, ND: LABSC, ND: SCI, ND: COMPSC - Minimum of 3 math credits completed (MATH 103 or higher), one lab science, and one computer science course  9
    5. Wellness   2
B. 2.00 (C) minimum institutional grade point average
C. Minimum of 16 credits completed in residence (remedial coursework DOES NOT count)
D. Successful completion of UNIV 100 College Strategies (1 credit) or UNIV 101 College Transitions (1 credit)
E. Maximum of 12 S/U graded credits (program approval required for 13 or more)
F. Maximum of 15 credits of non-traditional college credit (i.e. AP, CLEP, military training, WSC Challenge exam credit, portfolio development, industry training, prior learning, and courses covered under high school articulation agreement)

ASSOCIATE IN SCIENCE DEGREE (AS)
Associate in Science degrees are awarded to students who complete courses consisting of diverse, introductory level material in preparation for transfer to baccalaureate programs. The basis of study is in communications, the humanities and social sciences, mathematics, science, computer science, and wellness. The primary areas of emphasis are mathematics, science, and computer science.

PROGRAM OUTCOMES:
1. Students will demonstrate effective communication skills.
2. Students will use reasoning skills to analyze and solve problems.
3. Students will demonstrate knowledge of diverse cultures and value systems.
4. Students will apply health-related knowledge to promote physical and mental well-being.

REQUIREMENTS:       CREDITS
A. Completion of at least 62 semester credits including:
    1. English Composition (ENGL 110 & ENGL 120 or ENGL 125)  6
    2. Fundamentals of Public Speaking (COMM 110)  3
    3. ND:HUMS, ND:FA, ND:HIST (Min of 6 credits in ND:HUMS, ND:FA, or ND:HIST) & ND:SS (Min of 6 credits in ND:SS) 12
    4. ND: MATH, ND: LABSC, ND: SCI, ND: COMPSC - Minimum of 3 math credits completed (MATH 103 or higher), one lab science, and one computer science course 18
    5. Wellness   2
B. 2.00 (C) minimum institutional grade point average
C. Minimum of 16 credits completed in residence (remedial coursework DOES NOT count)
D. Successful completion of UNIV 100 College Strategies (1 credit) or UNIV 101 College Transitions (1 credit)
E. Maximum of 12 S/U graded credits (program approval required for 13 or more)
F. Maximum of 15 credits of non-traditional college credit (i.e. AP, CLEP, military training, WSC Challenge exam credit, portfolio development, industry training, prior learning, and courses covered under high school articulation agreement)
**COURSE DESCRIPTIONS**

All courses defined hereafter are subject to change. Courses may be added or withdrawn from any term schedule due to need, enrollment, or other factors.

**ACADEMIC SKILLS COURSE**

**ASC 067 ENGLISH LANGUAGE LEARNER**  1-3
Help for English Language Learners to communicate effectively in daily life. Areas of concentration include speaking, listening, reading, and writing. S/U grading only. Not applicable toward total hours required for graduation.

**ASC 068 ENGLISH LANGUAGE LEARNER II**  1-3
People from other countries are arriving for employment and post-secondary education and a goal to expand their English skills for college courses and employment. ASC 068 would provide that preparation. S/U grading only. Not applicable toward total hours required for graduation.

**ASC 087 COLLEGE WRITING PREP**  3
Designed for students whose ACT scores or performance on the English department’s diagnostic essay and exam indicates a need for review of basic writing components. Instruction is provided in basic structure, organization, topic choice, punctuation, language mechanics, grammar, and editing. Not applicable toward total hours required for graduation.

**ASC 093 ALGEBRA PREP III**  3
Prerequisite: Placement per placement guidelines. This course continues the development of the fundamental skills required for the successful completion of studies in college level mathematics courses. Topics include exponents and radicals, algebraic manipulation involving polynomial and rational forms, and unit analysis. Study skills will be incorporated throughout the course. Credit earned does not count toward any degree, nor does it transfer.

**ACCOUNTING**

**ACCT 102 FUNDAMENTALS OF ACCOUNTING**  3
Course is designed for non-accounting majors. Coverage includes elements of financial statements and the full accounting cycle. Offered: Fall (Even Number Academic Year), Online Only.

**ACCT 200 ELEMENTS OF ACCOUNTING I**  3
Principles and concepts of the accounting cycle. Internal controls as needed for special journals, cash management, and inventories are presented along with an understanding of financial statements. Offered: Fall (Online & On Campus) & Spring.

**ACCT 201 ELEMENTS OF ACCOUNTING II**  3
Prerequisite: ACCT 200. Accounting for partnerships and corporations with special emphasis on accounting procedures for the assets and liabilities commonly found in business. Offered: Fall & Spring (Online & On Campus).

**ACCT 205 COST ACCOUNTING**  3
Prerequisite: ACCT 201. The introduction of modern cost accounting with insight and breadth regarding both the accountant’s and the manager’s role in an organization. Offered: Fall, Online Only.

**ACCT 215 BUSINESS IN THE LEGAL ENVIRONMENT**  3
Prerequisite: Sophomore standing. Consideration of the nature, formation, and application of law in general; emphasis on public law and regulation of business. Offered: Fall, Online Only.

**ACCT 231 INCOME TAX PROCEDURES**  3
Federal income tax relating to individuals and partnerships. Offered: Spring, Online Only.

**AGRICULTURAL ECONOMICS**

**AGEC 141 INTRODUCTION TO AGRIBUSINESS MANAGEMENT**  3
This is an introductory course dealing with the economic importance of the agribusiness community and the potential for employment with the agribusiness industry. Offered: Fall

**AGEC 240 HOLISTIC MANAGEMENT**  2
Comparison of scientific and holistic thought models as applied to personal, organizational, and biological problem solving and goal setting.

**AGEC 244 INTRODUCTION TO AGRICULTURAL MARKETING**  3
A study of the agricultural marketing system to include cash marketing, commodity futures trading, branded products merchandising, and the interrelationship of the government and international trade.

**AGEC 246 INTRODUCTION TO AGRICULTURAL FINANCE**  3
Introduction to agricultural finance provides background in farm and agribusiness credit use and evaluation. Discussion of specific financial conditions on farms and in agribusiness.

**AGEC 250 AGIBUSINESS SALES**  3
The principles of salesmanship applied to the agricultural business. Topics include attitude and value systems, basic behavioral patterns, relationship of sales to marketing, selling strategies, preparing for sales calls, making sales presentations, and closing sales.

**AGRICULTURE**

**AGRI 150 AGRICULTURE ORIENTATION**  2
Seminar class that will discuss opportunities and issues in agriculture. Offered: Fall.

**AGRI 160 INTRO TO AGRICULTURE SALES**  3
This course covers the principles of salesmanship and their application to Agriculture.

**AGRI 255 ENTREPRENEURSHIP IN AGRICULTURE**  3
Develop skills and knowledge needed to analyze business opportunities in agriculture.

**AGRI 297 AGRICULTURAL COOPERATIVE INTERNSHIP**  0.5-6
This course will explore agricultural career interests and help students develop professional skills through real world work experience. Students will work under the supervision of an approved employer to complete activities that demonstrate the correlation between academic study and work experience may be repeated for credit. S/U grading only.

**ALLIED HEALTH**

**AH 130 PATHOLOGY FOR ALLIED HEALTH**  3
Introduction to medical and pathological conditions commonly encountered by allied health practitioners. Offered: Fall.

**AH 171 MEDICAL TERMINOLOGY**  3
Study of prefixes, suffixes, and root words of medical terms and their meaning, spelling, and pronunciation. Emphasis on building a working medical vocabulary based on body systems. Student must receive a minimum of a “C” in this course to progress. Offered: On Demand.

**AH 260 KINESIOLOGY I**  3
Corequisites: BIOL 115 & 115L. In-depth study of the musculoskeletal system anatomy, physiology & pathophysiology. Biomechanics and assessment of normal and abnormal function will be investigated. Student must receive a minimum of a “C” in this course to progress. Offered: Fall.

**AH 261 KINESIOLOGY II**  3
Prerequisite: AH 260. Kinesiology II builds off the basic information learned in AH 260 about body structure, function, pathophysiology & assessment. Student must receive a minimum of a “C” in this course to progress. Offered: Spring.

**AH 299 SPECIAL TOPICS**  1-3
Prerequisite: Departmental approval. This course is designed to meet student needs or interests and is offered to utilize particular faculty resources. Topics will be selected on interest and relevancy to students’ needs. Offered: On Demand.
ANIMAL SCIENCE

ANSC 114 INTRODUCTION TO ANIMAL SCIENCE  3
General principles of the livestock industry and relationship to mankind.

ANSC 123 FEEDS & FEEDING 3
Principles of feeding livestock including digestive systems, nutrient requirements, nutrient characteristics, and sources utilized in the formulation of balanced rations.

ANSC 160 EQUINE NUTRITION  2
This course focuses on basic equine nutrition throughout the various stages of equine development and performance. These concepts will be integrated with practical application of equine feeding.
Offered: Spring

ANSC 220 LIVESTOCK PRODUCTION 3
General production and management of major meat animal species. Topics include production systems, feeding, facilities, health, economics, and marketing.

ANSC 231 LIVESTOCK EVALUATION  3
Visual and performance evaluation of breeding and slaughter classes of the major meat producing livestock.

ANSC 260 INTRODUCTION TO EQUINE SCIENCE  3
This course is a review of evolution, historical roles of the horse, breeds, and the modern day western equine industry. Topics include introduction to equine anatomy, physiology, selection, nutrition, healthcare, and general management.

ART

ART 110 INTRODUCTION TO THE VISUAL ARTS  3
Films, original works, slides, discussions, demonstrations. Structure and meaning of visual art forms as revealed through the analysis of psychological, sociological, and philosophical applications of art mediums.
Offered: Every Semester

ART 120 PAINTING I 3
Introduction of basic paints through a variety of materials.
Offered: Every Semester

ART 122 TWO-DIMENSIONAL DESIGN  3
A basic course in the study of two-dimensional design for the studio artist.
Offered: Fall

ART 124 THREE-DIMENSIONAL DESIGN  3
A basic course in the study of three-dimensional design for the studio artists.
Offered: Spring

ART 130 DRAWING I  3
Study and application of different drawing media, methods, and techniques.
Offered: Every Semester

ART 210 ART HISTORY I  3
A survey of Western art from Paleolithic to the Renaissance.
Offered: Fall

ART 211 ART HISTORY II  3
A survey of Western art from the Renaissance to the present.
Offered: Spring

ART 230 DRAWING II  3
Prerequisite: ART 130 with a “C” or higher. Advanced study and application of different drawing media, methods, and techniques.
Offered: Spring

ART 275 ADVANCED ART METHODS  3
Prerequisite: Instructor Approval. A course specializing in an art area that advances the skills in that area.

ART 299 SPECIAL TOPICS  1-3
Prerequisite: Departmental approval. An examination of special topics in art. Repeatable for credit.
Offered: By Demand

BIOLOGY

BIOL 111 CONCEPTS OF BIOLOGY L/L  4
This is an introductory level non-majors transferable class. It covers major concepts in biology; chemistry of life, cellular biology, ecology, human systems, and disease.

