

NEO

A&M COLLEGE

2020-2021 COLLEGE CATALOG



Northeastern Oklahoma Agricultural and Mechanical College

2020-2021
College Catalog

**CATALOG OF
NORTHEASTERN
OKLAHOMA
AGRICULTURAL & MECHANICAL COLLEGE
Miami, Oklahoma**

MEMBER OF

American Association of Community Colleges
Oklahoma Association of Community Colleges
Council of North Central Two-Year Colleges
National Junior College Athletic Association
Oklahoma Junior College Athletic Association
American Library Association
National League for Nursing
American Physical Therapy Association

COURSE OFFERINGS AND COLLEGE PLAN FOR 2020-2022

Vol. 82

Published 2020

This publication was prepared for electronic release only.

About this catalog: since the time of publication (September, 2020), some of the information you'll find in this catalog may have been updated, following Regents approval of policies, curricula, and related activities.

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XIII. INDEX

ACADEMIC CALENDAR 2020-2021*

SUMMER SESSION 2020

Enrollment	April-June 2020
Classes Begin 8:00 a.m.	June 1, 2020
Term Ends	July 23, 2020

FALL SEMESTER 2020

Faculty Return	August 10, 2020
Classes Begin 8:00 a.m. (Monday)	August 17
Last Day to Enroll for 16 Week Classes	August 21
Last Day to Add Classes	August 28
Last Day to Drop Classes with Refund	August 28
Labor Day Holiday	September 7
Mid-Semester Grade Reports Due 4:00 p.m.	October 7
Fall Break (Campus Closed)	October 15-16
Last Day to Drop with a "W"	November 6
Thanksgiving Holiday	November 25-27
Classes Resume 8:00 a.m.	December 30
Last Day to Drop a Class	December 4
Classes End	December 4
Final Examinations	December 7, 8, 9, 10
Final Grade Reports Due 4:00 p.m.	December 10
Semester Ends	December 10

SPRING SEMESTER 2021

Faculty Return	January 9, 2021
Classes Begin 8:00 a.m. (Monday)	January 11
Last Day to Enroll for 16 Week Classes	January 15
Martin Luther King Jr Holiday	January 18
Last Day to Add Classes	January 22
Last Day to Drop Classes with Refund	January 22
Mid-Semester Grade Reports Due 4:00 p.m.	March 1
Spring Break Begins 5:00 p.m. (Campus Closed)	March 12
Classes Resume 8:00 a.m.	March 22
Last Day to Drop with a "W"	April 9
Last Day to Drop a Class	April 30
Classes End	April 30
Final Examinations	May 3, 4, 5, 6
Commencement Exercises 7:00 p.m.	May 6
Final Grade Reports Due 4:00 p.m.	May 7
Semester Ends	May 7

Select four (4) and eight (8) week courses are offered for students with six different starting times during the academic year. These starting and closing dates are as follows:

	<u># of Weeks</u>	<u>Operational Dates</u>
Summer Session	4	June 1 to June 25, 2020
	4	June 29 to July 23, 2020
Fall Semester	8	August 17 to October 9, 2020
	8	October 12 to December 11, 2020
Spring Semester	8	January 11 to March 5, 2021
	8	March 8 to May 7, 2021

*2020-2021 Academic Calendar subject to change without prior notice.

ACADEMIC CALENDAR 2021-2022*

SUMMER SESSION 2021

Enrollment	April – May 2021
Classes Begin 8:00 a.m.	June 7, 2021
Term Ends	July 30, 2021

FALL SEMESTER 2021

Faculty Return	August 16, 2021
Classes Begin 8:00 a.m. (Monday)	August 23
Last Day to Enroll for 16 Week Classes	August 27
Labor Day Holiday	September 6
Last Day to Add Classes	September 10
Last Day to Drop Classes with Refund	September 10
Mid-Semester Grade Reports Due 4:00 p.m.	October 8
Fall Break (Campus Closed)	October 15-16
Last Day to Drop Classes with a "W"	November 12
Thanksgiving Holiday	November 24-26
Classes Resume 8:00 a.m.	November 29
Last Day to Drop a Class	December 17
Classes End	December 17
Final Semester Exams	December 13, 14, 15, 16
Final Grade Reports Due 4:00 p.m.	December 17
Semester Ends	December 17

SPRING SEMESTER 2022

Faculty Return	January 5, 2020
Classes Begin 8:00 a.m. (Monday)	January 10
Last Day to Enroll for 16 Week Classes	January 14
Martin Luther King, Jr. Holiday	January 17
Last Day to Add Classes	January 21
Last Day to Drop Classes with Refund	January 21
Mid-Semester Grade Reports Due 4:00 p.m.	February 25
Spring Break Begins 5:00 p.m.	March 11
Classes Resume 8 a.m.	March 21
Last Day to Drop Classes with a "W"	April 8
Last Day to Drop a Class	April 29
Classes End	April 29
Final Semester Examinations	May 2, 3, 4, 5
Commencement Exercise 7:00 p.m.	May 5
Final Grade Reports Due 4:00 p.m.	May 6
Semester Ends	May 6

Select four (4) and eight (8) week courses are offered for students with six different starting times during the academic year. These starting and closing dates are as follows:

	<u># of Weeks</u>	<u>Operational Dates</u>
Summer Session	4	June 7 to July 1, 2021
	4	July 5 to July 29, 2021
Fall Semester	8	August 13 to October 15, 2021
	8	October 18 to December 16, 2021
Spring Semester	8	January 10 to March 4, 2022
	8	March 7 to May 6, 2022

*2021-2022 Academic Calendar subject to change without prior notice.

NOTICE TO STUDENTS

Forms and applications can be processed more quickly if addressed properly. Address all mail to:

Northeastern Oklahoma A&M College
200 I Street Northeast
Miami, Oklahoma 74354-6497

Miami Campus Phone number: 918-542-8441
NEO-Grove Center Phone number: 918-787-5475
NEO website: www.neo.edu

Visit our website: www.neo.edu/ for more information about the College, enrollment, classes, financial aid, etc.

Student Recruitment: phone: 888-464-6636 (toll free) or 918-540-6291; email: neorecruitment@neo.edu; Website: www.neo.edu/recruitment/

Admissions: phone: 888-464-6636 EXT. 6210 (toll free) or 918-540-6210; email: neoadmissions@neo.edu; Website: www.neo.edu/admissions/

Housing: phone: 888-464-6636 EXT 6408 (toll free) or 918-540-6408; website: <http://neo.edu/housing>

Financial aid: phone: 888-464-6636 EXT 6235 (toll free) or 918-540-6235; email: neofinancialaid@neo.edu; website: www.neo.edu/fin-aid/

Veterans Affairs: phone: 888-464-6636 EXT 6235 (toll free) or 918-540-6235; email: neofinancialaid@neo.edu; website: www.neo.edu/fin-aid/

Scholarships: phone: 888-464-6636 EXT 6235 (toll free) or 918-540-6235; email: neofinancialaid@neo.edu; website: www.neo.edu/fin-aid/

Business Office: phone: 888-464-6636 EXT 6219 (toll free) or 918-540-6219

Americans with Disabilities Act and Section 504: phone: 888-464-6636 EXT 6236 (toll free) or 918-540-6969; email: carla.murphy@neo.edu

GENERAL INFORMATION

HISTORY OF THE COLLEGE

Northeastern Oklahoma Agricultural and Mechanical College (NEO) had its beginning in 1919 when Governor Robertson signed Senate Bill number 225 creating the Miami School of Mines. A special Board of Regents, authorized under House Bill number 552, organized the school so that it offered only college work, largely of a scientific nature. After holding classes for a year in the Mining and Exchange Building in Miami, the institution moved to its new location on 40 acres of land given by interested citizens of Miami. Here the College operated as a school of mines until 1924, when during a special session of the legislature, the name of the school was changed to Northeastern Oklahoma Junior College and general collegiate courses were added to the curriculum.

Control of the College remained in the hands of the special Board of Regents until 1944 when Northeastern Oklahoma Junior College was placed under the Board of Regents for Agricultural and Mechanical Colleges. A 200-acre farm was purchased, agricultural courses were added, and shop buildings were constructed and equipped to carry on the mechanical work.

The College has shown a steady expansion in services offered to the community and in students taking advantage of its offerings.

MISSION

Northeastern Oklahoma A&M College is dedicated to providing opportunities that promote excellence in learning, service, and leadership in a global society.

PURPOSE

Northeastern Oklahoma A&M College is organized as a state supported comprehensive college offering associate degrees and/or certificates while remaining sensitive to the specialized educational needs of the local community. The basic curricula contain freshman and sophomore courses for students who intend to pursue a baccalaureate degree after leaving Northeastern Oklahoma A&M College. Occupational programs provide opportunities for those who plan to enter the work force upon graduation. Other educational programs provide for furthering the cultural, occupational, recreational, and enrichment opportunities for those in the community desiring to study, with or without credit, in specific areas of their interest.

To accomplish its mission the College:

- Offers transfer courses for students planning to pursue a baccalaureate or professional degree at a senior college or university.
- Provides programs designed for students whose formal studies will lead to employment.
- Provides a core of general education courses in each of the College's programs of study.
- Offers leadership development opportunities for students through participation in student government, student housing, honor societies, academic organizations, and social organizations.
- Provides developmental programs for students whose tests, academic records, and other factors indicate potential difficulty in doing satisfactory work while pursuing their stated objectives.
- Provides a student tutorial system.
- Provides student advising, financial aid counseling, health services, personal counseling, and appropriate referral to social service agencies.
- Offers community services which enhance the civic, cultural, economic, and recreational and social environment of the area served by the College.
- Provides continuing education enabling students to improve and update existing skills and to develop new skills.
- Serves as a resource-facilitator for educational systems, business-industrial organizations, and governmental entities in the College's service area and to assist in economic development of the area.

- Explores the need for extension classes, and makes them available when feasible.
- Provides the means through which students may receive advanced standing credit.
- Ensures that curricular design, instructional strategies, and learning environments integrate appropriate technologies to maximize learning and teaching to prepare for lifelong learning and competition in a global economy.
- Utilizes innovative thinking to ensure financial viability in an increasingly competitive world.
- Conducts on-going studies to identify the current educational needs and wants of the community and provides effective programs to meet them.
- Facilitates student learning through excellence in teaching by recruiting, maintaining and continuously upgrading a highly qualified faculty and staff.
- Provides an opportunity for students to engage in a comprehensive educational experience through intercollegiate and intramural athletics, performing arts, judging teams, and other student activities.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Northeastern Oklahoma A&M College does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category, in any of its policies, practices or procedures. This provision includes, but is not limited to, admissions, employment, financial aid, and educational services.

EDUCATIONAL RIGHTS AND PRIVACY

The Federal Education Rights and Privacy Act of 1974 (the Buckley Amendment) affords current students certain rights with respect to their education records. These rights include:

- The right to inspect and review education records maintained by Northeastern Oklahoma A&M College. Schools are not required to provide copies of records unless it is impossible for students to review the records in person. Schools may charge a fee for copies.
- The right to request corrections to records they believe to be inaccurate or misleading. If NEO chooses not to correct the record, the student can request a formal hearing. If the record is still not changed, the student has the right to place a statement of record about the contested information.
- Northeastern Oklahoma A&M College must have written permission from the student to release any information from a student's education record not considered "directory" information with the exception of release to:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school; o Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies;
 - State and local authorities within a juvenile justice system, pursuant to specific State law.
- The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Any such complaint would be submitted to Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

The following is considered “directory” information by Northeastern Oklahoma A&M College and may be disclosed without consent:

- Name of student
- Local address and zip code
- Local telephone number
- Email address
- Major fields of study
- Educational level (freshman or sophomore)
- Dates of attendance
- Enrollment status (full-time or part-time)
- Degree awarded
- Honors and awards received
- Most recent educational institution attended
- Participate in officially recognized activities and sports
- Personal statistics for members of athletic teams (height and weight)

Records which are kept by the College and are accessible to the student are:

OFFICE	DATA IN FILE	PURPOSE OF DATA
Enrollment Management and Student Records (Admissions)	Applications College Transcripts High School Record Admission Test Scores Academic Histories Personal Correspondence	This data is used for advisement, placement, permanent record, transcript evaluation, graduation check.
Financial Aid	Aid Application	To award financial aid.
Counseling	Vocational Testing Information Skills Test Information Job Placement Papers & Resume	For career decision making. For course placement. Job placement
Vice President for Student Affairs	Disciplinary Record	Official record.

Students who want to inspect their records must make an appointment with the administrator who is responsible for those records.

Educational records that are not governed by the law and not accessible to the student are:

- Records kept by college personnel such as faculty, counselors, and administrators used only by the maker of the record or an official substitute and are not available to any other people.
- Employment records for college employees that are kept only for business reasons.
- Student records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in an official capacity. When these records are made, maintained or used only in connection with providing treatment to the student, the records will not be made available to anyone other than people providing treatment. However, such records can be personally reviewed by a physician or other appropriate professional of the student’s choice.
- Parent confidential statements and need analysis statements for dependent students.

Prior to the release of directory information, the College must give public notice of the categories of information to be released. Students who want to challenge a record can do so by making an appointment with the respective administrator responsible for the record. If the matter is not resolved satisfactorily, the student will have an opportunity to request a hearing through the office of the Vice President for Student Affairs.

The educational rights and privacy policy of Northeastern Oklahoma A&M College is a part of the student handbook and the policies and procedures manual.

FILING A STUDENT COMPLAINT

NEO students may need to pursue concerns or issues involving academic or nonacademic aspects of student life. Students should refer to the grievance or complaint procedure that most closely fits the issue or concern. The Student Complaint policy and procedure, the Student Grievance policy and procedure, the Grievance Procedure for Students with Disabilities, the procedure for Reporting Sexual Misconduct and EthicsPoint reporting are included in the NEO Student Handbook. Additional information and the Student Complaint Form are available on the NEO College's website: <http://www.neo.edu/student-life/student-complaint/>.

If you need assistance in determining which procedure to follow or need a paper copy of the policies and procedures, contact the Office of the Vice President for Student Affairs and Enrollment Management, located in the Carter Student Union, telephone 918-540-6060 or email Amy Ishmael, Vice President, at aishmael@neo.edu.

ACCREDITATIONS

Northeastern Oklahoma A&M College (NEO) is accredited by the Higher Learning Commission. Contact information for the Higher Learning Commission is available on the Commission's website: www.hlcommission.org. Contact information for the College is available on the College's website: www.neo.edu or call 918-542-8441.

The Medical Laboratory Technician Program at NEO is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Rd., Suite 720, Rosemont, Illinois 60018; 773-714-8880; www.naacls.org.

The Associate Degree Nursing Program at NEO is approved by the Oklahoma Board of Nursing, 2915 North Classen Blvd., Suite 524, Oklahoma City, Oklahoma 73106; 405-962-1800; www.ok.gov/nursing/ and accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Rd. NE, Suite 850, Atlanta GA 30326, 404-975-5000, www.acenursing.org/.

The Physical Therapist Assistant Program at NEO is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.

CATALOG DISCLAIMER

The Oklahoma State Board of Regents for Higher Education and the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges reserve the right to restrict or limit the enrollment of any program and to make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements, etc.,) of this catalog when such action is deemed to be in the best interest of the student or College. The provisions of this publication do not represent, in any way, a contract between a student, prospective or otherwise, and the Boards or the College and should not be regarded as such. If any changes are made in the provisions listed in this catalog, the students, appropriate agencies, and personnel will be notified.

COLLEGE CATALOG

The student is held responsible for being knowledgeable of all information published in the Northeastern Oklahoma A&M College Catalog, Student Handbook, Course Syllabi, general notices, and announcements placed on the bulletin boards, posted on the learning management system (i.e., D2L), sent through NEO email, or read aloud by the instructors.. The College Catalog and Student Handbook are available on the College's website at www.neo.edu/. Students desiring to receive information on placement rates, graduation rates by department and crime rates on campus should contact the Vice President for Student Affairs.

HARASSMENT

Northeastern Oklahoma A&M College recognizes its obligation to provide a learning and work environment based on mutual respect regardless of age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category. Employees or students found guilty of such harassment will be subject to disciplinary action.

For more information, contact the Office of the Vice President for Student Affairs and Enrollment Management, located in the Carter Student Union, telephone 918-540-6060 or email Amy Ishmael,

Vice President, at aishmael@neo.edu; or Office of Human Resources, located in the Business Office, Library Administration Building, telephone 918-540-6219 or email hollie.snyder@neo.edu.

ADVANTAGES OF NORTHEASTERN OKLAHOMA A&M COLLEGE

NEO offers freshman and sophomore level courses in a small class size, at less cost than attending most universities. Student housing and meals are available at a reasonable rate. Out-of-state tuition waivers are available for eligible students.

A well-trained and experienced faculty encourage students to achieve their goals. The faculty provide mentoring and personal attention to students. Student services such as advisement and counseling are available to promote student success. The needs of the individual student are emphasized with a wide variety of opportunities for participation in leadership, organizations, activities, and campus and community life.

NEO offers a variety of intercollegiate sports, co-curricular activities, and student organizations. The college provides a fitness center and an indoor swimming pool with open hours for students.

The College offers an opportunity for students to prepare for vocations as well as further educational preparation past the first two years of college.

LOCATION AND ENVIRONMENT

Northeastern Oklahoma A&M College is easily accessible by U.S. Highways 66, 69, I-44 (Will Rogers Turnpike) and State Highway 10. The College is located at 200 I Street Northeast, eight blocks east of Main Street in Miami, Oklahoma.

Miami is a clean, progressive city with a population of fourteen thousand. The community provides excellent recreational, health care, library, and church facilities. The city park offers a swimming pool and other recreational facilities. The well-equipped, professionally staffed hospital provides emergency, inpatient and outpatient services. The Carnegie Public Library has a wide variety of books, magazines and other resources which are available to college students. The various churches welcome the students and offer activity programs which are valuable in the development of student character. A park with a walking track is located in close proximity to the College.

CAMPUS FACILITIES

The campus is beautifully landscaped with flowers, shrubs, graceful trees, chimes tower, and lighted fountains, and is within easy walking distance of downtown Miami. The modern facilities, covering approximately 140 acres, are grouped near Second and I Streets Northeast. The offices of administration, the central point of the campus, are housed in the Dayle Creech Library/ Administration Building. The campus is arranged on a mall concept enabling easy access to all facilities. Parking facilities are provided in designated areas of the campus. Sidewalks make touring the campus enjoyable.

ABLES HALL

Named for Joe W. Ables, Chair of the Technology Division from 1945 to 1971, Ables Hall contains laboratories, faculty offices, and classrooms for agriculture and construction management. Ables Hall also houses two grant funded programs — Student Support Services and Allied Jobs.

BRUCE G. CARTER STUDENT UNION

Named for Dr. Bruce G. Carter, President from 1943 to 1969, the student union contains facilities for student use, the student body government offices, the cafeteria, the Calcagno Family Ballroom, the Regent's Room, the President's Suite, the Blue and Gold conference room, the bookstore, and the Office of the Vice President for Student Affairs, and Enrollment Management.

COMMONS HALL (Music)

Commons Hall was named for Senator Al Commons, State Senator from 1928 to 1936. Senator Commons was instrumental in the establishment of the College. In 2008, the former residence hall was renovated into a modern instructional area and intimate, acoustically - sound performance venue. Commons Hall offers practice areas for music students, faculty offices, and a 120 seat auditorium open to the college and community.

COPEN HALL

Copen Hall was named for Gladys Copen, Chair of the Business Division from 1944 to 1967. Renovated in 2019, Copen Hall contains classrooms, computer laboratories, and faculty offices for business and computer science. Copen Hall also houses the Swanson Family Hall for instrumental music and the Student Recruitment Office.

CUNNINGHAM HALL

Named for Frank Cunningham, Chemistry instructor from 1941 to 1964, Cunningham Hall is especially designed for science classrooms/laboratories. The recently remodeled building also houses the physical therapist assistant classroom/laboratory and faculty offices.

DAYLE CREECH LIBRARY ADMINISTRATION BUILDING

Named for Dr. D. D. Creech, President from 1970 to 1982, this building houses administrative offices, the computer center, post office, the Learning Resources Center/Library, the Archives, the Information Technology offices, the Financial Aid Office, the Business Office, the Admissions and Records Office, the Center for Academic Success and Advisement, the Tutoring Center, and the Human Resources Office. The LA Building also houses the administrative offices of the College President and Academic Affairs.

DYER HALL

This building accommodates 90 students in the east wing of the three-floor facility. The NEO Foundation and media offices are located on the first floor of the west wing. The Adult Learning Center and the Child Development Program are located on the second floor. The Upward Bound TRIO grant program and the Oklahoma State Vocational-Rehabilitation offices are located on the third floor.

FINE ARTS CENTER

This building, a cultural center of the performing, contains classrooms, dance studio, and faculty offices. The 800-seat auditorium provides a venue for theatrical productions, music productions, guest presenters, and other campus and community activities.

HEALTH AND PHYSICAL EDUCATION BUILDING

The physical education building contains a gymnasium seating 2,600 spectators, a six-lane 75-foot swimming pool, locker rooms, athletic training facilities, and offices for the physical education faculty.

HOMA S. THOMAS BASEBALL FIELD

Named for Homa S. Thomas, baseball coach and Chair of the Business Division from 1948 to 1979, the baseball diamond is used for inter-collegiate athletics and intramural activities.

KAH-NE-YOU-AH HALL

Kah-Ne-You-Ah is named for Senator Al Commons' mother-in-law. Completely remodeled in 2012, Kah-Ne Hall houses the child development laboratory, the American Indian Center for Excellence, the Art studio, classrooms, and the Charles Banks Wilson Art Gallery.

IVAN CROSSLAND SR. FOOTBALL COMPLEX

Built in 2010, the Ivan Crossland Sr. Football Complex this facility features a weight-lifting room, training room, coaches' offices, and meeting spaces to provide athletes with state-of-the-art equipment. The Crossland family, which has longstanding ties to NEO, contributed \$250,000 to the Golden Norse Football Program, an integral factor in the completion of this athletic complex. The facility is named in memory of Ivan Crossland Sr., founder of Crossland Construction, who graduated from NEO in 1958 after taking evening classes for four years while raising ten children.

LEARNING RESOURCES CENTER

The Learning Resource Center/Library, located in the Dayle Creech Library Administration Building, is an integral part of the educational environment at NEO College. See page 47 for a description of services provided in the LRC. In addition to the extensive holdings and computer laboratory, the LRC archives a variety of artifacts. The academic Tutoring Center is located on the second floor of the Library.

MAINTENANCE BUILDING

The maintenance building provides offices, motor pool, supply room, central receiving and a work area for maintenance personnel.

MULTIPURPOSE ARENA

The multipurpose arena serves as the classroom area for the Equine Science and Rodeo Programs and as a jointly developed location of many local community and area livestock activities. The arena includes offices and a ticket/reception area.

MULTIPURPOSE ATHLETIC CENTER

The Multipurpose Athletic Center houses facilities for the wrestling program and indoor practice facilities for the softball and baseball programs.

NURSING SCIENCE BUILDING

The Nursing Science Building contains nursing classrooms, laboratories, and faculty offices.

ROBERTSON FIELD (Stadium)

Named for S. A. (Red) Robertson, football coach and Financial Aid Director from 1945 to 1976, the Robertson Field has a football field with turf, seating, and supporting facilities. A new stadium was recently built through city of Miami tax funding and is management by a Trust Authority. The facility is shared with Miami Public Schools and the city of Miami.

PUBLIC SAFETY BUILDING

The NEO Department of Public Safety is located on the north end of campus, directly across Rockdale Boulevard from Cunningham Hall. The Public Safety office handles parking and campus safety services, while the Robertson Training Center serves as a classroom for computer science classes and non-credit training classes.

SHIPLEY HALL

Named for Melvin Shipley, Dean of the College and Mathematics instructor from 1942 to 1963, this building contains classrooms, computer laboratories, Internet access and offices for mathematics, English, social sciences, and reading faculty.

STUDENT ACTIVITY CENTER

Constructed in 2004, the Student Activity Center is a 26,500 square-foot structure that houses a large glass-enclosed fitness center, intramural basketball court, a walking track, wellness center, lobby and concession area. The Building is an extension of the Field House, where NEO's swimming pool, exercise facilities, and intercollegiate basketball court are also located.

SYNAR FARM

Named for Harry Synar, Chairman of the Division of Agriculture Science and Industry from 1947 to 1981, the College farm was acquired in 1946. The 200-acre farm is located one mile east of the main campus. A herd of pure-bred hogs, sheep and beef cattle, together with the experimental crop production, give students an opportunity for practical laboratory work in the care, management, and judging of all phases of farm livestock, farm management, field crops, soil management, and conservation.

WILLIE AND JANE OSBORN LAB SCIENCES

Willie and Jane Osborn Lab Sciences building is a 10,750 square foot building adjacent to Cunningham Hall with lab spaces for chemistry, microbiology and the Medical Laboratory Technician program. The Osborn family, which has long-standing ties to NEO and the City of Miami, contributed \$100,000 to support scholarships and further the mission of the NEO Foundation. The facility is named in honor of Willie and Jane Osborn who have been lifetime supporters of NEO A&M College. For more than five decades, Willie served the Miami, Oklahoma community as a dedicated pharmacist. Today the Osborn family remains a long-standing partner of NEO and a shining example of the Golden Norse Tradition.

RESIDENCE HALLS

Six residence halls provide housing for students and make Northeastern Oklahoma A&M College one of the largest residential housing two-year colleges in the region:

DOBSON HALL, named for Nellie Dobson, benefactor of the college, houses 178 women.

DYER HALL, named for Don Dyer, Director of Housing from 1949 to 1967, houses men.

HARRILL HALL, named for Ray Harrill, a member of the Board of Regents for the Oklahoma State University and Agricultural and Mechanical College from 1950 to 1962, houses 178 women.

MILLIGAN HALL, named in honor of Anna and Dr. Marshall Milligan, opened in 2017; the hall houses men and women in suite-style housing.

RUSSELL HALL, named for William R. Russell, Dean of Men from 1948 to 1965, houses 180 men.

STUDENT HOUSING COMPLEX, opened in 2011, houses men and women in apartment-style housing.

VANN HALL, named for Faye Vann, Dean of Women from 1933 to 1959, houses 180 men.

NEO-GROVE CENTER

The NEO-Grove Center opened in 1998 as a partnership between NEO and the city of Grove, Oklahoma. Students at this off-campus site may enroll in a variety of courses each semester that meet the general education degree requirements, as well as select courses in specific programs such as business and psychology. Courses are taught by full-time and adjunct faculty on-site as well as through interactive video transmitted between the Miami campus and the NEO-Grove site.

NEO-Grove is located at 1201 NEO Loop in Grove, Oklahoma. For more information, please contact the NEO-Grove Center at (918) 787-5475 or visit the website: www.neo.edu/grove.

ADMISSION AND ENROLLMENT

REGULAR ADMISSION

Applicants who are graduates of an accredited high school or have achieved a high school equivalency certificate based on the GED test (high school class must have graduated), and participated in the American College Testing Program (ACT), the Scholastic Achievement Test (SAT), or approved battery of tests are eligible for admission to NEO A&M College. Applicants must submit a complete official high school transcript, GED certificate, or HiSET certificate, ACT/SAT scores or approved equivalent, and a NEO Admissions Application. Prior to enrolling, a student must fulfill the vaccination requirements stated on page 22.

High school students in their final semester may present a seven-semester transcript, ACT/SAT scores and an application for admission for early enrollment. The student must submit a complete official high school transcript prior to the beginning of the semester to maintain admission eligibility.

Students admitted as regular Associate in Arts or Associate in Science degree-seeking students who do not meet high school curricular requirements (see Entry-Level Assessment, p. 23) must make up the deficiencies within the first 24 hours attempted or subsequent enrollment will be restricted until all deficiencies are removed. In addition, students must remove curricular deficiencies in a discipline area before taking a collegiate level course in that discipline.

Students entering an Associate in Applied Science degree or certificate program must remove curricular deficiencies in a discipline area before taking a collegiate level course in that discipline. Students admitted under this provision may transfer to an Associate in Arts or Associate in Science program by meeting all the high school curricular requirements as stated previously.

CURRICULAR REQUIREMENTS

All students must have completed the following high school curricular requirements for admission:

Subject	Unit (Years)	Description
English	4	Grammar, Composition, Literature
Laboratory Science	3	Biology, Chemistry, Physics or any lab science certified by the school district
Mathematics	3	Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Calculus, Advanced Placement Statistics
History and Citizenship	3	1 Unit of American History and 2 units from the subjects of History, Government, Geography, Economics, and/or Non-Western Culture
Other	2	Select from any of the above subjects or Computer Science, Foreign Language or any Advanced Placement course except applied courses in fine arts.

Four additional units are recommended for college preparation: 1 unit of lab science, 1 unit of mathematics, and 2 units of fine arts (music, art, drama, and speech).

SPECIAL ADMISSION

ADULT ADMISSION

1. Applicants who are 21 years of age or older or on active military duty may be admitted based on criteria established by NEO College and submitted to and approved by the Oklahoma State Regents for Higher Education. For students admitted under the adult admission category, the College must consider the probability of the academic success of the student. Related to the curricular requirements, students admitted under the adult admission category must demonstrate proficiency to the satisfaction of the admitting institution in the curricular area the student desires to pursue. Students should contact the Admissions Office for admissions processing.

2. Any student who (a) is not a high school graduate but whose high school class has graduated and (b) has participated in the ACT/SAT or achieved an appropriate placement exam score on similar battery of tests is eligible for admission to any two-year college in the State System. Students utilizing a test other than ACT will have their scores converted to ACT equivalents.

Remediation may be required depending on the test score/s. Contact the NEO Admissions Office for the admission process. Students with a GED who do not meet the above criteria should contact the Admission Office.

Students admitted under the Adult Admission policy will be required to remove any academic deficiencies as stated in the Regular Admission policy. Prior to enrolling, a student must fulfill the vaccination requirements stated on page 22.

SPECIAL NON-DEGREE SEEKING STUDENT

Students who wish enrollment in courses without intending to pursue a degree from NEO College may enroll in no more than nine credit hours without providing academic credentials. Upon completion of nine hours, the student will be required to submit official credentials and meet formal admission or transfer criteria prior to any further enrollment. Any student wishing to enroll in an activity course must be 18 years of age or eligible to enroll as a degree-seeking student. Proficiency assessments and prerequisite verification are required before enrolling in certain courses. Retention standards will be enforced for all students. Students must be degree-seeking and provide all credentials to be eligible for financial aid. Contact the Admissions Office to discuss the non-degree objective.

HOME STUDY OR UNACCREDITED HIGH SCHOOL

Applicants who are graduates of an unaccredited high school or home study program and who have participated in ACT/SAT are eligible for admission if their high school class or peers have graduated. The student must satisfy the high school curricular requirements as specified under the Regular Admission Policy, p. 19.

INTERNATIONAL STUDENTS

Students who are citizens of countries other than the United States and who have completed their secondary education or its equivalent may be eligible for admission to Northeastern Oklahoma A&M College. Certain educational, financial, and immigration documents are required, as well as proof of minimum proficiency in English. For more information, please review our guidelines at www.neo.edu/international or contact the International Program Office at (918) 540-6174.

