VICTORIA COLLEGE

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General Catalog for 2018-2019
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Addendum

Admission & Academic Regulations

Revision Page 23

Add dual credit exemptions for standardized test scores.

Dual Credit Exemptions:

The following students shall be exempt from the requirements of this title:

Standardized test scores

PSAT	**PSAT taken before October 2015:** Combined critical reading and math score of 107 with a minimum of 50 on critical reading test Combined critical reading and math score of 107 with a minimum of 50 on math test	No longer valid once student graduates from high school
	PSAT taken October 2015 and after: Evidence based reading and writing minimum score of 460 Mathematics minimum score of 510	
STAAR	Minimum score of 4000 on the English II test	No longer valid once student graduates from high school
	Minimum score of 4000 on the Algebra I test and 70 or above on the Algebra II class.	
PLAN	Composite score of 23 with a minimum of 19 on the English test	No longer valid once student graduates from high school
	Composite score of 23 with a minimum score of 19 on the mathematics test	
ACT-Aspire	Minimum score of 435 on the English test	No longer valid once student graduates from high school
	Minimum score of 431 on the mathematics test	

Addition Page 39

Add TSI Completion in the Co-requisite Model table

The following co-requisite delivery options are available. Students will be co-enrolled in a course 1 and a course 2 and could become TSI complete if they meet the criteria.

COURSE 1	COURSE 2	TSI COMPLETE
INRW 0016[1]: Grade S or U	INRW 0301: Grade SC or better	Yes
INRW 0017[1]: Grade S or U	Gateway Course[2]: Grade C or better	Yes
INRW 0301: Grade SC or better	Gateway Course[2]: Grade C or better	Yes
INRW 0301: Grade SC or better	Gateway Course[2]: Grade D or below[3]	Yes
INRW 0301: Grade UF	Gateway Course[2]: Grade C or better	Yes
INRW 0301: Grade UF	Gateway Course[2]: Grade D or below[3]	No

[1] Satisfactory attendance and participation are required for successful completion of course requirements.
[2] The following are considered gateway courses ENGL 1301, GOVT 2305, GOVT 2306, HIST 1301, HIST 1302, PSYC 2301, and SOCI 1301.
[3] A course grade of "D" in a gateway course may not meet the prerequisite standards for future courses and may not transfer to another institution.

Addition Page 52

Add the following statement to the Dropping a Course paragraph "If a student drops from a paired co-requisite course, then the students is also dropped from the gateway course he or she is paired with."

Dropping a Course

If a student registers for classes but does not attend or stops attending, regardless if the student has paid or not, the student must officially drop or withdraw through the Advising & Counseling Services Office. The student must complete the Online Drop Request Form, located in the Pirate Portal, prior to the last drop date. Failure to do so may result in an F on the student's transcript for each incomplete class. If a student drops from a paired co-requisite course, then the student is also dropped from the gateway course he or she is paired with.

General Regulations

Revision Page 66

Revisions have been to the attendance policy.

Attendance

In general, attendance is defined as being physically present in a face-to-face class and/or the face-to-face portion of a hybrid class at the time attendance is taken. For online classes, attendance is defined as activity in the class a minimum of 1 time per week.

Attendance will be taken for every class meeting. The method by which attendance is taken will be determined by the faculty member and clearly outlined in the class syllabus. Attendance records will be submitted electronically to the appropriate Division Dean on the last day of the course.

Regular and prompt class attendance is expected of every student. A student's absence means that the student is not able to participate in the class.

Instructor-Initiated Withdrawals (Drops)
While it is the final responsibility of the student to drop a class that she/he is no longer attending, instructors may drop students under the following conditions:

Pre-ORD (Official Reporting Date)
Instructors **must** drop a student who has not logged into an online class or physically attended a face-to-face or hybrid class prior to the ORD. Instructors must initiate ORD drops by the published deadlines.

Post-ORD (Official Reporting Date)
An instructor **cannot** drop a student with an average of D/UD or better.