1. Basic science literacy, possibly including superficial coverage of cell biology, ecology, human anatomy and physiology, evolution, genetics, and environmental biology.
2. Understanding how science informs cultural perspectives.
3. Understanding the relationship among levels of biological information.
4. Understanding the unity and diversity of life forms.
5. Comprehending methods of inquiry and technology and the applications for society.
6. Integrating knowledge and ideas in science.
7. Understanding and utilizing scientific knowledge.
Offered: Fall & Spring

BIOL 115 CONCEPTS OF ANATOMY & PHYSIOLOGY  3
One semester course that integrates the structure and function of the human body. The course begins with cells and tissues and includes the organ systems. Directed toward majors in transcription, social work, psychology, physical education, and education.
Offered: Fall & Spring

BIOL 115L CONCEPTS OF ANATOMY & PHYSIOLOGY LAB 1
Corequisite: BIOL 115. Examines the structure and function of cells, tissues, and the organ systems through models, preserved specimens, and physiological tests.
Offered: Fall & Spring

BIOL 124 ENVIRONMENTAL SCIENCE L/L  4
Study of the effect of man’s activities upon the environment in which he lives. Topics include general ecology, biomes, and environmental problems. Lab experiments and exercise in Environmental Science.

1. Understanding basic principles of Natural Resource Management.
2. Understand the human cause of current environmental problems and possible solutions.
4. Substance practices.
5. Integrating knowledge and ideas in science.
6. Understanding and utilizing scientific knowledge.
7. Using the scientific method of inquiry to inform environmental science perspectives.
Offered: By Demand

BIOL 150 GENERAL BIOLOGY I L/L  4
A two-semester sequenced study of the fundamental topics of biology. Emphasis on cellular biology. Topics include chemistry of life, cell biology, molecular genetics, genetics, cellular respiration, photosynthesis, simple life forms at the cellular level, and evolution and ecology.

1. Understand cellular and viral structure and function.
2. Understand fundamental biochemical principles.
3. Understand rudimentary classical genetics.
4. Understand rudimentary molecular genetics and have a familiarity with various DNA technologies.
5. Use knowledge about mechanisms of cellular and molecular processes.
Offered: Fall

BIOL 151 GENERAL BIOLOGY II L/L  4
A two-semester sequenced study of the fundamental topics of biology. Emphasis on organismal biology. Topics include animal structure and physiology, including unity and diversity of animal systems, overview of human systems, plant structure and physiology including unity and diversity of plant systems, evolution, and ecology.

1. Describe the unity and diversity of life, including structure and function and how this relates to the environment.
2. Describe how life (or life forms) has (have) changed and adapted
BUSINESS ADMINISTRATION

BADM 130  INTRODUCTION TO ENTREPRENEURSHIP  3
This course is designed for students who want to investigate options for self-employment. Students will evaluate their personal and professional skills, interests and abilities as they relate to business ownership, as well as the opportunities, risks and rewards of self-employment.
Offered: Fall (Even Numbered Academic Year)

BADM 150  INTRODUCTION TO RECREATION MANAGEMENT  3
The significance and meaning of recreation, leisure, play, and sport in modern society. The theories of play, models of sport, and the recreational and sport movement in the United States. Role and scope of recreation and sport programs in the community, schools, commercial, and industrial settings. Introduction to professional and career issues in the field.
Offered: Fall (Even Numbered Academic Year)

BADM 170  RECREATION AREAS & FACILITIES MANAGEMENT  3
Basic consideration in planning, construction, design, risk management, and maintenance of sport and recreation areas, facilities, and buildings.
Offered: Fall (Odd Numbered Academic Year)

BADM 195  SERVICE LEARNING  3
Service Learning is designed to connect college students and the community through service while developing quality leaders and citizens, increasing character, and promoting life-long dedication to service. Passing this course will also count towards half (20 hours) of Tetons Lead. S/U grading only.
Offered: Fall & Spring

BADM 201  PRINCIPLES OF MARKETING  3
Introductory marketing course concerned with fundamentals of the distribution of goods and services, pricing, promotion, and products.
Offered: Fall & Spring (Online)

BADM 202  PRINCIPLES OF MANAGEMENT  3
Study of basic management and organization principles of American business firms; developing managerial knowledge and skill including basic concepts and principles; focuses on the major functions of management; planning, organizing, influencing, and controlling.
Offered: Fall (Online) & Spring (Online & On Campus)

BADM 203  LEADERSHIP TECHNIQUES  3
The development of occupational knowledge and skills through activities that may include: seminars, field trips, public service, and work experience. Individual and group meetings are held to plan and monitor each student’s assigned activities.
Offered: Fall (Online) & Spring (Online & On Campus)

BADM 208  EVENT PLANNING  3
A practical approach to the planning, organizing, staging, and evaluation of events in sports, recreation, business, and entertainment industries.
Offered: Spring (Even Numbered Academic Year)

BADM 220  CONSUMER BEHAVIOR  3
Prerequisite: BADM 201. Theoretical and applied analysis of consumption-related activities of individuals. Investigation of the reasons behind and the forces influencing the selection, purchase, use, and disposal of goods and services.
Offered: Summer (Odd Numbered Academic Year)

BADM 228  PERSONAL INVESTING  3
A study of investment concepts designed for individual investors. Emphasis is placed on portfolio construction, portfolio management, time value of money, risk vs. return analysis, mutual funds, stocks and valuations, bonds, and options.
Offered: Spring

BADM 234  CUSTOMER SERVICE  2
Students will learn how to build a loyal, long-term customer relationship by meeting the needs and wants of customers, handling difficult customers with tact and skill, respecting diversity, and providing superior customer service in person, online and via telephone in a variety of customer service environments.
Offered: Summer (Even Numbered Academic Year)

BIO 215  GENETICS  3
Prerequisite: "C" or higher in BIOL 150 or Instructor approval. Study of the basis of heredity, with emphasis on structure and function of DNA and Mendelian Genetics. Topics include molecular genetics, Mendelian genetics, human genetic diseases, and microbial genetics. Lab experiments and exercises in prokaryotic, eukaryotic, and molecular genetics.

1. Understanding molecular genetics.
2. Understanding and solving problems in Mendelian (classical) inheritance.
3. Have a familiarity with genetic technologies.
4. Understanding population genetics and evolution.
5. Develop an appreciation for the relationship of genetics to other disciplines, e.g., biochemistry, ethics, economics, and medicine.
Offered: Spring

BIO 215L  GENETICS LAB  1
Corequisite: Student must be enrolled in BIO 215 concurrently. Experiments and exercises in prokaryotic, eukaryotic, and molecular genetics.
Offered: Spring

BIO 220  ANATOMY & PHYSIOLOGY I L/L  4
A systematic study of the structure and function of the human body. The study includes the cell and tissues, skeletal, muscular, and nervous systems. The course is directed toward allied health, nursing, life science, and physical education majors.
Offered: Every Semester

BIO 221  ANATOMY & PHYSIOLOGY II L/L  4
Prerequisite: BIO 220. Systematic study of the structure and function of the following systems: endocrine, cardiovascular, digestive, respiratory, urinary, and reproductive systems. Emphasis is given to the physiology of the systems and includes fluids and electrolytes.
Offered: Fall & Spring

BIO 271  BIO-TECHNOLOGY L/L  3
Prerequisite: "C" or higher in BIOL 150 or Instructor approval. This is a laboratory oriented course to gain experience in the various techniques to be studied. Topics include isolation of chromosomal and plasmid DNA, electrophoresis, and tissue culture.
Offered: By Demand

BIO 295  INDEPENDENT PROJECTS  1-4
Prerequisite: Departmental approval. Opportunity to do independent study in an area of particular interest under the advisement of a biology instructor.
Offered: By Demand

BIO 299  SPECIAL TOPICS  1-4
Prerequisite: Departmental approval. Designed to meet students’ needs or interests. Uses participating faculty resources. Topics will be selected on interest and relevance to needs.
Offered: By Demand

BUSN 120  FUNDAMENTALS OF BUSINESS  3
Introduction to the various aspects of business: Ownership, organization, administration, decision making, legal and regulatory environment, marketing, finance, and personnel.
Offered: Fall (Online) & Spring

BUSN 250  PRINCIPLES OF REAL ESTATE  3
General introduction to real estate as a business and as a profession. The course is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, ethics, and state license law.
Where the people make [the difference].
WSC [COURSE DESCRIPTIONS]

BADM 236 INTERNATIONAL BUSINESS 3
Explores processes of international trade, whether the company is an importer, exporter, or a multinational firm. Forms a basis for further study and specialization in the international business field. In this course, students will gain an understanding of the institutions, environments, forces, and problems that are involved when businesses operate in foreign economies. Its primary emphasis will be the dynamics of business on an international level. Offered: Spring (Even Numbered Academic Year)

BADM 240 SALES 3
Develops a professional concept of the function of sales in today's economy; pre-approach, approach, determining customer needs, handling objections, and closing the sale. Offered: Spring (Odd Numbered Academic Year)

BADM 245: RECREATION ADMINISTRATION 2
Prerequisite: BADM 150. Administrative policies and organizational management of recreation services, financial and personnel practices, supervision, and promotion. Offered: Summer (Odd Numbered Academic Year)

BADM 251 PERSONAL FINANCE 3
The personal financial planning and management process: goal identification and budgeting; minimizing tax liability; uses and costs of various forms of credit; buying, selling, and/or leasing real estate, automobiles and other major items; life, health, property and income insurance; various investment options; the retirement planning process; and estate planning options. Offered: Fall

BADM 260 PRINCIPLES OF RETAILING 3
Prerequisite: BADM 201. Fundamentals course dealing with the importance of marketing institutions and their methods of operation. Economic order quantities, location, profits, and employee relations are some of the topics covered. Offered: Summer (Even Numbered Academic Year)

BADM 269 BUSINESS ETHICS 3
This course will present a framework for understanding ethical decision-making and social responsibility as it applies to the business world. Offered: Fall (Online) & Spring

BADM 291 CAREER SEMINAR 3
Offered: By Demand

CHEM 112 INTRODUCTION TO FORENSIC SCIENCE L/L 4
A general introduction to the field of forensic science, covering crime scenes, comparisons of soil, glass, hair, fiber, and paint samples. There will be an analysis of blood, hair, and bodily fluids as well as firearm and tool identification. Introductions into many of the subfields of forensics will be discussed. The included lab portion will provide hands-on experience in the analysis of evidence. Offered: Spring

CHEM 115 INTRODUCTORY CHEMISTRY L/L 4
Recommendation: Prior completion of minimum of high school algebra. An introductory non-majors course covering topics in measurement, atomic structure, stoichiometry, solutions, gas laws, and acid/base relationships. Offered: Every Semester

CHEM 116 INTRODUCTION TO ORGANIC & BIOCHEMISTRY L/L 4
Prerequisite: "C" or higher in CHEM 115 or CHEM 121 or equivalent. Non-majors course that includes topics on functional groups, nomenclature, organic reactions, proteins, enzyme action, carbohydrates, lipids, and metabolism. Course is directed toward nursing and allied health majors. Offered: Spring