CONCURRENT ENROLLMENT AS A HIGH SCHOOL STUDENT

Concurrent high school students must be eligible to satisfy the high school curricular requirements for college admission no later than the spring semester of their senior year. A high school student admitted as a concurrent student may enroll in a combined number of high school and college courses per semester not to exceed the equivalent of a full-time college workload of 19 semester credit hours. A student may enroll in a maximum of 9 semester credit hours during a summer session. For purposes of calculating workload, one high school credit course is equivalent to three semester credit hours of college work.

A high school student must meet the following requirements for concurrent enrollment in college courses:

Accredited High School

Seniors and juniors must achieve a minimum composite score of 19 on the ACT, equivalent SAT score, or unweighted high school GPA of 3.0. Contact the Admissions Office for information about the SAT score.

Home School/Unaccredited High School

Students need to have completed enough high school coursework to be equivalent to an individual who is classified as a junior or senior at an accredited high school. Students must also achieve a minimum composite score of 19 on the ACT, equivalent SAT score, or 3.0 high school GPA. Contact the Admissions Office for information about the SAT score.

To help ensure that a student possesses the skills necessary to be successful in college, a student must obtain a 19 ACT (or SAT equivalent) subject score(s) in English, math and/or science

to enroll in course work in the respective subject area(s). The student must score 19 or higher in reading to enroll in any other collegiate course(s) outside the subjects of English, math and science. If the student qualifies for admission based on his or her overall ACT, SAT, or GPA but does not have an ACT of 19 (or equivalent SAT) in the subject area he or she wishes to enroll in, the student will be allowed to take the secondary placement test one time per semester per subject. If the student receives a qualifying score on the placement test in a subject area, he or she will be allowed to enroll in a course or courses in the respective subject area.

Once a student is concurrently enrolled, the student may continue enrollment, provided that during the concurrent enrollment period the student achieves a cumulative GPA of 2.0 or higher. To continue enrollment, the student must submit an updated high school transcript, high school schedule and Concurrent Consent each semester.

TRANSFER ADMISSION

Students transferring from other accredited colleges who are in good standing and have met all curricular requirements are eligible for regular admission to NEO A&M College. Students who do not meet curricular requirements must make up deficiencies as described in the Regular Admission Policy. Students who are accepted with a below "C" average and who do not meet the College retention standards may be admitted on probation. Students must submit all official transcripts from all colleges attended to the Admissions Office. Prior to enrolling, a student must fulfill the vaccination requirements stated on page 22.

PROGRAMS WITH SPECIAL ADMISSION REQUIREMENTS

The following health science programs require special admission to the program in addition to the admission to the College.

- Medical Laboratory Technician
- Nursing (Associate Degree)
- Physical Therapist Assistant

There is a deadline by which applicants must submit their applications to the appropriate health science program. The deadline dates and admission requirements are available in the academic program section of this catalog and the programs' webpages.

AUDITING A COURSE

Auditing gives students the opportunity to participate in a course without concern for credits or grades. Students can also re-experience a course they have already been credited for taking.

To audit a course, follow the guidelines below:

- Note on the enrollment form that the course is being audited.
- Pay the appropriate tuition and fees, which are the same as for regular enrollment.
- Remember that no credit or grade will be given for the course.
- Check this catalog for prerequisite courses. Prerequisites still apply for audited courses.
- Make all changes from credit to audit, or the reverse, before the end of the add/drop period.

SENIOR CITIZEN AUDIT ENROLLMENT

Senior Citizens who are sixty-five (65) years of age or older and qualify as an Oklahoma resident, may be eligible to receive a tuition waiver for audited classes.

General Guidelines of Understanding for Senior Citizen Audit Waiver:

1. Senior citizens enrolled in academic courses for audit (without credit or a grade) may request a tuition waiver at the time of enrollment. Select classes (non-academic, physical activity, music performance and art courses) are not eligible for this tuition waiver.
2. Senior citizens may enroll (for audit) in any academic courses during the first two weeks of a regular daytime class that meets one to three times per week during the academic semester, or during the first two meeting times of an extension or evening course that only meets one to three nights per week. If the senior citizen enrolls prior to the first day of the academic session, he/she is obligated to pay full tuition and fees.

3. All classes must have a minimum of 10 non-senior citizens enrolled before senior citizens can enroll without paying tuition. Senior citizens must pay other activity and related fees. If the class has less than 10 non-senior citizens enrolled after the first two weeks of regular daytime classes or the first meeting of the second week for extension or evening classes, the senior citizen must pay full tuition and fees to attend the class. Contact NEO A&M College's Admissions Office to learn more about senior citizen audit discount benefits.

CONTINUOUS ENROLLMENT (Catalog Time Limit)

A candidate for a degree may use, as a basis for degree requirements, the general catalog issued for any year following the date of the candidate's first registration at Northeastern Oklahoma A&M College as long as the student stays continuously enrolled. If a student takes a leave of absence for two or more consecutive semesters, the student must re-enter under the most current catalog.

STUDENT VACCINATION REQUIREMENTS

Prior to enrolling as a full-time or part-time student at NEO A&M College, an individual must provide written documentation of vaccinations against hepatitis B, measles, mumps and rubella. First-time students living on-campus shall provide written documentation of vaccination against meningitis.

NEO College shall notify students of the requirements and provide students with educational information about hepatitis B, measles, mumps, and rubella, upon enrollment. Such information shall also include the risks and benefits of each vaccination. NEO shall not be required to provide or pay for vaccinations against hepatitis B, measles, mumps, rubella, or meningitis.

The following are exceptions to the requirement for written documentation of vaccinations:

- Written statement from a licensed physician indicating the vaccine is medically contraindicated.
- Signed statement declaring the administration of the vaccine conflicts with the student's (parent or guardian for minor student) moral and religious tenets.
- Students who have attended a public, private, or parochial school in Oklahoma and have complied with the immunization requirements at those schools.
- Students that have graduated from a high school in a state that requires vaccinations for hepatitis B, measles, mumps, and rubella.
- Students transferring from another Oklahoma college or university.
- Students that have attended Higher Education Centers and other learning sites authorized by the State Regents.
- Adult students born before 1956.
- Concurrently enrolled high school students.
- Non-degree seeking students and students provisionally admitted.

ACADEMIC WORKLOAD

A student should enroll in the number of semester hours that allows the student to have adequate time for class attendance and study outside of the classroom. In compliance with State Regents' policy, the College has established the maximum number of semester hours a student may enroll in based upon the number of weeks in the semester or academic session: 19 semester hours for the 16-week semester, nine semester hours for an 8-week session, and five semester hours for a 4-week session.

Enrollment in more semester hours per semester or session constitutes an academic overload and requires approval by the Vice President for Academic Affairs. A student desiring to carry an academic overload must have demonstrated readiness to perform on an overload basis, either through superior performance on a college aptitude test or on the basis of superior academic achievement in high school or college. The maximum student overload in any given term is limited to a number of semester hours which is 50 percent greater than the total number of weeks in the applicable academic term. Credit earned through an advanced standing examination will not be computed as part of the academic workload.

CO-ENROLLMENT AT OTHER COLLEGES

A student who desires to earn credits at another institution of higher education through regular enrollment or distance education, while simultaneously enrolled in residence at Northeastern Oklahoma A&M College, must secure advanced approval through the Vice President for Academic Affairs. The semester hours from each institution will be used to compute the student's academic workload. The total number of semester hours should be in compliance with the academic workload as defined by the Oklahoma State Regents for Higher Education and NEO College (19 semester hours). Transfer of credits taken simultaneously from two or more colleges will be subject to the policies of the receiving institution.

ASSESSMENT

According to policy of the Oklahoma State Regents' for Higher Education, "each institution will develop criteria, subject to State Regents' approval, for the evaluation of students at college entry to determine academic preparation and course placement; general education assessment to determine basic skill competencies; program outcomes assessment to evaluate the outcomes in the student's major; and student perception of program quality including satisfaction with support services, academic curriculum, and the faculty."

ENTRY-LEVEL ASSESSMENT AND PLACEMENT

All students seeking admission into Associate in Arts, Associate in Science, or Associate in Applied Science Degree or certificate programs at Northeastern Oklahoma A&M College are required to participate in entry-level assessment and placement.

The preliminary screening instrument for recent high school graduates and non-graduates 20 years of age and younger, will be the Enhanced ACT or SAT, with established cut-scores in the subtests of English, Math, Reading and Science reasoning (or equivalent for SAT). Adult students 21 years of age and older will be screened with the Enhanced ACT, SAT and/or the Computerized Placement Test, using cut-scores established in the sub-tests and in compliance with the Northeastern Oklahoma A&M College Adult Admission Policy.

All students scoring below the established ACT/SAT cut-scores may undergo additional evaluation with the Computerized Placement Test (CPT) to determine readiness for college-level work. Students obtaining CPT sub-test scores in the college-level range will have demonstrated competency and may pursue college-level course work, while those students with cut-scores below the college-level range will be required to take courses designed to improve basic skills in one or more of the following areas: Reading, English and Math.

Specific entry-level assessment information, including current cut-scores of the ACT/SAT/CPT, and other assessment instruments, can be obtained from the Admissions Office, Center for Academic Success and Advisement, department chairs, and faculty.

CHEMISTRY PLACEMENT AND ACT COMPOSITE SCORE

Chemistry Placement

The Chemistry discipline offers two academic Chemistry tracks. Placement in a Chemistry track should be based upon the student's ACT scores and educational preparation. The recommendation for placement is as follows.

ACT Composite	No High School Chemistry	High School Chemistry
0-20*	Chemistry 1215	Chemistry 1215
21-24	Chemistry 1215 Chemistry 1315**	Chemistry 1315
25-up	Chemistry 1315	Chemistry 1315

*All deficiencies must be removed before enrollment.

**Approval of Chemistry instructor.

See course description for math prerequisite.

GENERAL EDUCATION OUTCOMES ASSESSMENT

Northeastern Oklahoma A&M College strives to continuously improve academic outcomes for our students. To assist in this process, faculty conducts assessment of General Education Outcomes in written communication, quantitative analysis, critical thinking, and information literacy. Assessment will be completed through various forms of classroom assignments and/or evaluations.

PROGRAM OUTCOMES ASSESSMENT

In addition to assessment of the general education outcomes, academic programs also conduct assessment of student learning outcomes specific to the program of study. These assessments are designed to assist program faculty in evaluation of the program and improving learning outcomes in the program. Assessment will be completed through various forms of classroom assignments and/or evaluations.

INSTITUTIONAL ASSESSMENT

NEO College seeks to continuously improve all aspects of the student experience. Student services periodically conduct surveys and focus groups to assess student experiences. Students may be asked to participate in assessment activities periodically to provide feedback about the student experience at NEO College.

GENERAL FINANCIAL INFORMATION

TUITION AND FEES

All charges are per semester hour unless noted otherwise. Student fees are subject to change as set forth by the Oklahoma State Regents for Higher Education. Fees may vary from those represented at the date of this catalog is published.

GENERAL MANDATORY TUITION AND FEES PER SEMESTER HOUR

As of 07/01/20

	Oklahoma Resident	Non-Resident
General Tuition Fee	\$99.00	\$99.00
Out-of-State Tuition Fee*	n/a	\$205.00
Student Activity Fee	\$25.00	\$25.00
Student Assessment Fee	\$2.00	\$2.00
Student Technology Services Fee	\$10.50	\$10.50
Library Automation & Materials Fee	\$1.65	\$1.65
Student Government Fee	\$2.00	\$2.00
Student Union Fee	\$11.50	\$11.50
Intramural Fee	\$1.00	\$1.00
Facility Fee	\$8.35	\$8.35
Infrastructure Fee	\$2.25	\$2.25
Student Health Fee	\$0.50	\$0.50
Total Per Semester Credit Hour	\$163.75	\$368.75

*Out-of-State Tuition Fee waivers are available for qualifying students.

SPECIAL FEES

As of 07/30/2019

FEES ASSESSED PER SEMESTER HOUR

Fee	Amount
Academic Service Fee	\$4.00 per semester hour
Advanced Standing Exam (departmental)	\$5.00 per semester hour
Development/Remedial Courses	\$40.00 per semester hour
Music Lessons	\$60.00 per semester hour
Off-campus Courses, Excluding NEO Grove Center	\$20.00 per semester hour
Online Courses	\$40.00 per semester hour

FEES ASSESSED PER COURSE

	Laboratory Fee	Facility Fee
ACCT – Computerized Accounting	\$20	
AG – Agriculture Capstone		\$15
AG – Rodeo Activities\$10	\$40	
ANSI – Introduction to Animal Science	\$20	\$25
ANSI – Live Animal Evaluation Courses	\$10	\$25
ANSI – Meat Animal & Carcass Evaluation	\$10	\$25
ART – Studio Courses	\$10	
BIOL – Science Laboratory Courses	\$15	
CHEM – Science Laboratory Courses	\$15	
CLS – College Live and Success Courses	\$10	
CRJU – Criminal Investigation Course	\$15	
CS – Computer Applications Courses	\$20	
CS – Computer Networking Courses	\$20	
CS – Computer Programming Courses	\$20	
CS – Information Assurance Management	\$30	
ENVR – Science Laboratory Courses	\$15	
EQNE – Equine and Livestock Sales		\$15
EQNE – Equine Selection Courses	\$10	\$15
EQNE – Equine Reproduction Courses		\$40

EQNE – Equine Training Management	\$30	\$40
EQNE – Horsemanship Courses		\$40
EQNE – Horseshoeing Courses		\$40
EQNE – Introduction to Equine Course		\$15
FRCD – Child Development Course	\$15	
FRCD – Foundations in Early Childhood	\$15	
FRMT – Beef Production Course	\$5	\$25
FRMT – Breeding Management of Farm Animals	\$30	\$25
FRMT – Farm Animal Health Course		\$15
FRMT – Feedlot Management Course	\$30	\$25
FRMT – Livestock Production Course	\$25	
FRMT – Livestock Selection Course	\$10	\$25
FRMT – Live Animal Evaluation Course	\$10	\$25
FRMT – Pasture & Range Management		\$15
FYE – Freshman Year Experience Courses	\$10	
GEOL – Science Laboratory Courses	\$15	
HHP – Care and Prevention Athletic Injuries	\$5	
HHP – Community First Aid Course	\$15	
HHP – Lifeguarding Course	\$30	
HHP – Water Safety Training Course	\$30	
HORT – Principles of Horticulture Science	\$5	\$15
LEIS – Weight Training Course	\$30	
MCAG – Introduction to Engineering in Ag	\$15	
MLAT – Laboratory Courses	\$15	
MLAT – Clinical Courses	\$10	
MUSC – Band Courses	\$40	
MUSC – Broadway Cabaret Courses	\$30	
MUSC – Chorus – Concert Choir Courses	\$15	
MUSC – Norse Sound Pep Band Courses	\$15	
NURS – Fast Track Expanded Transitions	\$25	
NURS – Health Assessment	\$35	
NURS – Introduction to Nursing	\$70	
NURS – Medical Surgical Nursing I	\$105	
NURS – Medical Surgical Nursing II	\$140	
NURS – Mental Behavior Health Nursing	\$35	
NURS – Nursing Care of Childbearing Family	\$35	
NURS – Nursing Care of Childrearing Family	\$35	
NURS – Nursing Care of Patients with Multisystem Disorders	\$35	
NURS – Transition to Nursing	\$25	
NURS – Transition to Professional Practice	\$70	
PHYS – Science Laboratory Courses	\$15	
PHTA – Laboratory Courses	\$30	
PTEC – Instrumentation Course	\$20	
PTEC – Process Technology I	\$50	
PTEC – Process Technology II	\$50	
PTEC – Process Technology III	\$50	
PTEC – Safety, Health & Environment Course	\$50	
SOIL – Fundamentals of Soil Science Course	\$15	
TH – Stage Costume	\$5	
TH – Stage Makeup	\$5	
TH – Theatre Production Activities Course	\$20	

ONLINE COURSE TEST PROCTORING

Online courses may incur additional test proctoring costs ranging from \$15-50 per test depending on the location and proctoring options.

DEGREE COMPLETION FEE

Students who are entering the first time and are enrolled full-time (at least 12 semester hours) will have a graduation fee of \$150 per semester for the first semester and second semester of enrollment.

CAMPUS MAINTENANCE FEE

Students taking traditional courses on NEO's main campus in Miami, Oklahoma, will have a campus maintenance fee of \$40.00 per course.

HEALTH SCIENCE PROGRAM FEES AND CHARGES

Health science programs (medical laboratory, nursing, and physical therapist assistant) have additional fees and charges for students admitted to the programs. These fees and cost associated with the health science programs are included in the Program Requirement section of the catalog and are also available on the individual program webpages.

OTHER FEES AND CHARGES

Student ID Card	\$15.00
Annual Parking Permit	\$50.00
Wellness Linen Fee	\$10.00/semester hour
Football Participation Fee	\$100.00

AUDITING CLASSES

Students who audit a class without credit will be charged the same regular tuition and fees.

PAYMENT OF TUITION AND FEES

Payment of tuition, fees, and other charges is due by the end of the add/drop period each semester. Payment in full will be deferred for students who have an established payment plan with the NEO Business office and/or have pending financial aid, such as federal financial aid, veterans' benefits, scholarships, Oklahoma's Promise, and waivers. An unpaid account balance after financial aid is applied may restrict enrollment in future semesters and/or sessions and may hold the release of an official transcript. All unpaid accounts sent to collection will be assessed collection agency fees in addition to unpaid tuition, fees and charges.

REFUND POLICY FOR CHANGES OF ENROLLMENT AND WITHDRAWAL FROM COLLEGE

This institution's Refund Policy is established by the Oklahoma State Regents for Higher Education. Changes in schedules and complete withdrawals from this institution before or during the Add/Drop Period (defined on page 55) will result in full charges for courses added and full credit (refund) for courses dropped. No refunds will be made after the Add/Drop Period of a semester/ session except as stipulated by the Federal Government for Title IV Federal Student Financial Aid recipients.

RESIDENTIAL LIVING COSTS*

RESIDENTIAL HALLS

Practically all rooms in the residence halls are the size designed to accommodate two students. Payment for housing and food services may be in eight installments, by the semester, or by the year.

- All full-time students (enrolled in 12 credit hours or more) who are non-commuters, non- veterans, single and under 21 years of age, are required to reside in the residence halls. A student is considered a commuter if he or she resides with his/her parents or legal guardian within a 50-mile radius of Miami.
- Students may reserve rooms in the residence halls in advance of enrollment by depositing \$75.00 for traditional residence hall rooms or \$150.00 for the Student Housing Complex. No refunds will be made after August 1 for the fall semester and after January 1 for the spring semester.
- Basic TV cable is provided in each residence hall room a cost of \$40.00/semester.
- Internet service is provided. The internet fee is \$50.00/semester.
- Students in the traditional residence halls must choose one of two cafeteria meal plans offered. Students in the Student Housing Complex must choose one of three cafeteria meal plans.
- All residential students are required to have a private box at the College Post Office located in the Library/Administration Building (See POSTAL SERVICE.) The cost is \$4.00/semester plus a \$15.00 refundable key deposit.
- Residence hall occupants are charged \$50.00 for unlimited use of laundry facilities located in the respective halls.
- Residence hall occupants must complete a housing contract before they will be allowed to move into the residence hall. The contract specifies payment dates and general responsibilities of the resident.

RESIDENCE HALL PAYMENT PLANS

RESIDENT HALL – ROOM RATE

Note: Students living in the residence halls are required to purchase a 14-meal plan or 19-meal plan. Students who live in the Suites may choose the 10-meal plan. (See meal plan information below.)

Room Type	Semester	Academic Year
Double Traditional Room*	\$1,150	\$2,300
Single Traditional Room*	\$1,675	\$3,350
Milligan Hall (Quad)	\$1,750	\$3,500
4-Bedroom Suite	\$2,175	\$4,350
2-Bedroom Suite	\$2,395	\$4,790

* Men's: Vann Hall, Russell Hall, Dyer Hall, Dobson Hall;

Women's: Dobson Hall, Harrill Hall

Meal Plans	Semester	Academic Year
10 Meal/\$175 Flex Cash**	\$1,314	\$2,628
14 Meal/\$125 Flex Cash	\$1,604	\$3,208
19 Meal/\$75 Flex Cash	\$1,749	\$3,498

**Only available for students living in the student Housing Complex (Suites).

ADDITIONAL FEES FOR ON-CAMPUS LIVING

Laundry Fee	\$4.00
Post Office Box Fee	\$50.00
Internet Fee	\$50.00
Cable Fee	\$40.00
Deferred Maintenance Fee	\$50.00

PAYMENT OF RESIDENCE HALL PLANS

Payment due dates for the various Residence Hall Plans are as follows:

- Semester Plan: Payment is due the first day of the semester.
- Annual Plan: Payment is due the first day of the fall semester.

SUMMER TERM RESIDENCE FACILITIES

Limited summer housing is available to summer school students on a first come first served basis. The cost of resident facilities for the summer term will be published with the course schedule publication.

POLICY ON THE USE OF SECURITY DEPOSITS

Security deposits required for residence halls are refundable providing the secured property is not damaged beyond fair wear and tear. Requests for refunds must be made no later than (a) the first of the month of the semester/term for which the deposit is made if the student did not attend that semester/term or (b) one (1) year after the student's departure from the College. Timely requests will be honored after determination is made that no outstanding fees, tuition, expenses, or other charges for the student exist. Any debts owed will be deducted from refundable deposits prior to actual refund. In the absence of a timely refund request, the security deposits are considered forfeited to the College.

STUDENT FINANCIAL AID

STUDENT ELIGIBILITY – FAFSA REQUIREMENTS

Eligibility for federal student aid is based on financial need and on several other factors.

To receive aid from the major student aid programs, you must:

- Demonstrate financial need, except for certain loan programs.
- Have a high school diploma or a General Education Development (GED) Certificate, or complete a high school education in a home school setting that is treated as such under state law.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Maintain satisfactory academic progress once in school.
- Register with the Selective Service, if required.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Certify that you are not in default on a federal student loan and do not owe money on a federal student grant.
- Certify that you will use the federal student aid only for educational purposes.

FINANCIAL NEED

The U.S. Department of Education has the following major student financial aid (SFA) programs at Northeastern Oklahoma (NEO):

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-Study (FWS)
- Federal Stafford Loans
- Federal PLUS Loans

Grants are financial aid you do not have to pay back.

Work-study lets you work on campus and earn money to help pay for school.

Loans are borrowed money that you must repay with interest.

Undergraduates may receive all four types of financial aid, here at NEO, if you have eligibility.

Aid from most of the major programs is awarded on the basis of financial need (except for unsubsidized Stafford and PLUS loans).

When you apply for federal student aid, the information you report is used in a formula, established by the U.S. Congress that calculates your Expected Family Contribution (EFC), an amount you and your family are expected to contribute toward your education. If your EFC is below a certain amount, you will be eligible for Grants, assuming you meet all other eligibility requirements. The Expected Family Contribution also determines if you qualify for other types of financial aid. A student may not qualify for a grant, but may be eligible for other types of financial aid to assist with educational expenses.

Classification as full-time, three-quarter time, half-time and less than half-time student is based on the following:

<u>Fall or Spring Semester</u>	<u>Credit Hours</u>	<u>Summer Session</u>	<u>Credit Hours</u>
Full-time	12 or more	Full-time	6 or more
Three-Quarter Time	9,10, or 11	Three-Quarter Time	4 or 5
Half-time	6, 7, or 8	Half-time	3
Less Than Half-Time	5 or less	Less Than Half-time	1 or 2

SCHOLARSHIPS/TUITION WAIVERS OFFERED AT NEO

Applications for scholarships and tuition waivers are available online at www.neo.edu/ under the Financial Aid link. Several types of scholarships are available to students. They include, but are not limited to: Dobson Presidential Award, Tri-County Excellence Scholarship, Norse Honor Scholarship, Merit Residential Scholarship, Athletic Scholarship (awarded by coaches), Talent Scholarships (based on expertise in a special area such as band, music, drama, livestock judging, etc.) and the Non-resident Tuition Waiver. Most scholarships are provided from funds donated to the college.

FEDERAL PELL GRANTS

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a Bachelor's or Professional degree. Full-time, part-time and less than half-time students are eligible to apply. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. To determine if you are eligible financially, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number, which the college uses to determine your eligibility. Both the college and the student are notified when the FASFA process is complete.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need, that is, students with the lowest Expected Family Contributions (EFCs), and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be repaid.

OKLAHOMA'S PROMISE

Oklahoma's Promise provides awards equivalent to all or part of tuition expenses for students who complete the program's requirements while in high school. The award may be used at Oklahoma public and private colleges. Students enrolled in the eighth, ninth and tenth grade, whose family income does not exceed \$50,000, may enroll in the program.

OKLAHOMA TUITION AID GRANT (OTAG)

A scholarship grant, based on need, administered by the Oklahoma State Regents for Higher Education. You must be an Oklahoma resident to apply by using the Federal Application for Federal Student Aid (FAFSA).

FEDERAL WORK-STUDY AND ON-CAMPUS STUDENT EMPLOYMENT

The Federal College Work-Study (FCWS) Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to your course of study. If you are interested in the America Reads or America Counts Program (tutoring to elementary students in the local area), please see the Office of Financial Aid. These positions are highly recommended for students who are interested in Elementary Education or a related field. A FCWS student is limited to 20 hours of employment per week.

In addition to the FCWS Program, a number of jobs are made available by NEOA&M for students who do not qualify for financial aid. These positions are called Student Employment Positions, and are not federally funded (this means the funds are paid by the respective department at NEO).

Included in the student employment opportunities on campus are the following locations:

Administrative offices	Residence Hall Proctors	Reading & Math Tutors
Bookstore	Instructors' secretaries	America Reads
Cafeteria	Lab assistants	America Counts
College Farm	Learning Center	

Off-campus local community service positions are also available. See the Office of Financial Aid for details.

FEDERAL DIRECT LOAN PROGRAM

Stafford Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on the loan (“subsidizes” the loan) until you begin repayment and during authorized periods of deferment.

An unsubsidized loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized — that is, the interest will be added to the principal amount of your loan and will increase the amount you have to repay. If you choose to pay the interest as it accumulates, you will repay less in the long run.

After you graduate, leave school, or drop below half-time enrollment, you have six (6) months before you begin repayment. This is called a “grace period”. During the grace period on a subsidized loan, you do not have to pay any principal, and no interest will be charged. During the grace period on an unsubsidized loan, you do not have to pay any principal, but interest will be charged.

The amount of your repayment depends on your loan amount and on the length of your repayment period. The highest interest rate that can be charged for loans disbursed after July 1, 1993 is 8.25%. Your rate may be lower.

The Office of Financial Aid will not process any loans during the last two weeks of each semester. Certification on these loans will not be processed prior to the last week of each semester.

FEDERAL PLUS (PARENT) LOANS

Federal PLUS loans enable parents with good credit histories to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least halftime. The interest rate is variable, but it will never exceed 9%. The interest rate is adjusted each year on July 1. Repayment generally begins within 60 days after the final loan disbursement. There is no grace period for PLUS loans. Certification on these loans will not be processed prior to the last two weeks of each semester.

BUREAU OF INDIAN AFFAIRS GRANT

The United States Government, through the Bureau of Indian Affairs, provides annual scholarship to Native American students to enable them to attend institutions of higher learning. In order to qualify for an award, the student must show a tribal membership card or CDIB card to his/her home agency; be a high school graduate or GED graduate and be accepted for admission by the college of choice; prove need of financial aid through the FAFSA application program; and go through an interview with the home agency showing potential success for completing a college degree program.

Native American Students planning to attend Northeastern Oklahoma A&M College must complete the following.

1. Free Application for Federal Student Aid (FAFSA)
2. Application for admissions to NEO A&M College
3. Application for BIA grant from appropriate agency

VOCATIONAL REHABILITATION

The State of Oklahoma’s Department of Rehabilitation Services operates a vocational rehabilitation-training program that assists individuals with severe physical and/or mental impairments to obtain job skills and prepare for employment. Services for individuals with qualifying impairments include, but are not limited to, assistance with tuition and fees, textbook allowance, transportation allowances, uniforms and supplies, mobility/accessibility, durable medical equipment, interpreters and other disability related services.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations (CFR 668.34) require that a student maintain satisfactory academic progress in the course of study being pursued, according to the standards and practices of the institution in which they are enrolled in order to receive aid under the Higher Education Act. These programs at NEO A&M include the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Direct Stafford Loans, (subsidized and unsubsidized) Federal PLUS Loan, and Oklahoma Tuition Aid Grant and Oklahoma's Promise. NEO must use both a *qualitative standard* (GPA) and a *quantitative standard* (time-based). The following policies apply to all students attending NEO, **whether or not the student has or will receive financial aid at NEO.**

MINIMUM REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

Qualitative Progress Requirement (GPA)

- A student's cumulative Grade Point Average (GPA) will be evaluated at the end of each semester. In order to be considered making satisfactory progress, a student's cumulative GPA must be 2.0 or above on a 4.0 scale.

Quantitative Progress Requirement (Pace)

- At the end of each semester, a student must have satisfactorily completed at least two-thirds, or 67%, of all attempted hours, including transfer credits. Attempted credit hours are those courses for which any grade appears on the student's transcript, including transfer credits, remedial courses, withdrawn courses, and repeated courses.
- In order to determine a student's pace, all hours successfully completed are divided by all hours attempted, including all transfer credits, remedial courses, withdrawn courses, and repeated courses.
- Grades of F, W, AW, WF, WP, I, DEV-D, DEV-F, and DEV-I are considered hours attempted but not completed successfully for satisfactory academic progress.

Maximum Time Frame

- The maximum timeframe for which an undergraduate student may receive financial aid may not exceed 150% of the published length of their academic program, measured in credit hours, whether or not the student received any federal aid during this timeframe.
- For example, if the published length of a program of study is 60 hours, the maximum number of hours the student may attempt cannot not exceed 90* hours. This includes all transfer hours and prior learning credits that apply toward the student's current degree.
- When it becomes mathematically impossible for a student to complete their degree in the maximum time frame due to an extremely low pace and/or GPA, the student will lose eligibility for further federal student aid at that time.
- For the length of your particular program, please refer to the NEO catalog.
**60 credit hours x 150% = 90 credit hours*

Remedial Courses

Remedial courses are eligible for financial aid and will count toward a student's attempted hours for the purpose of determining a student's Pace. Grades of DEV-D, DEV-F, and DEV-I are considered hours attempted, but not successfully completed and will affect the student's pace calculation.

Incompletes

Incomplete grades are considered hours attempted but not completed successfully, until the "I" is removed and changed to a valid letter grade.

Repeated Courses

Students may receive financial aid for repeating a course one (1) time. When a course is repeated, the grade given at the end of the repeated course becomes the official grade. Both grades will remain on the permanent record, but the second grade is used to compute the GPA in the calculation of a student's Satisfactory Academic Progress status. Each repetition will count towards the attempted hours; however, only the course(s) being counted in the GPA calculation will be counted in completed hours for SAP.

Transfer Credits

Transfer credit hours are subject to Satisfactory Academic Progress measurements. All courses from all previous schools are used in the calculation of a student's grade point average. Transfer courses that are accepted toward a student's degree at NEO will be counted as attempted hours.

Withdrawn Courses

Courses that a student withdraws from after the refund, or drop/add period, are considered hours attempted toward a student's pace and maximum time frame.

Changes in Major or Degree

When a student changes major or degrees, the 150% maximum time frame still applies to all credit hours earned at NEO that count toward the new degree, as well as all transfer credits accepted. A student is only eligible to receive financial aid for the completion of three (3) degrees or certificates at NEO.

CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

FINANCIAL AID WARNING

The first semester a student fails to maintain satisfactory academic progress (SAP) by the end of a semester, the student automatically receives a **Financial Aid Warning** semester. A student in **Warning** status is still eligible to receive financial aid, but is notified via email that their progress must meet the minimum requirements the following semester or the student will be placed on Financial Aid Suspension.

FINANCIAL AID SUSPENSION

After the **Warning** semester, if a student is still not meeting the minimum requirements for SAP, the student will be placed on Financial Aid Suspension. Students on Financial Aid Suspension are not eligible to receive any federal financial aid; including the Federal Pell Grant, Federal Direct Stafford Loan (both subsidized and unsubsidized), Federal PLUS Loan, Federal Supplemental Education Opportunity Grant (SEOG), Federal Work Study, Oklahoma Tuition Aid Grant (OTAG), and Oklahoma's Promise.

FINANCIAL AID APPEAL PROCESS

- Students who have been placed on financial aid suspension may appeal the decision if there are extenuating circumstances. Extenuating circumstances include, but are not limited to illness, death in the family, and hospitalization.
- The appeal must be submitted in written form to the Office of Financial Aid. Appeal forms are available in the Office of Financial Aid and on the Forms page of the NEO Financial Aid webpage. The student's appeal will be forwarded to the Financial Aid Suspension Appeals Committee. This committee consists of the Vice President of Student Affairs, the College Registrar, and the Vice President of Fiscal Affairs. Students should provide supporting documentation with their appeal, if possible, and may be asked for more information by the

committee.

- The student will be notified, in writing, of the Appeal Committee's decision. ***The decision of the committee is final and cannot be appealed.***
- If the student's appeal is approved, they will be placed either on Financial Aid Probation or on an Academic Plan, depending on the circumstances surrounding their appeal.
- A student may appeal their suspension two (2) times.

FINANCIAL AID PROBATION

Students on Financial Aid Probation can receive financial aid for one (1) semester. If the student is still not making SAP at the end of the probationary semester, they will be placed on Financial Aid Suspension again.

ACADEMIC PLAN

An Academic Plan is an option for some students instead of Financial Aid Probation. An Academic Plan is a plan of study that will include a minimum number of hours and term GPA that a student must complete over the course of more than one semester. If the student follows and successfully completes the Academic Plan, they will be making SAP at the end of the plan timeframe. Each student's Academic Plan will be unique and may include specific courses, or other requirements, depending on the student's situation.

RE-ESTABLISHING ELIGIBILITY

If a student's financial aid appeal is denied, the student may re-establish eligibility for financial aid by successfully meeting the minimum standards for satisfactory academic progress. This can include taking classes at NEO or transferring hours from another institution.

REFUND POLICY (for Financial Aid)

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school may retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The school and/or the student **must return the remaining 70%**. The Office of Financial Aid encourages you to read the Return of Title IV Funds Policy carefully. You may read a copy from the OFA website at www.neo.edu or obtain a copy in the Office of Financial Aid. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Office of Financial Aid to see how your withdrawal will affect your financial aid repayment. If you stop attending your classes and fail to withdraw, you may be required to repay up to 50% of your financial aid awards for the semester. You will also automatically be placed on Financial Aid Suspension, thus making you ineligible to receive any federal aid in subsequent semesters, or until satisfactory progress has been re-established.

VETERANS ADMINISTRATION EDUCATIONAL BENEFITS

The Veterans Coordinator's office is located in the Dale Creech Library-Administration Building room 211. The Veteran's Coordinator can assist veterans with their VA benefits and certifies enrollment to the VA. New students who are eligible for VA benefits should contact the Veteran's Coordinator to fill out all necessary paperwork and to obtain a Veterans Information Packet. The information packet contains information about the policies and procedures at NEO and what documents NEO needs to process benefits. A copy of the Veterans Information packet is also available on the NEO website. Those seeking veteran benefits through Northeastern Oklahoma A&M College must submit official copies of all prior college transcripts as well as military transcripts for evaluation.

MEMORIAL LOAN FUNDS

Memorial loan funds are an emergency loan fund for college students. Students must show evidence of ability to repay. The student may not take out more than one loan at a time. Students may borrow up to \$50 which must be paid back within three weeks. The only charge is \$1.00 which will be used to provide a scholarship to some worthwhile student with high academic ability.

The Bill Goodner Student Loan Fund, has been set up by Mrs. W. H. Goodner and Mrs. W. R. Goodner in memoriam to their husbands.

The Don Dyer Student Loan Fund, was established by students, faculty and friends as a memory of Don Dyer, Housing Director of Northeastern Oklahoma A&M College for twenty-two years.

The Joe Ables Student Loan Fund, was established by students, faculty and friends in memory of Joe Ables, Chairman of the Vocational-Technical Division of Northeastern Oklahoma A&M College for twenty-six years.

The Odin's Knights Student Loan Fund, This fund was established by Odin's Knights, service fraternity of the college.

The Ed Lowry Student Loan Fund, was established by students, faculty and friends in memory of Ed Lowry, Mathematics Instructor at Northeastern Oklahoma A&M College.

The John Thiesing Student Loan Fund, has been established in memory of John Thiesing, Mathematics instructor at Northeastern Oklahoma A&M College for twenty-seven years.

The Jim Tatum Student Loan Fund, has been established in memory of Jim Tatum, Director of Food Services and Student Union at Northeastern Oklahoma A&M College for eighteen years.

The Dr. H. W. Wendelken Student Loan Fund, has been established in memory of Dr. H W. Wendelken, a long-time friend and medical advisor to the college.

The Coetta Ray Student Loan Fund, was established by students, faculty and friends in memory of Coetta Ray, English instructor at Northeastern Oklahoma A&M College.

The Georgene Payne Student Loan Fund, was established by faculty and friends in memory of Georgene Payne, reading instructor at Northeastern Oklahoma A&M College.

SCHOLARSHIPS AND WAIVERS GENERAL INFORMATION

All consideration for scholarships and fee waivers is based on eligibility and availability of funds. Each student may receive only one type of NEO tuition scholarship although that student may qualify for more than one type of scholarship.

Northeastern Oklahoma A&M College operates academically under a 4.0 scale. Any mention to grade point average refers to this system.

Scholarship and waiver applications should be mailed to the Financial Aid Office. The Scholarship Administrator will work with the scholarship committee to grant awards using the guidelines set forth by the college.

Scholarship funds shall be credited to the student's account; cash cannot be paid to the student. All scholarships and waivers will be credited to the student's account in accordance with federal and state guidelines and any guidelines set forth by NEO and outside funding sources. If a student is awarded a restricted usage scholarship from an outside source and also has a restricted usage NEO scholarship, the outside scholarship will be applied to the student's account first.

Scholarships are available both to full-time and part-time students enrolled in a minimum of 6 semester hours per academic semester or 3 semester hours during the summer term.

This information is subject to change. For a more detailed explanation of policy and procedure regarding scholarships and waivers, please contact the Financial Aid Office.

Types of Awards

Academic Scholars — The academic Scholars scholarship is an unlimited general enrollment tuition scholarship for Oklahoma residents. Students must submit the scholarship application by the March 1 deadline and also submit a resume. Applicants must have a 29 or higher ACT score or a 3.7 cumulative grade point average and be a top 5% of graduating class or rank 1st or 2nd in graduating class. The scholarship committee will select 3 applicants for the scholarship.

Athletic/Activity Scholarship — Athletic/Activity Scholarships are awarded by the coaches or sponsors and approved by the Athletic Director. A Scholarship Agreement Form/Letter of Intent must be completed and on file in the Financial Aid Office before the award is valid. Athletic Scholarships will not pay for repeat classes and only apply to classes that count toward graduation for a maximum of 30 hours per year. All athletes are required to file for federal financial aid. If a student drops out of an activity, his/her scholarship will be forfeited at the end of the semester of withdrawal.

Athletic/Activity Scholarships include, but are not limited to, the following:

Football, Baseball, Athletic Trainer, Men's Basketball, Rodeo, Norse Star, Women's Basketball, Softball, Volleyball, Livestock Judging, Cheerleader, Equine Judging, Men's Soccer, Women's Soccer, Wrestling, and Equestrian.

Book Scholarship — Book scholarships are awarded by coaches or sponsors of athletics or activities. Books offered by this scholarship will be on a loan program. At the end of each semester when books are resold at the bookstore, the money collected will go back into the scholarship fund; cash cannot be given to the student. If the student fails to return the books at the end of the semester, he or she will be charged for the books, tax, and a late fee.

Boys State Room Waiver Scholarship — A scholarship will be offered to all participants in Boys State activities held on the campus of Northeastern Oklahoma A&M College. This is an offer limited to the academic year immediately following the participant's graduation from high school. A scholarship is also available for participants in the Boys State Band. The scholarship is renewable for the sophomore year in the same amount, provided the student passes 24 or more hours the fall and spring semesters with a 2.0 degree grade point average and enrolls for the next fall semester by the last day of the spring semester.

Concurrent Tuition Waiver — The Concurrent Tuition Waiver is for eleventh and twelfth grade high school students that qualify according to concurrent admissions guidelines. The waiver will pay a maximum of 6 hours tuition each semester.

Dependent Tuition Waiver — The Dependent Waiver is intended to be a benefit for any full-time employee at Northeastern Oklahoma A&M College. Any full-time or part-time student, who is a dependent of a full-time employee of Northeastern Oklahoma A&M College and/or retired NEO employee through the Oklahoma Teachers Retirement System may be eligible for a waiver of in-

state tuition. The waiver will pay all tuition and the student will pay all fees. The student must have a high school diploma or GED. The employee must complete a waiver form for each semester of enrollment. Forms submitted after the semester is over will not be honored.

Dobson Presidential Award —

Freshman requirements:

1. Submit scholarship application to the Financial Aid Office by **March 1**
2. Attach resume and transcript to scholarship application
3. Have a 26 or higher ACT composite score
4. Be in top 25% of high school class

This scholarship is worth unlimited general enrollment tuition each fall and spring semester for tuition. The Scholarship Board will select 12 applicants for this scholarship.

Sophomore requirements:

1. Pass 24 or more hours the fall and spring semesters with a 3.5 or higher cumulative grade point average.
2. Enroll full-time (3/4 time for students accepted into the Nursing program) for the next fall by the last day of the spring semester.

The Sophomore renewal scholarship is worth unlimited general enrollment tuition each fall and spring semester for tuition. New applicants should submit the sophomore scholarship application to the Financial Aid Office by **March 1** and complete the renewal requirements. Priority will be given to students who had the scholarship as a freshman. Funding for new applicants will depend upon availability.

Employee Waiver — The College recognizes the need for advanced education and encourages employees to attain such credentials. However, regular absence from regularly assigned duties for purposes of class attendance is not permitted.

The responsibility for permission to be absent from duties lies with the Vice President for Academic Affairs or other immediate supervisor. Documentation of the request must be provided to the College through appropriate channels, with final approval and full knowledge of the President of the College.

Full-time, permanent and part-time permanent employees may receive reduced general enrollment tuition for up to six (6) credit hours per semester. The employee will pay any remaining general enrollment tuition as well as all fees. Employees must submit the NEO Employee Discount Application to the Financial Aid Office for each semester of enrollment. Forms submitted after the semester is over will not be honored.

Leadership/Talent Scholarship — We offer a complete program of curricular and co-curricular opportunities at Northeastern Oklahoma A&M College and encourage having outstanding leadership in all areas. Recipients are selected from applicants who have demonstrated outstanding ability for leadership and performance during their high school or college careers. These abilities may be in any area of participation including but not limited to the following:

- | | |
|-------------|-------|
| Agriculture | Drama |
| Band | Music |

The sponsors of these areas submit names of award recipients; however, the official award letter comes from the Financial Aid Office.

Merit Residential Tuition Scholarship — This scholarship pays up to \$800 per academic year. Recipients must apply by May 1st, have a 22 or higher composite ACT score, enroll full-time and pay the \$75 dorm deposit. This scholarship will be awarded to the first 40 qualifying applicants.

Non-Resident Tuition Waiver — This waiver pays for an unlimited number of hours of non-resident tuition charges for the fall, spring, and summer semesters. It is automatically awarded to all first time freshman and transfer students.

Nurse Honor Scholarship — This scholarship pays up to \$1000 per academic year. Applicants must have a 24 or higher ACT composite score, a 3.5 or higher high school grade point average and apply by the March 1st deadline. For a sophomore renewal, students must complete 24 or more hours (18 hours for nursing students) with a 3.0 grade point average.

Tri-County Excellence Scholarship — This scholarship pays up to \$1000 per academic year. It is a competitive scholarship awarded to selected students from Ottawa, Delaware, or Craig county high schools. Recipients will be selected by the Scholarship Committee based on academic record and recommendation from high school officials.

Viking Scholarship — This scholarship is offered through the High School and College Relations Office based upon recommendations from high school counselors and NEO faculty. For sophomore renewal eligibility, students must pass 24 or more hours the fall and spring semester with a 3.0 or higher grade point average and enroll for the next fall semester by the last day of the spring semester.

Other Types of Waivers

A. Twin/Triplet Room Waiver — A Twin/Triplet Room Waiver will be awarded to twins/triplets upon application by the September 1 deadline. A Twin/Triplet Room Waiver Application must be completed and on file in the Financial Aid Office before the award is made.

This waiver will provide campus housing for each twin/triplet for each semester of the academic year and covers only the double room portion of housing costs. It does not include meal cost, post office box, Internet, private room charges, suites, or laundry.

Each twin/triplet must enroll in a minimum of twelve (12) college credit hours each semester. Sophomore twins/triplets must have a cumulative grade point average of at least a 2.00 to be eligible for the waiver.

The student is expected to provide leadership and set a positive example in the residence hall in which he or she lives. Any disciplinary action taken will be reviewed by the Scholarship Board and may result in cancellation of the waiver. If the waiver is canceled, the student may be expected to pay the balance.

B. Oklahoma's Promise Room Waiver — The Oklahoma's Promise (OHLAP) room waiver is available to students meeting the OHLAP criteria. The application must be submitted by the September 1 deadline and the waiver will pay the cost of a double room. It does not include the additional cost of suites, meals, post office box, internet, private room charges, suites, or laundry.

Other Scholarship Programs — Other scholarships are available through the Oklahoma State Regents for Higher Education. Northeastern Oklahoma A&M College will follow the guidelines as set forth by the Regents on these scholarships.

1. Future Teachers Scholarship Program
2. Oklahoma Academic Scholars Program
3. Scholars for Excellence in Child Care Program
4. National Guard Tuition Waivers
5. Oklahoma's Promise
6. George's Donna Nigh Public Service Scholarship

Sources of Funding — NEO scholarships are partially funded by the generous donations of the following:

Blue — A trust was established by Jean Ann Blue, Miami, Oklahoma, for scholarships for freshman or sophomore students. Consideration will be given to a student that indicates a need as long as he or she can demonstrate Indian blood.

Dobson — Mrs. Nellie Dobson, longtime resident of Miami and a great friend of the College, has left a sizeable fund to the College, the income of which is to be used for scholarships for worthy and needy students.

Fribley — Charlein O. and Jim K. Fribley, longtime residents of Miami and friends of the College, have left an estate to be used for student scholarships. Full consideration is to be given to the needs of students of minority races; however, all scholarships are to be granted on a non- discriminatory basis, insofar as race, creed, or national origin are concerned.

Slaughter — Bernice Lorene Slaughter, a longtime resident of Miami and a friend of the College, has left an estate, the income of which is to be used for scholarships for worthy students.

FOUNDATION SCHOLARSHIPS

All scholarships listed in this section are subject to available funds. Additionally, the amount of award is variable. Foundation Scholarship applicants should fill out the Scholarship application forms available through the Foundation Office or on online at www.neo.edu. Completed applications must be submitted to the Foundation Office by March 1st. All grade point average qualifications listed in foundation scholarships are based on a 4.0 system. To receive a scholarship, the student must be enrolled as a full time student (12 credit hours).

Questions about foundation scholarships should be directed to the Development Office at (918) 540-6115 or (918) 540-6250.

SCHOLARSHIPS

NEO Foundation General Scholarships - The NEO Development Foundation Board of Directors awards several scholarships each year. To qualify, the applicant must have a minimum 2.5 GPA and ACT score of 18. To be considered for a second-year scholarship, student must reapply through the Foundation Office and have a minimum GPA of 2.5.

3M Quapaw Process Technology Scholarship — This scholarship was established to support students interested in manufacturing careers with focus on PTEC at NEO. To qualify, the applicant must be a Process Technology major; a recent graduate of an area high school; must maintain a 3.2 GPA; and be enrolled in a minimum of 12 hours, including PTEC courses. The applicant will be selected by high school counselors and 3M Quapaw committee.

Billie Pearl Able Memorial Scholarship — This scholarship was created to help a female basketball athlete. The candidate must be a graduate of Wyandotte High School and attend NEO A&M College. Financial need combined with a GPA. of 3.0 or higher will be determining factors of the award recipient. A special committee from Wyandotte High School will select the recipient.

Darlene Aldridge Mathematics Scholarship — This scholarship was established in honor of wife and mother of longtime NEO math instructors Orland and Jeff Aldridge. First preference of this scholarship will be given to Mayes county residents and second preference to Ottawa County residents. Student must be a mathematics or pre-engineering major and continue education in chosen field while maintaining a minimum 2.0 GPA for renewal.

Dr. Charles H. & JoAnn Angle Scholarship — This scholarship has been established in memory of Dr. Charles H. and JoAnn Angle to honor their service to NEO A&M College and their dedication to education and student success. The recipient of this scholarship must demonstrate a financial need and maintain a minimum 2.5 GPA.

Arvest Business Scholarship — This scholarship was a gift from the Walton Family Foundation. The recipient must be a business major, enrolled in at least 12 hours, and maintain a minimum 2.5 GPA.

Henry F. Beechhold Memorial Endowment in Honor of Jake L. Whitecrow — This endowment fund was an estate gift from Dr. Henry F. Beechhold, Professor Emeritus of the College of New Jersey, in honor of Jake L. Whitecrow. Like Whitecrow, Dr. Beechhold was a strong supporter of Native Americans and their academic pursuits. Preference of this scholarship will be awarded to a full-time Native American student, must be a health science major, and maintain a 3.0 GPA.

M. Annette Black Norseman Success Scholarship - This scholarship was established by NEO alumnae Annette Black to assist students. Ms. Black credits NEO A&M College for playing an important role in her life and in her career. Ms. Black has remained an active alumnus serving as a member of the NEO Foundation Board of Trustees, President's Partner and a mentor to Native American students. First preference will be given to students of single-parent households. Recipient must have a minimum 2.5 GPA and have financial need.

Tom and Shirley Bomford Business Scholarship - This scholarship was established in memory of Tom and Shirley Bomford. Mr. Bomford had a successful career in the insurance business and was very active in many business and civic organizations, including several on the NEO campus. Mrs. Bomford was a skilled businessperson and a strong supporter of education. She served on the NEO A&M College Development Foundation Board of Directors under three college presidents. The recipient of this scholarship must be a business major. To qualify and maintain the award, the recipient must have a minimum 2.5 GPA.

#3 BFT (#3 British Flyers Training School) Scholarship — Established by American and British veterans of a WWII flying school located in Miami. This scholarship is targeted to a graduate of Miami High School enrolling at NEO A&M College. Applicants must complete a one page essay that contains their knowledge of the history of the British Flyers and Miami, Oklahoma. The essay must be turned in with the application.

Buffalo Run Casino and Resort Team Member Scholarship — This scholarship is open to full-time and part-time employees in “good standing” of both Buffalo Run Casino and Hotel. Recipient must be enrolled in at least 6 hours of college credit, maintain an average 2.5 GPA, and submit a one page essay about “Team Building”. Deadline for this scholarship is July 31 each year and applications are available through the Human Resources Department at BuffaloRun.

Marcus Allen Bunce Memorial Nursing Scholarship — This scholarship was established to honor the memory of Marcus Allen Bunce and assist students in the NEO Nursing program. Recipient must be a nursing student from the four-state area. To qualify, the student must have minimum 2.5 GPA and exhibit a true passion for nursing.

Business 2000 Scholarship — Recipient must be enrolled in a program in the Business & Technology Department (BADM, BADT, CS, or SPMG). Scholarships will be awarded through a committee from the Business & Technology Department. Recipient must have and maintain a minimum 2.5 GPA.

Calcagno Art Scholarship — This scholarship was established in memory of Dr. Nick Calcagno. Dr. Calcagno was an art instructor at NEO who dedicated his life to the instruction of art and to a personal pursuit of artistic excellence. This recipient must be an Art Major. Student must be enrolled in 15 hours each semester. The criteria for this scholarship requires the recipient have a high school GPA of 3.0 and must maintain a 2.8 while enrolled as an Art Major at NEO.

Don Caskey Memorial Science Scholarship — This scholarship was established in memory of Don Caskey, former chair of the Math and Science Department at NEO. Student must be a Natural Science major with a minimum 3.0 GPA.

Larry Davis Memorial Agronomy Scholarship — This scholarship was established in memory of the life and legacy of Larry Davis. He was at the forefront of agronomy research throughout the four-state area as well as the United States. This scholarship is to commemorate his passion for agronomy and production agriculture. Recipient must be an agronomy option major and hold a 2.5 or higher GPA.

Dobson Alliance Scholarship — This scholarship has been established to benefit students with a history major. The recipient must be enrolled full-time and maintain a 2.5 GPA. This candidate must also be willing to work some volunteer hours in the Dobson Museum.

Drama and Theatre Endowed Scholarship — Established by Russell “Jack” Horner. Preferred recipient is a married student enrolled full time in drama and theatre. This scholarship is to enhance the student experience at NEO A&M College. This recipient will be selected by a committee and will be based on need.

Dan and Tim Drury Memorial Athletic Training Scholarship — Recipient must be from Newcastle or Vinita, Oklahoma and enrolled in the Athletic Training Program. Award will be selected by the Athletic Training Director.

LeRoy and Pearl Dukes Memorial Scholarship — This scholarship was established to honor the life of LeRoy and Pearl Dukes and offer financial assistance to graduating high school seniors of Native American descent. The scholarship is a two-year award for a Native American pursuing a general studies degree at NEO. First preference will be given to a graduating high school senior of the Quapaw or Seneca tribes. Second preference will be given to any Oklahoma high school graduating senior of Native American descent; and final preference will be given to any high school graduating senior of Native American descent. Must maintain a minimum 2.5 GPA.

Carolyn Elmore/Picher - Cardin Gorillas Scholarship - This scholarship was established by the City of Picher in memory of Carolyn Elmore to help a student of the Picher School System or a descendant of an individual who attended the Picher School System. To qualify, the student must be enrolled in 12 hours and have a minimum 2.75 GPA. For scholarship renewal, the student must maintain a 3.0 GPA while enrolled at NEO. An application must be submitted each year for renewal, however the essay is not required for returning recipients. Students who are majoring in a Health Science field are preferred. Third Year Nursing students are encouraged to apply. This student is selected by a committee of former citizens of Picher, Okla., and/ or educators from the Picher School

System. The applicant must submit an essay with their application detailing their family connection to Picher and what the town means to them.

Roger Fent Scholarship - This scholarship was established in memory of former NEO Instructor Roger Fent. First preference will be given to an incoming freshman from the four-states with second preference given to all other incoming freshman students. Recipient must not be receiving scholarship funding as a member of an NEO competitive Ag Team. Student can be majoring in any ag-related discipline. To qualify and maintain the scholarship, the recipient must maintain a minimum 3.0 GPA.

Freeman Athletic Training Scholarship - This scholarship was established by Freeman Health System to provide financial assistance to NEO students and student-athletes interested in pursuing a career in the athletic training profession. To be eligible, the student must be a sophomore student recognized for good citizenship and character; have contributed to overall athletic department goals while enrolled as a freshman; and have a demonstrated financial need. Scholarship requires a minimum 2.5 GPA.

Charlein O. and Jim K. Fribley Scholarship - Longtime residents of Miami and friends of NEO A&M College, the Fribleys left an estate gift for student scholarships. Full consideration is to be given to the needs of students of minority races; however, all scholarships are to be granted on a non-discriminatory basis, insofar as race, creed, or national origin are connected.

Gaines Memorial Music Scholarship - This scholarship was established in memory of Steve and Cassie Gaines. The Miami natives were members of Lynyrd Skynyrd's Band and were killed in a plane crash. The recipient of this scholarship must demonstrate a financial need and maintain a minimum 2.5 GPA. This scholarship is based on musical talent.

Janice Gatewood Scholarship — Established in memory of Janice Hutchison Gatewood, a teacher in the Miami Public Schools. Recipient must be an Education major and have a minimum ACT score of 21. This award is renewable if a GPA of 3.0 or above is maintained. The recipient of this scholarship is selected by a special committee.

Robert S. Gee Memorial Scholarship — Sponsored by Elizabeth Crews. To qualify, the applicant must have a minimum ACT score of 18, enrolled in 15 or more credit hours each semester, maintain at least a 3.0 GPA, and maintain a good disciplinary record. This scholarship will be renewable each semester (with a maximum of 60 credit hours or four semesters) upon evidence that the recipient is maintaining a respectable GPA and is continuing to exhibit those characteristics which were instrumental in his or her having received the original award. Applicant should submit two letters of recommendation from high school business instructor, counselor, principal, superintendent, or employer. The recipient of this scholarship will be determined by a special committee.

Susan Graham Memorial Scholarship — This scholarship was established in memory of Susan Graham to assist a student in the NEO Nursing program. The recipient of this scholarship award will be chosen by the NEO A&M Nursing faculty. They must maintain a 2.5 or higher GPA.

Hale Family Scholarship – Dr. Jeff Hale became President of NEO A&M College in 2008, making a lasting impact on the campus, community, and most importantly, the lives of NEO students, faculty, and staff. The Hale Family has consistently given of themselves to pay the way for Norsemen of the Future. The Hale Family Endowed Scholarship is based on financial need. The recipient must be a NEO sophomore from Ottawa, Craig, or Delaware County. The award requires a minimum 2.5 GPA.

Independent Order of Oddfellows of Miami Nursing Scholarship – This scholarship was established to provide support to the NEO Nursing Program in honor of the resolution of the Independent Order of Oddfellows of Miami. Recipient must be a nursing major and a resident of Oklahoma. The scholarship requires a minimum 2.5 GPA and will be selected by the NEO Nursing Faculty.

Marge Jurgensmeyer Memorial Scholarship — This scholarship has been established by the management team of J&M Farms as a memorial tribute to Marge Jurgensmeyer. This scholarship is opened to J&M Farms (or a direct affiliated company) employee or dependent. Must maintain a 2.5 GPA and be enrolled as a full-time student.

Virgil and Marge Jurgensmeyer Agriculture Education Scholarship — This scholarship was established to assist students pursuing degrees in Agriculture at NEO A&M College. Recipient must be an incoming freshman enrolled in a minimum of 12 hours, maintain a 2.5 GPA, have financial need and must be an agriculture major. First preference will be given to students who study food safety or plan to pursue a career in food safety.

Kreeger Family Scholarship — This scholarship was endowed by Renick and Jackie Kreeger and family. The recipient must be a graduating senior from an Oklahoma high school in Craig, Delaware, or Ottawa County, or from a Kansas high school in Cherokee County. Recipient must be a business major and maintain a minimum 2.7 GPA.

Manhattan Construction Scholarship — This scholarship was established by Manhattan Construction Company. To be eligible for this award, a student must be a graduating senior from an Oklahoma, Kansas, or Missouri high school, must be recommended by members of the high school faculty, have a need for financial aid, be a full-time student at NEO with a minimum GPA of 2.5, and have construction management as his or her declared major. This a year-to-year scholarship and recipients must submit a request each academic year.

Treva McColey Scholarship — This estate gift was established by Treva McColey to benefit students from Craig County, Oklahoma. Up to six scholarships will be awarded: two to graduating high school seniors from Vinita; and one each to graduating high school seniors from Bluejacket, Ketchum, Welch, and White Oak. Students must apply through the counselor's office of each respective school and recipients are selected by a committee at the school.

McFerron Family Nursing Scholarship — This scholarship was endowed in honor of the years of service given by Julie McFerron to the Nursing Department at NEO. This award will be given to a nursing student with a minimum 2.5 GPA with financial need.

Mason McWatters Memorial Scholarship — This fund was established in memory of and to honor Mason McWatters, former member of the Quapaw Tribe of Oklahoma Business Committee. One scholarship to be awarded to a graduating high school senior attending an accredited Ottawa County, Oklahoma, high school. The student must be in good standing, graduate with at least a 2.5 grade point average on a typical 4.0 scale, and honor intentions to attend NEO A&M, majoring in environmental science or related course of study. Additionally, one scholarship will be awarded annually to a current full-time NEO A&M freshman in good standing with at least a 2.5 GPA who is majoring in environmental science or related course of study. The student must honor the intention to attend NEO A&M College his or her sophomore year. Qualified students who are enrolled tribal members of the Quapaw Tribe of Oklahoma will be given first consideration. Qualified students who are enrolled tribal members of a federally recognized Native American tribe, other than the Quapaw Tribe of Oklahoma, will be given second consideration. Non-Native American qualified students will be granted subsequent consideration. Departmental employees of the Quapaw Tribe of Oklahoma Environmental Office will select the high school scholarship recipient from qualified applicants. Faculty of the NEO School of Agriculture and Natural Sciences will select the freshman recipient.

Amy Mesplay Memorial Scholarship – This scholarship was established in memory of Amy Mesplay to help students from Columbus High School pursue a college education at NEO A&M. Recipient must be a graduating high school senior from Columbus, Kansas, and have a minimum 3.0 GPA. Recipients are selected by a committee at Columbus, Kansas.

Miami & Green Country Concrete Scholarship Fund — On July 1, 1993, Evans & Associates Enterprises purchased Miami Concrete and Green Country Concrete from Jeff & Betty Parrott. Jeff remained at the company for several years, becoming a trusted and valued friend to the company's President, Jerry Evans. Mr. Evans passed away in 2002. In honor of his many loyal employees, the parent company established this scholarship in 2003. It is now the company's desire to revise the scholarship in 2015 so that more funds can be distributed to deserving NEO students. Remaining a strong part of the Miami and Grove communities, the revision of this scholarship fund will provide more assistance to students as they pursue their education goals at NEO A&M College. To be eligible, the recipient may be an incoming freshman or a continuing student at NEO. There are no restrictions as to major of study. Preference will be given to the applicant who demonstrates leadership characteristics. The recipient must reside in Oklahoma and be a full-time student with a cumulative GPA of 2.5 or higher.

Milligan Family Distinguished Scholar Award - This scholarship was established by Former NEO Foundation Board Chair Anna Milligan. Anna, a first generation college student and her husband, Marshall, placed a high value on education in their home and in their careers. To be eligible for this scholarship, the recipient must have a 3.5 GPA with demonstrated leadership and community service involvement.

Dr. Carol Ann Morris Memorial Nursing Scholarship - This scholarship was established in memory of Dr. Carol Ann Morris. Dr. Morris was a nurse educator for many years at NEO A&M College and led the nursing program as the Director for multiple years. Dr. Morris influenced the

lives of countless students in the area by helping them realize their dream of becoming a nurse. The recipient must be a student in the nursing program. To be eligible for the scholarship, the student must have a minimum 3.0 GPA.

NEO Business Office/Personnel Excellence Scholarship — This scholarship is available to a student with a minimum 2.5 GPA and will be selected by the NEO Business Office.