Instructors **may** at their discretion drop a student who is not passing without consultation with the student when absences accrued from the first day of class exceed the equivalent of two weeks of the class meetings. For classes that include a separate laboratory, a student may be dropped when absences exceed two weeks of the laboratory meetings or two weeks of the lecture meetings. For classes that don't meet for the traditional 16-week term, an equivalent number of contact hours will be used (i.e. 6 hours for a traditional 3-hour course). Additional division retention practices may be required.

An instructor **cannot** drop a student after 12 weeks of class instruction has been completed for the traditional 16-week term. For classes that don't meet for the traditional 16-week term, an equivalent number of contact hours will be used (i.e. 36 hours for a traditional 3-hour course).

This practice applies to all modes of instruction. Pursuant to Section 51.9111 of the Texas Education Code, active duty military personnel who provide copies of official orders verifying a call to active duty are exempt from the above 75 practice. Interested parties should refer to the Student Handbook for additional information.

Under special circumstances, an instructor **may** drop a student sooner than outlined above if the special circumstances are clearly noted in the syllabus or program handbook and have been approved in advance by the appropriate Division Dean. Selective admission programs define their attendance and instructor-initiated withdrawal procedures in their syllabi and program handbooks.

Instructors will initiate withdrawals by completing the electronic drop form and forwarding it to the Advising and Counseling Services Office. The electronic drop form (see appendix) can be found on the faculty tab of the VC portal. The grade at the time of the drop and the last day of attendance must be included on the electronic drop form.

Instructors will set their own make-up policy as outlined in the course syllabus for work missed due to absence(s).

This practice applies to all modes of instruction. Pursuant to Section 51.9111 of the Texas Education Code, active duty military personnel who provide copies of official orders verifying a call to active duty are exempt from the above practice. Please see the *Victoria College Student Handbook* for the policy regarding absences for military service.

The Vice President of Instruction can make exceptions to the above rules.

Tuition & Fees

Addition Page 75

Change RNSG 1423 to RNSG 1523 in the testing fees listing
Revise MATH course fees listing effective 2019

Nursing-Associate Degree RNSG 1523 Standardized Test 278.00
MATH 0002, 0003, 0014, 0016, 0024, 0032, 0042..... 90.00

Addition Page 76

Delete the $24 laboratory fee for ENVR 1301.
Add a $12 laboratory fee for BMGT 1307

BMGT 1307, 2303..... 12.00

Programs of Study

Revision Page 119

Personal Computer & Local Area Network Technician Certificate
Spring Semester change course title Switching Basics to CCNA2: Routing & Switching Essentials

Spring Semester		
ITNW 2312	Routers	3
ITCC 1340	CCNA2: Routing & Switching Essentials	3
ITNW 2305[4]	Network Administration (Microsoft)	3
ITNW 2335[+5]	Network Troubleshooting & Support	3

Addition/Revision Page 148

Add the following footer statement to the Process Technology Degree Plan “PTAC 2486 can be substituted for PTAC 2420 or PTAC 2446 with approval of the department chair. PTAC 2486 can only be taken once.”

Remove the following footer statement “*It is highly recommended that second year students take 2438 in the fall if their schedule allows.*”

Workforce & Continuing Education (noncredit)

Addition Page 169

Add Nurse Aide State Exam Prep course information.

NURSE AIDE EXAM PREP COURSE

This three hour course will cover the required skills on the state exam and allow students to practice under the supervision of a Nurse Aide Instructor. This course is only for those who have graduated from a Victoria College Nurse Aide class and have not yet taken the state exam.

- Cost: 40
- Pre-Registration is required.

Revision Page 171

Change 72-hour program (which includes 10 clinical observation hours) to 64-hour program (which includes 10 clinical observation hours)

Pharmacy Technician Program

Programs offered once per academic year.
Victoria College offers a comprehensive 72-hour program (which includes 10 clinical observation hours) to prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam.

All About VC

Revision Page 180

Replace Michelle A. Yates with Dr. Josie Rivera for District 1.