CHEM 121 GENERAL CHEMISTRY I L/L 5
Prerequisite: "C" or higher in MATH 103, concurrent enrollment in MATH 103 or higher, or Instructor approval. Topics include atomic structure, stoichiometric relationships, chemical reactions, gas laws, thermochemistry, bonding, and molecular geometry. Course required for science, pre-med, allied health, agriculture, and engineering majors. Offered: Fall

CHEM 122 GENERAL CHEMISTRY II L/L 5
Prerequisite: "C" or higher in CHEM 121. Topics include solutions, physical states, reaction rates and mechanisms, chemical equilibrium, electrochemistry, and thermochemistry. Offered: Spring

CHEM 240 SURVEY OF ORGANIC CHEMISTRY 4
Prerequisite: "C" or higher in CHEM 121. Includes topics on nomenclature, reaction mechanisms, reaction types, properties of functional groups and stereochemistry. Directed toward majors in dietetics, medical technology, allied health, agriculture, and natural science. Offered: Spring

CHEM 241 ORGANIC CHEMISTRY I L/L 5
Prerequisite: "C" or higher in CHEM 122. First semester of a two-semester sequence designed for science and pre-professional students. Required for chemistry majors. Structure and bonding, nomenclature, stereochemistry, functional groups, and spectroscopy. Offered: Fall

CHEM 242 ORGANIC CHEMISTRY II L/L 5
Prerequisite: "C" or higher in CHEM 241. Second semester of a two-semester sequence. Structure and reactivity, name reactions, carbon-carbon bond formation reactions, aromatic and heterocyclic chemistry, multi-step synthesis, and polymers. Offered: Spring

CHEM 299 SPECIAL TOPICS 0.5-3
Prerequisite: Departmental approval. Special intermediate and advanced investigation of business related topics. Offered: By Demand

COMM 110 FUNDAMENTALS OF PUBLIC SPEAKING 3
The theory and practice of public speaking with emphasis on content, organization, language, delivery, and critical evaluation of messages. Offered: Every Semester

COMM 211 ORAL INTERPRETATION 3
The study of literature for performance with emphasis on written and verbal analysis.
COMM 212 INTERPERSONAL COMMUNICATION 3
Introduces fundamental concepts of communication between individuals. Explores aspects of self expression and relationship communication. Offered: Fall

COMM 216 INTERCULTURAL COMMUNICATION 3
Exploration of the definition, models, and verbal processes of communication between different cultural groups. Offered: Spring

COMM 217 ORGANIZATIONAL COMMUNICATION 3
A practical approach for communication in the workplace including working in a group, networking, leadership, ethics, and problem solving. Offered: online Fall and Spring

COMM 299 SPECIAL TOPICS 1-4
Prerequisite: Departmental approval. Designed to meet students' needs or interests. Uses participating faculty resources. Topics to be selected on interest and relevance to needs. Offered: By Demand

COMPUTER INFORMATION SYSTEMS
CIS 102 COMPUTER SOFTWARE APPLICATIONS-WORD 2
Provides hands-on operation of microcomputer equipment with the word processing software Microsoft Word for Windows.

CIS 104 MICROCOMPUTER DATABASE-ACCESS 3
This course is designed to teach database concepts, the use of database software, and the types of applications adaptable to this software.

CIS 105 MICROCOMPUTER SPREADSHEETS-EXCEL 2
Provides hands-on experience in the use of spreadsheet software.

CIS 107 FUNDAMENTALS OF LINUX 3
This course introduces students to the Linux operating system. It provides practical skills using command line utilities, managing processes and file systems, as well as installing and maintaining software. In addition to gaining practical Linux experience, this course helps to prepare students for the CompTIA Linux+ certification exams.

CIS 116 INTERNET OF THINGS: CONNECTING DEVICES 3
This course will describe the market around the Internet of Things (IoT), the technology used to build these kinds of devices, how they communicate, how they store data, and the kinds of distributed systems needed to support them. Divided in to four modules, we will learn by doing. We will start with simple examples and integrate the techniques we learn into a class project in which we design and build an actual IoT system. The client will run in an emulated ARM environment, communicating using common IoT protocols with a cloud enabled back end system. Offered: Spring

CIS 117 INTERNET OF THINGS: SECURITY 3
Prerequisite: CIS 116. The Securing the Internet of Things course will examine the security and ethical issues of the vast implementation of smart devices known as the Internet of Things (IoT). The IoT is an environment where smart devices sense, anticipate, and respond to our needs as we manage them remotely. These smart devices often act as the gateway between our digital and physical world. The IoT touches many aspects of life including transportation, health care, safety, environment, energy, and more. This course will examine and discuss IoT technology and market specific topics, relevant case studies of IoT security vulnerabilities and attacks, and mitigation controls. Students will assess the health, safety, privacy, and economic impacts of IoT security events. Offered: Spring

CIS 128 MICROCOMPUTER HARDWARE I 3
Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs will: learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition this course helps students prepare for the CompTIA A+ certification.

CIS 129 MICROCOMPUTER HARDWARE II 3
Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs will: learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course helps students prepare for the CompTIA A+ certification.

CIS 130 PRESENTATIONS 2
This class provides hands-on production of searching, creating, and delivering electronic business presentation projects using Microsoft PowerPoint and other graphic packages.

CIS 141 INTRODUCTION TO CYBER SECURITY 3
This course will provide an introduction to concepts related to Cybersecurity. Students will learn safe practices which can be deployed to secure computer systems. Students will gain an understanding of different
tools which can be used to defend attacks on computer systems. Special emphasis will be given to systems and applications that non-CS majors will likely to encounter in daily life. In addition to lecture classes, security lab exercises will be conducted to perform hands-on experiments on safe security practices.

**CIS 142  ETHICAL HACKING & NETWORK DEFENSE**  3
This course will provide an in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. In addition, the course provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber attacks. Students will learn updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. Also covered is a thorough update of federal and state computer crime laws, as well as changes in penalties for illegal computer hacking.

**CIS 147  PRINCIPLES OF INFORMATION SECURITY**  3
Provides information systems students with a thorough examination of the field of information security and prepares them to make decisions about securing information in a business or personal environment.

**CIS 162  OPERATING SYSTEMS-WINDOWS**  3
Basic introduction to Windows operating systems. The course will enable students to manipulate the Window desktop, start up and use Windows applications, move and cut and paste between applications, use and manage files, printing, and use the control panel to customize the desktop.

**CIS 164  NETWORKING FUNDAMENTALS I**  3
This course focuses on the following: network terminology and protocols, local area networks (LANs), wide area networks (WANs), open system interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards.

**CIS 165  NETWORKING FUNDAMENTALS II**  3
Prerequisite: CIS 164. This course focuses on the following: initial router configuration, Cisco IOS software management, routing protocol configuration, TCP/IP access control lists (ACLs). Students will develop skills in configuring a router, managing Cisco IOS Software, configuring routing protocols, and creating access lists that control access to a router.

**CIS 171  FUNDAMENTALS OF PYTHON CODING**  3
Introduction to Python programming basics (what it is and how it works), binary computation, problem-solving methods and algorithm development. Includes procedural and data abstractions, program design, debugging, testing, and documentation. Covers data types, control structures, functions, parameter passing, library functions, arrays, inheritance and object oriented design. Laboratory exercises in Python. Offered: Spring

**CIS 180  CREATING WEB PAGES**  3
The learner will create basic websites by manually writing HTML/XHTML and Cascading Style Sheets (CSS) using a text editor. The student will learn the fundamentals of site layout and design, and how to upload completed websites to a remote server. Other skills include critical thinking by solving problems with coding syntax and viewing websites "live" on the World Wide Web.

**CIS 181  CREATING WEB PAGES II**  3
Prerequisite: CIS 180. Students create websites using a current version of graphical user interface (GUI) web authoring tool.

**CIS 202  ADVANCED SOFTWARE APPLICATIONS**  2
Prerequisites: CIS 102 and CIS 105. This class will provide students with instruction and projects using the advanced features in Microsoft Word and Microsoft Excel.

**CIS 211  WEB PLAN AND DESIGN**  3
This course provides the learner with an in-depth study of the planning and design methods that are utilized in web page creation.

**CIS 212  MS WINDOWS OS CLIENT**  3
The course helps learners to gain the knowledge and skills to install, configure, customize, optimize, and troubleshoot the Microsoft Windows operating system in a stand-alone and network environment.

**CIS 215  IMPLEMENTING MS WINDOWS SERVER**  3
This course introduces the learner to the Microsoft Windows Server and the networking technologies it supports. The learner will become familiar with networking and operating system concepts and the common tasks required to administer and support the Microsoft Windows operating system in a network environment.

**CIS 216  IMPLEMENT. MS WINDOWS NETWORK INFRASTRUCT.**  3
This course is for professionals who will be responsible for configuring, managing, and troubleshooting a network infrastructure that uses the Microsoft Windows Server products. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS) and Windows Internet Name Service (WINS); and implementing a network access infrastructure by configuring the connections for remote access clients.

**CIS 218  PLANNING A NETWORK INFRASTRUCTURE**  3
This course is for professionals who will be responsible for installing, configuring, managing, and supporting the primary networking services in the Microsoft Windows Server operating system. These core networking services include: Domain Name System (DNS), Windows Internet Naming Service (WINS), Routing and Remove Access Service (RRAS) Network security technologies.

**CIS 220  OPERATING SYSTEMS-UNIX**  3
This course is designed to acquaint the student with the UNIX operating system. It will provide practical skills in using UNIX commands and utilities, including editors and file system management.

**CIS 232  GRAPHIC DESIGN**  3
Learn the fundamentals of Adobe Photoshop. Students will learn the essentials of digital imaging, including color models and theory, resolution types, color correction tools, and much more.

**CIS 233  VECTOR GRAPHICS & WEB ANIMATION**  3
Student will learn how to design vector graphics for animation, presentation, application and Web sites using Macromedia Flash.

**CIS 235  ADVANCED GRAPHIC DESIGN**  3
This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students will be able to creatively produce designs and articulate their rationale. Additionally, students will be able to utilize the design process throughout the project and understand that the computer is the tool.

**CIS 241  DIGITAL FORENSICS FUNDAMENTALS**  3
Pre-Requisite: Student must successfully complete CIS 141. This course introduces students to digital forensics. Topics covered include the investigative process, preservation of evidence, computer and mobile forensics issues, as well as working with forensics.

**CIS 250  ADVANCED WEB DESIGN**  3
Prerequisite: CIS 180. Continued coverage of web design using more advanced tools.

**CIS 267  INTERMEDIATE NETWORKING I**  3
Prerequisite: CIS 165. Corequisite: CIS 268. This course focuses on the following advanced IP addressing techniques: Variable Length Subnet Masking (VSLM), intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, Virtual LANS (VLANs), Spanning Tree Protocol (STP), VLAN Trunking Protocol (VTP).