NEO Equine Scholarship – This scholarship is awarded to an equine major with a minimum 3.2 GPA. Recipient must have demonstrated involvement in the equine industry. For scholarship renewal, student must maintain a 3.2 GPA and be actively involved in NEO equine courses, teams, and/or clubs.

NEO Faculty and Staff Centennial Scholarship – This scholarship was created to provide support for a NEO student who has completed their freshman year and is enrolling as a sophomore. Student must have and maintain a minimum 2.5 GPA and be enrolled in at least 12 hours.

NEO Honors Program Elite Scholarship - This scholarship was established to help an incoming freshman who lives more than 50 miles from campus. Student must be a full member of the NEO Honors Program, have a composite ACT score of 24 or higher, a 3.5 or higher GPA and rank in the top 10% of high school graduating class.

NEO Retirees Centennial Scholarship – This scholarship was created to provide support for a NEO student who has completed their freshman year and is enrolling as a sophomore. Student must have and maintain a minimum 2.5 GPA and be enrolled in at least 12 hours.

NEO Women and Friends Scholarship — This scholarship was established by the NEO Women's Association to provide financial support for students with a financial need. The student must have a GPA of 3.0 or higher. This award may be applied to tuition, fee, room/board, and/or books.

Nursing Faculty Scholarship — This scholarship is provided by the NEO Nursing Faculty and is awarded to a second-year nursing student. The student will be selected by the nursing faculty. This scholarship award will be made on the basis of academic merit, clinical performance and financial need.

William E (Willie) and Jane Osborn Leadership Scholarship — This scholarship was established to honor the life of Willie and Jane Osborn and commemorate their lifetime of support of education and NEO A&M College. Recipient must be a graduating senior from a high school in Ottawa County or family descendants with a minimum 2.75 GPA. Preference will be given to students with a demonstrated financial need who have exhibited strong leadership qualities at their high school and within their community.

Earnie and Mary Patterson NEO Baseball/Softball Scholarship – This scholarship was established by Mr. Earnie Patterson, in memory of his wife, Mary Patterson. The scholarship will be awarded to one member of the NEO baseball and NEO softball team. Recipients must have and maintain a minimum 2.5 GPA.

Tom and Judy Poole Scholarship — This scholarship was created to honor Tom Poole, a long time Vice President of Fiscal Affairs at NEO. The recipients of this scholarship will be selected by Tom and Judy Poole and must be a full-time student at NEO with a GPA of 3.0 or higher.

Lance Porterfield Memorial Scholarship — This scholarship was established in memory of NEO student and Rodeo Team Member Lance Porterfield. First preference will be given to a Rodeo student with financial need and second preference given to other Ag Students. Student must maintain a minimum 2.5 GPA. This is a two-year scholarship and is selected by the Porterfield family.

Benjamin Quapaw Scholarship — This is a trust created by Jean Ann Blue in memory of and honor Quapaw tribal member, Benjamin Quapaw. One scholarship will be awarded each year to an entering freshman or continuing sophomore student enrolled full time at NEO A&M College. First preference will be given to descendants of Benjamin Quapaw; second preference to students who are enrolled tribal members of the Quapaw Tribe of Oklahoma; and final consideration will be given to a qualified student who is a member of any federally recognized Native American Tribe. The scholarship is selected by a special committee.

Catherine Randall Nursing Scholarship — This scholarship is awarded to a first year, full-time, nursing student. The student must maintain a GPA of 3.0 or above in required nursing courses. The selected student will be considered upon recommendation of the NEO A&M College Nursing Faculty. This scholarship has been established by Bob Randall in honor of his mother, Catherine E. Randall.

Red Robertson Memorial Scholarship — This scholarship is in memory of Red Robertson, former head football coach of the Golden Norsemen. This award will be given to a student-athlete who is enrolled in a minimum of 12 hours, demonstrates leadership traits, and maintains a 2.5 GPA.

River Bottom Sportsmen for Disabled Veterans / Mid-America Chapter for Paralyzed Veterans of America Veterans' Scholarship — This scholarship was established to support the River Bottom annual hunt for disabled veterans which is held in Miami. This scholarship can be applied to tuition, fees, books, and room and board. First preference is given to active and retired military personnel; second preference is given to dependents (spouse/children) of active and retired military personnel; and final preference is given to extended family members of active and retired military personnel. The recipient must maintain a minimum 2.0 GPA and be enrolled in at least 6 hours. Special consideration will be given to students enrolled in an online course that is less than 6 hours.

Sandy Sherard Memorial Scholarship — This scholarship was endowed in memory of Sandy Sherard, a former NEO student. The scholarship is awarded to a student pursuing a degree in the Natural Sciences field. The student must maintain a 2.5 GPA.

Simpson Co-ed Athletic Scholarship – This scholarship was established in memory of Eddie and Ada Mae Simpson. Award criteria is as follows: must be incoming freshman, 2.5 GPA or better, and local area student. The scholarship can be used for tuition or books as needed.

Spinning Arrow Boys & Girls Scholarship — To be eligible for this award a student must be a graduating senior at Kansas High School, Kansas, Oklahoma, must be recommended by members of the high school faculty, have a need for financial aid — meet government guidelines based on household size and income, and be on the Kansas Children's Project. Exception: If no one on the project is interested in attending NEO, another senior can be selected (after project is phased out, this will not be a prerequisite).

Dr. Robert Swanson Memorial Scholarship — This scholarship was established in memory of Dr. Robert Swanson the band director and faculty member at NEO for several years. This student must be a member of the NEO Band Program and will be selected by the Music Program Faculty.

JoAn Taylor Memorial Scholarship — This scholarship was established in memory of JoAn Taylor, a 1936 graduate of Miami High School and a 1938 graduate of NEO. To be eligible, the student must be a female from Oklahoma with a minimum 3.0 GPA and preferably majoring in business. The award can be used for tuition, books, room and board, or other college-related expenses.

Homa and Lois Thomas Scholarship – This scholarship will be awarded to a student-athlete who is enrolled full-time and maintains a 2.5 GPA. Preference will be given to a member of the Golden Norse baseball team.

Kent and Kayleen Thomas Scholarship – Qualifying candidate must be a full-time student who plans to pursue a bachelor degree in engineering, science, or teaching. Recipients should have a minimum 3.0 GPA in high school and a minimum 3.0 GPA at NEO to maintain this award for two years of study at NEO.

B.J. Tunnell Memorial Scholarship — This scholarship is in memory of Brian J. Tunnell, a Miami Police Officer killed in the line of duty. To qualify for consideration an applicant must meet the following criteria: Be the son or daughter of a current law enforcement officer, Criminal Justice major with intent to become a law enforcement officer, a resident of Ottawa, Delaware, or Craig County, have a financial need, and maintain at least a 2.00 GPA.

Umicore Optical Materials Process Technology Scholarship – This scholarship was established to provide financial support to students in the Process Technology program at NEO. To qualify, the applicant must be a Process Technology major; must be a recent graduate of Quapaw High School; and will be selected by the counselors at QHS. To qualify for the scholarship for the second year, the student must maintain a 3.0 GPA and be enrolled in a minimum of 12 hours, including at least one PTEC course required for the PTEC degree.

Samuel Harris Wells, Jr., Soccer Scholarship — This scholarship was established to honor the life of Sam Wells, former Geology and Physical Science Teacher at NEO A&M College. Student must be a member of the Men's or Women's Soccer Team and have financial need. The scholarship recipient will be selected by the NEO Soccer coaches.

The Jake L. Whitecrow Scholarship — This fund was established to perpetuate the memory of Jake L. Whitecrow, Jr., a relentless advocate for American Indians and known nationally for his efforts on behalf of Native Americans. Award criteria are as follows: Preference to a Native American student, must be a Health Science major, and maintain a 2.50 GPA.

Charles Banks Wilson Art Scholarship — Established by the Miami High School Class of 1936 in honor of classmate, Charles Banks Wilson, a renowned artist from Miami. Recipients must be Art majors. Scholarship is renewable if GPA of 2.5 or above is maintained. The Recipients are selected by a special committee. Scholarship amount is variable.

Roy Wilson Scholarship for Agriculture — Established to encourage students involved in the agriculture field. Preferred recipient will be a graduate of Wyandotte Schools, enrolled full time in agriculture field and will be selected by a committee comprised of NEO Agriculture faculty and the Wyandotte FFA advisor.

Ed Woodington Memorial Scholarship — This scholarship was established in memory of Ed Woodington, a member of the Ottawa Indian Tribe, and chairman of the Clear Creek Pow Wow for 39 years. The recipient must be a second year student at NEO and be enrolled in 12 hours; recipient must be an enrolled member of a Native American Tribe.

Bobbie Woods Nursing Scholarship — Established to honor Bobbie Woods as an outstanding member of the NEO nursing faculty. The student must be enrolled in the Nursing Program at NEO and will be selected by the nursing faculty.

Sam Wynn Memorial Scholarship in Construction Science – This scholarship was established to honor the life of Sam Wynn and offer financial assistance to students in pursuit of a college education at NEO A&M. First preference to family members of Sam Wynn; second preference to construction science majors with a 2.5 GPA; and third preference to any deserving student with a minimum of a 3.0 GPA that has a demonstrated financial need.

Michael J. Youngwirth Scholarship – Qualifying candidate must have a minimum of 3.0 GPA, demonstrated leadership skills in high school and been involved with extra-curricular activities. First preference will be given to a student-athlete.

STUDENT SERVICE

General Information

COUNSELING SERVICES

Counseling services are available to all NEO students. The coordinator of counseling services is a licensed professional counselor and a licensed alcohol and drug counselor in the state of Oklahoma and her office is located in Shipley Hall room 304. Confidential counseling sessions may encompass academic, vocational, social or personal issues. The coordinator of counseling services also educates students about various mental health related topics, handles conflict resolution issues, intervenes in crises and leads support groups. Referrals are made for needed services that are not offered on campus.

LIBRARY AND LEARNING RESOURCE CENTER

The NEO Library and Learning Resource Center is located in the Dayle Creech Library Administration building. The library component provides a full range of information media and services to support the college's academic programs and related activities. Books, periodicals, microforms, videotapes, Internet access and other media formats are available for class assignments, cultural enrichment, or personal use. In addition to traditional services, access to many full text databases is provided. Two open access computer labs and a tutoring center complement the other study areas.

TUTORING CENTER

The NEO Tutoring Center is located on the second floor of the Dayle Creech Library and Learning Resource Center. The Tutoring Center is staffed by two full-time tutors and student tutors. Students may receive assistance with math, writing, and as well as other select subject areas.

TECHNICAL SUPPORT SERVICES

Technology Services provides technical support to NEO students. The staff assists students with their Goldkey accounts, college e-mail accounts, their emergency response contact information, technical issues with the learning management system (CANVAS), and software available for student use. Students can request assistance by (1) visiting the Learning Resource Center/Library HelpDesk, Dayle Creech Library Administration Building, first floor desk; (2) submitting a help ticket through the online HelpDesk, accessible on the home page of the NEO website www.helpdesk.neo.edu/ or; (3) calling the HelpDesk at 918-540-6253.

STUDENT SUPPORT SERVICES

Student Support Services is a federally-funded program designed to assist students in earning an Associate's degree at NEO and transferring to a university to continue their education. The staff is committed to helping undergraduates be successful by providing opportunities that will enhance academic and personal development. Services that are provided free of charge may include one-on-one or group tutoring, career and transfer counseling, as well as transfer visits to area universities. To qualify, a student must meet one of the following criteria: be a first generation college student (neither parent has a baccalaureate degree), meet Federal Income criteria, or be a student with a documented disability. If you have questions, contact Student Support Services for more information at (918) 540-6009. An application can be obtained by visiting Student Support Services, in Ables Hall, Rooms 205-212, or online at <http://www.neo.edu/sss>.

HEALTH SERVICES

Students are expected to secure medical services through their own private physicians. In cases of serious accident or illness, students will be referred to the nearest hospital for emergency care. It is understood that the student or his or her parents will assume full responsibility for the costs of such emergency care, including ambulance charges.

CLINIC

A clinic has been established in Harrill Hall for the purpose of providing first-aid services. Clinic hours are from 9:00 a.m. until 12:00 p.m. and 1:00 p.m. to 3:00 p.m., Monday through Friday. Students requiring such services should report to the clinic. If unable to report to the clinic, notify the Vice President for Student Affairs. Emergency care, if needed, will be secured.

SERVICES FOR STUDENTS WITH DISABILITIES

General Information — Students with any type of disability that requires special accommodations for access to programs or services may request assistance from the Americans with Disabilities Act (ADA) and Section 504 Coordinator. Please contact the ADA Coordinator located in Shipley Hall Room 309. If the Coordinator is unavailable, contact the Office of Student Affairs, located in the Bruce Carter Student Union, for additional information.

Accessibility — Classroom buildings are accessible by using ramps, or elevators. Library staff can provide access to the elevators in the Library Administration Building. ADA accessible housing is available in the Student Housing Complex. Limited access is still available in traditional housing complexes for students with disabilities.

Parking Permits — Special parking permits may be obtained through the Campus Police Department or by request to the ADA Coordinator and Section 504 Coordinator.

POSTAL SERVICE

A full-service Post Office is located in the basement of the Dayle Creech Library-Administration Building. After paying a postal box key deposit, students may obtain their box number and key. Mail to all College postal box patrons should be addressed using the student's name, 200 I Street NE, box number, Miami, OK 74354-6434.

The Post Office is open Monday – Friday from 8 am to 4:30 p.m. during the fall and spring semesters. The Post Office Lobby remains open for mail pick up 24 hours a day. The lobby is closed during summer session and holiday breaks. During the summer, it is open Monday — Thursday from 7:00 a.m. to 4:30 p.m. A fee of \$4.00 per semester is charged for a postal box and a \$15.00 key deposit is required for the key. The deposit is refunded upon return of the key. Only one person is allowed to rent and use each postal box and students must have their key to pick up mail. Post Office personnel will not retrieve mail out of the box.

PARKING

Specific parking regulations will be given to students when they register their vehicles with the Campus Police Office. Students are expected to familiarize themselves with these regulations and to obey them. Registration of a vehicle is free. However, in order to park a vehicle on campus, students must purchase a parking permit through the NEO Business Office, located in the Library Administration Building.

BOOKSTORE

The bookstore, located in the Bruce G. Carter Student Union, is open fall and spring semesters Monday - Friday from 7:45 am to 4 pm; summer session - Monday - Thursday 7:45 am to 4:00 pm. Besides new and used textbooks, supplies and drawing equipment, the Bookstore sells clothing, backpacks and novelties. Textbooks may be resold at the end of each semester during finals week. NEO contracts with a used book buyer to conduct its buy-back. The purchase price of a used textbook depends on whether the book is used again at the College. Up to fifty percent of the list price is paid for books that will be used the next semester. Books no longer used by the College may be purchased by the wholesaler based on the supply and demand of the books and their general condition.

CAMPUS COMPACT

Northeastern Oklahoma A&M College is a member institution of Oklahoma Campus Compact, an organization of Oklahoma college and university presidents who have committed to articulating the importance of civic responsibility as an outcome of higher education. OKCC provides leadership, networking and technical assistance to campuses and communities in three areas:

- Service Learning
- Civic Engagement
- Community Service

Contact the Vice President for Student Affairs and Enrollment Management, Student organization sponsors, and/or faculty for information about opportunities to volunteer or participate in service learning activities.

WELLNESS (FITNESS) FACILITIES

The NEO Wellness Fitness Center is located inside the Student Activity Center and is equipped with over 20 cardio machines including treadmills, elliptical machines, steppers and bikes. The fitness center also includes two Power-Lift free weight stations, 12 strength-circuit machines and a full set of dumbbells. The fitness center also includes a functional training unit that is handicap accessible and includes ten attachments and 18 different exercise options. Other amenities include an indoor walking track, televisions, virtual active workouts and free locker check-out. The fitness center is free for all NEO Faculty, Staff and Students with valid NEO ID. Community memberships are available at a great rate. (Persons using the fitness equipment must be at least 16 years of age).

STUDENT ORGANIZATIONS AND ACTIVITIES

HONOR SOCIETY- PHI THETA KAPPA

Phi Theta Kappa is an International Honor Society for two-year colleges which strives to promote leadership, scholarship, fellowship, and service. Students have an opportunity to enter regional and international competition in areas of visual arts, literary achievements, music compositions, and science projects. To be eligible for membership, students must have completed at least 12 college credit hours at NEO College and must have a cumulative grade point average of 3.5. Students who have an interest in Phi Theta Kappa and have demonstrated academic excellence either in high school or college, but who have not completed the requirements for full membership may apply for provisional membership. Selection for membership is made at the opening of each semester. For more information about Phi Theta Kappa, contact the office of the Vice President for Academic Affairs, Library Administration Building, Room 112 or call 918-540-6203.

STUDENT BODY GOVERNMENT

The Student Body Government is a representative organization whose members are elected from the College organizations and student body at large. To be eligible, a student must be enrolled and must be free of probation. The president of the Student Body Government is elected from sophomores who have earned 15 hours of college credit at this institution. This office carries distinction and honor. The Student Body Government offers opportunity for the development of cooperative effort, initiative and leadership. Meetings are held regularly to originate and carry out activities related to the interest and welfare of the student body.

STUDENT CLUBS AND ORGANIZATIONS

Northeastern Oklahoma A&M College offers a variety of activities and organizations for students to become involved. Each semester students can participate in on-campus events and activities; off-campus excursions to athletic, cultural, and entertainment venues; and intramural athletics. Information concerning events, activities, trips, and intramurals can be directed to the Coordinator for Student Activities located in the Wellness Center in the Student Activity Center. Suggestions for activities, events, and trips are welcomed. Please submit suggestions to the Coordinator of Student Activities.

A variety of clubs and organizations are available at Northeastern Oklahoma A&M College. Additional organizations may be added at the request of the student body and with approval of the student body government. Students who represent the college in organizations, clubs, competitive and non-competitive activities, athletics, or as officers of organizations and student body government must be passing twelve hours. These activities include, but are not limited to, student body government, athletics, agriculture teams, cheerleading, Norse Stars, drama, band, chorus, Jazz Band, Chamber Singers, any athletic team or any other activity. Returning NEO students and transfer students must also have completed a minimum of 12 hours the preceding semester with an earned grade point average of 1.75 or higher. A faculty or staff advisor who is recommended by the club members shall be required for all organizations. The advisor will be responsible for checking student eligibility and for assisting in the club's activities. The advisor does not have veto power for the club/organization. For a list of organizations and details of any club or organization, please contact the Office of Student Affairs.

ATHLETICS

The purpose of intercollegiate athletics at Northeastern Oklahoma A&M College is to develop more fully the athletic ability of the student, and to teach team play, sportsmanship, and cooperation to the fullest extent. A wholesome attitude is developed in athletics because scholastic requirements must be met before an athlete can represent the school. Norseman athletes cultivate the habit of study as well as the practice of athletics and practically all who have graduated in recent years have gone on to schools of higher learning to complete their education, as well as to carry on their athletic competition.

"The College is a member of the National Junior College Athletic Association competing in baseball, basketball, football, soccer, softball, volleyball, and wrestling. Basketball and Softball are members of the Oklahoma Collegiate Athletic Association. Football is a member of the Southwest Junior College Football Conference comprised of Oklahoma and Texas."

CHEERLEADERS

Leaders of spirit, pride and enthusiasm at NEO, this energetic group brings fans to their feet as the Golden Norsemen battle for number one rankings in the NJCAA Conference. They cheer for football and basketball home games, and travel to selected away games. Tryouts are held in the spring.

NORSE STARS

The Norse Stars have earned national recognition as an outstanding precision dance-drill team. Their performances are featured events at NEO football and basketball games. Rehearsal times are coordinated with the college schedule. They are recognized as campus leaders, contributing leadership for campus spirit. Tryouts are held in the spring.

NORSE BAND

The Norse Band is composed of men and women regularly enrolled in the College. During the first semester, the Norse Band performs for pep rallies, parades, and half-time activities at the football games. The second semester is devoted to concert playing and performing at local school assemblies. One credit hour per semester is offered.

The Norse Band offers concerts and performances at functions and ceremonies throughout the school year. It plays a major role in the enhancement of the spirit and character of this institution.

INTRAMURALS

Intramural athletics include: flag football, golf, co-ed softball, volleyball, bowling, basketball, pool, and video games. Schedules and procedures for participation are arranged through the Coordinator of Student Activities, who is located in the Wellness Center in the Student Activity Center.

CONCERT CHOIR

Concert Choir is a requirement for all Vocal Music majors but is open to all students. The choir participates in approximately four concerts during the year, performing works from a diverse range of styles, time periods and composers. The Concert Choir works to create an environment where student singers can learn, perform, and contribute to the College and Miami musical community. The Concert Choir is available to perform on request. Students receive credit for this course. Concert Choir also is a member of the clubs and organizations that make up the Student Body Government.

CO-CURRICULAR ACTIVITIES

Co-curricular activities refer to programs, leadership opportunities, and educational experiences that enhance academic learning at NEO. These activities are an extension of the formal learning experiences in a course or an academic program and align with the mission of the institution. Co-curricular activities may include those activities that take place within or outside of the institution, and may be operated by an outside organization if applicable. Co-curricular activities may be led by faculty, staff, and/or by a student organization. These activities offer academic enrichment, foster leadership, and experiential learning provided by NEO through presenting opportunities to engage in and develop skill through active participation.

ACADEMIC STANDARDS AND REGULATIONS

Northeastern Oklahoma A&M College wants every student to achieve success. To help retain motivated students and identify those who may need additional support, the College has adopted academic standards based on criteria established by the Oklahoma State Regents for Higher Education.

COUNSEL AND GUIDANCE — Academic and Social

Each student will have an advisor, a member of the faculty in his or her major field or an advisor in the Center for Academic Success and Advisement (CASA), who will confer/ assist with all matters as desired by the student or made necessary by conditions. Counseling services by a licensed counselor are available for students with non-academic concerns. Contact the CASA for information and location of counseling services. Advisors are available to assist students with career planning, enrollment, and transfer guidance.

Additional advisement services are available through the Student Support Services program and the American Indian Center for Excellence.

The Office of Student Affairs seeks to have personal contact with students and to help in any difficulties pertaining to the student's educational and social activities. The office is responsible for the general supervision of student activities. The office endeavors to give personal attention to all new students and to act as interpreters of college regulations for all students.

ORIENTATION CLASS – Freshman Year Experience

NEO provides orientation classes for first-time entering students. These Freshman Year Experience course provides a variety of topics to help students be successful in college. The course should be taken by first-time college students and other students needing assistance in making the transition to NEO.

CLASS ATTENDANCE POLICY

Students are expected to attend class regularly and participate fully in the activities of each class. Regular class attendance is important to success in college and is the responsibility of the student. The instructor is responsible for setting and communicating to the students the attendance requirements for each class.

A record of the student's attendance may be kept. All absences are considered unexcused until made up according to the instructor's make-up policy. Students who are required to participate in official college activities necessitating absences from class must meet with their instructors prior to the events and arrange to make up all work missed during the absence.

Students who do not attend any classes in which they are enrolled during the add/drop period will be administratively withdrawn from all classes at the end of the add/drop period. The withdrawal and refund policies relevant to withdrawal during the add/drop period apply. Students who attend one or more classes during the add/drop period will not be administratively withdrawn.

TRANSCRIPTS

Transcripts of a student's record made in Northeastern Oklahoma A&M College will be provided by the Registrar. A transcript will not be released if a student has a financial obligation to the College. For transcript request information, call (918) 540-6399 or visit the College's website at www.neo.edu/. The request form is available by clicking the link at the upper right corner of the webpage.

EXPLANATION OF COURSE NUMBERING SYSTEM

All courses are numbered in terms of four digits. The first digit indicates the class year in which the subject ordinarily is taken; the last digit indicates the credit hours and all four serve to denote the course. For example, a course numbered 1123 should be interpreted as a freshman course carrying three hours of credit. Some course numbers end in 0, e.g. 2120. This means that the credit carried varies. A course number which begins with 0 indicates that the course carries no credit. When the last digit of a course number indicates the semester credit hours carried by the course, a student cannot take the course for more nor less than the designated credit hours.

EXPLANATION OF CREDITS AND GRADES

All college credit earned in this institution is estimated in terms of semester hours. A semester hour of credit is given for the equivalent of one hour of class work per week for 16 weeks. The grades of students are recorded on the following scale:

A - Superior	DEV – A – Passing
B - Good	DEV – B – Passing
C - Average	DEV – C – Passing
D - Inferior	DEV – D – Failure
F – Failure	DEV – F – Failure
W – Withdrawal before Evaluation	DEV – I – Incomplete
AW – Administrative Withdrawal	S - Satisfactory
AU - Audit	U – Unsatisfactory
I - Incomplete	P - Pass
N – No grade	NP – Not Pass

INCOMPLETE GRADE POLICY

If a student has finished a substantial amount of the classwork and is not able to complete the class due to severe circumstances, the faculty member does have the option of awarding the student a grade of "I". At the time an incomplete grade is awarded, the faculty member must submit an Incomplete Grade form to his/her department head. The student has one calendar year to satisfy the requirements of the course. If the "I" grade has not been changed by the instructor to a credit-bearing grade within one year, the grade of "I" will remain on the transcript permanently. The faculty member should monitor the progress of students with incomplete grades.

GRADE POINTS

The quality of a student's work is measured by the grade points earned. Graduation, transfer of credits, membership in Phi Theta Kappa, and making the Dean's Honor Roll and the President's Honor Roll depend to a great extent on grade points earned.

Each semester hour of work earns these grade points:

- One hour of A equals 4 grade points
- One hour of B equals 3 grade points
- One hour of C equals 2 grade points
- One hour of D equals 1 grade point
- One hour of F equals 0 grade point

Letter grades of W, AW, AU, I, DEV-A, DEV-B, DEV-C, DEV-D, DEV-F, DEV-I, N, P, NP, S, or U are considered neutral grades and will not be calculated in the grade point average.

REPEATED COURSE AND ACADEMIC REPRIEVE POLICY

The Oklahoma State Regents for Higher Education have set forth guidelines for academic forgiveness policies at state colleges and universities. The purpose of these policies is to provide current students a second opportunity for academic achievement. There are three provisions that will affect a student's retention and graduation grade point averages: repeated courses, academic reprieve, and academic renewal.

REPEATED COURSE POLICY

NEO A&M College's repeat course policy is implemented based on the following guidelines.

- (1) A student may repeat up to four courses (18 hours maximum) where the original grade was a "D" or an "F" and only the second grade will average into the retention and graduation grade point averages even if it is a lower grade.
- (2) If a course is repeated for a third time, all attempts beyond the original grade will calculate into the grade point average.
- (3) Once the maximum of four courses has been repeated, all further courses will average into the retention and graduation grade point averages.
- (4) If a course where the original grade was a "C" or higher is repeated, both grades will be averaged into the grade point average.
- (5) This policy is retroactive and is initiated from the first repeated course.

ACADEMIC REPRIEVE POLICY

The Academic Reprieve provision has been implemented for the student who has had poor academic performance due to extenuating circumstances. NEO A&M College's Academic Reprieve policy is implemented based on the following guidelines:

- (1) At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request.
- (2) Prior to requesting the Academic Reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses. The student must be currently enrolled.
- (3) The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester.
- (4) The student must petition for consideration of an Academic Reprieve. A letter of request must be submitted to the Office of Admission, Registrar for review by a committee. For more information, please contact the Admissions Office.
- (5) All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.

ACADEMIC RENEWAL POLICY

The Academic Renewal provision has been implemented for the student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Under Academic Renewal, course work taken prior to a date specified by the institution is not counted in the student's graduation/retention GPA. NEO A&M College's Academic Renewal policy is implemented based on the following guidelines:

- (1) At least five years must have elapsed between the last semester being renewed and the renewal request.
- (2) Prior to requesting Academic Renewal, the student must have earned a GPA of 2.0 higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses.
- (3) The request will be for all courses completed before the date specified in the request for renewal.
- (4) The student must petition for consideration of Academic Renewal. A letter of request must be submitted to the Office of Admission, Vice President for Enrollment Management for review by a committee. For more information, please contact the Admissions Office.
- (5) All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirement.

GRADE APPEALS POLICY

A student may appeal a grade given by an instructor in cases in which he or she believes the grade awarded is inconsistent with announced grading policy. The grade appeal policy and procedure is available in the current Student Handbook. The student handbook is available on the NEO website. For a paper copy of the grade appeal policy, contact the Office for the Vice President for Academic Affairs, Library Administration Building, Room 112 or call 918-540-6203.

CHANGING SCHEDULES

ADD/DROP PERIOD — Subject to the constraints specified below, course schedule changes shall be permitted as follows:

Fall or Spring Semesters — First two (2) weeks of classes

8-Week classes — First four (4) days of classes

4-Week classes — First two (2) days of classes

Summer Session —

8-Week classes — First four (4) days of classes

4-Week classes — First two (2) days of classes

ADDING A COURSE

Addition of courses after initial enrollment must be documented on an Add/Drop form and approved by the student's academic advisor. After the first week of the semester, the student must also receive approval from the course instructor. Upon obtaining the advisor's and instructor's (if applicable) signature, the student must obtain a signature from the Financial Aid Office and then return the Add/Drop form to the Admission's Office for official enrollment in the course.

DROPPING A COURSE

Withdrawal from a course must be documented on an Add/Drop form and approved by the student's academic advisor. Withdrawal after the Add/Drop Period ends (see above) also requires the signature of the class instructor. Refunds of tuition and fees will be made as specified in the "Refund Policy." Students who withdraw from a course during the first twelve (12) weeks of a Fall or Spring semester or that same proportion of a Summer session will receive a "W" with no evaluation for the course/s from which he or she withdraws. After that twelve-week period, the instructor will evaluate the student's performance in the course. A student may receive a "W" for a passing grade or no evaluation or "F" for a failing grade. Students may not withdraw after finals week has begun.

WITHDRAWAL FROM COLLEGE

Students finding it necessary to withdraw from college at any time other than the end of the semester should officially withdraw by securing an official withdrawal form from the Admissions Office. To process the withdrawal, the student must obtain signatures from his/her academic advisor, and each department as designated on the form. If the student is unable to withdraw in person, the student should contact the Admissions Office for assistance in withdrawing from a distance. Call 918-540-6210 or email neoadmissions@neo.edu. Failure to officially withdraw from a course will result in the student's receiving a grade of "F" in the course/s in which he or she did not complete. See page 27 for the Refund Policy.

LEAVE OF ABSENCE FOR ACTIVE MILITARY DUTY

Pursuant to Title 70, O.S., Section 3248, Northeastern Oklahoma A&M College shall grant a leave of absence, which shall not exceed a cumulative five (5) years, to a student who is a member of the active uniformed military services of the United States and called to active duty. The student shall be eligible to:

- (1) Withdraw from any or all courses for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid; or
- (2) Receive an "I" for any or all courses for the period of active duty status irrespective of the student's grade at the time of the "I" is awarded; provided, however, that the student has completed a minimum of fifty percent (50%) of all coursework prior to being called to active duty and the student completes all courses upon return from active duty. The student's admission status and GPA shall not be penalized and the student shall not experience loss of financial aid.

CUMULATIVE GPA REQUIREMENTS

A student must maintain a 2.0 cumulative retention GPA for the duration of his/her college experience, with the exception of freshmen on academic probation.

ACADEMIC NOTICE

Freshman students, 30 or fewer hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice. Students on academic notice will be required, as a condition for continued enrollment, to participate in special academic support services.