Victoria College Board of Trustees

V. Bland Proctor, District 3, Term expires in 2020 ..... Chair
Luis A. Guerra, District 2, Term expires in 2024..... Vice Chair
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Catherine R. McHaney, District 6, Term expires in 2022.....Member
Ronald B. Walker, District 7, Term expires in 2020 .....Member

Course Descriptions

Revision Page 198

Revise prerequisite for ARTS 1317.

ARTS 1317# **DRAWING II (2-4) CREDIT 3**
Prerequisite: ARTS 1316 or permission of instructor
A studio course exploring drawing with continued emphasis on descriptive, expressive, and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

Revision Page 203

Change lecture hours: 2 and lab hours: 2 – effective spring 2019

COSC 1301# **INTRODUCTION TO COMPUTING (2-2) CREDIT 3 (090)**
Prerequisites: Texas Success Initiative complete or consent of instructor.

Revision Page 210

Change clinical hours from 9 to 11.

EMSP 2262 **CLINICAL, EMERGENCY MEDICAL TECHNOLOGY/ TECHNICIAN (EMT Paramedic) II (0-0-11) CREDIT 2**

Revision Page 211

Change clinical hours from 15 to 16.

EMSP 2363 **CLINICAL, EMS CAPSTONE (0-0-15) CREDIT 3**
(EMSP 2263) **Prerequisite: Admission into the Paramedic Program**

Revision Page 212

Revise prerequisite for ENGR 1201.

ENGR 1201 **INTRODUCTION TO ENGINEERING (2-0) CREDIT 2**
Prerequisite: TSI complete Reading/ Writing. A grade of C or better in MATH 1314.
An introduction to the engineering profession with emphasis on technical communication and team-based engineering design.

Revision Page 213

Revise ENGR 1204 course title to Engineering Design Graphics I.

ENGR 1204 **ENGINEERING DESIGN GRAPHICS I (2-1) CREDIT 3**
Prerequisite: A grade of C or better in MATH 1314 or concurrent enrollment in MATH 2412 or Math 2413.
Introduction to computer-aided drafting using CAD software and sketching to generate two- and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics.

Revise ENGR 2301 prerequisite.

ENGR 2301 **ENGINEERING MECHANICS-STATIC (3-0) CREDIT 3**
Prerequisite: A grade of C or better in PHYS 2425. A grade of C or better or concurrent enrollment in MATH 2414.
Corequisite(s): Concurrent enrollment or credit in MATH 2415 or its equivalent.
Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia.

Revise ENGR 2304 prerequisite and course description and add corequisite.

ENGR 2304 **PROGRAMMING FOR ENGINEERS (2-2) CREDIT 3**
Prerequisite: A grade of C or better in MATH 1314. Recommended: A grade of C or better in MATH 2413.
Corequisite(s): Recommended: MATH 2414 (NOTE: MATH 2414 can be taken as a co-requisite or a prerequisite)
Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to engineering problems and visualization of engineering information; platforms include spreadsheets, symbolic algebra packages, and engineering analysis software, and laboratory control software.

Revise ENGR 2305 prerequisite.

ENGR 2305 **ELECTRICAL CIRCUITS I (3-0) CREDIT 3**
Prerequisite: A grade of C or better in Math 2414 and PHYS 2425.
Corequisite(s): MATH 2320
Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff ‘s laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady- state analysis; AC circuit analysis; first- and second-order circuits; Laplace transforms; Bode plots; and use of computer simulation software to solve circuit problems.

Revise ENGR 2332 prerequisite.

ENGR 2332 **MECHANICS OF MATERIALS (2-1) CREDIT**
Prerequisite: A grade of C or better in ENGR 2301.
Stresses, deformations, stress-strain relationships, torsions, beams, shafts, columns, elastic deflections in beams, combined loading, and combined stresses.

Revision Page 219

Revise ITCC 1340 course title and description.

ITCC 1340 **CCNA2: ROUTING & SWITCHING ESSENTIALS (2-4) CREDIT 3**
(*Offered only in spring semester)*
Describes the architecture, components, and basic operation of routers and explains the basic principles of routing and routing protocols. It also provides an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks.