**CIS 268  INTERMEDIATE NETWORKING II**  3
Corequisite: CIS 267. This course focuses on the following advanced IP addressing techniques: Network Address Translation (NAT), Port Address Translation (PAT), DHCP, WAN technology and terminology, PPP, ISDN, DDR, frame relay, network management, and introduction to optical networking. In addition the student will prepare for taking the CCNA Exam.

**CIS 299  SPECIAL TOPICS**  1-4
Prerequisite: Departmental approval. Various topics in the area of computer application technology. The course can be repeated in accordance with department specifications.

**COMPUTER SCIENCE**

**CSCI 101  INTRODUCTION TO COMPUTERS**  3
General hardware and software issues such as: terminology, environments. Applications such as: word processing, spreadsheets, databases, Internet usage. Offered: Every Semester

**CSCI 122  VISUAL BASIC**  3
**ECONOMICS**

**ECON 201  PRINCIPLES OF MICROECONOMICS**
Nature, method, and scope of economic analysis; economic scarcity, resources, specialization and division of labor, supply and demand, production and cost, technology, product and resource market structures, distribution of income, and international trade.
Offered: Fall & Spring

**ECON 202  PRINCIPLES OF MACROECONOMICS**
Analysis of aggregate levels of income and employment, inflation, monetary and fiscal policy, economic growth and development, international finance, and comparative economic systems.
Offered: Fall & Spring

**ENGINEERING**

**ENGR 100  INTRODUCTION TO ENGINEERING**
Introduces students to the profession, including the disciplines of chemical, civil, electrical, environmental, and mechanical engineering. Field trips included.
Offered: Spring

**ENGR 101  GRAPHICAL COMMUNICATION**
Development of visualization, technical communication, and documentation skills. 3-D geometric modeling as applied to CADD applications using current methods and techniques commonly found in industry. Introduction to engineering, design and team problem solving.
Offered: By Demand

**ENGLISH**

**ENGL 110  COLLEGE COMPOSITION I**
Prerequisite: A minimum ACT English Score of 18, other appropriate placement score, ASC 087 final grade of “C” or higher, or departmental approval. First course in sequence. Inventing, planning, drafting, writing, and revising different essay types or genres for a variety of audiences and in a variety of contexts. Close reading and analysis. Introduction to finding and evaluating information. Collaborative invention and revision techniques. Offered: Every Semester

**ENGL 120  COLLEGE COMPOSITION II**
Prerequisite: ENGL 110 with a minimum grade of “C.” Second course. Writing academic essays or other genres with clarity and accuracy after learning and practicing stages of writing. Close reading, analyses, appreciation, Finding, evaluating, integrating, acknowledging sources. Collaborative invention and revision techniques. Offered: Every Semester

**ENGL 125  INTRODUCTION TO PROFESSIONAL WRITING**
Prerequisite: ACT/COMPASS passing scores or a minimum grade of “C” in ASC 087. Effectively communicating a particular message to a particular audience in a style and format consistent with the demands of a professional or technical setting.
Offered: Fall (Online) & Spring (on Campus)

**ENGL 211  INTRODUCTION TO CREATIVE WRITING**
Guided practice of writing skills related to the imaginative uses of language.
Offered: Spring (Odd Years)

**ENGL 220  INTRODUCTION TO LITERATURE**
Reading and discussion of representative samples of poetry, drama, fiction, nonfiction, and film, with emphasis on the use of common literary terminology.
Offered: By Demand

**ENGL 222  INTRODUCTION TO POETRY**
This course provides an opportunity to develop an understanding of the skills of reading and writing poetry.
Offered: Fall (Even Years)

**ENGL 225  INTRODUCTION TO FILM**
This course provides the opportunity for the study of filmed drama, especially motion pictures, as a literary form.
Offered: Spring (Even Years)
ENGL 238  CHILDREN'S LITERATURE  3
This course will include the reading of texts suitable for reading by elementary school-age children and will emphasize analysis of characteristics of literature which determine age-appropriateness.
Offered: Fall

ENGL 261  AMERICAN LITERATURE I  3
Examines representative readings in English written by Americans from the British Colonial Period until the Civil War.
Offered: Fall (Odd Years)

ENGL 262  AMERICAN LITERATURE II  3
Study of American writers and writing; begins with selected major works since the Civil War, continuing to the present.
Offered: Spring (Even Years)

ENGL 265  NATIVE AMERICAN LITERATURE  3
A broad survey of Native American Literature beginning with legends and tales from the oral tradition and ending with contemporary literature written in English by and about Native Americans.
Offered: Spring (Odd Years)

ENGL 299  SPECIAL TOPICS  1-3
Prerequisite: Departmental approval. Topic courses have varying areas of content, issues, or themes.
Offered: By Demand

FREN

FREN 101  FIRST YEAR FRENCH I  4
Pronunciation and fundamental grammatical principals introduced through the development of skill in listening, comprehension, and speaking, followed by practice in reading and writing; language laboratory attendance required.

FREN 102  FIRST YEAR FRENCH II  4
Prerequisite: Successful completion of FREN 101 with a “C” or higher or equivalent. Continued study of pronunciation and fundamental grammatical principals through the development of skill in listening, comprehension, and speaking followed by practice in reading and writing.

FREN 201  SECOND YEAR FRENCH I  4
Prerequisite: Successful completion of FREN 102 with a “C” or higher or equivalent. Review of the structure of the language; readings in French in oral and written expression.

GEOLOGY

GEOL 105  PHYSICAL GEOLOGY 4/L/L  4
A lecture and laboratory study of the Earth as a physical body; its structure, composition, and the geologic processes action on and within the Earth.
Offered: Fall

GEOl 299  SPECIAL TOPICS  1-3
Prerequisite: Departmental approval. Designed to meet students special needs and interests.
Offered: By Demand

HEALTH, PHYSICAL EDUCATION, & RECREATION

HPER 100  CONCEPTS OF FITNESS & WELLNESS  2
Study designed to introduce students to concepts of holistic living. Focus is on self-evaluation and personal program planning emphasizing the relation of lifestyle choices to optimal wellness.
Offered: Every Semester

HPER 101  ACTIVITY: INTRODUCTORY LEVEL  1
Students may select from the following: aerobic fitness, archery, aqua dynamics, badminton, basketball, bowling, canoeing, curling, dance, fitness walking, golf, racquetball, social dance, softball, swimming, taekwondo, tennis, volleyball, wallyball, water fitness, weight training, social games, and others as determined by department. Repeatable for credit.
Offered: Fall & Spring

HPER 102  ACTIVITY: INTERMEDIATE LEVEL  0.5-1
Students may select from the following: aerobic fitness, archery, aqua dynamics, badminton, basketball, bowling, canoeing, curling, dance, fitness walking, golf, racquetball, social dance, softball, swimming, taekwondo, tennis, volleyball, wallyball, water fitness, weight training, social games, and others as determined by department. Repeatable for credit.
Offered: Fall & Spring
HIST 101  WESTERN CIVILIZATION I  3
Interpretive survey of cultural continuity from 3000 B.C. to the end of the
European Middle Ages (c. 1500).
Offered: Fall

HIST 102  WESTERN CIVILIZATION II  3
An interpretive survey course with an emphasis on various intellectual,
political, economic and social movements in Western Europe from the late
15th Century into the 20th Century.
Offered: Spring

HIST 103  UNITED STATES TO 1877  3
Survey of early American history, including old world background,
transformations of British institutions into American institutions, revolution,
and the establishment of the Union with its temporary breakup in the
Civil War.
Offered: Fall (on Campus) & Spring (Online)

HIST 104  UNITED STATES SINCE 1877 3
This is a survey of American History spanning the post-Civil War period, the
late 19th Century and into the 20th Century. It notes the transformation
of an isolationist, agrarian nation into an urban, industrial, and world
power; with an emphasis of the resulting domestic maladjustments (or
societal unrest).
Offered: Fall (Online) & Spring (on Campus)

HIST 110  HISTORIC BASEBALL 1
This mini-course presents an overview of how “the national pastime”
of baseball evolved in the 19th century and into the early 20th century.
Attention will be given on how baseball came into our region and students
will assist in researching how early baseball came into their communities.
Offered: By Demand

HIST 220  NORTH DAKOTA HISTORY 3
A survey emphasizing settlement and development, noting the
consequences of the state’s climate and settlers on the situation in which it
now finds itself. Special attention is paid to the Nonpartisan League and the
evolution of isolationist sentiment among North Dakotans.
Offered: Fall

HIST 223  HISTORY OF THE LEWIS & CLARK EXPEDITION 3
A historical overview of the motivation, preparations, and exploits of the
‘Corps of Discovery’ (1804-1806) led by Meriwether Lewis and William Clark.
Their successes, failures, and legacies will be examined.
Offered: Fall (Even Years)

HIST 228  SELECTED READINGS IN EUROPEAN HISTORY 1-3
Under arrangement and advisement by the instructor, students may earn
credit by doing research and reading in specialized areas and presenting
the findings in formally written reviews.
Offered: By Arrangement

HIST 229  SELECTED READINGS IN AMERICAN HISTORY 1-3
Under arrangement and advisement by the instructor, students may earn
credit by doing research and reading in specialized areas and presenting

HIST 255  THE GREAT WAR: WWI & THE 20TH CENTURY 3
A historical overview of the events leading up to and causes of the
Great War will be examined. What expectations the war brought to the
combatants and its eventual impact upon European & American societies
in the diplomatic, economic, social, military & intellectual areas will also be
assessed. Finally, how the war marked those involved and the tone set for
the remainder of the 20th century up to the world today will be addressed.
Offered: By Demand

HIST 257  THE COLD WAR 3
This course is an examination of the historical backgrounds, motivations/
actions, and key events of a period colloquially termed “The Cold War,”
primarily the relations between the United States and the Soviet Union, on
a global scale, from the year 1945 through the 1990’s.
Offered: By Demand

HIST 299  SPECIAL TOPICS 1-3
Prerequisite: Departmental approval. Designed to meet students’ needs or
interests; utilizes particular faculty expertise in a varied environment.
Offered: By Demand

HUMANITIES

HUMS 210  INTEGRATED CULTURAL STUDIES 2-3
Interdisciplinary class designed to provide basic conversational language
skills while studying culture and geography of a designated society.
Repeatable for credit.
Offered: By Demand

HUMS 211  INTEGRATED CULTURAL EXCURSION 1
Intensive study session within the society studied in Integrated Cultural
Studies; tour the society to attain first hand exposure to the culture while
using language skills. S/U grading only. Repeatable for credit.
Offered: By Demand

HUMS 299  SPECIAL TOPICS 1-4
Prerequisite: Departmental approval. Designed to meet students’ needs or
interests; utilizes particular faculty expertise in a varied environment.
Offered: By Demand

MASSAGE THERAPY

MASG 101  INTRODUCTION TO MASSAGE THERAPY 2
An overview of the field of massage therapy. Topics covered include: getting
started, life planning, success strategies, boost career longevity, concious
practice, therapeutic communications, career path(spa and salon, primary
healthcare, group practice, private practice), employment fundamentals,
employment kit, and terms of employment.
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### COURSE DESCRIPTIONS