ACADEMIC PROBATION

A student will automatically be placed on academic probation if the student's cumulative retention GPA is below 1.7 with 0 through 30 credit hours attempted or below 2.0 with greater than 30 credit hours attempted. Students on academic probation will be required, as a condition for enrollment, to participate in special academic support services.

ACADEMIC SUSPENSION

Any student who was on academic probation the previous semester and who fails to raise his/her cumulative GPA to the required retention level or to achieve a 2.0 GPA the next semester in regularly-graded coursework, excluding activity or performance courses, will be suspended from the College. Students may not be reinstated until one regular semester (Fall or Spring) has elapsed. Failure to participate in special academic support services could lead to immediate suspension.

ACADEMIC SUSPENSION APPEALS

Students suspended for academic reasons have the right to appeal the suspension to the Academic Appeals Committee. The suspended student must document any extraordinary personal circumstances that contributed to his/her academic deficiencies.

READMISSION OF SUSPENDED STUDENTS

Academically suspended students will not be allowed to reenter the institution until one regular semester (Fall or Spring) has elapsed or an academic suspension appeal is granted. Suspended students can be readmitted only one time. Students are readmitted on probationary status.

Should a reinstated student be suspended a second time from Northeastern Oklahoma A&M College, he or she cannot return to NEO A&M College until such time as he or she has demonstrated, by attending another institution, the ability to succeed academically by raising his/ her cumulative GPA to the retention standards.

REINSTATEMENT OF SUSPENDED STUDENTS FROM OTHER INSTITUTIONS

Students suspended from other institutions will be treated the same as students suspended from Northeastern Oklahoma A&M College. Students would have the right to appeal to the Academic Appeals Committee for immediate admissions or to be readmitted after one regular semester. Students are readmitted on probationary status.

TRANSFER OF CREDITS

Transfer Credit Evaluation

Northeastern Oklahoma A&M College uses the Oklahoma State Regents for Higher Education Course Equivalency Project (CEP) to evaluate incoming transfer credit from Oklahoma colleges and universities in disciplines participating in the CEP (see Oklahoma State-Wide CEP Policy, p. 56). The Registrar and/or the Assistant Registrar evaluate all other courses for transfer on a course-by-course basis, in consultation with discipline faculty. Courses completed at institutions located outside of the U.S. will be reviewed for transfer credit based on U.S. accreditation standards or postsecondary recognition in the country for which the institution is located.

Students must submit official transcripts to the Registrar's Office from all other post-secondary institutions previously attended for evaluation. In addition to official transcripts, students may be required to submit additional documents, such as a course syllabus, for evaluation.

All transferred courses are recorded on the student's academic record. No part of the previous collegiate record may be disregarded.

Oklahoma State-Wide Course Equivalency Project

Northeastern Oklahoma A&M College cooperates fully with the faculty-agreed standard of the Oklahoma State Regents for Higher Education Articulation Policy (an agreement between all state higher education institutions whereby several courses in 21 different disciplines are transferable to any other state higher education institution without further evaluation). This Articulation Policy allows transfer of fundamental courses among institutions in the Oklahoma State System of Higher Education. Check with your advisor for specific information regarding transferability to the four-year college or university of your choice.

Transfer Articulation Agreements

Northeastern Oklahoma A&M College enters into transfer articulation agreements with other institutions of higher education in order to provide more ease in transferring courses to the receiving institution. For a list of current articulation agreements, visit the NEO website: <http://www.neo.edu/academics/transfer-agreements/>. For additional information about articulation agreements at NEO College, contact the Office of the Vice President for Academic Affairs, telephone (918) 540-6203.

DEGREE AND CERTIFICATION COMPLETION

Degree and Certificate Requirements

The College awards three associate degrees and two certificate levels. Students may obtain the Associate in Arts Degree, the Associate in Science Degree, the Associate in Applied Science Degree, a certificate of less than one year, and/or a certificate of less than two years.

- (1) Students must achieve a minimum grade point average of 2.0 on all course work attempted, excluding any courses repeated or rerieved.
- (2) Students must earn a minimum of 15 credit hours from NEO College. These 15 residence hours exclude advanced standing credit and non-credit developmental courses. See the Programs of Study section of this catalog for individual program requirements.

Course Substitutions

Degree-seeking students should follow the curriculum pattern for the major academic area they select as it is outlined in the catalog. In special cases, a student may be permitted to substitute a course of related subject matter for a required course. To initiate this procedure, students must first have the approval of their advisor. The advisor will submit a request for a course substitution to the department chair for approval.

Substitution for any required course in a degree plan specified in the College Catalog requires approval by the student's advisor, department chair, and the Vice President for Academic Affairs.

Degree Check

At the time of enrollment for the final semester (prior semester for summer graduates), students seeking a degree should prepare for graduation. Students obtain an Application for Graduation and a Degree Check form from their advisors. The completed forms must be returned to the Registrar's Office. All declared candidates will be contacted by the Registrar with information about the graduation ceremony. Degrees will be awarded after final grades are submitted and the student's eligibility for a degree is verified.

Certificate Completion Check Process

At the time of enrollment for the final semester, students seeking a certificate should submit appropriate forms for eligibility verification. Students should obtain an Application for Degree/Certificate form and a Degree/Certificate Check form from their advisors. The completed forms must be returned to the Registrar's Office. Certificates will be awarded after final grades are submitted and the student's eligibility is verified.

Reverse Transfer – Degree Completion

Students are encouraged to complete their associate degree, even if they have transferred to another institution of higher education. Northeastern Oklahoma A&M College accepts credit through reverse transfer in order to facilitate the student's completion of a degree program at NEO College after the student has transferred to another college or university. Students who have previously attended NEO College and meet NEO College's resident credit requirements will be eligible for reverse transfer credit to facilitate degree completion. Through reverse transfer, students may transfer back qualifying courses to NEO in order to complete the degree requirements after the student is no longer attending NEO College. The transfer of courses from another institution is subject to NEO College's Transfer of Courses policy and NEO academic program requirements. For more information about reverse transfer and applying for a degree, contact the Registrar's Office at neoadmissions@neo.edu or call (918) 540-6188.

Reach Higher Degree Completion

The Reach Higher Program provides a flexible pathway for students interested in returning to college to complete an associate degree. The program is designed to meet the needs of working adults who have completed at least 18 credit hours, have a minimum grade point average of 2.0, and have completed any required remedial courses. Through a consortium approved by the Oklahoma State Regents for Higher Education, students may take their required courses from one or a combination of 14 Oklahoma public community colleges and technical branches. For more information about the Reach Higher Degree Completion program, call 918-540-6314 or visit the Reach Higher website: <http://www.okhighered.org/reachhigher/associate/>.

ADVANCED STANDING COURSE CREDIT (PRIOR LEARNING ASSESSMENT)

Students with prior learning experience outside the formal classroom may be eligible for advanced standing credit. Students interested in earning such credit must be able to validate their prior knowledge through: a) successful completion of an advanced standing examination, documentation of military training, or c) career experiences that have been validated by a review process approved by the Oklahoma State Regents for Higher Education. The College Level Examination Program (CLEP) subject tests, the Advanced Placement (AP) Program of the College Entrance Examination Board tests, the Assessment Technologies Institute (ATI) for nursing, and examinations developed by the College's academic departments may serve as the advanced standing examination.

To receive credit for advanced standing, students must:

- (1) Be enrolled or eligible to re-enroll at NEO A&M College.
- (2) Submit official records or documentation of the training, experience, or tests for which credit is being requested. Training or tests must be judged to be equivalent to courses offered at NEO College in order for credit to be awarded.
- (3) Make payment in advance of the assigned fees for departmentally developed examinations. No refund will be given once the advanced standing examination has been administered.
- (4) Successfully complete 12 or more credit hours at the College before advanced standing credit will be posted to the transcript. Advanced standing credit will be posted with a grade of "P".

College Level Examination Program (CLEP)

The College is a participant in the College Level Examination Program (CLEP), thus enabling students to gain advanced standing credit by examination. The cost for a CLEP examination is \$95. For more information, contact the Testing Center at (918) 540-6242.

Advanced Placement Program (APP)

Administered by the College Entrance Examination Board, this program enables high school students to take comprehensive examinations for credit at the college level. Inquiries concerning this program should be directed to the high school counselor and arrangements for taking the examination and scoring will be coordinated at the high school in which the student is enrolled. Inquiries regarding required scores for AP credit at NEO College should be directed to the Registrar.

Advanced Standing Examination

Some academic departments offer locally prepared examinations for which no CLEP examination exists. The cost for the advanced standing examination is \$5 per credit hour. Students must pay the fee prior to the administration of the exam. No refund will be given once the advanced examination has been administered. For more information, contact the Testing Center at (918) 540-6242.

Credit for Military Training

Evaluation of military training for college credit will be based on official documentation or certification in accordance with the Guide for Evaluation of Educational Experiences in the Armed Services published by the American Council on Education. Credit for military service will be granted only for courses applicable to a degree or certificate program offered at NEO College.

Credit for Certifications

Eligible students may receive prior learning assessment credit for recognized certifications and/or licenses in select fields. Credits will be awarded to students who (1) meet the eligibility requirements for advanced standing credit as stated in the Advanced Standing policy, (2) satisfactorily pass a certification or licensure exam, and (3) present the required documentation. To receive credit for certifications, the discipline faculty must review and approve the credit to be awarded for the certification or licensure credential.

DISTANCE EDUCATION OFFERINGS

Online Programs

NEO College is approved to offer a selection of courses through online delivery. At the time of this publication, the majority of the courses for the programs are available through online delivery at NEO College. The courses not currently available for online delivery are being developed and will be available in the near future. Contact the Center for Academic Success and Advisement at 918.540.6242 for more information.

Online Courses

Northeastern Oklahoma A&M College offers online courses in select subjects, which provide students with the flexibility to complete the coursework at times that fit their personal schedules. NEO College does not offer online degree programs.

Similar to the traditional on campus classes, the online courses include regularly scheduled assignments, due dates, and the expectation of student interaction. Online courses are different in that the majority of the course is computer based, using multiple forms of media such as audio, video, and written formats. It is critical that students who enroll in an online course have regular access to a computer and dependable Internet service. For more information about online courses, contact your advisor or the Center for Academic Success and Advisement at 918.540.6242.

Hybrid/Blended Courses

NEO also offers some courses in a hybrid or blended format. Hybrid courses offer a combination of in class and online coursework. The hybrid classes allow students to complete a portion of the class from a distance, but also provide face-to-face interaction with the instructor and other students. For more information about hybrid courses, contact your advisor or the Center for Academic Success and Advisement at 918.540.6242.

Interactive Video Courses (ITV)

NEO College offers a selection of courses via interactive video. These courses allow students to take courses at designated sites in the northeast Oklahoma area without having to travel to the main campus in Miami. Students can participate in a live course that is broadcast to a distant site via interactive video. ITV courses are offered at the NEO-Grove site, Grove, Oklahoma, and select high schools in the area. For more information about ITV courses, contact your advisor or the Center for Academic Success and Advisement at 918.540.6242.

HONORS AND ACADEMIC AWARDS

Academic Awards

At the close of each fall and spring semester, distinguished students are recognized for their academic achievements. To qualify for the President's Honor Roll, a student must be carrying at least 12 college credit hours (through NEO) and have a 4.0 grade point average for the semester. For the Dean's Honor Roll, a student must be carrying at least 12 college credit hours (through NEO) and have a 3.5 grade point average or higher for the semester. Pre-collegiate (academic readiness) courses do not count toward the qualifications for academic awards. Recognition for these academic achievements will include designation of the honor on the academic transcript, a letter of commendation, and listing of the student's name in the local newspaper.

Students who maintain a cumulative grade point average of 3.5 or higher will receive recognition in the commencement program and have the opportunity to wear approved regalia during their commencement ceremony.

Phi Theta Kappa International Honor Society

Eligible students may become members of Mu Chapter of the Phi Theta Kappa International

Honor Society. The student's academic transcript will reflect the student's membership in Phi Theta Kappa. At the time of graduation, members are recognized in the commencement program and may choose to wear the approved regalia during the commencement ceremony. See page 49 for the eligibility requirements for Phi Theta Kappa International Honor Society.

ACADEMIC PROGRAMS

GENERAL INFORMATION

PROGRAMS OF STUDY

Basic to planning a program of study is the selection of a degree program or a certificate program that is consistent with the objectives of the student. Each degree plan of study has general education requirements and specific requirements for each emphasis of study. Certificate programs have specific course requirements.

ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE DEGREE

The Associate in Arts and Associate in Science Degrees granted by the College are the basic transfer degrees of students in Oklahoma community colleges. An articulation policy has been adopted by all public colleges and universities in the state. This policy became effective for community colleges in the fall of 1976 and for students transferring to senior colleges and universities in the state in the fall of 1978. The policy was revised in 1987 and 1995. (See page 56.) The minimum requirements for an Associate in Arts or Associate in Science Degree are as follows:

Completion of a minimum of 60 semester hours of academic work with a grade point average of 2.0 or above exclusive of basic physical education activity courses and any courses repeated or reprimed (as detailed on page 53-54). Some degree programs require additional hours in order to better prepare students for transfer to a four-year college or university. The general education core consists of a minimum of 37 credit hours that shall include the courses noted as GENERAL EDUCATION REQUIREMENTS on pages 61-63.

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree is the Occupational/Technology Degree for students in Oklahoma community colleges. These programs are designed to lead the individual directly to employment in a specific career. Although the objective of this degree is to enhance employment opportunities, some four-year colleges and universities have developed upper-division programs that recognize this degree for transfer purposes. The minimum requirements for an Associate in Applied Science Degree are as follows:

- (a) The completion of a minimum of 60 semester credit hours of academic work with a grade point average of 2.0 or above exclusive of basic physical education activity courses and any courses repeated or reprimed (as detailed on page 53-54). Individual programs may have additional requirements. See the Plan of Study section of this catalog for specific program requirements.
- (b) The completion, as a portion of the overall 60 semester credit hours, of a basic general education core of a minimum of 18 semester credit hours listed as transferable on the State System Course Equivalency Project matrices, instructed by general education faculty to include the courses noted as GENERAL EDUCATION REQUIREMENTS on page 61-63.

CERTIFICATES OF COMPLETION

Certificates are awarded by the College upon completion of work in one-year and two-year programs of study in occupational areas. Specific instructional program requirements are included in the programs of study section of this publication beginning on page 116. As a minimum requirement for a certificate, the student must complete the program requirements with a grade point average of 2.0 or above.

ASSOCIATE IN ARTS or ASSOCIATE IN SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS

The following are the minimum general education requirements for the Associate in Arts or Associate in Science degree. These minimum requirements should not be interpreted as a program of study. A program of study may include additional requirements. Faculty and students are advised to refer to the Programs of Study in this publication for specific instructional program requirements.

The Associate in Arts and Associate in Science degree programs are designed to prepare students for transfer to a Bachelor's program. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs.

English Composition	6 hours	ENGL 1113 ENGL 1115 ENGL 1213	Freshman Composition I <u>or</u> Freshman Composition I with Review <u>and</u> Freshman Composition II
Social Sciences	6 hours	HIST 1483/1493 POLS 1113	American History American Government
Humanities	6 hours	<u>Select at least one course from the following:</u> ART 1803 Introduction to Art ENGL 2413 Introduction to Literature ENGL 2433 World Literature I ENGL 2443 World Literature II HIST 1613 Western Civilization to 1500 HIST 1623 Western Civilization after 1500 HIST 1913 World History to 1500 HIST 1923 World History since 1500 HUM 2103 Humanities I HUM 2203 Humanities II MUSC 2573 Introduction to Music Appreciation PHIL 1113 Introduction to Philosophy TH 2413 Introduction to Theatre <u>Select an additional course from the list above or one course from the following:</u> ART 1643 Introduction to Art History I ART 1743 Introduction to Art History II BADM 2133 Business Ethics ENGL 2013 American Indian Writers ENGL 2543 Survey of British Literature I ENGL 2653 Survey of British Literature II ENGL 2773 Survey of American Literature I ENGL 2883 Survey of American Literature II NAS 1113 Cherokee Language I NAS 1133 Cherokee Language II GEOG 1013 World/Regional Geography HIST 1063 History of the American Indian POLS 2043 Intro to International Relations	
Science	7-8 hours	<u>Select from the following science offerings; one science course must include a lab – designated (L):</u> BIOL 1113 General Biology (non-lab) BIOL 1114 Introductory Biology (L) BIOL 1404 Plant Biology (L) BIOL 1604 Animal Biology (L) BIOL 2114 Anatomy and Physiology (L) HORT 1013 Principles of Horticulture Science (L) MCRO 2124 Introduction to Microbiology (L)	
	Life Sciences:		

	Physical Sciences:	CHEM 1215	Principles of Chemistry I (L)
		CHEM 1225	Principles of Chemistry II (L)
		CHEM 1315	General Chemistry I (L)
		CHEM 1515	General Chemistry II (L)
		ENVR 1114	Intro to Environmental Science (L)
		GEOL 1114	Physical Geology (L)
		PHYS 1014	General Physical Science (L)
		PHYS 1104	Introductory Astronomy (L)
		PHYS 1114	Principles of Physics I (L)
		PHYS 1214	Principles of Physics II (L)
		PHYS 2015	Engineering Physics I (L)
		PHYS 2115	Engineering Physics II (L)
		SOIL 2124	Fundamentals of Soil Science (L)
Mathematics	3 hours	Select from the following math courses (be sure to check the math requirement for the major):	
		MATH 1483	Math Functions and Their Uses
		MATH 1493	General College Math
		MATH 1495	General College Math with Review
		MATH 1513	College Algebra
		MATH 1515	College Algebra with Review
		MATH 1715	College Algebra and Trigonometry Calculus I, II or III <i>Math Functions I or II (for Elementary Education or Early Childhood Ed majors only)</i>
Required Elective	3 hours	Select from the following: Psychology courses, Foreign Language courses, ART 1803, MUSC 2753, TH 2413, or Social Science courses (listed below)	
	Social Science chooses:	AGEC 1113	Introduction to Agriculture Economics
		CRJU 1113	Introduction to Criminal Justice
		ECON 1113	Economics of Social and Contemporary Issues
		ECON 2013	Introduction to Macroeconomics
		ECON 2023	Introduction to Microeconomics
		GEOG 113	World/Regional Geography
		HIST 1063	History of the American Indian
		HIST 1483	American History to 1865
		HIST 1493	American History since 1865
		HIST 1613	Western Civilization to 1500
		HIST 1623	Western Civilization after 1500
		HIST 1913	World History to 1500
		HIST 1923	World History since 1500
		HIST 2323	History of Oklahoma
		POLS 2023	State Government
		POLS 2033	Public Administration
		POLS 2043	Intro to International Relations
		POLS 2053	Introduction to Law
		SOCI 1113	Introduction to Sociology
		SOCI 2113	Marriage and Family
		SOCI 2123	Social Problems
		SOCI 2353	Cultural Anthropology
		SPCH 2713	Intro to Speech Communication
Computer Proficiency		Select from the following computer courses: (or successfully pass an advanced standing exam)	
		CS 1103	Computers in Society
		CS 2103	Computer Concepts (Computer Science majors only)

Additional liberal arts and science courses need to meet the minimum total of 37 credit hours required.

The remaining minimum 23 semester credit hours of academic work shall be applicable to the student's major objective including any prerequisite courses necessary for an anticipated upper division program. A majority of these credit hours should be taken in courses classified as liberal arts and sciences, excludes physical education activity courses.

Liberal arts and sciences courses include biological sciences, humanities; mathematics courses, physical sciences, psychology courses, and social sciences as identified on pg. 62-63; and nutrition.

ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCE DEGREE PROGRAMS

By proper selection of elective courses within a degree plan as approved by the Department Chair, students may meet the lower division requirements for various specialties related to the degree offered by NEO. Faculty advisors will guide the students in the selection of courses directed to their educational and career goals.

ASSOCIATE IN ARTS DEGREE PROGRAMS

ART AND DESIGN

Art Option

Graphic Design Option

CRIMINAL JUSTICE

EARLY CHILDHOOD EDUCATION

ENTERPRISE DEVELOPMENT

Business Administration Option

General Studies Option

GENERAL STUDIES

MUSIC

PSYCHOLOGY & SOCIOLOGY

Social Work Option

SOCIAL SCIENCES

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

AGRICULTURE

Agriculture Business Option

Agriculture Education Option

Agronomy Option

Animal Science Option

Equine Option

General Agriculture Option

BUSINESS ADMINISTRATION

Management Information System Option

Pre-Accounting Option

EDUCATION – ELEMENTARY (Pre-)

ENGINEERING – PRE

Math Option

ENTERPRISE DEVELOPMENT

Business Administration Option

General Studies Option

NATURAL SCIENCES

NURSING (Pre-BSN)

PHYSICAL EDUCATION & RECREATION

Athletic Training (Pre-) Option

Physical Education (Pre-) Option

Recreation Option

SPORTS MANAGEMENT

VETERINARY MEDICINE (Pre-)

ASSOCIATE IN APPLIED SCIENCE/CERTIFICATES

GENERAL EDUCATION REQUIREMENTS

Associate in Applied Science Degrees and Certificate Programs are designed for students desiring to begin working in the field of study upon completion of the degree/certificate at this College. By proper selection of elective courses within a degree plan as approved by the Department Chair, students may prepare for various specialties related to the degree/certificate offered by NEO College. Faculty advisors will guide the students in the selection of courses directed to their educational and career goals.

The following are the minimum general education requirements for the Associate in Applied Science degree. These minimum requirements should not be interpreted as a program of study. A program of study may include additional requirements. Faculty and students are advised to refer to the Programs of Study in this publication for specific instructional program requirements.

English Composition	6 hours	ENGL 1113 ENGL 1115 ENGL 1213	Freshman Composition I Freshman Composition I with Review and Freshman Composition II
Social Sciences	6 hours	HIST 1483/1493 POLS 1113	American History American Government
General Education Computer Proficiency*	3 hours		As directed by advisor CS 1103 or CS 2103

***Computer proficiency requirements vary, depending on the specific requirement for the individual associate in applied science degree program. The required course is listed in the program's plan of study. Contact your advisor to ensure that you complete the appropriate computer proficiency course.**

In addition to the 18 hours of general education requirements, students must complete at least 27 semester hours of core technical/occupational specialty courses and additional hours as specified in the plan of study.

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

BUSINESS ADMINISTRATION TECHNOLOGY*	EQUINE AND RANCH MANAGEMENT
Accounting Option	Equine Option
Entrepreneurship Option	Ranch Option
Management and Marketing Option	MEDICAL LABORATORY TECHNICIAN
COMPUTER INFORMATION SYSTEMS	NURSING – ASSOCIATE DEGREE (RN)
CONSTRUCTION MANAGEMENT	PHYSICAL THERAPIST ASSISTANT

TWO YEAR CERTIFICATE PROGRAMS

ACCOUNTING*	EQUINE AND RANCH MANAGEMENT
COMPUTER INFORMATION SYSTEMS	MANAGEMENT AND MARKETING

ONE YEAR CERTIFICATE PROGRAMS

ACCOUNTING*	GENERAL OFFICE OPERATIONS
CHILD DEVELOPMENT* (Certificate of Mastery)	MANAGEMENT AND MARKETING*

**Academic programs approved for online delivery*

ACADEMIC PROGRAMS BY COLLEGE DEPARTMENTS

**Academic programs approved for online delivery*

I. School of Agriculture and Natural Sciences

A. Department of Agriculture

Agriculture

Agriculture Business Option

Agriculture Education Option

Agronomy Option

Animal Science Option

Equine Option

General Agriculture Option

Equine and Ranch Management

Equine Option

Ranch Option

Equine and Ranch Management (Two Year Certificate)

Pre-Veterinary Medicine

B. Department of Mathematics and Sciences

Construction Management

Natural Sciences

Pre-engineering

Math Option

II. School of Human Environmental Sciences

A. Department of Business and Technology

Accounting (Two Year Certificate)*

Accounting (One Year Certificate)*

Business Administration*

Management Information Systems Option

Pre-Accounting Option

Business Administration Technology*

Accounting Option

Entrepreneurship Option

Management and Marketing Option

Computer Information Specialist

Computer Information Specialist (Two Year Certificate)

General Office Operations (One Year Certificate)

Management and Marketing* (One Year Certificate)

Management and Marketing* (Two Year Certificate)

Sports Management*

B. Department of Nursing, Allied Health, and Physical Education

Medical Laboratory Technician

Nursing (RN- Associate degree)

Nursing (Pre-BSN)*

Physical Education*

Physical Education (Pre-) Option

Pre-Athletic Training Option

Recreation Option

Physical Therapist Assistant

III. School of Liberal Arts

A. Department of Communication and Fine Arts

Art and Design

Art Option

Graphic Design Option

English

Enterprise Development (AA and AS)

Business Administration Option

General Studies Option

General Studies*

Music

B. Department of Social Sciences

Child Development (Certificate)*

Criminal Justice

Early Childhood Education*

Elementary Education — Pre*

Psychology and Sociology*

Social Work Option

Social Science*

**ART OPTION
ART AND DESIGN
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare art majors for transfer to a Bachelor's program in Art or Graphic Design. By proper advisement in the selection of electives, students may also prepare for four-year programs in **Commercial Art or Art Education**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs.

Courses have been designed for their foundational value and practical application. Students majoring in other fields may elect to take basic art courses, or they may take more advanced art courses with consent of the instructor. **For more information contact the Art Program at (918) 540-6245.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

<i>Communication</i>	<i>6 hours</i>
<i>History</i>	<i>3 hours</i>
<i>Political Science</i>	<i>3 hours</i>
<i>Humanities</i>	<i>6 hours</i>
<i>Life Science</i>	<i>4 hours</i>
<i>Physical Science</i>	<i>4 hours</i>
<i>College Math</i>	<i>3 hours</i>
<i>Required Elective</i>	<i>3 hours</i>
<i>General Ed Elective</i>	<i>3 hours</i>
<i>Computer Proficiency</i>	<i>3 hours</i>

Hours: 38

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History <u>or</u>
HIST 1493 American History
POLS 1113 American Government
Select from HUM listing on p. 62.
Any Life Science course on p. 62.
Any Physical Science course on p. 63.
Any college-level MATH course on p. 63.
One course from the following:
Psychology, Foreign Language, Fine Arts
(Art, Music, Drama), Social Sciences
Additional liberal arts and science course(s).
CS 1103 Computers in Society

Program Requirements:

Hours: 22

Core Requirements: 13 hours

FYE	1011	Freshman Year Experience
ART	1803	Introduction to Art
ART	1103	Studio Art I: Drawing
ART	1203	Basic Color and Design
ART	2163	Graphic Design I

Nine (9) additional hours as directed by advisor

ART	1943	Studio Art II: Painting
ART	2443	Studio Art III: Sculpture
ART	1933	Studio Art IV: Ceramics
ART	1000	Special Problems (credit varies 1-3 hours)
ART	2113	Life Drawing

See "Course Description" section for any course prerequisites.

**CRIMINAL JUSTICE
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare students for transfer to a Bachelor's program or for employment in a variety of rewarding careers. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Criminal Justice Program at (918) 540-6208.**

General Education Requirements:	TOTAL PROGRAM HOURS: 60	Hours: 38
<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II HIST 1483 American History <u>or</u> HIST 1493 American History
<i>History</i>	3 hours	POLS 1113 American Government Select from HUM listing on p. 62. Any Life Science course on p. 62. Any Physical Science course on p. 63. Any college-level MATH course on p. 63.
<i>Political Science</i>	3 hours	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>Humanities</i>	6 hours	Additional liberal arts and science course(s). CS 1103 Computers in Society
<i>Life Science</i>	4 hours	
<i>Physical Science</i>	4 hours	
<i>College Math</i>	3 hours	
<i>Required Elective</i>	3 hours	
<i>General Ed Elective</i>	3 hours	
<i>Computer Proficiency</i>	3 hours	

Program Requirements: Hours: 22

CRJU	1113	Introduction to Criminal Justice
CRJU	2233	Elementary Criminal Law
FYE	1011	Freshman Year Experience

15 hours as directed by advisor:

CRJU	1153	Introduction to Corrections
CRJU	2113	Report Writing
CRJU	2123	Police Management
CRJU	2133	Criminal Investigation
CRJU	2223	Criminal Legal Procedures
CRJU	2243	Criminal Justice Research
CRJU	2253	Juvenile Delinquency
CRJU	2273	Law Enforcement Internship
PSYC	1113	General Psychology
PSYC	2113	Beyond CSI: Introduction to Forensic Psychology
PSYC	2743	Social Psychology
SOC1	1113	Introduction to Sociology

See "Course Description" section for any course prerequisites.

**EARLY CHILDHOOD EDUCATION
ASSOCIATE IN ARTS DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Early Childhood Education or Early Childhood Development. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact: (918) 540-6265.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History or HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 62.
<i>Life Science</i>	4 hours	Any Life Science course on p. 62.
<i>Physical Science</i>	4 hours	Any Physical Science course on p. 63.
<i>College Math</i>	3 hours	Any college-level MATH course on p. 63.
<i>Required Elective</i>	3 hours	PSYC 1113 General Psychology
<i>General Ed Elective</i>	3 hours	Additional liberal arts and science course(s)
<i>Computer Proficiency</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 22

Core Requirements: 10 hours

FYE	1011	Freshman Year Experience
FRCD	2013	Child Development
FRCD	2103	Children's Literature
FRCD	1113	Foundations in Early Childhood

12 hours as directed by advisor

ASL	1113	American Sign Language
FRCD	1313	Nutrition for Children
ECON	2013	Introduction to Macroeconomics
FRCD	2003	Dynamics of Family Relationships
FRCD	2203	Infant/Toddler Curriculum Planning
FRCD	2243	Health and Safety of the Preschool Child
FRCD	2303	Activity Planning
FRCD	2503	Creative Expressions in Early Childhood
GEOG	1013	World/Regional Geography
HHP	2602	Community First Aid
HHP	2663	Total Wellness
NUTR	1113	Nutrition
PSYC	1603	Developmental Psychology
SOCI	1113	Introduction to Sociology
		Approved electives (6 hours maximum)

**ENGLISH
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare students for transfer to a Bachelor's program in English. By proper advisement in the selection of electives, students also may prepare for a four-year program in English Education or Foreign Language.

Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information, contact the Language and Literature Program at (918) 540-6264.**

	TOTAL PROGRAM HOURS: 60
General Education Requirements:	Hours: 38
<i>Communication</i>	6 hours
<i>History</i>	3 hours
<i>Political Science</i>	3 hours
<i>Humanities</i>	6 hours
<i>Life Science</i>	4 hours
<i>Physical Science</i>	4 hours
<i>College Math</i>	3 hours
<i>Required Elective</i>	3 hours
<i>General Ed Elective</i>	3 hours
<i>Computer Proficiency</i>	3 hours

- ENGL 1113 Freshman Composition I
- ENGL 1213 Freshman Composition II
- HIST 1483 American History or
- HIST 1493 American History
- POLS 1113 American Government
- Select from HUM listing on p. 62.
- Any Life Science course on p. 62.
- Any Physical Science course on p. 63.
- Any college-level MATH course on p. 63.
- One course from the following:
- PSYC 1113 General Psychology
- ENGL 2413 Introduction to Literature
- CS 1103 Computers in Society

Program Requirements:	Hours: 22
22 hours as directed by advisor:	

- FYE 1011 Freshman Year Experience
- ENGL 2013 American Indian Writers
- ENGL 2333 Introduction to Technical Writing
- ENGL 2433 World Literature I
- ENGL 2443 World Literature II
- ENGL 2533 Creative Writing
- ENGL 2543 Survey of British Literature I
- ENGL 2653 Survey of British Literature II
- ENGL 2773 Survey of American Literature I
- ENGL 2883 Survey of American Literature II
- GEOG 1013 World/Regional Geography
- HUM 2103 Humanities I
- HUM 2203 Humanities II
- PHIL 1113 Introduction to Philosophy
- SPCH 2713 Introduction to Speech Communication
- Approved Electives (maximum 6 hours)

See "Course Description" section for any course prerequisites.