Revision Page 220

Add MATH 0002, MATH 0003, and MATH 0014 effective Spring 2019.
Change MATH 0003 prerequisite to "A score of ABE 5 or 6 on the mathematics portion of the TSI Assessment, or successful completion of MATH 0300, but not yet TSI complete." effective Summer 2019.
Delete MATH 0002 effective Summer 2019

MATH 0002 **NCBO FOR FOUNDATIONS OF MATHEMATICAL REASONING (MATH 0302) (0-2) CREDIT 0**
Prerequisite: Students assessed at BASE levels 1 – 4 on the TSI ABE Diagnostic
Corequisite(s): MATH 0302
This Non-Semester-Length/Non-Course Competency-Based Option and Intervention (NCBO) will provide support for non-STEM-path students needing MATH 0302 (Foundations of Mathematical Reasoning). MATH 0002 is delivered in a face-to-face format with directed review, just-in-time instruction, and an emphasis on math-specific study skills. This NCBO will not transfer and will not be used to meet degree requirements.

MATH 0003 **NCBO FOR MATH 0303 (INTERMEDIATE ALGEBRA) (0-1) CREDIT 0**
***Effective Summer 2019*-Prerequisite:** A score of ABE 5 or 6 on the mathematics portion of the TSI Assessment, or successful completion of MATH 0300, but not yet TSI complete.
Prerequisite: A score of 310-335 and ABE score 5 or 6 on the mathematics portion of the TSI Assessment.
Corequisite(s): MATH 0303
This Non-Semester-Length/Non-Course Competency-Based Option and Intervention (NCBO) will provide support for STEM-path students needing MATH 0303 (Intermediate Algebra). MATH 0003 is delivered in a face-to-face format with directed review, just-in-time instruction, and an emphasis on math-specific study skills. This NCBO will not transfer and will not be used to meet degree requirements.

MATH 0014 **NCBO FOR COLLEGE ALGEBRA (MATH 1314) (0-2) CREDIT 0**
Prerequisite: Above a score of 342 on the mathematics section of the TSI Assessment but not yet TSI complete.
Corequisite(s): MATH 1314
This Non-Semester-Length/Non-Course Competency-Based Option and Intervention (NCBO) will provide support for the STEM pathway credit-level course MATH 1314. MATH 0014 is delivered in a face-to-face format with directed review, just-in-time instruction, and an emphasis on math-specific study skills. This NCBO will not transfer and will not be used to meet degree requirements.

Delete MATH 0015 and MATH 0024 effective Spring 2019.

MATH 0015 **INTERMEDIATE ALGEBRA NCBO (0-1) CREDIT 1**
MATH 0024 **FOUNDATIONS OF MATHEMATICAL REASONING NCBO (0-2) CREDIT 0**

Add MATH 0024 effective Spring 2019.

MATH 0024 **NCBO FOR MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES (MATH 1324) (0-2) CREDIT 0**
Prerequisite: Above a score of 342 on the mathematics section of the TSI Assessment but not yet TSI complete
Corequisite(s): MATH 1314
This Non-Semester-Length/Non-Course Competency-Based Option and Intervention (NCBO) will provide just-in-time support for the STEM pathway credit-level course MATH 1324. MATH 0024 is delivered in a face-to-face format with directed review, just-in-time instruction, and an emphasis on math-specific study skills. This NCBO will not transfer and will not be used to meet degree requirements.

Revise MATH 0026 prerequisite.
Delete MATH 0026 effective Spring 2019

MATH 0026 **NON-STEM PATH CREDIT NCBO (0-2) CREDIT 0**
Prerequisite: A Above a score of 336 on the mathematics section of the TSI Assessment but not yet TSI complete.
Corequisite(s): MATH 1332 or MATH 1342
This Non-Semester-Length/Non-Course Competency-Based Option and Intervention (NCBO) will provide just-in-time support for the following STEM pathway credit-level courses: MATH 1332 and MATH 1342.
See flowchart on Page 193 for accelerated pathway to college-credit courses.