**MASG 120 SWEDISH MASSAGE I**  
3  
Prerequisite: Admission to the Massage Therapy Program. The technique of traditional (Swedish) massage is presented. Students will learn the theory and practice the application of Swedish massage techniques including, but not limited to, effleurage, petrissage, tapotement. Students will also learn the theory and application of proper body mechanics, positioning, and draping. Primary emphasis will be in the application of these techniques to the lower extremities and back region. Students must receive a minimum of "C" in this course to progress.  
Offered: Fall

**MASG 121 MASSAGE THERAPY CLINICAL I**  
1.5  
Prerequisite: Admission to the Massage Therapy Program. Students will obtain clinical practice in the application of massage techniques studied in MASG 120 and MASG 150. Students are required to complete a minimum of fifty hours of massage technique. Twenty-five hours will be completed under the supervision of the instructor and twenty-five hours will be completed independently. Students will practice obtaining medical histories and documenting services provided. Students must receive a minimum of "C" in this course to progress.  
Offered: Fall

**MASG 150 MYOKINESIOLOGY I**  
3  
Prerequisite: Admission to the Massage Therapy Program. Students will be able to: 1) observe the surface anatomy of the body and confidently explore the skin and fascial structure of the body; 2) palpate the bone and bony landmarks of each body region and explore the connections between them and the soft tissues; 3) palpate each muscle from origin to insertion, feeling and describing its overall shape, edges, and fiber direction(s); 4) palpate the major joint structures, including ligaments and bursae, that are common sites of pain and injury in the region; and 5) palpate landmarks within each body region that identify the location of various endangerment sites. Myokinesiology I will cover the shoulder & arm, forearm & hand, and spine & thorax regions.  
Offered: Fall

**MASG 160 BUSINESS TOPICS**  
3  
Prerequisite: Admission to the Massage Therapy Program. Students will be introduced to topics relevant to practice that benefit both the student and clients. This course will address topics such as: pharmacology, documentation, ethics, standards of practice, state laws, and additional topics, if allowed by time. Students must receive a minimum of "C" in this course to progress.  
Offered: Fall

**MASG 194 INDEPENDENT STUDY**  
1-6  
Prerequisite: Admission to the Massage Therapy Program & instructor permission. Designed to meet the educational requirements of each individual student in order to qualify for massage licensure in North Dakota. Complete the additional educational hours required by the N. D. C.C. Chapter 43-25 and ND Administrative Code Title 49 regarding massage therapy under the supervision of the instructor while receiving credit. 50 clock hours would equal 1 credit. S/U grading only.  
Offered: Spring

**MASG 220 SWEDISH MASSAGE II**  
3  
Prerequisite: Admission to the Massage Therapy Program and a "C" or higher in MASG 120. Students continue the application of techniques and theory of Swedish massage. Students will apply these techniques to the remaining regions of the body. Students must receive a minimum of "C" in this course to progress.  
Offered: Spring

**MASG 221 MASSAGE THERAPY CLINICAL II**  
3  
Prerequisite: Admission to the Massage Therapy Program and a "C" or higher in MASG 121. Students will obtain additional clinical practice in the application of massage techniques studied in MASG 120, 150, 220, and 250. Students are required to complete a minimum of one hundred hours of massage technique. Fifty hours will be completed under the supervision of the instructor and fifty hours will be completed independently. Students will practice obtaining medical histories and documenting services provided. Students must receive a minimum of "C" in this course to progress.  
Offered: Spring

**MASG 240 THE BUSINESS OF MASSAGE**  
2  
Prerequisite: Admission to the Massage Therapy Program or Program Coordinator approval. Students will learn how the basics of business apply to running your own business. Topics covered include: career options, therapeutic relationships, the business setting, self-care, managing a business, advertising and marketing, and professionalism. Students must receive a minimum of "C" in this course to progress.  
Offered: Spring

**MASG 250 MYOKINESIOLOGY II**  
3  
Prerequisite: Admission to the Massage Therapy Program. Students will be able to: 1) observe the surface anatomy of the body and confidently explore the skin and fascial structure of the body; 2) palpate the bone and bony land marks of each body region and explore the connections between them and the soft tissues; 3) palpate each muscle from origin to insertion, feeling and describing its overall shape, edges, and fiber direction(s); 4) palpate the major joint structures, including ligaments and bursae, that are common sites of pain and injury in the region; and 5) palpate landmarks within each body region that identify the location of various endangerment sites. Myokinesiology II will cover the head, neck & face, pelvis & thigh, and leg & foot.  
Offered: Spring

**MASG 260 ADVANCED MASSAGE TECHNIQUES**  
4  
Prerequisite: Admission to the Massage Therapy Program. Students will learn a variety of techniques that complement Swedish Massage including: trigger points, counterstrain, muscle energy technique, sports massage, PNF, traditional Chinese medicine, essential oils, heats & colds, lymphatic drainage, craniosacral, Ayurveda, and reflexology. Students must receive a minimum of "C" in this course to progress.  
Offered: Spring

**MASG 270 PROFESSIONAL CONFERENCE**  
1  
Prerequisite: Admission to the Massage Therapy Program. Students will attend continuing education conference to familiarize themselves with the continuing education process.

### MATHEMATICS

**MATH 103 COLLEGE ALGEBRA**  
3  
Prerequisite: "C" or higher in ASC 093, placement, or Instructor approval. Relations and functions, equations and inequalities, complex numbers: polynomial, rational, exponential and logarithmic functions; and systems of equations.  
Offered: Fall & Spring

**MATH 105 TRIGONOMETRY**  
2  
Prerequisite: "C" or higher in MATH 103, placement, or Instructor approval. Angle measure, trigonometric and inverse trigonometric functions, trigonometric identities and equations, parametric and polar coordinates, and general applications.  
Offered: Fall & Spring

**MATH 107 PRE-CALCULUS**  
4  
Prerequisite: "C" or higher in ASC 093, placement, or Instructor approval. Equations and inequalities, polynomial, rational, exponential, logarithmic, and trigonometric and inverse functions; trigonometric identities and equations; and applications.  
Offered: By Demand

**MATH 146 APPLIED CALCULUS**  
3  
Prerequisite: "C" or higher in MATH 103, placement, or Instructor approval. Limits, derivatives, integrals, exponential, logarithmic, and applications.  
Offered: Spring

**MATH 165 CALCULUS I**  
4  
Prerequisite: "C" or higher in MATH 105 or MATH 107, placement, or Instructor approval. Limits, continuity, differentiation, Mean Value Theorem, Fundamental Theorem of Calculus, and applications.  
Offered: Fall & Spring

**MATH 166 CALCULUS II**  
4  
Prerequisite: "C" or higher in MATH 165, placement, or Instructor approval. Techniques and applications of integration, exponential and logarithmic function, infinite sequences and series, power series, and polar equations, parametric equations.  
Offered: Fall & Spring

**MATH 210 ELEMENTARY STATISTICS**  
3  
Prerequisite: "C" or higher in ASC 093, placement, or Instructor approval. An introduction to statistical methods of gathering, presenting and analyzing data; estimating means, proportions, confidence intervals, and testing hypotheses; probability and probability distributions; and linear regression.
and correlation.

Offered: Fall & Spring

MATH 265 CALCULUS III 4
Prerequisite: “C” or higher in MATH 166, concurrent enrollment in MATH 166, or Instructor approval. Multivariate and vector calculus including partial derivatives, multiple integration and its applications, line and surface integrals, Green’s Theorem, Stoke’s Theorem, and Divergence Theorem.

Offered: Fall & Spring

MATH 266 INTRODUCTION TO DIFFERENTIAL EQUATIONS 3
Prerequisite: “C” or higher in MATH 265, concurrent enrollment in MATH 265, or Instructor approval. Solutions of elementary differential equations by elementary techniques, Laplace transforms, introduction to matrix theory and systems of differential equations.

Offered: Fall & Spring

MATH 277 MATH FOR ELEMENTARY TEACHERS I L/L 4
Prerequisite: “C” or higher in MATH 103, placement, or Instructor approval. A mathematics course for prospective elementary school teachers. Topics include: problem solving, numeration systems, real numbers, and elementary number theory. Calculators, computers, and manipulatives are used in the course.

Offered: Spring

MICROBIOLOGY

MICR 202 MICROBIOLOGY 3
Prerequisite: “C” or higher in a college biology or chemistry course or Instructor approval. Topics include microbial survey, bacterial structure and physiology, viral and bacterial diseases, immune system, personal and community health. A study of the characteristics and importance of microorganisms with emphasis on their identification, control, and relationships to health and disease. This course and BIOL 302 are equivalent. A general survey on the morphology and physiology of selected microbes with major emphasis on the medical aspects of bacteria, viruses, and fungi to humans.

1. Gain an appreciation of the diversity of microbes; in the context of this course, “microbes” include diverse organisms, e.g., viruses, bacteria, fungi, protists, and small worms.
2. Describe the structure and function of microbes.
3. Understanding diagnostic tests and procedures used to identify microbes.
4. Understanding the relationship between microbes, disease and the disease process.
5. The role of microbes in microbial ecology.
6. Understanding the roles of microbes in community health.

Offered: Fall & Spring

MICR 202L MICROBIOLOGY LAB 1
Topics include microbial survey, bacterial structure and physiology, viral and bacterial diseases, immune system, personal and community health. Experiments and exercises in Microbiology. A study of the characteristics and importance of microorganisms with emphasis on their identification, control and relationships to health and disease. This course and BIOL 302 are equivalent. A general survey on the morphology and physiology of selected microbes with major emphasis on the medical aspects of bacteria, viruses, and fungi to humans.

1. Gain an appreciation of the diversity of microbes; in the context of this course, “microbes” include diverse organisms, e.g., viruses, bacteria, fungi, protists, and small worms.
2. Describe the structure and function of microbes.

Offered: Fall & Spring

MUSIC

MUSC 100 MUSIC APPRECIATION 3
Music appreciation for students without an extensive background in music.

Offered: Fall (On Campus) & Spring (Online)

MUSC 101 FUNDAMENTALS OF MUSIC 3
Fundamentals of music, theoretical principles; music vocabulary for students without an extensive background in music.

Offered: Fall (On Campus) & Spring (Online)

MUSC 117 CONCERT CHOIR
Open to all interested students; mixed vocal group; includes sacred and secular music. Repeatable for credit.

Offered: Fall & Spring

MUSC 140 ORCHESTRA
WSC Community Orchestra. Open to all interested musicians. Repeatable for credit.

Offered: Fall & Spring

MUSC 142 CONCERT CHORALE
WSC Community Concert Chorale. Membership subject to approval of director. Repeatable for credit. S/U grading only.

Offered: By Demand

MUSC 145 APPLIED MUSIC
Individual, private instruction in piano, guitar, organ, voice, or instrument. Lab fee required. Repeatable for credit.

Offered: Fall & Spring

MUSC 160 CONCERT BAND
The study of instrumental music through group performance and rehearsal. A variety of band music will be introduced and performed at concerts and special events.