**ENTERPRISE DEVELOPMENT
BUSINESS ADMINISTRATION OPTION
ASSOCIATE IN ARTS DEGREE**

This program is designed for adults with at least 18 credit hours who desire to return to college in order to complete an associate degree as part of the Oklahoma State Regents for Higher Education Reach Higher Program. The flexibility of this program allows eligible students to complete the remaining courses from their choice of 14 Oklahoma colleges. **For additional information, contact the Center for Academic Success and Advisement, 918-540-6314.**

TOTAL PROGRAM HOURS: 61

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History or HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 62.
<i>Life Science</i>	<i>4 hours</i>	BIOL1114 or BIOL1404
<i>Physical Science</i>	<i>4 hours</i>	GEOL1114, PHYS1114, CHEM1215 or CHEM 1315
<i>College Math</i>	<i>3 hours</i>	MATH 1493 or MATH 1513
<i>Required Elective</i>	<i>3 hours</i>	ECON2013, GEOG1013, HIST1613, HIST1623, SOCI1113 or SOCI 2123
<i>General Ed Elective</i>	<i>3 hours</i>	SPCH 2713 Intro to Speech Comm
<i>Computer Proficiency</i>	<i>3 hours</i>	CS 1103 Computers in Society

Program Requirements:

Hours: 23

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
BADM	2303	Business Internship
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
MKTG	2123	Marketing
STAT	2023	Elementary Statistics in Business and Economics
Approved Business Elective maximum 3 hours		

See "Course Description" section for any course prerequisites.

**ENTERPRISE DEVELOPMENT
GENERAL STUDIES OPTION
ASSOCIATE IN ARTS DEGREE**

This program is designed for adults with at least 18 credit hours who desire to return to college in order to complete an associate degree as part of the Oklahoma State Regents for Higher Education Reach Higher Program. The flexibility of this program allows eligible students to complete the remaining courses from their chose of 14 Oklahoma colleges. **For additional information, contact the Center for Academic Success and Advisement, 918-540-6314.**

TOTAL PROGRAM HOURS: 61

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 62.
<i>Life Science</i>	<i>4 hours</i>	BIOL1114 or BIOL1404
<i>Physical Science</i>	<i>4 hours</i>	GEOL1114, PHYS1114, CHEM1215 or CHEM1315
<i>College Math</i>	<i>3 hours</i>	MATH 1493 or MATH 1513
<i>Required Elective</i>	<i>3 hours</i>	ECON 2013, GEOG 1013, HIST 1613, HIST 1623, SOCI 1113 or SOCI 2123
<i>General Ed Elective*</i>	<i>6 hours</i>	SPCH 2713 Intro to Speech Comm
<i>Computer Proficiency*</i>	<i>3 hours</i>	CS 1103 Computers in Society

Program Requirements:

Hours: 23

23 college-level hours selected from the student's field of interest as directed by the advisor. In accordance with Oklahoma State Regents for Higher Education policy, **50% of the courses should be liberal arts and sciences.**

See pages 55 through 56 for a list of liberal arts and science courses.

See "Course Description" section for any course prerequisites.

**GENERAL STUDIES
ASSOCIATE IN ARTS DEGREE**

The General Studies curriculum is designed for students who plan to transfer to a four-year college or university. The plan of study includes 22 credit hours in a selected field of study in addition to the general education requirements. By proper advisement in the selection of electives, students may prepare for a variety of four-year programs of study. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Communication and Fine Arts Department at (918) 540-6348.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37-38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 62.
<i>Science</i>	<i>7-8 hours</i>	One Life Science & one Physical Science
		At least one science course must have a lab
<i>College Math</i>	<i>3 hours</i>	Any college level MATH course on p. 63.
<i>Required Elective</i>	<i>3 hours</i>	PSYC 1113 General Psychology <u>or</u>
		SOCI 1113 Introduction to Sociology
<i>General Ed Elective</i>	<i>3 hours</i>	SPCH 2713 Intro to Speech Communication
<i>Computer Proficiency</i>	<i>3 hours</i>	CS 1103 Computers in Society

Program Requirements:

Hours: 22-23

- FYE 1011 Freshman Year Experience (for first-time freshmen)

Additional hours as directed by an advisor to total 60 program hours.

In accordance with Oklahoma State Regents for Higher Education policy, **50% of the courses should be liberal arts and sciences. See pages 60 through 62 for a list of courses that are classified as liberal arts and sciences.**

Physical activity courses are excluded from the required 60 credit hours for the associate degree.

**GRAPHIC DESIGN OPTION
ART AND DESIGN
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare art majors for transfer to a Bachelor's program in Art or Graphic Design. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Art Program at (918) 540-6245.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

Communication 6 hours

ENGL 1113 Freshman Composition I

History 3 hours

ENGL 1213 Freshman Composition II

HIST 1483 American History

or HIST 1493 American History

Political Science 3 hours

POLS 1113 American Government

Humanities 6 hours

Select from HUM listing on p. 62.

Science 7 hours

One Life Science & one Physical Science

College Math 3 hours

At least one science course must have a lab

Required Elective 3 hours

Any college-level MATH course on p. 63

One course from the following:

Psychology, Foreign Language, Fine Arts

(Art, Music, Drama), Social Sciences

General Ed Elective 3 hours

Additional liberal arts and science course(s).

Computer Proficiency 3 hours

CS 1103 Computers in Society

Program Requirements:

Hours: 23

Core Requirements: 13 hours

FYE 1011 Freshman Year Experience

ART 1103 Studio Art I: Drawing

ART 1203 Basic Color and Design

ART 1803 Introduction to Art

ART 2163 Graphic Design I

10 additional hours as directed by advisor

ART 2263 Graphic Design II

ART 2561 Graphic Arts Practicum

MCOM 1333 Basic Digital Photography

MIS 2133 Web Page Development

FYE 1011 Freshman Year Experience

MKTG 2123 Marketing

Approved electives in ART (maximum 6 hours)

See "Course Description" section for any course prerequisites.

MUSIC
ASSOCIATE IN ARTS DEGREE

This curriculum leads to an Associate in Arts Degree and is designed to prepare music majors for transfer to a Bachelor's program in Music, Music Education, and Music Performance. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Instrumental Music Program at (918) 540-6280 or Vocal Music Program at (918) 540-6987.**

TOTAL PROGRAM HOURS: 67

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 62.
<i>Life Science</i>	4 hours	Any Life Science course on p. 62.
<i>Physical Science</i>	4 hours	Any Physical Science course on p. 63.
<i>College Math</i>	3 hours	Any college-level MATH course on p. 63.
<i>Required Elective</i>	3 hours	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Ed Elective</i>	3 hours	SPCH Intro to Speech Communication
<i>Computer Proficiency</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 29

FYE 1011 Freshman Year Experience

Core Requirements: 12 hours

MUSC 1531	Sight Singing & Ear Training I
MUSC 1533	Theory of Music I
MUSC 1541	Sight Singing & Ear Training II
MUSC 1543	Theory of Music II
	Applied Piano (4 semester)

16 hours as directed by advisor

MUSC 2551	Sight Singing & Ear Training III
MUSC 2553	Theory of Music III
MUSC 2561	Sight Singing & Ear Training IV
MUSC 2563	Theory of Music IV
	Voice or Major Instrument (4 semesters)
	Chorus or Band (4 semesters)
	Master Class/Recital (4 semesters)

See "Course Description" section for any course prerequisites.

**PSYCHOLOGY AND SOCIOLOGY
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare students for transfer to a Bachelor's program. By proper advisement in the selection of electives, students also may prepare for a four-year program in Psychology or Sociology. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Psychology and Sociology Program at (918) 540-6348.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History or HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 62.
<i>Life Science</i>	<i>4 hours</i>	Any Life Science course on p. 62.
<i>Physical Science</i>	<i>4 hours</i>	Any Physical Science course on p. 63.
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p. 63.
<i>Required Elective</i>	<i>3 hours</i>	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences SPCH 2713 Intro to Speech Communication CS 1103 Computers in Society
<i>General Ed Elective</i>	<i>3 hours</i>	
<i>Computer Proficiency</i>	<i>3 hours</i>	

Program Requirements:

Hours: 22

FYE 1011 Freshman Year Experience

21 hours as directed by advisor:

PSYC	1113	General Psychology
PSYC	1123	Psychology Self-Management
PSYC	1603	Developmental Psychology
PSYC	2743	Social Psychology
PSYC	2753	Psychology and Adjustment
SOCI	1111	Social Work Field Experience
SOCI	1113	Introduction to Sociology
SOCI	2013	Introduction to Social Work
SOCI	2023	Basic Helping Skills
SOCI	2113	Marriage and the Family
SOCI	2123	Social Problems
SOCI	2353	Cultural Anthropology
		Approved electives (maximum 6 hours)

See "Course Description" section for any course prerequisites.

**SOCIAL SCIENCE
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare students for transfer to a Bachelor's program in **History**. By proper advisement in the selection of electives, students also may prepare for four-year programs in **Political Science or Social Studies Education**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Social Science Department at (918) 540-6348.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	<i>6 hours</i>
<i>History</i>	<i>3 hours</i>
<i>Political Science</i>	<i>3 hours</i>
<i>Humanities</i>	<i>6 hours</i>
<i>Science</i>	<i>7 hours</i>
<i>College Math</i>	<i>3 hours</i>
<i>Required Elective</i>	<i>3 hours</i>
<i>General Ed Elective</i>	<i>3 hours</i>
<i>Computer Proficiency</i>	<i>3 hours</i>

ENGL 1113 Freshman Composition I
 ENGL 1213 Freshman Composition II
 HIST 1483 or 1493 American History
 POLS 1113 American Government
 Select from HUM listing on p. 62.
 One Life Science & one Physical Science
 At least one science course must have a lab
 Any college-level MATH course on p. 63.
 One course from the following:
 Psychology, Foreign Language, Fine Arts
 (Art, Music, Drama), Social Sciences
 Additional liberal arts and science course(s)
 CS 1103 Computers in Society

Program Requirements:

Hours: 23

23 hours as directed by advisor:

FYE	1011	Freshman Year Experience
ECON	2013	Introduction to Macroeconomics
GEOG	1013	World/Regional Geography
HIST	1063	History of American Indians
HIST	1483	American History to 1865
HIST	1493	American History since 1865
HIST	1613	Western Civilization to 1500
HIST	1623	Western Civilization after 1500
HIST	1913	World History to 1900
HIST	1923	World History since 1900
PHIL	1113	Introduction to Philosophy
POLS	2023	State Government
POLS	2063	Introduction to Comparative Politics
PSYC	1113	General Psychology
SOCI	1113	Introduction to Sociology
		Approved electives (maximum 6 hours)

See "Course Description" section for any course prerequisites.

**SOCIAL WORK OPTION
PSYCHOLOGY AND SOCIOLOGY
ASSOCIATE IN ARTS DEGREE**

This curriculum is designed to prepare students for transfer to a Bachelor's program in Social Work. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Social Work Program at (918) 540-6304.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 62.
<i>Life Science</i>	<i>4 hours</i>	Any Life Science course on p. 62.
<i>Physical Science</i>	<i>4 hours</i>	Any Physical Science course on p. 63.
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p. 63.
<i>Required Elective</i>	<i>3 hours</i>	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Ed Elective</i>	<i>3 hours</i>	Additional liberal arts and science course(s).
<i>Computer Proficiency</i>	<i>3 hours</i>	CS 1103 Computers in Society

Program Requirements:

Hours: 22

Core Requirements: 13 hours

PSYC	1113	General Psychology
SOCI	1113	Introduction to Sociology
SOCI	2013	Introduction to Social Work
SOCI	2123	Social Problems
FYE	1011	Freshman Year Experience

Nine (9) hours as directed by advisor

CRJU	2233	Elementary Criminal Law
ECON	2013	Introduction to Macroeconomics
FRCD	2103	Child Development
PSYC	2743	Social Psychology
SOCI	1111	Social Work Field Experience
SOCI	2023	Basic Helping Skills
SOCI	2113	Marriage and the Family
SOCI	2203	Fundamentals of Social Work Practice
SOSC	1000	Special Problems (variable credit)
SPCH	2713	Introduction to Speech Communication
STAT	2023	Elementary Statistics in Business and Economics
		Foreign Language(s)
		Approved electives (maximum 6 hours)

See "Course Description" section for any course prerequisites.

**ACCOUNTING – PRE OPTION
BUSINESS ADMINISTRATION
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor’s program in Accounting. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Business and Technology Department at (918) 540-6294 or e-mail business@neo.edu.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
		HIST 1483 American History or HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 62.
<i>Science</i>	7 hours	Any two Science courses on p. 62-63. One must be a lab science
<i>College Math</i>	3 hours	MATH 1513 College Algebra
<i>Required Elective</i>	3 hours	PSYC 1113 General Psychology or SOCI 1113 Intro to Sociology
<i>General Ed Elective</i>	6 hours	SPCH 2713 Intro to Speech Comm. and additional liberal arts and science course(s)
Computer Proficiency*		See p. 61 for requirements.

Program Requirements:

Hours: 23

Core Requirements: 16 hours

ACCT 1103	Financial Accounting Procedures I
ACCT 1203	Financial Accounting Procedures II or
ACCT 2103	Financial Accounting
ACCT 2203	Managerial Accounting
ECON 2013	Introduction to Macroeconomics
ECON 2023	Introduction to Microeconomics
FYE 1011	Freshman Year Experience

Seven (7) additional hours as directed by advisor:

ACCT 2523	Computerized Accounting
BADM 2103	Principle Styled Leadership
BADM 2113	Business Communications
BADM 2123	World of Business
BADM 2133	Business Ethics
BADM 2223	Business Law
CS 1103	Computers in Society
MATH 2103	Elementary Calculus
MGMT 1223	Small Business Management
MGMT 2023	Human Resources Management
MGMT 2213	Principles of Management
MKTG 2123	Marketing
OIS 1133	Professional Development
OIS 2033	Excel Spreadsheets
OIS 2523	Microsoft Word
STAT 2023	Elementary Statistics in Business and Economics Approved Business Electives

**AGRICULTURE BUSINESS OPTION
AGRICULTURE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Agriculture Business. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Agriculture Department at neoaagriculture@neo.edu or call (918) 540-6998.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours
<i>History</i>	3 hours
<i>Political Science</i>	3 hours
<i>Humanities</i>	6 hours
<i>Lab Science</i>	8 hours
<i>College Math</i>	3 hours
<i>Required Elective</i>	3 hours
<i>General Ed Elective(s)</i>	3 hours
<i>Computer Proficiency</i>	3 hours

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History or
HIST 1493 American History
POLS 1113 American Government
Select from HUM listing on p. 62.
Any Two Lab Science courses on p. 62-63.
Any college level MATH course on p. 63.
One course from the following:
Psychology, Foreign Language, Fine Arts
(Art, Music, Drama), Social Sciences
Additional liberal arts and science courses.
CS 1103 Computers in Society

Program Requirements:

Hours: 22

Core Requirements: 11 hours

FYE	1011	Freshman Year Experience
AGEC	1113	Introduction to Agriculture Economics
ANSI	1124	Introduction to Animal Science
PLNT	1213	Introduction to Plant and Soil Science

Option Requirements: 6 hours

ACCT	2103	Financial Accounting
ECON	2013	Introduction to Macroeconomics

5 hours as directed by advisor

ACCT	2203	Managerial Accounting
AG	2281	Agriculture Capstone
AG	2440	Agriculture Internship (variable credit 1- 6 hours)
ANSI	2112	Live Animal Evaluation
ANSI	2253	Meat Animal & Carcass Evaluation
ECON	2023	Introduction to Microeconomics
HORT	1013	Principles of Horticulture Science
MATH	1483	Mathematical Functions and Their Uses
MATH	1513	College Algebra
MATH	2103	Elementary Calculus
MCAG	1413	Introduction to Engineering in Ag
SOIL	2124	Fundamentals of Soil Science
SPCH	2713	Introduction to Speech Communication
STAT	2023	Elementary Statistics in Business and Economics
		Livestock Selection Courses
		Equine Selection Courses
		Rodeo Activities Courses
		Approved Electives (maximum 10 hours)

See "Course Description" section for any course prerequisites

See "Course Description" section for any course prerequisites.

**AGRICULTURE EDUCATION OPTION
AGRICULTURE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Agriculture Education. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Agriculture Department at neoaagriculture@neo.edu or call (918) 540-6368.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II HIST 1483 American History <u>or</u> HIST 1493 American History POLS 1113 American Government Select from HUM listing on p. 62. Any Two Lab Science courses on p. 62-63. Any college level MATH course on p. 63. One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences Additional liberal arts and science courses. CS 1103 Computers in Society
<i>History</i>	3 hours	
<i>Political Science</i>	3 hours	
<i>Humanities</i>	6 hours	
<i>Lab Science</i>	8 hours	
<i>College Math</i>	3 hours	
<i>Required Elective</i>	3 hours	
<i>General Ed Elective(s)</i>	3 hours	
<i>Computer Proficiency</i>	3 hours	

Program Requirements:

Hours: 22

Core Requirements: 12 hours

FYE	1011	Freshman Year Experience
AGEC	1113	Introduction to Agriculture Economics
ANSI	1124	Introduction to Animal Science
PLNT	1213	Introduction to Plant and Soil Science

Option Requirements: 6 hours

AGLE	2303	Personal Leadership Skills in Agriculture
MCAG	1413	Introduction to Agriculture Engineering

5 hours as directed by advisor

AG	2281	Agriculture Capstone
AG	2440	Agriculture Internship (variable credit 1- 6 hours)
AGCM	2103	Communications in Agriculture
ANSI	2112	Live Animal Evaluation
ANSI	2123	Livestock Feeding
ANSI	2253	Meat Animal & Carcass Evaluation
HORT	1013	Principles of Horticulture Science
MATH	1483	Mathematical Functions and Their Uses
MATH	1513	College Algebra
PSYC	1113	General Psychology
SOCI	1113	Introduction to Sociology
SOIL	2124	Fundamentals of Soil Science
SPCH	2713	Introduction to Speech Communication
		Livestock Selection Courses
		Equine Selection Courses
		Rodeo Activities Courses
		Approved Electives (maximum 10 hours)

**AGRICULTURE GENERAL OPTION
AGRICULTURE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in **Agriculture or related field**. By proper advisement in the selection of electives, students may also prepare for a four-year program in **Ag Communication, Ag Economics, Ag Engineering, Agronomy, Entomology, Landscape Architecture**, or other agriculture related field. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Agriculture Department at neoaagriculture@neo.edu or call (918) 540-6368.**

TOTAL PROGRAM HOURS: 60

General Education Requirements

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II HIST 1483 or 1493 American History
<i>History</i>	<i>3 hours</i>	POLS 1113 American Government Select from HUM listing on p. 62.
<i>Political Science</i>	<i>3 hours</i>	Any Two Lab Science courses on p. 62-63.
<i>Humanities</i>	<i>6 hours</i>	Any college level MATH course on p. 63.
<i>Lab Science</i>	<i>8 hours</i>	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>College Math</i>	<i>3 hours</i>	Additional liberal arts and science courses
<i>Required Elective</i>	<i>3 hours</i>	CS 1103 Computers in Society
<i>General Ed Elective(s)</i>	<i>3 hours</i>	
<i>Computer Proficiency</i>	<i>3 hours</i>	

Program Requirements:

Hours: 22

Core Requirements: 12 hours

FYE	1011	Freshman Year Experience
AGEC	1113	Introduction to Agriculture Economics
ANSI	1124	Introduction to Animal Science
PLNT	1213	Introduction to Plant and Soil Science

11 hours as directed by advisor

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
AG	2281	Agriculture Capstone
AG	2440	Agriculture Internship (variable credit 1- 6 hours)
AGCM	2103	Communications in Agriculture
AGEC	2203	Principles of Economics Applied in Agriculture
AGLE	1511	Introduction to Leadership in Ag Sciences and Natural Resources
AGLE	2303	Personal Leadership Skills in Agriculture
ANSI	2112	Live Animal Evaluation
ANSI	2123	Livestock Feeding
ANSI	2253	Meat Animal & Carcass Evaluation
BIOL	1114	Introduction to Biology
HORT	1013	Principles of Horticulture Science
MATH	1483	Mathematical Functions and Their Uses
MATH	1513	College Algebra
MATH	2103	Elementary Calculus
MCAG	1413	Introduction to Engineering in Ag
SOIL	2124	Fundamentals of Soil Science
STAT	2023	Elementary Statistics in Business and Economics
		Livestock Selection Courses, Rodeo Activities Courses
		Approved Electives (maximum 10 hours)

See "Course Description" section for any course prerequisites

See "Course Description" section for any course prerequisites.

**AGRONOMY OPTION
AGRICULTURE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in **Agronomy or related field**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Agriculture Department at neoaagriculture@neo.edu or call (918) 540-6368.**

TOTAL PROGRAM HOURS: 60

General Education Requirements

Hours: 38

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 or 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 62.
<i>Lab Science</i>	8 hours	Any two Lab Science courses on p. 62-63
<i>College Math</i>	3 hours	Any college level MATH course on p. 63
<i>Required Elective</i>	3 hours	One course from the following: PSYC ART 1803, MUSC 2753 TH 2413 Social Sciences or Foreign Language
<i>General Ed Elective(s)</i>	3 hours	Additional liberal arts and science courses
<i>Computer Proficiency</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 22

Core Requirements: 18 hours

FYE	1011	Freshman Year Experience
AGEC	1113	Introduction to Agriculture Economics
ANSI	1124	Introduction to Animal Science
ENTO	2023	Introduction to Entomology
PLNT	1213	Introduction to Plant and Soil Science
PLNT	2013	Applied Plant Science

5 hours as directed by advisor

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
AG	2281	Agriculture Capstone
AG	2440	Agriculture Internship (variable credit 1- 6 hours)
AGCM	2103	Communications in Agriculture
AGEC	2203	Principles of Economics Applied in Agriculture
AGLE	1511	Introduction to Leadership in Ag Sciences and Natural Resources
AGLE	2303	Personal Leadership Skills in Agriculture
ANSI	2112	Live Animal Evaluation
ANSI	2123	Livestock Feeding
ANSI	2253	Meat Animal & Carcass Evaluation
BIOL	1114	Introductory Biology
HORT	1013	Principles of Horticulture Science
MATH	1483	Mathematical Functions and Their Uses
MATH	1513	College Algebra
MATH	2103	Elementary Calculus
MCAG	1413	Introduction to Engineering in Ag
SOIL	2124	Fundamentals of Soil Science
STAT	2023	Elementary Statistics in Business and Economics
		Livestock Selection, Equine Selection, Rodeo Activities Courses
		Approved Electives (maximum 10 hours)

**ANIMAL SCIENCE OPTION
AGRICULTURE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in **Animal Science**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Agriculture Department at neoagriculture@neo.edu or call (918) 540-6368.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II HIST 1483 or 1493 American History <u>or</u> POLS 1113 American Government Select from HUM listing on p. 62.
<i>History</i>	3 hours	Any Two Lab Science courses on p. 62-63.
<i>Political Science</i>	3 hours	Any college level MATH course on p. 63.
<i>Humanities</i>	6 hours	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>Lab Science</i>	8 hours	Additional liberal arts and science courses.
<i>College Math</i>	3 hours	CS 2103 Computers in Society
<i>Required Elective</i>	3 hours	
 <i>General Ed Elective(s)</i>	 3 hours	
<i>Computer Proficiency</i>	3 hours	

Program Requirements:

Hours: 22

Core Requirements: 12 hours

FYE	1011	Freshman Year Experience
AGEC	1113	Introduction to Agriculture Economics
ANSI	1124	Introduction to Animal Science
PLNT	1213	Introduction to Plant and Soil Science

Option Requirements: 5 hours

ANSI	2112	Live Animal Evaluation
ANSI	2253	Meat Animal and Carcass Evaluation

6 hours as directed by advisor

ACCT	2103	Financial Accounting ACCT
	2203	Managerial Accounting
AG	1000	Agriculture Special Problems
AG	2281	Agriculture Capstone
AG	2440	Agriculture Internship (variable credit 1- 5 hours)
AGLE	2303	Personal Leadership Skills in Agriculture
ANSI	2123	Livestock Feeding
BIOL	1114	Introduction to Biology
CHEM	1215	Principles of Chemistry
ECON	2013	Introduction to Macroeconomics
HORT	1013	Principles of Horticulture Science
MATH	1483	Mathematical Functions and Their Uses
MATH	1513	College Algebra
MATH	2103	Elementary Calculus
MCAG	1413	Introduction to Engineering in Ag
SOCI	1113	Introduction to Sociology
SOIL	2124	Fundamentals of Soil Science
SPCH	2713	Introduction to Speech Communication
STAT	2023	Elementary Statistics in Business and Economics
		Livestock Selection, Equine Selection, and/or Rodeo Activities Courses
		Approved Electives (maximum 10 hours)

See "Course Description" section for any course prerequisites

See "Course Description" section for any course prerequisites.

**ATHLETIC TRAINING – PRE OPTION
PHYSICAL EDUCATION
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare students for transfer to a Bachelor's program in Athletic Training. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Pre-Athletic Training Program at (918) 540-6323.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	3 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History or HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 62.
<i>Life Science</i>	4 hours	Life Science approved by advisor
<i>Physical Science</i>	4 hours	Physical Science approved by advisor
<i>College Math</i>	3 hours	Any college-level MATH course on p. 63.
<i>Required Elective</i>	3 hours	Psychology, Foreign Language, Fine Arts (Arts, Music, Drama), Social Sciences
<i>General Ed Elective</i>	3 hours	Additional liberal arts or science course(s)
<i>Computer Proficiency</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 22

Core Requirements: 12 Hours

FYE	1011	Freshman Year Experience
HHP	1713	Introduction to Athletic Training <u>or</u>
HHP	1753	Introduction to Physical Education
HHP	2602	Community First Aid
HHP	2603	Total Wellness
HHP	2663	Care and Prevention of Athletic Injuries

10 hours as directed by advisor:

HHP	1123	Leadership and Team Building
HHP	2052	Sports Officiating
HHP	2213	Principles in Health Education and Health Promotion
HHP	1363	Theory of Coaching I
HHP	2363	Theory of Coaching II
HHP	2733	Procedures in Athletic Training
		Electives approved by Department Chair—Maximum 6 hours
		Leisure courses as approved

**BUSINESS ADMINISTRATION
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Business Administration. By proper advisement in the selection of electives, students may prepare for a four-year program in **Economics, Finance, Marketing, Management**, or other business related field. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Business and Technology Department at (918) 540-6294 or e-mail business@neo.edu.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II HIST 1483 American History <u>or</u> HIST 1493 American History
<i>History</i>	<i>3 hours</i>	POLS 1113 American Government Select from HUM listing on p. 62 Any two Science courses on p. 62-63. One must be a lab science
<i>Political Science</i>	<i>3 hours</i>	Any college-level MATH course on p. 63.
<i>Humanities</i>	<i>6 hours</i>	PSYC 1113 General Psychology <u>or</u> SOC1 1113 Intro to Sociology
<i>Science</i>	<i>7 hours</i>	SPCH 2713 Intro to Speech Comm. <u>and</u> Additional liberal arts and science course(s) See p. 61 for requirements.
<i>College Math</i>	<i>3 hours</i>	
<i>Required Elective</i>	<i>3 hours</i>	
<i>General Ed Elective</i>	<i>6 hours</i>	
<i>Computer Proficiency*</i>		

Program Requirements:

Hours: 23

Core Requirements: 13 hours

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
FYE	1011	Freshman Year Experience

10 Additional hours as directed by advisor:

ACCT	2523	Computerized Accounting
BADM	2103	Principle Styled Leadership
BADM	2113	Business Communications
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2223	Business Law
CS	1103	Computers in Society
MATH	2103	Elementary Calculus
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
MGMT	2213	Principles of Management
MKTG	2123	Marketing
OIS	1133	Professional Development
OIS	2033	Excel Spreadsheets
OIS	2523	Microsoft Word
STAT	2023	Elementary Statistics for Business and Economics Approved Business Electives

See "Course Description" section for any course prerequisites.

**ELEMENTARY EDUCATION (Pre)
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Elementary Education. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact: (918) 540-6265.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 62.
<i>Life Science</i>	<i>4 hours</i>	BIOL 1114 Introductory to Biology
<i>Physical Science</i>	<i>4 hours</i>	PHYS 1014 General Physical Science
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p.63.
<i>Required Elective</i>	<i>3 hours</i>	ART 1803 Introduction to Art
<i>General Ed Elective</i>	<i>3 hours</i>	Additional liberal arts and science course(s).
<i>Computer Proficiency</i>	<i>3 hours</i>	CS 1103 Computers in Society

Program Requirements:

Hours: 22

Core Requirements: 7 hours

PSYC	1113	General Psychology
FYE	1011	Freshman Year Experience
SPCH	2713	Introduction to Speech Communication

15 additional hours as directed by advisor:

ECON	1113	Economics of Social and Contemporary Issues
ENGL	2413	Introduction to Literature
FRCD	1113	Foundations of Early Childhood
FRCD	2013	Literature for Children
GEOG	1013	World/Regional Geography
HHP	2603	Total Wellness
PSYC	1603	Developmental Psychology
SOCI	1113	Introduction to Sociology
SPAN	1113	Spanish I

See "Course Description" section for any course prerequisites.

**ENGINEERING – PRE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to fulfill in part the course requirements for entry into a school of Engineering. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Mathematics and Sciences Department at (918) 540-6275.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 62.
<i>Lab Science</i>	<i>10 hours</i>	CHEM 1315 General Chemistry I and PHYS 2015 Engineering Physics I
<i>College Math</i>	<i>3 hours</i>	MATH 1513 College Algebra or higher
<i>Required Elective</i>	<i>3 hours</i>	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Education Elective</i>	<i>1-3 hours</i>	Additional liberal arts or sciences course to meet the 37 credit hours required
<i>Computer Course</i>	<i>3 hours</i>	Approved by departmental advisor

Program Requirements:

Hours: 22

Core Requirements: 11 hours

FYE	1011	Freshman Year Experience
MATH	2145	Calculus I
MATH	2155	Calculus II

11 hours as directed by advisor

CHEM	1515	General Chemistry II
CS	2023	Advanced Programming
DRFT	1223	CAD and Design I
ENGR	2113	Statics
ENGR	2123	Elementary Dynamics
MATH	1613	Trigonometry
MATH	2233	Differential Equations
MATH	2273	Calculus III
PHYS	2115	Engineering Physics II

See "Course Description" section for any course prerequisites.