Revise MATH 0027 prerequisite and corequisite.
Delete MATH 0027 effective Spring 2019

MATH 0027 **STEM PATH CREDIT NCBO (0-2) CREDIT 0**
Prerequisite(s): Above a score of 336 on the mathematics section of the TSI Assessment but not yet TSI complete.
Corequisite(s): MATH 1314 or MATH 1324
This Non-Semester-Length/Non-Course Competency-Based Option and Intervention (NCBO) will provide just-in-time support for the following STEM pathway credit-level courses: MATH 1314 and 1324.
See flowchart on Page 192 for accelerated pathway to college-credit courses.

Revision Page 221

Delete MATH 0026 and MATH 0027 effective Spring 2019.

MATH 0026 NON-STEM PATH CREDIT NCBO (0-2) CREDIT 0
MATH 0027 STEM PATH CREDIT NCBO (0-2) CREDIT 0

Add MATH 0032 and MATH 0042 effective Spring 2019.
Change MATH 0032 and MATH 0042 prerequisites to "A score of ABE 5 or 6 on the mathematics portion of the TSI Assessment, or a score of 336-349 on the mathematics portion of the TSI Assessment, or successful completion of MATH 0300, but not yet TSI complete."
effective Summer 2019

MATH 0032 NCBO FOR CONTEMPORARY MATHEMATICS (MATH 1332) (0-2) CREDIT 0
***Effective Summer 2019*-Prerequisite: A score of ABE 5 or 6 on the mathematics portion of the TSI Assessment, or a score of 336-349 on the mathematics portion of the TSI Assessment, or successful completion of MATH 0300, but not yet TSI complete.**
Prerequisite: Above a score of 335 on the mathematics section of the TSI Assessment but not yet TSI complete
Corequisite(s): MATH 1332
This Non-Semester-Length/Non-Course Competency-Based Option and Intervention (NCBO) will provide support for the non-STEM pathway credit-level course MATH 1332. MATH 0032 is delivered in a face-to-face format with directed review, just-in-time instruction, and an emphasis on math-specific study skills. This NCBO will not transfer and will not be used to meet degree requirements.

MATH 0042 NCBO FOR ELEMENTARY STATISTICAL METHODS (MATH 1342) (0-2) CREDIT 0
***Effective Summer 2019*-Prerequisite: A score of ABE 5 or 6 on the mathematics portion of the TSI Assessment, or a score of 336-349 on the mathematics portion of the TSI Assessment, or successful completion of MATH 0300, but not yet TSI complete.**
Prerequisite: Above a score of 335 on the mathematics section of the TSI Assessment but not yet TSI complete
Corequisite(s): MATH 1342
This Non-Semester-Length/Non-Course Competency-Based Option and Intervention (NCBO) will provide support for the non-STEM pathway credit-level course MATH 1342. MATH 0042 is delivered in a face-to-face format with directed review, just-in-time instruction, and an emphasis on math-specific study skills. This NCBO will not transfer and will not be used to meet degree requirements.

Add MATH 0300 Basic Mathematics effective Summer 2019

MATH 0300 BASIC MATHEMATICS (2-0) CREDIT 0
The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This course carries institutional credit but will not transfer and will not be used to meet degree requirements

Delete MATH 0301 Beginning Algebra and MATH 0302 Foundations of Mathematical Reasoning effective Summer 2019

Revise MATH 0303 prerequisite.

MATH 0303 **INTERMEDIATE ALGEBRA (3-1) CREDIT 0**
Prerequisite: Successful completion of MATH 0301 or MATH 0302 or MATH 0402 or a score above ABE 1-4, but below TSI Complete on the mathematics proportion of the TSI Assessment.
A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course carries institutional credit but will not transfer and will not be used to meet degree requirements.

Revision Page 241

Revise prerequisite and course description.

PSYC 2314# **LIFESPAN GROWTH AND DEVELOPMENT (3-0) CREDIT 3**
Prerequisite: A grade of "C" or better in PSYC 2301.
A survey of the physical, mental and emotional characteristics of the individual from infancy through maturity.