Offered: Every Semester

MUSC 272 ATHLETIC BAND
The band is open to all students and performs at athletic events

MUSC 299 SPECIAL TOPICS IN MUSIC
Prerequisite: Departmental approval. A study of topics of current interest, including performance in community music groups. Admission by consent of department chair and instructor. Repeatable for credit.

Offered: By Demand

NURSING

NURS 100 NURSE ASSISTANT TRAINING 2
This course is designed to prepare the student for certification as a nurse assistant. Units of study consist of the following: introduction to long-term care, communication, infection control, safety, anatomy, physiology of aging, nutrition, skin care, and basic skills (personal care, transferring, positioning, vital signs, elimination, bed making). Course consists of classroom and supervised clinical practice.

NURS 120 FOUNDATIONS OF NURSING
Prerequisite: Admission to the Practical Nursing Program. Develop an understanding of the multidimensional base of nursing knowledge, including basic human needs, nursing process, nursing judgement, informatics, ethical and professional, health promotion and disease prevention concepts. Gain an understanding of the role of the practical nurse within the interdisciplinary team, the vital importance of communication while providing safe and quality client care, and how nurses use evidence based information in their practice. Students must receive a minimum of “C” in this course to progress.

Offered: Fall & Spring

NURS 121 PRACTICAL NURSING I 3
Prerequisite: Admission to the Practical Nursing Program. Explore three core concepts of health assessment, nutrition, and mental health as they relate to client care. Learn how the nurse incorporates this knowledge in caring for the diverse client from the moment they begin care for an individual to any point along the health and illness continuum. Students must receive a minimum of “C” in this course to progress.

Offered: Fall

NURS 122 CLINICAL PRACTICE I 3
Prerequisite: Admission to the Practical Nursing Program. Apply the social, biological, behavioral and nursing science principles to simulated and actual client care in the nursing lab and during clinical in health care facilities. Students will see, practice, and then preform demonstrations of basic nursing skills and procedures in a supervised setting. Includes the study of math and medical terminology and use of the nursing process and critical thinking skills to organize and provide safe and effective client care. Students must receive a minimum of “C” in this course to progress.

Offered: Fall

NURS 124 CLINICAL PRACTICE II 3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 126</td>
<td>CLINICAL PRACTICE III</td>
<td>3</td>
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<tr>
<td>NURS 127</td>
<td>PRAC. NURSING II: INTRO. TO MED.-SURG. NURSING</td>
<td>2</td>
</tr>
<tr>
<td>NURS 129</td>
<td>PRACTICAL NURSING III</td>
<td>3</td>
</tr>
<tr>
<td>NURS 145</td>
<td>INTRODUCTION TO MATERNAL-CHILD NURSING</td>
<td>2</td>
</tr>
<tr>
<td>NURS 224</td>
<td>PROFESSIONAL ROLE DEVELOPMENT</td>
<td>2</td>
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<tr>
<td>NURS 225</td>
<td>ALTERATIONS IN HEALTH I</td>
<td>3</td>
</tr>
<tr>
<td>NURS 226</td>
<td>MATERNAL CHILD NURSING</td>
<td>3</td>
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<tr>
<td>NURS 227</td>
<td>CLINICAL APPLICATIONS I</td>
<td>4</td>
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<tr>
<td>NURS 228</td>
<td>ALTERATIONS IN HEALTH II</td>
<td>4</td>
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<tr>
<td>NURS 229</td>
<td>HEALTH PROMOTION &amp; PSYCHOSOCIAL NURSING</td>
<td>2</td>
</tr>
<tr>
<td>NURS 237</td>
<td>CLINICAL APPLICATIONS II</td>
<td>5</td>
</tr>
<tr>
<td>NURS 259</td>
<td>ROLE TRANSITIONS</td>
<td>1</td>
</tr>
<tr>
<td>NURS 299</td>
<td>SPECIAL TOPICS</td>
<td>1-4</td>
</tr>
<tr>
<td>NUTR 222</td>
<td>CONTEMPORARY NUTRITION</td>
<td>3</td>
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</tbody>
</table>
course looks at the different nutrients of food and how each is used by the body. Covers some eating disorders and food safety. 
Offered: Fall & Spring

**NUTR 230  HERBS & SUPPLEMENTS**  3
An overview of the dietary needs of special populations, requiring modifications to a normal diet, in order to meet their nutritional/health needs. Emphasis will be placed on the needs of the athlete and others who participate in strenuous occupations and activities. Meal modification, as to content and timing, along with the usage of popular herbs and supplements will be discussed.

**NUTR 240  PRINCIPLES OF NUTRITION**  3
Prerequisite: "C" or higher in a college biology or chemistry course. Principles and concepts of nutrition throughout the life cycle for the purpose of health maintenance, prevention, and recovery of illness. 
Offered: Fall & Spring

**PETROLEUM PRODUCTION**

**PTLO 101  INTRODUCTION TO PETROLEUM INDUSTRY**  2
An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries.

**PTLO 121  PETROLEUM GEOLOGY & PRODUCTION**  3
Students will study producing natural resources (oil & gas) from newly drilled and existing well locations to include, minimum surface equipment operations, well site construction, types of drilling rigs, rig equipment, measurement while drilling (MWD), casing installation and cementing, fishing, and proper procedures to successfully drill a well are discussed. Students will study fundamental operations in the drilling industry; identify the major systems and equipment of a drilling rig; describe specific down-hole problems; and explain solutions. Instruction in volume calculations, hydrostatic pressures, formation pressures, and problems in down-hole drilling operations. Students will also study all phases of reclamation, from the planning phase (state/federal/landowner, requirements/regulations/relations), through the construction, drilling, completion, production, and finally plugging and abandoning phases.

**PTLO 122  DRILLING & WELL CONTROL**  3
A study of practices and procedures for drilling operations (vertical, directional, and horizontal drilling). State & federal regulations, well site construction, types of drilling rigs, rig equipment, measurement while drilling (MWD), casing installation and cementing, fishing, and proper procedures to successfully drill a well are discussed. Students will study fundamental operations in the drilling industry; identify the major systems and equipment of a drilling rig; describe specific down-hole problems; and explain solutions. Instruction in volume calculations, hydrostatic pressures, formation pressures, and problems in down-hole drilling operations. Students will also study all phases of reclamation, from the planning phase (state/federal/landowner, requirements/regulations/relations), through the construction, drilling, completion, production, and finally plugging and abandoning phases.

**PTLO 135  HYDRAULICS AND PNEUMATICS**  3
This course builds on the fundamentals taught in PTLO 130- Fluid Power Fundamentals. It examines intermediate and advanced aspects of hydraulics, introduces advanced hydraulic components, explains how each works, and then shows how they relate to real-world industry applications. The course reinforces the theory and practice into a well-rounded understanding of the topic. Additionally, the course examines pneumatics and its applications in the field and industry. Training activities will consist of lecture, Amatrol e-Learning, and hands-on practice activities on a lab trainer. As well, students will utilize Automation Studio simulator to model hydraulic using schematics and simulation.

**PTLO 203  PREVENTATIVE MAINT. & TROUBLESHOOTING**  4
Students will learn skills, techniques and procedures to properly perform routine maintenance and troubleshooting on surface production equipment.

**PTLO 240  WELL COMPLETION & WORKOVER**  3
This course is a study of completion equipment and services. It presents the design considerations for completing convention, heavy oil, thermal, sour and high pressure high-temperature wells. Students will learn to plan and design completions and stimulations, as well as the specification of metallurgy and elastomers for downhole equipment. Discussions will cover well performance, flow assurance, and formation damage, with troubleshooting hints and strategies for common practices. Topics include: packers and down-hole equipment, materials, coating and corrosion, the selection of completion and work-over fluids, perforating and alternatives, flow assurance, remedial cementing, coiled tubing, snubbing, and fishing operations.

**PTLO 244  SPECIAL TOPICS IN PETROLEUM**  3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Learning outcomes/objectives are determined by local occupational need and business and industry trends.

**PHARMACOLOGY**

**PHRM 215  INTRODUCTION TO PHARMACOLOGY**  3
A fundamental discussion of the scope of pharmacology, including terminology used. Drug laws, dosage forms, and patient variabilities that affect drug usage will be covered. Important drugs used in practice will be studied, including basic principles, therapeutic uses, and adverse effects. 
Offered: Fall & Spring

**PHILOSOPHY**

**PHIL 101  INTRODUCTION TO PHILOSOPHY**  3
General survey of the philosophical eras and ideas of the Western world. The course will focus on identifying and understanding the underpinnings of contemporary thought through the study of philosophers from Ancient Greece to the modern day. 
Offered: Fall (Online)

**PHIL 210  ETHICS**  3
A study of the historical development of ethical systems, including an analysis of cultural factors which bring about values formation and an examination of the process of forming value judgments. 
Offered: Fall & Spring

**PHIL 215  CONTEMPORARY MORAL ISSUES**  3
An introduction to the problems connected with moral choice. This course examines the moral judgments that follow from the values held by a wide variety of people today on topics ranging from abortion to race, sexual behavior, the environment, etc. 
Offered: Spring

**PHYSICS**

**PHYS 110  INTRODUCTORY ASTRONOMY**  3
This is an introductory astronomy contended to give the student an appreciation of the universe in which we live. Topics covered will include: ancient astronomy (Greek & Native Americans), and the Copernican Revolution; astronomical measurements and instruments, the solar system, stars and stellar evolution, galaxies, black holes, Big Bang cosmology. 
Offered: Spring

**PHYS 110L  INTRODUCTORY ASTRONOMY LAB**  1
Corequisite: PHYS 110. An introductory study of the universe. Topics covered will include: ancient astronomy (Greek & Native Americans), and the Copernican Revolution; astronomical measurements and instruments, the solar system, stars and stellar evolution, galaxies, black holes, Big Bang cosmology. The astronomy laboratory is optional.
Offered: Spring

**PHYS 211  COLLEGE PHYSICS I L/L**  4
Prerequisite: "C" or higher in MATH 103 or Instructor approval. The non-calculus physics course sequence recommended for pre-medical and pre-professional students. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat and thermodynamics. Includes lab. 
Offered: Fall