**ENTERPRISE DEVELOPMENT
BUSINESS ADMINISTRATION OPTION
ASSOCIATE IN SCIENCE DEGREE**

This program is designed for adults with **at least 18 credit hours** who desire to return to college in order to complete an associate degree as part of the Oklahoma State Regents for Higher Education Reach Higher Program. The flexibility of this program allows eligible students to complete the remaining courses from their chose of 14 Oklahoma colleges. **For additional information, contact the Center for Academic Success and Advisement, 918-540-6229.**

TOTAL PROGRAM HOURS: 61

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History or HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 62.
<i>Life Science</i>	4 hours	BIOL1114 or BIOL1404
<i>Physical Science</i>	4 hours	GEOL1114, PHYS1114, CHEM1215 or CHEM1315
<i>College Math</i>	3 hours	MATH 1493 or MATH 1513
<i>Required Elective</i>	3 hours	ECON 2013, GEOG 1013, HIST 1613, HIST 1623 SOCI 1113 or SOCI 2123
<i>General Ed Elective</i>	3 hours	SPCH 2713 Intro to Speech
<i>Computer Proficiency</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 23

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
BADM	2023	Business Internship
BADM	2502	Business Capstone Seminar
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
MKTG	2123	Marketing
STAT	2023	Elementary Statistics in Business and Economics

**ENTERPRISE DEVELOPMENT
GENERAL STUDIES OPTION
ASSOCIATE IN SCIENCE DEGREE**

This program is designed for adults with at least 18 credit hours who desire to return to college in order to complete an associate degree as part of the Oklahoma State Regents for Higher Education Reach Higher Program. The flexibility of this program allows eligible students to complete the remaining courses from their choice of 14 Oklahoma colleges. **For additional information, contact the Center for Academic Success and Advisement, 918-540-6229.**

TOTAL PROGRAM HOURS: 61

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 62.
<i>Life Science</i>	<i>4 hours</i>	BIOL1114 or BIOL1404
<i>Physical Science</i>	<i>4 hours</i>	GEOL1114, PHYS1114, CHEM1215 or 1315
<i>College Math</i>	<i>3 hours</i>	MATH 1493 or MATH 1513
<i>Required Elective</i>	<i>3 hours</i>	ECON 2013, GEOG 1013, HIST 1613, HIST 1623
		SOCI 1113 or SOCI 2123
<i>General Ed Elective</i>	<i>3 hours</i>	SPCH 2713 Intro to Speech
<i>Computer Proficiency</i>	<i>3 hours</i>	CS 1103 Computers in Society

Program Requirements:

Hours: 23

23 college-level hours selected from the student's field of interest as directed by the advisor. In accordance with Oklahoma State Regents for Higher Education policy, **50% of the courses should be liberal arts and sciences.**

See pages 60-62 for a list of liberal arts and science courses.

**EQUINE OPTION
AGRICULTURE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in **Equine**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Agriculture Department at neoagriculture@neo.edu or call (918) 540-6368.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 62.
<i>Lab Science</i>	8 hours	Any Two Lab Science courses on p. 62-63.
<i>College Math</i>	3 hours	Any college level MATH course on p. 63.
<i>Required Elective</i>	3 hours	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Ed Elective(s)</i>	3 hours	Additional liberal arts and science courses.
<i>Computer Proficiency</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 22

Core Requirements: 121 hours

FYE	1011	Freshman Year Experience
AGEC	1113	Introduction to Agriculture Economics
ANSI	1124	Introduction to Animal Science
PLNT	1213	Introduction to Plant and Soil Science

Option Requirement: 6 hours

EQNE	2123	Equine Health and Disease
EQNE	2133	Equine Reproduction

5 hours as directed by advisor

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
AG	1000	Agriculture Special Problems
AG	2281	Agriculture Capstone
AG	2440	Agriculture Internship (variable credit 4 or 6 hours)
AGLE	1151	Personal Leadership Development in Agriculture
ANSI	2112	Live Animal Evaluation
ANSI	2123	Livestock Feeding
ANSI	2253	Meat Animal & Carcass Evaluation
EQNE	1103	Introduction to Equine
EQNE	2012	Basic Horsemanship
EQNE	2333	Equine Business and Production Management
SOIL	2124	Fundamentals of Soil Science
		Rodeo Activities Courses
		Livestock Selection Courses
		Equine Selection Courses
		Approved Electives (maximum 5 hours)

**MANAGEMENT INFORMATION SYSTEMS OPTION
BUSINESS ADMINISTRATION
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Business Administration with an emphasis in Management Information Systems. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Business and Technology Department at (918) 540-6294 or e-mail business@neo.edu.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	<i>6 hours</i>
<i>History</i>	<i>3 hours</i>
<i>Political Science</i>	<i>3 hours</i>
<i>Humanities</i>	<i>6 hours</i>
<i>Science</i>	<i>7 hours</i>
<i>College Math</i>	<i>3 hours</i>
<i>Required Elective</i>	<i>3 hours</i>
<i>General Ed Elective</i>	<i>3 hours</i>
<i>Computer Proficiency</i>	<i>3 hours</i>

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History or
HIST 1493 American History
POLS 1113 American Government
Select from HUM listing on p. 62.
Any two Science courses on p. 62-63.
One must be a lab science
MATH 1513 College Algebra
PSYC 1113 General Psychology or
SOC 1113 Intro to Sociology
SPCH 2713 Intro to Speech Comm.
CS 2103 Computer Concepts

Program Requirements:

Hours: 23

Core Requirements: 13 hours

ACCT 2103	Financial Accounting
ACCT 2203	Managerial Accounting
ECON 2013	Introduction to Macroeconomics
ECON 2023	Introduction to Microeconomics
FYE 1011	Freshman Year Experience

10 Additional hours as directed by advisor:

CS 2023	Advanced Programming
CS 1373	Network Operating Systems
CS 2134	Introduction to Programming
CS 2173	Java Programming
CS 2303	Database Programming I
CS 2433	Advanced Networking
STAT 2023	Elementary Statistics for Business and Economics
	Approved Business and/or Computer Science Electives

See "Course Description" section for any course prerequisites.

**MATH OPTION
ENGINEERING - PRE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to fulfill in part the course requirements for transfer to a Bachelor's program in Math. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Mathematics and Sciences Department at (918) 540-6275.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

<i>Communication</i>	<i>6 hours</i>
<i>History</i>	<i>3 hours</i>
<i>Political Science</i>	<i>3 hours</i>
<i>Humanities</i>	<i>6 hours</i>
<i>Life Science</i>	<i>4 hours</i>
<i>Physical Science</i>	<i>4 hours</i>
<i>College Math</i>	<i>3 hours</i>
<i>Required Elective</i>	<i>3 hours</i>
<i>General Ed Electives</i>	<i>3 hours</i>
<i>Computer Course</i>	<i>3 hours</i>

Hours: 38

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History <u>or</u> HIST 1493 American History
POLS 1113 American Government Select from HUM listing on p. 62.
Life Science course as directed by advisor
Physical Science course as directed by advisor
MATH 1513 College Algebra or higher
PSCY 1113 General Psychology
Additional liberal arts and science course(s) to meet the 38 credit hours required.
Approved by departmental advisor

Program Requirements:

Hours: 22

FYE	1011	Freshman Year Experience
MATH	2145	Calculus I
MATH	2155	Calculus II

11 hours as directed by advisor

CHEM	1315	General Chemistry I
CHEM	1515	General Chemistry II
CS	2023	Advanced Programming
MATH	1613	Trigonometry
MATH	2233	Differential Equations
MATH	2273	Calculus III
PHYS	1114	Principles of Physic I
PHYS	1214	Principles of Physics II
PHYS	2015	Engineering Physics I
PHYS	2115	Engineering Physics II
SPCH	2713	Introduction to Speech Communication

**NATURAL SCIENCES
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to fulfill in part the course requirements for entry into professional schools of medicine, pharmacy, dentistry, physical therapy, dental hygiene, x-ray technology or other related health sciences. It is also for students transferring to pursue degrees in **biology, microbiology, chemistry, environmental science** or related degrees. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Math and Science Department at (918) 540-6275.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 62.
<i>Lab Science</i>	<i>8-9 hours</i>	Satisfied by any two sciences listed below.
<i>College Math</i>	<i>3 hours</i>	MATH 1513 College Algebra or higher
<i>Required Elective</i>	<i>3 hours</i>	PSYC 1113 General Psychology <u>or</u> SOCI 1113 Intro Sociology
<i>General Ed Elective(s)</i>	<i>1-2 hours</i>	Additional liberal arts and science course(s) to meet the 37 credit hours required.
<i>Computer Proficiency*</i>	<i>3 hours</i>	CS 1103 Computers in Society

Program Requirements:

Hours: 23

As directed by advisor

ACCT	2103	Financial Accounting
BIOL	1404	Plant Biology
BIOL	1604	Animal Biology
BIOL	2101	Animal Biology Lab
BIOL	2114	Anatomy and Physiology
BIOL	2534	Advanced Physiology
CHEM	1215	Principles of Chemistry I
CHEM	1315	General Chemistry I
CHEM	1515	General Chemistry II
CHEM	2344	Introduction to Organic and Biological Chemistry
ENGL	2413	Introduction to Literature
ENVR	1114	Introduction to Environmental Science
FYE	1011	Freshman Year Experience
GEOL	1114	Physical Geology
GEOL	1224	Historical Geology
MATH	1613	Trigonometry
MATH	2145	Calculus I
MATH	2155	Calculus II
MATH	2273	Calculus III
MCRO	2124	Introduction to Microbiology
MCRO	2301	Microbiology Lab
PHYS	1114	Principles of Physics I or
PHYS	2015	Engineering Physics I
PHYS	1214	Principles of Physics II or
PHYS	2115	Engineering Physics II
		Approved Elective (3 hours maximum)

See "Course Description" section for any course prerequisites.

**NURSING - PRE BSN
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Nursing. By proper advisement in the selection of electives, students may prepare for other four- year programs in professional health science related fields. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and Pre BSN degree programs. **For more information contact the Nursing Program at (918) 540-6316.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>
<i>History</i>	<i>3 hours</i>
<i>Political Science</i>	<i>3 hours</i>
<i>Humanities</i>	<i>6 hours</i>
<i>Lab Science</i>	<i>8 hours</i>
<i>College Math</i>	<i>3 hours</i>
<i>Required Elective</i>	<i>3 hours</i>
<i>General Ed Elective</i>	<i>3 hours</i>
<i>Computer Proficiency*</i>	<i>3 hours</i>

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History <u>or</u> HIST 1493 American History
POLS 1113 American Government
Select from HUM listing on p. 62.
Satisfied by any two of the 4-5 hour lab science courses listed below.
MATH 1513 College Algebra
PSYC 1113 General Psychology
Additional liberal arts and science course(s)
CS 1103 Computers in Society

Program Requirements:

Hours: 22

FYE 1011 Freshman Year Experience

As directed by advisor

BIOL	1604	Animal Biology
BIOL	2101	Animal Biology Lab
BIOL	2114	Anatomy and Physiology
BIOL	2121	Anatomy and Physiology Lab
BIOL	2534	Advanced Physiology
CHEM	1144	Chemistry for Health Sciences
CHEM	1215	Principles of Chemistry I
CHEM	1315	General Chemistry I
ECON	2013	Introduction to Macroeconomics
HHP	2603	Total Wellness
HIST	1063	History of the American Indian
MCRO	2124	Introduction to Microbiology
MCRO	2301	Introduction to Microbiology Lab
NUTR	1113	Nutrition
PSYC	1603	Developmental Psychology
SOCI	1113	Introduction to Sociology
SOCI	2123	Social Problems
SOCI	2353	Cultural Anthropology
SPCH	2713	Introduction to Speech Communication
STAT	2023	Elementary Statistics in Business and Economics
		Approved Electives (maximum 6 hours)

See "Course Description" section for any course prerequisites.

**PHYSICAL EDUCATION OPTION
PHYSICAL EDUCATION
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Physical Education and Recreation. By proper advisement in the selection of electives, students may prepare for a four-year program in Wellness or other related field. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Physical Education Program at (918) 540-6192.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 62.
<i>Life Science</i>	4 hours	Life Science as approved by advisor
<i>Physical Science</i>	4 hours	Any Physical Science course on p. 63.
<i>College Math</i>	3 hours	Any college level MATH course on p. 63.
<i>Required Elective</i>	3 hours	Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Ed Elective</i>	3 hours	Additional liberal arts and science course(s).
<i>Computer Proficiency</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 22

Core Requirements: 12 hours

FYE	1011	Freshman Year Experience
HHP	1753	Introduction to Physical Education <u>or</u>
HHP	1713	Introduction to Athletic Training
HHP	2602	Community First Aid
HHP	2603	Total Wellness
HHP	2663	Care and Prevention of Athletic Injuries

10 hours as directed by advisor:

HHP	1122	Personal Trainer
HHP	1123	Leadership and Team Building
HHP	1142	Group Fitness Instructor
HHP	1152	Lifestyle & Weight Management
HHP	2052	Sports Officiating
HHP	2213	Principles of Health Education and Health Promotion
HHP	1363	Theory of Coaching I
HHP	2363	Theory of Coaching II
HHP	2692	Water Safety Instruction
HHP	2992	Life Guarding
NUTR	1113	Nutrition
		Leisure activity courses
		Electives approved by Department Chair (6 hours maximum)

See "Course Description" section for any course prerequisites.

**RECREATION OPTION
PHYSICAL EDUCATION
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Physical Education and Recreation. By proper advisement in the selection of electives, students may prepare for a four-year program in **Coaching** or other related field. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Physical Education Program at (918) 540-6192.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 62.
<i>Life Science</i>	4 hours	Life Science as approved by advisor
<i>Physical Science</i>	4 hours	Any Physical Science course on p. 63
<i>College Math</i>	3 hours	Any college level MATH course on p. 63.
<i>Required Elective</i>	3 hours	Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Ed Elective</i>	3 hours	Additional liberal arts and science course(s).
<i>Computer Proficiency</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 22

FYE	1011	Freshman Year Experience
HHP	1753	Introduction to Physical Education <u>or</u>
HHP	1713	Introduction to Athletic Training
HHP	2602	Community First Aid
HHP	2603	Total Wellness
HHP	2663	Care and Prevention of Athletic Injuries

10 hours as directed by advisor:

HHP	1122	Personal Trainer
HHP	1123	Leadership and Team Building
HHP	1142	Group Fitness Instructor
HHP	1152	Lifestyle & Weight Management Consultant
HHP	1363	Theory of Coaching I
HHP	2052	Sports Officiating
HHP	2213	Principles of Health Education and Health Promotion
HHP	2363	Theory of Coaching II
HHP	2992	Lifeguarding
HHP	2692	Water Safety Instruction
HHP	2992	Lifeguarding
HHP	1113	Nutrition
		Leisure Activity Courses
		Electives approved by Department Chair—Maximum 6 hours

See "Course Description" section for any course prerequisites.

**SPORTS MANAGEMENT
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Sports Management. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Business and Technology Department at (918) 540-6294 or e-mail business@neo.edu.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II HIST 1483 American History <u>or</u> HIST 1493 American History
<i>History</i>	<i>3 hours</i>	POLS 1113 American Government Select from HUM listing on p. 62.
<i>Political Science</i>	<i>3 hours</i>	Any two Science courses on p. 62-63. One must be a lab science
<i>Humanities</i>	<i>6 hours</i>	Any college-level MATH course on p. 63.
<i>Science</i>	<i>7 hours</i>	PSYC 1113 General Psychology <u>or</u> SOC1 1113 Intro to Sociology
<i>College Math</i>	<i>3 hours</i>	SPCH 2713 Intro to Speech Comm. <u>and</u>
<i>Required Elective</i>	<i>3 hours</i>	Additional liberal arts and science course(s) See p. 63 for requirements.
<i>General Ed Elective</i>	<i>6 hours</i>	
<i>Computer Proficiency*</i>		

Program Requirements:

Hours: 23

Core Requirements: 10 hours

FYE	1011	Freshman Year Experience
MGMT	2213	Principles of Management
MGMT	2313	Sports and Entertainment Management
MGMT	2323	Sports Communication

Thirteen (13) additional hours as directed by advisor:

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
BADM	2113	Business Communications
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2223	Business Law
CS	1103	Computers in Society
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
HHP	2602	Community First Aid
HHP	2603	Total Wellness
MATH	2103	Elementary Calculus
MGMT	2303	Sports Management Internship
MKTG	2123	Marketing
NUTR	1113	Nutrition
STAT	2023	Elementary Statistics for Business and Economics
		Approved Business Electives

**VETERINARY SCIENCE – PRE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to fulfill in part the course requirements for entry into a school of Veterinary Science. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Agriculture Department at neoagriculture@neo.edu or call (918) 540-6368.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 62.
<i>Lab Science</i>	<i>8 hours</i>	Approved science courses from listing on p. 62-63.
<i>College Math</i>	<i>3 hours</i>	Any college level MATH courses on p. 63.
<i>Required Elective</i>	<i>3 hours</i>	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Ed Elective(s)</i>	<i>3 hours</i>	Additional liberal arts and science courses to meet the 37 credit hours required.
<i>Computer Proficiency</i>	<i>3 hours</i>	CS 1103 Computers in Society

Program Requirements:

Hours: 22

22 hours as directed by advisor:

FYE	1011	Freshman Year Experience
AG	2112	Microcomputer Techniques in Ag
AGEC	1113	Introduction to Ag Economics
ANSI	1124	Introduction to Animal Science
ANSI	2253	Meat Animal & Carcass Evaluation
BIOL	1114	Introduction to Biology <u>or</u>
BIOL	1414	Cellular Physiology <u>or</u>
BIOL	2114	Anatomy and Physiology
BIOL	1604	Animal Biology
CHEM	1315	General Chemistry I
CHEM	1515	General Chemistry II
CHEM	2345	Organic Chemistry
MATH	1513	College Algebra
MATH	1613	Trigonometry <u>or</u>
STAT	2023	Elementary Statistics in Business and Economics
MCRO	2124	Introduction to Microbiology
PHYS	1114	Principles of Physics I
PHYS	1214	Principles of Physics II
PLNT	1213	Introduction to Plant and Soil Systems
SPCH	2713	Introduction to Speech Communication
		Approved Electives (maximum 6 hours)

See "Course Description" section for any course prerequisites.

**ACCOUNTING OPTION
BUSINESS ADMINISTRATION TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares the student for entry-level employment by developing skills needed to function in a variety of positions in the accounting field. **For more information contact the Business and Technology Department at (918) 540-6294 or email business@neo.edu.**

TOTAL PROGRAM HOURS: 61

General Education Requirements:

Hours: 18

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>General Ed Elective</i>	<i>6 hours</i>	Additional liberal arts and/or science course(s).
<i>Computer Proficiency*</i>		See p. 63 for requirements.

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 31 hours

ACCT	1103	Financial Accounting Procedures I
ACCT	1203	Financial Accounting Procedures II
ACCT	2203	Managerial Accounting
ACCT	2523	Computerized Accounting
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2153	Consumer Math
FIN	2123	Personal Finance
FYE	1011	Freshman Year Experience
OIS	1133	Professional Development
OIS	2033	Microsoft Excel

Technical/Occupational Support: 12 hours as directed by advisor

BADM	2113	Business Communications
BADM	2223	Business Law
BADM	2303	Business Internship
CS	1103	Computers in Society
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
MGMT	1133	Human Relations
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
MGMT	2213	Principles of Management
MKGT	2123	Marketing
STAT	2023	Elementary Statistics
		Approved Business Electives

See "Course Description" section for any course prerequisites.

**COMPUTER INFORMATION SYSTEMS
ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Computer Science curriculum is designed to provide an option for students to transfer to a university or seek immediate employment upon graduation. Emphasis will be placed on computer software design which requires knowledge of programming, operating systems, and database management systems. For more information contact the Computer Science Program at (918) 540-6284 or email: business@neo.edu.

TOTAL PROGRAM HOURS: 64

General Education Requirements:

<i>Communication</i>	<i>6 hours</i>
<i>History</i>	<i>3 hours</i>
<i>Political Science</i>	<i>3 hours</i>
<i>Mathematics</i>	<i>3 hours</i>
<i>General Ed Elective</i>	<i>3 hours</i>
<i>Computer Proficiency</i>	<i>3 hours</i>

Hours: 21

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History <u>or</u>
HIST 1493 American History
POLS 1113 American Government
MATH 1513 College Algebra
ECON 2013 Macroeconomics
CS 2103 Computer Concepts

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 43 hours

ACCT 2103	Financial Accounting
BADM 2133	Business Ethics
CS 1243	Introduction to Network Security
CS 1373	Network Operating Systems
CS 2023	Advanced Programming
CS 2043	Database Programming II
CS 2054	Web Database Systems
CS 2134	Introduction to Programming
CS 2173	Java Programming
CS 2303	Database Programming I
CS 2413	Information Assurance Management
CS 2424	Systems Design & Development
CS 2433	Advanced Networking
FYE 1011	Freshman Year Experience

See "Course Description" section for any course prerequisites.

**CONSTRUCTION MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares the student for mid-level management in construction, such as site manager or estimator. **For more information contact the Construction Program at (918) 540-6275.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 22

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Mathematics</i>	<i>3 hours</i>	Any College Level Math
<i>General Ed Elective</i>	<i>4 hours</i>	PHYS 1014 General Physical Science
<i>Computer Proficiency</i>	<i>3 hours</i>	CS 1103 Computers in Society

Program Requirements:

Hours: 38

Technical/Occupational Specialty: 28 hours

CNST	1013	Construction Safety and Technology
CNST	1023	Introduction to Construction
CNST	1113	Construction Drawing and CAD
CNST	1233	Methods of Construction
CNST	1323	Estimating I
CNST	2123	Construction Management and Leadership
CNST	2233	Internship
CNST	2333	Construction Document
DRFT	1153	Blueprint Reading
FYE	1011	Freshman Year Experience

Technical/Occupational Support: 10 hours as directed by advisor

CNST	1000	Special Problems in Construction
CNST	1123	Introduction to Carpentry
CNST	1133	Introduction to Carpentry Construction II
CNST	2113	Field Safety
CNST	2433	Decorative Concrete
DRFT	1124	Architectural Drawing
DRFT	1223	Computer Aided Drafting and Design I
DRFT	2223	Computer Aided Drafting and Design II
		Approved elective/s (maximum 3 hours)

**ENTREPRENEURSHIP OPTION
BUSINESS ADMINISTRATION TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares the student to lead a business organization as an innovator. Skills necessary to create and implement a business plan are presented. This program includes a maximum of nine (9) credit hours awarded through cooperative agreements with technology centers or approved prior learning experiences. **For more information contact the Business and Technology Department at (918) 540-6294 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 61

General Education Requirements:

Hours: 18

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History or HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>General Ed Elective</i>	6 hours	Additional liberal arts and/or science course(s).
<i>Computer Proficiency*</i>		See p. 63 for requirements.

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 28 hours

ACCT	1103	Financial Accounting Procedures I
ACCT	1203	Financial Accounting Procedures II
ACCT	2203	Managerial Accounting
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2153	Consumer Math
FYE	1101	Freshman Year Experience
MGMT	1133	Human Relations <u>or</u>
MGMT	2023	Human Resource Management
MGMT	1223	Small Business Management
OIS	1133	Professional Development

Technical/Occupational Support: 15 hours as directed by advisor

BADM	2103	Principle Styled Leadership
BADM	2113	Business Communications
BADM	2223	Business Law
CS	1103	Computers in Society
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
FIN	2123	Personal Finance
MGMT	2213	Principles of Management
MKGT	2123	Marketing
		Business Electives or Other Approved Technical/Occupational courses (6 hours maximum approved by Dept. Chair)

See "Course Description" section for any course prerequisites.

**EQUINE PRODUCTION OPTION
EQUINE AND RANCH MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum is designed to prepare the student for a career in equine science upon graduation.
For more information contact the Agriculture Department at (918) 540-6262 and email: agriculture@neo.edu.

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 19

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>General Ed Elective</i>	<i>4 hours</i>	Approved liberal arts and/or science course(s).
<i>Computer Proficiency*</i>	<i>3 hours</i>	CS 1103 Computers in Society

Program Requirements:

Hours: 41

Technical/Occupational Specialty: at least 24-25 hours as directed by advisor

FYE	1011	Freshman Year Experience
ANSI	1124	Introduction to Animal Science
ANSI	2123	Livestock Feeding
EQNE	1101	Equine Selection <u>or</u>
ANSI	2112	Live Animal Evaluation
FRMT	1003	Equine and Livestock Business Management
FRMT	1013	Pasture and Range Management
FRMT	1222	Equine and livestock Sales Management and Marketing
FRMT	2123	Breeding Management of Farm Animals <u>or</u>
EQNE	2133	Equine Reproduction
FRMT	2221	Equine and Ranch Management Capstone
FRMT	2223	Livestock Production

Specialty hours for option: 8 hours Required

EQNE	1103	Introduction to Equine
EQNE	2012	Basic Horsemanship
EQNE	2123	Equine Health and Disease

Additional hours to meet minimum 41 hours as directed by advisor

AGEC	1113	Intro to Agriculture Economics
EQNE	1112	Basic Horseshoeing
EQNE	1121	Equine Selection
EQNE	2022	Advanced Horsemanship
EQNE	2112	Advanced Horseshoeing
EQNE	2123	Equine Health Disease
EQNE	2124	Equine Training Management I
EQNE	2234	Equine Training Management II
EQNE	2212	Equine Selection
MATH	1513	College Algebra
MCAG	1413	Introduction Engineering in Agriculture
PLNT	1213	Introduction to Plant and Soil Systems
SOIL	2124	Fundamentals of Soil Science
		Rodeo Activities
		Approved Electives (maximum of 10 hours)

See "Course Description" section for any course prerequisites.

**MARKETING AND MANAGEMENT OPTION
BUSINESS ADMINISTRATION TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares the student for entry-level employment in supervision, retail sales, and business management by developing fundamental skills, knowledge, attitudes, and experiences needed to function in the various positions with management and marketing. **For more information, contact the Business and Technology Department at (918) 540-6294 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 61

General Education Requirements:

Hours: 18

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>General Ed Elective</i>	6 hours	Approved liberal arts and/or science course(s).
<i>Computer Proficiency*</i>		See p. 63 for requirements.

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 31 hours

ACCT	1103	Financial Accounting Procedures I <u>or</u> ACCT 2103 Financial Accounting
ACCT	1203	Financial Accounting Procedures II <u>or</u> ACCT 2203 Managerial Accounting
BADM	2103	Principle Styled Leadership
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2153	Consumer Math
FYE	1011	Freshman Year Experience
MGMT	2213	Principles of Management
MKTG	2123	Marketing
OIS	1133	Professional Development
OIS	2033	Excel Spreadsheets

Technical/Occupational Support: 12 hours as directed by advisor

ACCT	2523	Computerized Accounting
BADM	2113	Business Communications
BADM	2223	Business Law
BADM	2300	Business Internship (variable credit)
CS	1103	Computers in Society
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
MGMT	1133	Human Relations
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
SPCH	2713	Introduction to Speech Communication
STAT	2023	Elementary Statistics for Business and Economics Approved Business Electives

See "Course Description" section for any course prerequisites.

MEDICAL LABORATORY TECHNICIAN

The Medical Laboratory Technician performs laboratory procedures that require a high level of skill and that assist the medical team with their diagnosis of disease. The Medical Laboratory Technician Program includes four semesters and a summer session. The curriculum includes courses in general education, biology, chemistry, and medical laboratory technology. Clinical laboratory sessions are conducted in health care facilities. Students are responsible for their own transportation to clinical experiences.

The number of students accepted into the program is limited to the number of available clinical sites. Students desiring to begin taking the medical laboratory technician courses in the fall must make application by **March 1**. The MLT application, previous transcripts, ACT scores and a personal interview are required for admission to the program. Students are notified after the interviews as to their selection status.

Students must have an overall GPA of 2.0 and a minimum grade of C or better in prerequisite science courses: Microbiology; Chemistry 1144, 1215, or 1315; and Anatomy and Physiology or Zoology. Liability insurance, a background check, immunizations, a drug screen, and a physical examination are required.

FEES: In addition to regular fees, the student has the following fees. The fees are approximate costs and subject to change without prior notice to the student.

Books and Supplies (MLT course)	\$785.00
Tablet or iPad	400.00
Criminal Background, Drug Screen, Immunization Tracker	128.00
Liability Insurance	15.50
Physical Examination	45.00
Heptavax Vaccine	150.00
MMR	30.00
CPR	35.00
TB Skin Test	10.00
Board of Certification Exam	\$215.00
Professional Membership	\$25.00

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. Students meeting requirements for graduation are awarded an Associate in Applied Science Degree by the College and are certified by the Director of the MLT program as being eligible to sit for the ASCP registry, and/or the AMT.

NAACLS
5600 N. River Rd, Suite 720
Rosemont, IL 60018
(773) 714-8880
www.naacls.org

**MEDICAL LABORATORY TECHNICIAN
ASSOCIATE IN APPLIED SCIENCE DEGREE**

For more information contact the Medical Laboratory Technician Program at (918) 540-6140.

TOTAL PROGRAM HOURS: 69

General Education Requirements:

Hours: 19

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>General Ed Elective</i>	3 hours	PSYC 1113 General Psychology
<i>Lab Science</i>	4 hours	BIOL 2114 or BIOL 1604

Program Requirements:

Hours: 50

Technical/Occupational Support: 12 hours as directed by advisor

CHEM	1144	Chemistry for Health Sciences, CHEM 1215 Principles of Chemistry I, <u>or</u> CHEM 1315 General Chemistry I
MCRO	2124	Microbiology
MLAT	1414	Immunology and Serology

Technical/Occupational Specialty: 38 hours

MLAT	1113	Medical Laboratory Operations
MLAT	1304	Basic Hematology
MLAT	1313	Phlebotomy, Urinalysis, and Body Fluids
MLAT	1323	Clinical Practice 1
MLAT	1333	Clinical Practice 2
MLAT	2344	Clinical Chemistry
MLAT	2354	Pathogenic Microbiology
MLAT	2364	Introduction to Molecular Diagnostics
MLAT	2374	Immunoematology
MLAT	2373	Clinical Practice 3
MLAT	2383	Clinical Practice 4

See "Course Description" section for any course prerequisites.

NURSING (Associate Degree — RN)

Admission Requirements

The Northeastern Oklahoma A&M (NEO) College Associate Degree Nursing (ADN) Program prepares graduates for licensure as registered nurses. Visit the NEO Nursing Program website for more information.

NEO offers two tracks for students to complete the ADN Program: the Traditional Track and the Fast Track for licensed practical nurses and licensed paramedics. Students must make formal application for admission to the program (see application for admission below).

The **Traditional Track** is designed for students to complete most or all of the required general education courses and support courses prior to beginning the nursing courses. Upon admission to the program, students complete the nursing courses over four semesters (two academic years). The Traditional Track admits one class per year with the nursing courses beginning in August. Additional information is available on the program website: neo.edu/nursing or call the Nursing Office at (918) 540-6316.

The **Fast Track** is designed for licensed practical nurses (LPNs) and licensed paramedics to complete the required nursing courses in one calendar year with less face-to-face time than required for the Traditional Track. The Fast Track is delivered in a hybrid format, with a combination of online content and assignments, on-campus class meetings and skills laboratory experiences, and clinical experiences. The Fast Track admits one class per year with the transition course being taught in July and the nursing courses beginning in August. Additional information is available on the program website: neo.edu/nursing or call the program coordinator at (918) 540-6473.

Application for Admission

Students pursuing admission to the Traditional Track and/or the Fast Track must submit a completed nursing application, all required documents, and the \$40 application fee no later than March 1st, preceding the fall semester the student requests admission to the Nursing Program. The applications and a list of all required documents for the Traditional Track and for the Fast Track are available on the Nursing website: neo.edu/nursing.