**PHYS 212  COLLEGE PHYSICS II L/L**  4
Prerequisite: "C" or higher in PHYS 211, equivalent, or Instructor approval. The non-calculus general physics course sequence recommended for pre-medical and pre-professional students. Topics: vibration and waves, electricity and magnetism, light and optics, and an introduction to modern physics. Includes lab. 
Offered: Spring
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Prerequisite(s)</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 251</td>
<td>UNIVERSITY PHYSICS I/L</td>
<td>5</td>
<td>The general physics course sequence for students majoring in chemistry, physics, or engineering. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat and thermodynamics. Includes lab.</td>
<td>&quot;C&quot; or higher in MATH 165 or Instructor approval.</td>
<td>Every Semester</td>
</tr>
<tr>
<td>PHYS 252</td>
<td>UNIVERSITY PHYSICS II/L</td>
<td>5</td>
<td>The calculus-based general physics course sequence for students majoring in chemistry, physics, or engineering. Topics: vibrations and waves, electricity and magnetism, light and optics, and an introduction to modern physics. Includes lab.</td>
<td>&quot;C&quot; or higher in MATH 166 or Instructor approval.</td>
<td>Fall</td>
</tr>
<tr>
<td>PHYS 299</td>
<td>SPECIAL TOPICS</td>
<td>1-3</td>
<td>Designed to meet students special needs and interests.</td>
<td>Departmental approval.</td>
<td>By Demand</td>
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<tr>
<td>PLSC 210</td>
<td>HORTICULTURE SCIENCE</td>
<td>4</td>
<td>Horticulture science will help students become literate in the field of horticulture. By completing this course, students will have a workable knowledge of the classification of horticulture plants, the structure and function of plants and become familiar with plant growth and reproduction, control of light, temperature and fertilization and methods of propagation, pruning, training and production. Students will also become familiar with marketing of major horticulture crops.</td>
<td></td>
<td>Fall</td>
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<tr>
<td>PLSC 223</td>
<td>INTRODUCTION TO WEED SCIENCE</td>
<td>3</td>
<td>Introduction to biological, chemical, cultural, and mechanical weed control and characteristics of weeds and their identification, pesticide application, and dissipation.</td>
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<tr>
<td>PLSC 225</td>
<td>PRINCIPLES OF CROP PRODUCTION</td>
<td>3</td>
<td>Scientific principles of field crop production with emphasis on relationships of crops and their climate and production considerations as a means of management resources and the environment.</td>
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<tr>
<td>PLSC 255</td>
<td>PLANT DISEASE MANAGEMENT</td>
<td>3</td>
<td>In Plant Disease Management students will learn how to properly diagnose and control diseases of forest, agricultural, and urban trees. They will also learn how to control diseases effecting turf grasses, herbaceous, and woody plants.</td>
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<tr>
<td>POLS 115</td>
<td>AMERICAN GOVERNMENT</td>
<td>3</td>
<td>Introduction to political science through the study of the American political system. The United States Constitution, the political processes, governmental structure and powers of the Presidency, Congress, and the Judiciary will be examined.</td>
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<td>Every Semester</td>
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<tr>
<td>POLS 116</td>
<td>STATE &amp; LOCAL GOVERNMENT</td>
<td>3</td>
<td>This course is an introduction into the structure, function and problems of state and local governments; their executive, legislative, and judicial processes will be explored. Also, this course explores the role of State and Local Governments within the Federal system.</td>
<td></td>
<td>Spring (Odd Years)</td>
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<tr>
<td>PSYC 111</td>
<td>INTRODUCTION TO PSYCHOLOGY</td>
<td>3</td>
<td>A survey of the scientific study of behavior and mental processes, with consideration of the nature and scope of psychology as a science and a profession.</td>
<td>PSYC 111 with a &quot;C&quot; or higher.</td>
<td>Every Semester</td>
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<tr>
<td>PSYC 250</td>
<td>DEVELOPMENTAL PSYCHOLOGY</td>
<td>3</td>
<td>A survey of the psychology of human life span development including intellectual, social, and emotional aspects of the normal individual and emphasizing childhood and adolescent development.</td>
<td>PSYC 111 with a &quot;C&quot; or higher.</td>
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<tr>
<td>PSYC 270</td>
<td>ABNORMAL PSYCHOLOGY</td>
<td>3</td>
<td>A survey of the classification, symptoms, and etiology of psychological disorders, and behavior pathology.</td>
<td>PSYC 111 with a &quot;C&quot; or higher.</td>
<td>Fall (Online) &amp; Spring (On-Campus)</td>
</tr>
<tr>
<td>RNG 236</td>
<td>INTRODUCTION TO RANGE MANAGEMENT</td>
<td>3</td>
<td>Principles of range management which include plant identification, range evaluation, and range improvement.</td>
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<tr>
<td>RELS 116</td>
<td>WOMEN IN RELIGION</td>
<td>3</td>
<td>An examination of the role women have played in religious thought throughout history: as goddesses and mythic figures, as religious leaders, and as spiritual guides.</td>
<td></td>
<td>By Demand</td>
</tr>
<tr>
<td>RELS 120</td>
<td>RELIGION IN AMERICA</td>
<td>3</td>
<td>Study of religious life in America; emphasis placed on the role of religion in the development of American life and character.</td>
<td></td>
<td>By Demand</td>
</tr>
<tr>
<td>RELS 203</td>
<td>WORLD RELIGIONS</td>
<td>3</td>
<td>An introduction to the origins and major tenets of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.</td>
<td></td>
<td>By Demand</td>
</tr>
<tr>
<td>RELS 220</td>
<td>OLD TESTAMENT</td>
<td>3</td>
<td>A study of the religious, political, and social history of ancient Israel as reflected in the Hebrew Bible.</td>
<td></td>
<td>By Demand</td>
</tr>
<tr>
<td>SWK 256</td>
<td>INTRODUCTION TO HUMAN SERVICES</td>
<td>3</td>
<td>Overview of the structure and resources available through the human services delivery system, as well as the roles of professional and paraprofessional staff (technician).</td>
<td></td>
<td>Spring</td>
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<tr>
<td>SOC 110</td>
<td>INTRODUCTION TO SOCIOLOGY</td>
<td>3</td>
<td>Introductory analysis of the nature of society, the interrelationships of its component groups, and the process whereby society persists and changes; interpretation of human behavior in groups.</td>
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<td>Every Semester</td>
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<tr>
<td>SOC 115</td>
<td>SOCIAL PROBLEMS</td>
<td>3</td>
<td>Sociological analysis of major social problems in America.</td>
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<tr>
<td>SOC 220</td>
<td>FAMILY</td>
<td>3</td>
<td>A sociological examination of the development of the family as a social institution. An emphasis is given to mate selection problems, courtship, marriage, child-parent relationships, divorce and later years of marriage. Also the contemporary American family from the standpoint of social class, ethnic background and family situations. Practical problems in communications and child rearing are also explored.</td>
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<td>By Demand</td>
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<tr>
<td>SOC 235</td>
<td>CULTURAL DIVERSITY</td>
<td>3</td>
<td>This course examines the historical development of American ethnic and cultural diversity.</td>
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</table>
cultural diversity, including Native American, and places that diversity in global perspective.
Offered: Spring

SOC 299 SPECIAL TOPICS 1-3
Prerequisite: Departmental approval. Examination of special topics in sociology taught at the sophomore level; topics include but are not limited to marriage and family, aging, rural issues, and community organizing.
Offered: By Demand

SOIL SCIENCE

SOIL 210 INTRODUCTION TO SOIL SCIENCE 3
Introduction to basic principles of soil science and the study of soil properties such as physical, chemical, and biological and how each relates to the crops production resources and the environment.

SOIL 222 SOIL FERTILITY & FERTILIZERS 3
Principles of plant nutrition and soil nutrient availability; soil testing and fertilizer recommendations and management. Macro nutrient emphasis.

SPANISH

SPAN 101 FIRST YEAR SPANISH I 4
Pronunciation and fundamental grammatical principles introduced through the development of skill in listening, comprehension and speaking, followed by practice in reading and writing; language laboratory attendance required.
Offered: Fall

SPAN 102 FIRST YEAR SPANISH II 4
Prerequisite: Successful completion of SPAN 101 with a "C" or higher or equivalent. Continued study of pronunciation and fundamental grammatical principles through the development of skill in listening, comprehension, and speaking, followed by practice in reading and writing; language laboratory attendance required.
Offered: Fall

SPAN 201 SECOND YEAR SPANISH I 4
Prerequisite: Successful completion of SPAN 102 with a "C" or higher or equivalent. Review of the structure of the language; readings in Spanish; practice in oral and written expression.
Offered: Fall

SPAN 202 SECOND YEAR SPANISH II 4
Prerequisite: Successful completion of SPAN 201 with a "C" or higher or equivalent. Review of the structure of the language; readings in Spanish; practice in oral and written expression.
Offered: Spring

SPECIAL EDUCATION

SPED 110 INTRODUCTION TO EXCEPTIONAL CHILDREN 3
This course will provide an introduction to special education and give a broad overview of children with special needs. The course is required for all teaching majors and is a popular elective for related majors including Communication Disorders.
Offered: Spring, Online Only

SPED 120 INTRODUCTION TO POSITIVE BEHAVIOR SUPPORT 3
This course focuses on principles of behavior, basic behavior intervention procedures, and designing & implementing behavior intervention procedures and programs. It also teaches how to write behavioral objectives, and measure and graph behavior.
Offered: Fall, Online Only

TECHNOLOGY

TECH 101 INDUSTRIAL AUTOMATION OVERVIEW 2
An overview study of the various aspects of automation in industry including: equipment, systems, instrumentation, operations, and control techniques. The application of automation technologies in the oil and gas industry, power generation and transmission grid, water and waste water treatment, traffic control, and chemical processing industries will be investigated. Trends in automation and control will be discussed.

TECH 103 DIRECT & ALT. CURRENT CIRCUIT ANALYSIS 3
Fundamentals of direct current circuit and alternating current circuit operations including a study of Ohm's and Kirchoff's laws. Investigate series, parallel and series/parallel resistive networks, transformers, circuit resonance, phasors, and capacitive/inductive circuit analysis techniques. Power distribution, metering, loading, and electricity for industry topics will be introduced.

TECH 105 DIGITAL LOGIC & CONTROL ELECTRONICS 3
An entry level course in digital electronics to include analysis of numbering systems, logic gates, Boolean algebra, combinational logic, clocking and timing circuits reinforced with laboratory exercises. Basic encoding, decoding, controlling, multiplexing and de-multiplexing will be covered. Troubleshooting techniques of various digital circuits using schematic diagrams will be introduced.

TECH 130 ELECTRIC MOTOR CONTROL
Prerequisite: Tech 103. The course teaches electric relay control of AC electric motors found in industrial, commercial, and residential applications. Students gain understanding of the operation, installation, design, and troubleshooting of AC electric motor control circuits for various applications. Students develop skills in interpreting schematics, system design, motor start/stop circuits, motor sequence control, reversing motor control, and motor jogging. Emphasis is made on safety, highlighting motor safety, lockout/ tagout and safety interlocks.

TECH 143 PROG. LOGIC CONTROLLER FUNDAMENTALS 3
Prerequisite: TECH 103 and TECH 105 with a "C" or higher. An entry level course in industrial programmable logic controllers to include analysis of ladder logic diagrams, programming, Boolean operations, timers, counters, and I/O interface reinforced with laboratory exercises. Basic control applications and fail safe operations will be covered. Troubleshooting techniques of various programs and circuits using schematic diagrams will be introduced.

TECH 200 PROCESS CONTROL & INSTRUMENTATION 3
An advanced course of study in the application, properties, function, and control of an industrial process. Various processes will be analyzed including liquid level, flow rate, and pressure. Troubleshooting, wiring, and schematic reading skills will be gained through hands-on experimentation. PID and PLC control concept will be covered. Open and closed loop processes will be covered.

TECH 210 SCADA FUNDAMENTALS 2
Prerequisite: TECH 103 and TECH 143. An overview study of the various aspects of SCADA (Supervisory Control and Data Acquisition) found in industry including: equipment, systems, methods of communication, operations, security, and control techniques. The application of SCADA technologies in: the oil and gas industry, power generation and transmission grid, water and waste water treatment, and chemical processing industries will be investigated. Trends in SCADA will be discussed.

TECH 220 CONTROL SYSTEM INSTALL. & TROUBLESHOOTING 3
Various industrial process, electromechanical, and pneumatic system control; software and hardware installation protocols will be explored. Bringing a system up to specification and system testing of PLC based control applications. Troubleshoot systems using test equipment, schematics, diagrams, and manuals. Establish control link. Students will also solder wires, build harnesses and make physical connections via multi-wire cable, coax cable, and CAT5 cable. Switches, routers and other network hardware will be discussed.

TECH 299 SPECIAL TOPICS IN AUTOMATION
Prerequisite: Instructor Permission. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Learning outcomes/objectives are determined by local occupational need and business and industry trends.

TRANSPORTATION TECHNOLOGY

DTEC 105 MAINTENANCE PROCEDURES 4
Prerequisite: Admission to the Transportation Program. This course focuses on
maintenance procedures across the broad spectrum of the transportation industry utilizing industry standards, techniques, and equipment.
Offered: Fall

DTEC 106  INTRODUCTION TO ENGINES  4
Prerequisite: Admission to the Transportation Program. This course focuses on the understanding, diagnosis, and repair of fuel and ignition computerized components across the broad spectrum of the transportation industry utilizing industry standards, techniques, and equipment.
Offered: Fall

DTEC 107  BASIC ELECTRICAL SYSTEMS  4
Prerequisite: Admission to the Transportation Program. This course focuses on the principles and fundamentals of basic electricity and electronics utilizing industry standards, techniques, and equipment.
Offered: Fall

DTEC 126  INTRO/FUEL/IGNITION SYSTEMS  4
Prerequisite: Admission to the Transportation Program. This course focuses on the principles and fundamentals of fuel and ignition systems utilizing industry standards, techniques, and equipment in preparation for advanced courses of troubleshooting and repairs.
Offered: Spring

DTEC 127  HYDRAULICS/PNEUMATICS SYSTEMS  4
Prerequisite: Admission to the Transportation Program. This course focuses on the principles and fundamentals of hydraulics and pneumatics utilizing industry standards, techniques, and equipment.
Offered: Spring

DTEC 136  BRAKE SYSTEMS  4
Prerequisite: Admission to the Transportation Program. This course focuses on the understanding, diagnosis, and repair of vehicle brake systems utilizing industry standards, techniques, and equipment.
Offered: Fall

DTEC 137  SUSPENSION & STEERING SYSTEMS  4
Prerequisite: Admission to the Transportation Program. This course focuses on the understanding, diagnosis, and repair of suspension and steering systems utilizing industry standards, techniques, and equipment.
Offered: Spring

DTEC 201  ADVANCED ELECTRONIC/FUEL SYSTEMS  4
Prerequisite: Admission to the Transportation Program. This course focuses on the understanding, diagnosis, and repair of fuel and ignition computerized components across the broad spectrum of the transportation vehicle industry utilizing industry standards, techniques, and equipment.
Offered: Fall

DTEC 217  HEATING, VENT., AIR COND. & COOLING SYSTEMS  4
Prerequisite: Admission to the Transportation Program. This course focuses on the principles and repair of heating, ventilation, air conditioning, and cooling systems utilizing industry standards, techniques, and equipment.
Offered: Fall

DTEC 220  DRIVE TRAIN SYSTEMS  6
Prerequisite: Admission to the Transportation Program. This course focuses on the understanding, diagnosis and repair of drive train systems across the broad spectrum of the transportation vehicle industry utilizing industry standards, techniques, and equipment.
Offered: Fall

DTEC 266  SHOP PRACTICES/WELDING  4
Prerequisite: Admission to the Transportation Program. Corequisite: DTEC 267 and DTEC 296 or instructor permission. This course focuses on shop practices in metal cutting and welding techniques.
Offered: Spring

DTEC 267  DIESEL ENGINE DIAG/REPAIR  6
Prerequisite: Admission to the Transportation Program. This course focuses on the understanding, diagnosis and repair of diesel engine systems across the broad spectrum of the transportation vehicle industry utilizing industry standards, techniques, and equipment.
Offered: Spring

UNIVERSITY STUDIES

UNIV 100  COLLEGE STRATEGIES  1
A strategy course for first time, traditional degree seeking students. Topics include, but are not limited to, campus services, adjusting to college, time management, academic advising, academic policies, stress management, and paying for college.
Offered: Every Semester

UNIV 101  COLLEGE TRANSITIONS  1
A course for non-traditional and transfer degree seeking students to aid in successful transition.
Offered: Every Semester

UNMANNED AIRCRAFT SYSTEMS

UAS 101  INTRODUCTION TO UAS OPERATIONS  3
This course explores the history, designs, operations, regulations, and economics of small Unmanned Aircraft Systems (sUAS). Students will explore common uses of sUAS’s such as precision agriculture, public safety, communications, aerial filming, resource management, and research. Legal and environmental considerations will be discussed as well as business opportunities and growth areas. The course will also examine future applications of sUAS operations, with an emphasis on commercial and public applications.
Offered: Fall

UAS 102  BASIC FLIGHT TRAINING  1
This course provides hands-on training in preflight, postflight, pilot in command (PIC) responsibilities, spotter responsibilities, and hazard avoidance. Students will gain an understanding of spatial disorientation and become proficient in basic sUAS operations such as ascent, descent, altitude hold, and directional change. Students will gain experience by demonstrating level flight, horizontal, vertical, circle, and figure-8 patterns. Numerous stage checks will be utilized to ensure student understanding and proficiency in basic operations and maneuvers.
Offered: Fall

WELDING

WELD 107  ADV. WELDING TECH. & MANUFACTURING LAB  5
Prerequisite: Admission to the Welding Program. This is an advanced course in welding technology that is designed so students can further develop their welding skills using a variety of different electrode groups. Students will weld thicker mild steel plate in all positions. Students will study some basic metallurgy and be exposed to blueprint reading. All the gas and arc welding processes will be revisited. Students will learn techniques in welding structural steel according to the American Welding Society’s certification standards.

WELD 109  BLUEPRINT READING FOR WELDERS  3
Prerequisite: Admission to the Welding Program. Corequisite: WELD 153. Students learn how to read and interpret structural steel, piping, and mechanical blueprint. The course will cover hand sketching of orthographic and isometric drawings. Students will also begin to learn about pipe symbols and spool drawings. The class will learn to interpret and apply weld symbols to the projects they could work on.

WELD 110  INTRODUCTION TO WELDING LAB  2
Prerequisite: Admission to the Welding Program. Corequisite: WELD 151. Beginning instruction on skills in Oxyacetylene Welding (OAW), Oxyacetylene cutting (OFC-A), and Shielded Metal Arc Welding (SMAW) using various thickness of steel, with a strong emphasis on safety and use of welding and cutting equipment.

WELD 120  INTRODUCTION TO WIRE FEED PROCESS LAB  2
Prerequisites: Admission to the Welding Program & successful completion of WELD 151. Continuing instruction of skills in Oxyacetylene Welding (OAW), Oxyacetylene cutting (OFC-A), and Shielded Metal Arc Welding (SMAW) using various thickness of steel. Students are introduced to GMAW and FCAW.

WELD 121  WELD. THEORY & SAFETY FOR SEMI-AUTO. PROC.  2
Prerequisite: Admission to the Welding Program. Corequisite: WELD 122. This course teaches students the basic knowledge of Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW) shielded and self-shielded, and GMAW-Pulsed. Equipment needs, setup, joint design, filler metals, and
shielding gasses. Welding techniques and safety will be taught. Other topics that will be discussed are ferrous and non-ferrous metals, distortion control, weld defects and discontinuities, and weld examination.

**WELD 122 WIRE FEED & WELDING CERTIFICATION LAB**  
**Prerequisite:** Admission to the Welding Program. Continuation of WELD 153 with the introduction of semi-automatic wire feed processes.

**WELD 123 BEGINNING FABRICATION LAB**  
**Prerequisites:** Admission to the Welding Program & WELD 107. Introduces the student to fabrication equipment and processes.

**WELD 131 LAYOUT AND PATTERN MAKING BASICS**  
**Prerequisites:** Admission to the Welding Program & WELD 109. Corequisite: WELD 213. Students will learn practical layout and fitting skills used in industrial welding and fabrication shops. Employs simple layout, parallel line development, radial line development, and triangulation for pattern development.

**WELD 151 WELDING THEORY, TECHNOLOGY & SAFETY**  
**Prerequisite:** Admission to the Welding Program. Corequisite: WELD 110. Examines and presents welding and shop safety, Oxy-fuel safety, base metal preparation, weld quality, SMAW equipment and set-up, electrode selection, and joint design/fit-up. Other information which could be introduced could include air carbon and plasma cutting.

**WELD 153 SMAW WELDING LAB**  
**Prerequisite:** Admission to the Welding Program. Corequisite: WELD 109. Beginning instructions on skills in Oxyacetylene Welding (OAW), Oxyacetylene cutting (OFC-A), Shielded Metal Arc Welding (SMAW) using various thicknesses of steel, with strong emphasis on safely handling welding and cutting equipment. Also covered are general safety, welding supplies, and equipment maintenance.

**WELD 213 METAL FABRICATION LAB**  
**Prerequisites:** Admission to the Welding Program & WELD 109. Corequisite: WELD 131. Introduces metal fabrication procedures and safe operation of fabrication equipment, including shears, press-brakes, ironworkers, punches, drill presses, chop saws and plasma cutters. Common terminology, fabrication theory, material use and construction and equipment safety are taught.

**WELD 214 GTAW LAB & LECTURE**  
**Prerequisites:** Admission to the Welding Program & Instructor approval. GTAW course covers welding techniques, applications, equipment setup, and procedures for ferrous and non-ferrous metals. Quality and safety stressed.

**WELD 215 SPECIALTY WELD PROCESSES**  
**Prerequisites:** Admission to the Welding Program & WELD 151, 153. Corequisite WELD 220. Lab will provide students with practical experience welding, high carbon low alloy steel, cast iron, stainless steel, and aluminum with SMAW, GTAW, GMAW and FCAW. Welding safety will be a proponent of this course.

**WELD 220 BASIC METALLURGY**  
**Prerequisite:** Admission to the Welding Program. Corequisite: WELD 215. Course will introduce students to the study of the crystalline structure of metals and how heat can and will affect the soundness of metals. The course will cover welding variations of different types of materials and talk about different types of materials that can be added to metals to change the metallurgical properties of different types of metals.

**WELD 299 SPECIAL TOPICS**  
**Prerequisite:** Admission to the Welding Program. & Departmental approval. Topics could include a variety of topics, such as fabrication, plasma cutting, arc welding, safety and usage of welding equipment, and artistic design.
ADMINISTRATION

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Kayllyn Bondy, MBA, VP for Student Affairs
Kenley Nebecker, Regional Director for Technical Programs and Training

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