Applications must include the following:

- 1) ACT test scores
- 2) ATI-TEAS assessment scores (information available on the application)
- 3) TOEFL iBT scores or IELTS scores, if applicable (English language proficiency)
- 4) Official high school transcript, GED certificate, or HiSET certificate, if not on file at the NEO Registrar's Office
- 5) Official transcripts from all other colleges attended, if not on file at the NEO Registrar's Office
- 6) Mid-term grades, if enrolled in courses at a college or colleges other than NEO College during the application and admission process; contact the Nursing office for more information.
- 7) **FAST TRACK:** Official transcript from the licensed practical nursing program or paramedic program
- 8) **FAST TRACK – LPN:** Evidence of current license as a practical nurse in Oklahoma in good standing
- 9) **FAST TRACK – Paramedic:** Evidence of current National Registry for Paramedics in good standing

Admission

For information about admission criteria for the Nursing Program, see the Nursing webpage on the College's website at neo.edu/.

Traditional Track

Admission to the Associate Degree Nursing Program Traditional Track is limited due to availability of laboratory space and clinical facilities. Applicants must meet the following criteria to be considered for admission to the Nursing Program.

- 1) Remove academic deficiencies per Nursing Program policy (See Nursing Application or the Nursing webpage neo.edu/nursing for specific information)

- 2) Complete one of the required biological science courses with a grade of "C" or above.
- 3) Complete high school or equivalency. If student has a GED or HiSET, the student must complete 12 credit hours of the required general education hours prior to seeking admission.
- 4) Score a minimum of 60 points on the academic profile formula.
- 5) Make a minimum grade of "C" or above in all required courses. See "Course Description" section of this catalog for pre-requisites for the nursing, general education, and support courses.
- 6) Obtain an overall GPA of 2.5 on a 4.0 scale in all of the required courses, and 2.33 overall GPA on a 4.0 scale in required prerequisite science courses.
- 7) Meet requirements for admission to NEO College.

Fast Track for LPNs and Paramedics

Admission to the Associate Degree Nursing Program Fast Track is limited due to availability of laboratory space and clinical facilities. Applicants must meet the following criteria to be considered for admission to the Fast Track Nursing Program.

- 1) Remove academic deficiencies per Nursing Program policy (See Nursing Application or the Nursing webpage neo.edu/nursing for specific information)
- 2) Complete all required general education, support, and science courses with a grade of "C" or above. See "Course Description" section of this catalog for pre-requisites for the nursing, general education, and support courses.
- 3) Complete high school or equivalency. If student has a GED or HiSET, the student must complete 12 credit hours of the required general education hours prior to seeking admission.
- 4) Score a minimum of 60 points on the academic profile formula.
- 5) Obtain an overall GPA of 2.5 on a 4.0 scale in all of the required courses, and 2.33 overall GPA on a 4.0 scale in required prerequisite science courses.
- 6) Qualify for advanced standing credit for NURS 1101, NURS 1112, and NURS 1116, based on ATI assessment. Contact Program Coordinator for more information.
- 7) Meet requirements for admission to NEO College.

Conditional Admission

NOTE: Students may be admitted conditionally, pending completion of any required general education, support, and/or science courses during the summer session prior to the start of the nursing courses. Students who are admitted conditionally will take the required transition course/s during the summer session with the regularly admitted students.

Criminal Background Checks

Upon admission to the ADN Program, students are required to undergo criminal background and sexual offender checks for Oklahoma, Missouri, Kansas, Arkansas and any other state in which the student has resided in the last seven (7) years and for all name changes. Federal background checks with fingerprinting are required. Costs for the checks and requests for any additional information will be the responsibility of the student. A clinical facility may refuse any student from participating in clinical experiences. If a student is unable to meet clinical requirements, it will result in the student being unable to pass the course and policies for dismissal may apply.

Drug Screening

Upon admission to the Associate Degree Nursing Program, students are required to undergo a drug screen. A clinical facility may refuse for a student with a positive drug screen to participate in clinical experiences at the clinical site. If the student is unable to meet clinical requirements, it will result in the student being unable to pass the course/s and policies for dismissal may apply. Clinical facilities may require students to submit to random drug testing or upon reasonable suspicion of use/abuse. The cost of the drug testing will be the responsibility of the student.

Licensure Criteria

The Northeastern Oklahoma A&M College Associate Degree Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Information about states in which the NEO Associate Degree Nursing Program meets the requirements for licensure is available on the NEO College website (Program Disclosure). Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §§567.5 & 567.6]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. Potential applicants to state-approved education programs, with criminal history, may obtain an initial determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The initial determination of eligibility for licensure petition can be accessed at <http://nursing.ok.gov/initialdeterm.pdf>.

Progression and Graduation Traditional and Fast Track

To successfully progress through the nursing curriculum, an individual must be able to perform certain skills and physical and mental activities. These activities include, but are not limited to, critical thinking; communication skills; mobility and motor skills; lifting; hearing and visual skills, and tactile abilities. Contact the Nursing Program at (918) 540-6316 for more information.

To graduate with an Associate in Applied Science Degree in Nursing, the student must:

1. Complete all the required general education, support, and nursing courses with a grade of "C" or above.
2. Meet the College's graduation requirements as stated on page 57 of this catalog.

**ASSOCIATE DEGREE NURSING (RN)
TRADITIONAL TRACK
ASSOCIATE IN APPLIED SCIENCE DEGREE**

For more information, contact the Nursing Program at (918) 540-6316.

TOTAL PROGRAM HOURS: 66

General Education Requirements:

Hours: 18

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Controlled Electives</i>	6 hours	PSYC 1113 General Psychology PSYC 1603 Developmental Psychology

Program Requirements:

HOURS: 48

Technical/Occupational Support: 12 hours

CHEM	1144	Chemistry for Health Sciences <u>or</u>
CHEM	1215	Principles of Chemistry I <u>or</u>
CHEM	1315	General Chemistry I
BIOL	2114	Anatomy and Physiology (includes lab)
MCRO	2124	Introduction to Microbiology (includes lab)

Technical/Occupational Specialty: 36 hours

NURS	1101	Pharmacology
NURS	1112	Health Assessment
NURS	1116	Introduction to Nursing
NURS	1202	Nursing Care of the Childbearing Family
NURS	1217	Medical Surgical Nursing I
NURS	2102	Nursing Care of the Childbearing Family
NURS	2137	Medical Surgical Nursing II
NURS	2242	Mental Behavioral Health Nursing
NURS	2243	Transition to Professional Practice
NURS	2244	Nursing Care of Patients with Multisystem Disorders

**ASSOCIATE DEGREE NURSING (RN)
FAST TRACK (LPN/Paramedic)
ASSOCIATE IN APPLIED SCIENCE DEGREE**

For more information, contact the Nursing Program at (918) 540-6316.

TOTAL PROGRAM HOURS: 66

General Education Requirements:

Hours: 18

Communication 6 hours

ENGL 1113 Freshman Composition I

ENGL 1213 Freshman Composition II

History 3 hours

HIST 1483 American History or

HIST 1493 American History

Political Science 3 hours

POLS 1113 American Government

Controlled Electives 6 hours

PSYC 1113 General Psychology

PSYC 1603 Developmental Psychology

Program Requirements:

HOURS: 49-50

Technical/Occupational Support: 12 hours

CHEM 1144 Chemistry for Health Sciences or

CHEM 1215 Principles of Chemistry I or

CHEM 1315 General Chemistry I

BIOL 2114 Anatomy and Physiology (includes lab)

MCRO 2124 Introduction to Microbiology (includes lab)

Technical/Occupational Specialty: 26-27 hours

NURS 1121 Transition to Associate Degree Nursing (LPN & Paramedic)

NURS 1131 Expanded Transition to Associate Degree Nursing (Paramedic)

NURS 1217 Medical Surgical Nursing I

NURS 2102 Nursing Care of the Childrearing Family

NURS 2137 Medical Surgical Nursing II

NURS 2242 Mental Behavioral Health Nursing

NURS 2243 Transition to Professional Practice

NURS 2244 Nursing Care of Patients with Multisystem Disorders

Advanced Standing Credit for LPN and Paramedic: 11 hours

NURS 1101 Pharmacology (ATI Assessment)

NURS 1112 Health Assessment (ATI Assessment)

NURS 1116 Introduction to Nursing (ATI Assessment)

NURS 1202 Nursing Care of the Childbearing Family (ATI Assessment)

Estimated Fees for Nursing Program

In addition to the College's regular fees, the nursing student has the following fees unique to the nursing courses. (Only nursing books and supplies included below.) These fees and related expenses are approximate and subject to change without prior notice.

	1st Semester	2nd Semester
Uniforms and related supplies	\$190.00	
Books and supplies	707.00	\$387.00
Liability Insurance	15.50	
ATI Achievement Tests	311.50	281.50
Criminal Background Check	165.00*	
Lab Fees	30.00	30.00
Lab Supply Packet	114.00	43.00
Watch, stethoscope,	130.00	
Physical Exam	60.00	
Heptavax Vaccine	150.00	
Total	\$1,873.00	\$741.50

*Additional cost may be incurred based upon the number of states and names checked.

	3rd Semester	4th Semester
Books and supplies	\$302.00	\$205.00
Liability Insurance	15.50	
ATI Achievement Tests	281.50	281.50
Lab Fees	40.00	30.00
Lab Supply Packet	133.00	136.00
State Licensure		88.50 **
Background Check		15.00 **
Licensure (State Board) Pictures		30.00
NCLEX Testing Fee		200.00
Pinning Ceremony Uniform		30.00
Nursing Pin		85.00
Total	\$772.00	\$1,101.00

**State licensure fees and criminal background checks for licensure vary by state.

ACCREDITATION

The Associate in Applied Science Nursing Program is approved by the Oklahoma Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). Information from accrediting bodies may be obtained at the following addresses.

Accreditation Commission for Education in Nursing

3343 Peachtree Road NE, Suite 850
 Atlanta, GA 30326 (404)
 975-5000
www.acenursing.org

Oklahoma Board of Nursing

2915 Classen Boulevard, Suite 524
 Oklahoma City, OK 73106-5437
 (405) 962-1800
www.ok.gov/nursing

PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant Program is a one plus one program that offers at its completion an Associate in Applied Science Degree. Students seeking admission to the Physical Therapist Assistant Program at NEO A&M College must meet specific criteria in order to be considered. Students are numerically ranked based upon fulfillment of admission criteria that may include admission to NEO A&M College, academic preparation, ACT scores, letters of reference, and physical therapy clinical observation experiences. A minimum GPA of 2.75 in general education and technical support courses is required for admission.

Enrollment in the PTA program is limited due to qualified faculty and availability of clinical sites. There will be no restriction to age, gender, race, color, marital status, national origin, disability or status as a veteran.

COST

PROGRAM COMPLETION

There are some additional costs incurred in the PTA program in order to complete the program and register for state PTA licensure. These costs are approximate and subject to change without prior notice to the student.

Books and Supplies	\$1,000 for Summer School and 2 Semesters
Physical Examination	\$45.00 (avg)
Liability Insurance	18.50
Immunizations	\$150-\$200
Immunization Tracking	\$20
CPR Certification	\$35 (approximate)
Name Badge for Clinicals	\$10
PTA License (Oklahoma)	\$150.00
Criminal Background Check & Drug Screening	\$50 (approximate)
Drug Test	\$40
Program Exit Exam	\$35
Board Exam Review Course	\$250
Physical Therapist Assistant Board Exam	\$400
Prometric Site fee for exam	\$56
Academic Online Advantage Exit Exam	\$35
NEO PTA Program Polo	\$20 (approximate)

GRADUATION

The PTA student must:

- Meet the college's requirements for graduation.
- Complete the prerequisite 27 hours of college coursework with an overall grade point average of 2.75 or above and with at least a grade of "C" or above in each course.
- Complete the PTA program 42 hours with an overall grade point average of 2.75 or above and may not receive any grade lower than a "C".
- Pass a comprehensive exam, Academic Online Advantage Exit Exam or another test determined by the PTA Program Director (within 3 attempts), set at a pass point set at the national average of all students taking the test.

Students meeting requirements for graduation are awarded an Associate in Applied Science Degree by the College and certified by the Director of the Physical Therapist Assistant Program to the Oklahoma Board of Healing Arts as being eligible to sit for the Federation of State Boards of Physical Therapy Licensing Exam.

ACCREDITATION

The Physical Therapist Assistant Program at Northeastern Oklahoma A&M College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.

**PHYSICAL THERAPIST ASSISTANT
ASSOCIATE IN APPLIED SCIENCE DEGREE**

For more information contact the Physical Therapist Assistant Program Director at (918) 540- 6396 or consult the program website: www.neo.edu/pta/.

TOTAL PROGRAM HOURS: 69

General Education Requirements:

Hours: 19

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History or HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>General Ed Elective</i>	7 hours	PSYC 1113 <u>and</u> BIOL 2114

Program Requirements:

Hours: 50

Technical/Occupational Support (Prerequisites): 8 hours

PHYS	1025	Physical Science for Physical Therapy
OIS	1113	Medical Terminology
FYE	1011	Freshman Year Experience (recommended for first-time freshmen not required)

Technical/Occupational Specialty: 42 hours

PHTA	1113	Introduction to Physical Therapy
PHTA	1292	Physical Therapy Procedures I
PHTA	2333	Clinical Experience I
PHTA	2343	Physical Therapy Procedures II
PHTA	2353	Neurology & Pathology
PHTA	2363	Kinesiology for Physical Therapist Assistant
PHTA	2388	Orthopedic Rehabilitation
PHTA	2414	Rehabilitation
PHTA	2434	Clinical Experience II
PHTA	2442	Professionalism in Healthcare
PHTA	2473	Selected Topics in Physical Therapy
PHTA	2534	Clinical Experience III

See "Course Description" section for any course prerequisites.

**RANCH MANAGEMENT OPTION
EQUINE AND RANCH MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum is designed to prepare the student for a career in ranch management upon graduation. Students may also select an option in **Equine Science** (see page 95). **For more information contact the Agriculture Department at neoaagriculture@neo.edu or call (918) 540-6069.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 18

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>General Ed Elective</i>	3 hours	Approved liberal arts and/or science course(s).
<i>Computer Proficiency*</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 42

Technical/Occupational Specialty: at least 27-28 hours as directed by advisor

FYE	1011	Freshman Year Experience
ANSI	1124	Introduction to Animal Science
ANSI	2112	Livestock Animal Evaluation <u>or</u>
EQNE	1101	Equine Selection
ANSI	2123	Livestock Feeding
FRMT	1003	Equine and Livestock Business management
FRMT	2123	Breeding Management of Farm Animals <u>or</u>
EQNE	2133	Equine Reproduction
FRMT	1113	Farm Animal Health <u>or</u>
EQNE	2123	Equine Health Disease
FRMT	1222	Equine and Livestock Sales Management and Marketing
FRMT	2221	Farm and Ranch Management Capstone
FRMT	1013	Pasture and Range Management
FRMT	2223	Livestock Production

Additional hours to meet minimum 42 as directed by advisor

AGEC	1113	Introduction to Agriculture Economics
MCAG	1413	Introduction to Engineering in Agriculture
PLNT	1213	Introduction to Plant and Soil Systems
SOIL	2124	Fundamentals of Soil Science
FRMT	2203	Feedlot Management
BIOL	1114	Introductory Biology
CHEM	1215	Principles of Chemistry I
EQNE	1103	Introduction to Equine
EQNE	1112	Basic Horseshoeing
EQNE	2012	Basic Horsemanship
EQNE	2022	Advanced Horsemanship
EQNE	2112	Advanced Horseshoeing
EQNE	2124	Equine Training Management I
EQNE	2234	Equine Training Management II
FRMT	1213	Beef Production
MATH	1513	College Algebra
		Livestock Selection courses
		Approved Electives (maximum of 10 hours)

ACCOUNTING TWO-YEAR CERTIFICATE

This curriculum prepares the student for entry level employment by developing skills needed to function in a variety of positions in the accounting field. For more information contact the Business and Technology Department at (918) 540-6294 or email: business@neo.edu.

TOTAL PROGRAM HOURS: 46

General Education Requirements:

Communication 3 hours
General Education Elective 3 hours
*Computer Proficiency**

Hours: 6
ENGL 1113 Freshman Composition I
As directed by advisor
See p. 63 for requirements.

Program Requirements:

Hours: 40

Technical/Occupational Specialty: 22 hours

ACCT 1103 Financial Accounting Procedures I
ACCT 1203 Financial Accounting Procedures II
ACCT 2203 Managerial Accounting
ACCT 2523 Computerized Accounting
BADM 2133 Business Ethics
BADM 2153 Consumer Math
FYE 1011 Freshman Year Experience
OIS 2033 Excel Spreadsheets

Technical/Occupational Support: 18 hours

BADM 2103 Principled Style Leadership
BADM 2113 Business Communications
BADM 2123 World of Business
BADM 2223 Business Law
CS 1103 Computers in Society
ECON 2013 Introduction to Macroeconomics
ECON 2023 Introduction to Microeconomics
MGMT 1133 Human Relations
MGMT 1223 Small Business Management
MGMT 2023 Human Resources Management
MGMT 2213 Principles of Management
MKTG 2123 Marketing
OIS 1133 Professional Development
STAT 2023 Elementary Statistics for Business and Economics
Approved Business Electives

**COMPUTER INFORMATION SYSTEMS
TWO-YEAR CERTIFICATE**

This Computer Science curriculum is designed to provide an option for students to transfer to a university or seek immediate employment upon graduation. Emphasis will be placed on computer software design which requires knowledge of programming, operating systems, and database management systems. **For more information contact the Computer Science Program at (918) 540-6284 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 43

Program Requirements:

Hours: 43

Technical/Occupational Specialty: Select 24 hours of courses

CS	1243	Introduction to Network Security
CS	1373	Network Operating Systems
CS	2023	Advanced Programming
CS	2103	Computer Concepts
CS	2134	Introduction to Programming
CS	2303	Database Programming I
CS	2413	Information Assurance Management
CS	2424	Systems Design & Development
ACCT	2103	Financial Accounting
FYE	1011	Freshman Year Experience

Technical/Occupational Support: 19 hours

BADM	2033	Business Ethics
CS	2043	Database Programming II
CS	2054	Web Database Systems
CS	2173	Java Programming
CS	2433	Advanced Networking
MIS	2133	Web Page Development
OIS	2033	Excel Spreadsheets
OIS	2523	Microsoft Word

**EQUINE AND RANCH MANAGEMENT
TWO-YEAR CERTIFICATE**

This curriculum is designed to prepare the student for a career in farm and ranch management upon graduation. **For more information contact the Agriculture Department at neoagriculture@neo.edu or call (918) 540-6262.**

TOTAL PROGRAM HOURS: 36

Program Requirements:

Hours: 36

Core courses: 10 hours

ANSI 1124 Introduction to Animal Science
FRMT 1013 Pasture and Range Management
FRMT 2223 Livestock Production

Technical/Occupational Specialty: Choose 3 of the following (9 hours)

EQNE 1103 Introduction to Equine
EQNE 2123 Equine Health and Disease
EQNE 2133 Equine Reproduction
FRMT 1113 Farm Animal Health-Cattle
FRMT 1213 Beef Production
FRMT 2203 Feed Lot Management
FRMT 2123 Breeding Management of Farm Animals

Technical/Occupational Support: Additional hours as directed by advisor to meet 36 hours required

AGEC 1113 Introduction to Agriculture Economics
ANSI 1101 Livestock Selection
ANSI 1121 Livestock Selection
ANSI 2111 Livestock Selection
ANSI 2112 Live Animal Evaluation
ANSI 2123 Livestock Feeding
EQNE 1101 Equine Selection
EQNE 1121 Equine Selection
EQNE 2212 Equine Selection
EQNE 2123 Equine Health and Disease
EQNE 2124 Equine Training Management I
EQNE 2234 Equine Training Management II
EQNE 2012 Basic Horsemanship
FRMT 1003 Ranch Business Management
FRMT 1112 Equine Ranch Capstone

**MANAGEMENT AND MARKETING
TWO-YEAR CERTIFICATE**

This curriculum prepares the student for entry-level employment in supervision, retail sales, and business management by developing fundamental skills, knowledge, attitudes, and experiences needed to function in the various positions with management and marketing. **For more information contact the Business and Technology Department at (918) 540-6294 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 49

General Education Requirements:

Hours: 9

<i>Communication</i>	3 hours	ENGL 1113 Freshman Composition I
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>General Education Elective</i>	3 hours	As directed by advisor
<i>Computer Proficiency*</i>		See p. 63 for requirements.

Program Requirements:

Hours: 40

Technical/Occupational Specialty: 22 hours

ACCT	1103	Financial Accounting Procedures I or
ACCT	2103	Financial Accounting
ACCT	1203	Financial Accounting Procedures II or
ACCT	2203	Managerial Accounting
BADM	2103	Principle Styled Leadership
BADM	2123	World of Business
FYE	1011	Freshman Year Experience
MGMT	2213	Principles of Management
MKTG	2123	Marketing
OIS	2033	Excel Spreadsheets

Technical/Occupational Support: 18 hours as directed by advisor

ACCT	2523	Computerized Accounting
BADM	2113	Business Communications
BADM	2153	Consumer Math or MATH 1513 College Algebra
BADM	2223	Business Law
CS	1103	Computers in Society
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
MGMT	1133	Human Relations
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
SPCH	2713	Intro to Speech Communication
STAT	2023	Elementary Statistics for Business and Economics
		Approved Business Elective

**CERTIFICATE OF MASTERY IN CHILD DEVELOPMENT
CERTIFICATE PROGRAM**

This curriculum is designed to provide the educational background and skills necessary for Child Care providers to meet the Department of Human Services STARS standards. Students can choose between two options: Early Childhood or Infants and Toddlers. **For more information contact the Program Coordinator at (918) 540-6265.**

TOTAL PROGRAM HOURS: 18

General Education Requirements:

Hours: 3

Communication

3 hours

ENGL 1113 Freshman Composition I

Program Requirements:

Hours: 15

Technical/Occupational Specialty for Early Childhood Option: 15 hours

FRCD 1113 Orientation to Child Care
FRCD 2013 Literature for Children
FRCD 2103 Child Development
FRCD 2303 Activity Planning
FRCD 2243 Health and Safety of the Preschool Child

Technical/Occupational Specialty for Infants and Toddlers Option: 15 hours

FRCD 1113 Orientation to Child Care
FRCD 2103 Child Development
FRCD 2243 Health and Safety of the Preschool Child
FRCD 2503 Creative Expressions in Early Childhood
FRCD 2203 Infant/Toddler Curriculum Planning

See "Course Description" section for any course prerequisites.

**GENERAL OFFICE OPERATIONS
ONE-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment in an office setting. The program provides the opportunity to develop skills to meet the workforce needs. **For more information contact the Business and Technology Department at (918) 540-6294 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 31

General Education Requirements:

Hours: 3

Communication 3 hours

ENGL 1113 Freshman Composition I

Program Requirements:

Hours: 28

Technical/Occupational Specialty: 16 hours

ACCT	1103	Financial Accounting Procedures I <u>or</u>
BADM	2153	Consumer Math
BADM	2123	World of Business
CS	1103	Computers in Society
FYE	1011	Freshman Year Experience
OIS	1133	Professional Development
PSYC	1113	General Psychology <u>or</u>
MGMT	1133	Human Relations

Technical/Occupational Support: 12 hours as directed by advisor

BADM	2113	Business Communications
HHP	2603	Total Wellness
OIS	2033	Excel Spreadsheets
OIS	2523	Microsoft Word
SOCI	1113	Introduction to Sociology
		Approved Business Electives

See "Course Description" section for any course prerequisites.

**MANAGEMENT AND MARKETING
ONE-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment in supervision, retail sales, and business management by developing fundamental skills, knowledge, attitudes, and experiences needed to function in the various positions with management and marketing. **For more information contact the Business and Technology Department at (918) 540-6294 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 31

General Education Requirements:

Hours: 3

Communication 3 hours

ENGL 1113 Freshman Composition I

Program Requirements:

Hours: 28

Technical/Occupational Specialty: 19 hours

ACCT	1103	Financial Accounting Procedures I <u>or</u>
ACCT	2103	Financial Accounting
BADM	2103	Principle Styled Leadership
BADM	2123	World of Business
FYE	1011	Freshman Year Experience
MGMT	2213	Principles of Management
MKTG	2123	Marketing
OIS	2033	Excel Spreadsheets

Technical/Occupational Support: 9 hours as directed by advisor

ACCT	1203	Financial Accounting Procedures II
ACCT	2203	Managerial Accounting
BADM	2113	Business Communications
BADM	2133	Business Ethics
BADM	2153	Consumer Math
BADM	2223	Business Law
CS	1103	Computers in Society
MGMT	1133	Human Relations
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
OIS	1133	Professional Development
SPCH	2713	Intro to Speech Communication

COURSE DESCRIPTIONS

Northeastern Oklahoma A&M College reserves the right to offer courses only when sufficient enrollment is available and to make changes accordingly.

ACADEMIC READINESS COURSES

MATH 0013 Basic Mathematics Class 3, Cr. 0

Designed to review and improve arithmetic computational skills. Also covers the basic concepts of beginning algebra.

MATH 0102 Strategies for Algebra Class 2, Cr. 0

The co-requisite math strategies provides learning support and supplemental instruction for students co-enrolled in MATH 1513 College Algebra. Eligibility is determined by student's college readiness placement exam scores. The course does not count toward graduation or any degree program. Co-requisite: MATH 1513.

MATH 0113 Introductory Algebra Class 3, Cr. 0

A study of elementary algebra concepts: Operations on signed numbers, operations on polynomials, factoring polynomials, linear equations, and linear inequalities. This course does not assume prior knowledge of algebra.

MATH 0115 Fundamentals of Algebra Class 5, Cr. 0

This course includes a study of elementary algebra concepts, such as operations on signed numbers, linear equations and linear inequalities, determining slopes of lines and graphing them, operations on polynomials and factoring polynomials. This course prepares students for college algebra or equivalent college-level math courses, but does not satisfy the math or logic requirements for a college-level math course. Prerequisite: none

ENGL 0123 Basic Composition Class 3, Cr. 0

Pre-Collegiate English course placing emphasis on reading and writing at the high school level. Designed to prepare students for entry into a college level English course and to meet mandatory high school English requirements. Any student with a developmental deficiency may be required to enroll in the course prior to enrollment in any college-level English class.

MATH 0123 Intermediate Algebra Class 3, Cr. 0

A study of basic concepts of algebra: polynomials, rational expressions, exponents and radicals, linear equations and inequalities, quadratic equations, and systems of simultaneous equations. Designed to prepare students for entry into College Algebra. Prerequisite: one unit of high school algebra or Introductory Algebra 0113, or CPT score greater than 52 in Elementary Algebra.

MATH 0125 Intermediate Algebra with Review Class 5, Cr. 0

A study of elementary algebra concepts: Operations on signed numbers, operations on polynomials, factoring polynomials, linear equations, and linear inequalities. As well as a deeper study into polynomials, rational expressions, exponents and radicals, linear equations and inequalities, quadratic equations, and systems of simultaneous equations. This course assumes a basic understanding of fundamental algebraic concepts. Designed to prepare students for entry into College Algebra. Prerequisite: CPT placement score of 44.

CIED 0133 Improved Reading Skills Lab 3, Cr. 0

The course teaches reading skills and attempts to individualize the practical application of these skills, while focusing on improving comprehension skills, building a strong vocabulary and learning various techniques to enhance students' skills. Students may be placed in this course based on ACT, CPT or other assessment testing.

MATH 0142 General College Math Co-Requisite Class 3, Cr. 0

This course is an extension of MATH 0115 for students who need to review the algebra background or satisfy a mathematics deficiency. Topics include review of real numbers, first-degree equations, polynomials, rational expressions, linear equations in two variables, quadratic equations. This proficiency course is designed to prepare students for college level mathematics. MATH 0142 semester hours do not count toward required credit hours for an Associate degree or a certificate. Co-Requisite: MATH 1493.

ACCOUNTING

ACCT 1103 Financial Accounting Procedures I Class 3, Cr. 3

This course is designed as an introductory financial accounting course. The course will cover the basic concepts and principles of financial accounting. All steps of the accounting cycle will be thoroughly covered. Preparation, interpretation, and analysis of the balance sheet and income statement will be covered. In addition, this course will cover accounting for cash and current liabilities. This course, in combination with ACCT 1203, will serve as a substitute for ACCT 2103. Prerequisite: None.

ACCT 1203 Financial Accounting Procedures II Class 3, Cr. 3

This course is designed to follow Financial Accounting Procedures I and together with that course will substitute for ACCT 2103, Financial Accounting. This course will introduce principles of accounting as applied to inventories, receivables, plant assets, long-term liabilities, and corporations. Preparation, interpretation, and analysis of the statement of owner's equity and the cash flow statement will be covered. Prerequisite: ACCT 1103. No credit will be given for students with credit in ACCT 2103.

ACCT 2103 Financial Accounting Class 3, Cr. 3

An introduction to financial accounting concepts, principles, and the development of financial accounting information. The material is developed primarily from the perspective of a user. Discussion will center on how users analyze and interpret financial information in the decision making process. This course is designed for the business/accounting transfer student and the non-accounting major. No credit will be given for students with credit in ACCT 1203.

ACCT 2203 Managerial Accounting Class 3, Cr. 3

Introduction to managerial accounting. Analysis of cost behavior and the use of this knowledge for both short and long-term decisions. An introduction to budgeting and the accumulation of product costs for planning and performance evaluation. Prerequisites: ACCT 1203 or ACCT 2103.

ACCT 2523 Computerized Accounting Class 3, Cr. 3

Designed to acquaint the student with the microcomputer and how accounting is processed on a computer. Enables the student to process an entire accounting cycle. Prerequisite: ACCT 2103 or ACCT 1103.

AGRICULTURE

AG 1000 Agriculture — Special Problems Cr. 1-4

Designed primarily for adult education with credit varying from one to four hours. May be taken more than once. Maximum credit is four hours.

AG 1111, 1211, 2111, 2211 Rodeo Activities Lab. 3, Cr. 1

Deals with conduct and participation of rodeo practice session.

AG 2440 Agricultural Internship Lab. 3-18, Cr. 1-6

The internship course in the Department of Agriculture is designed to provide students appropriate college credit for career oriented learning experiences that complement and enhance their formal classroom training. Course credit is awarded upon successful completion of a structured internship program with a business or organization involved in the production, processing, distribution, regulation, or oversight of agricultural and food products, services, or related resources.

AGRICULTURE COMMUNICATIONS

AGCM 2103 Communications in Agriculture Class 3, Cr. 3

Fundamentals of agricultural news writing and other communication methods. Careers in and the role of the media in agriculture and other related fields. Prerequisite: concurrent enrollment or completion of ENGL 1113 or consent of instructor.

AGRICULTURE ECONOMICS

AGEC 1113 Introduction to Agriculture Economics Class 3, Cr. 3

General course in principles of economics as applied to agriculture. The acquisition of significant economic facts. The development of a critical attitude toward economic problems. The general application of the principles of economics to agriculture.

AGEC 2203 Principles of Economics Applied to Agriculture Class 3, Cr. 3
The functioning and relationship of variables at the aggregate economic level, including national income, prices, employment, monetary and fiscal policy, especially as they influence the agricultural sector. Production theory is presented as a basis for discussion of resource allocation, the structure of farming, national welfare and government intervention in agricultural markets.

AGRICULTURE LEADERSHIP

AGLE 1511 Intro to Leadership in Ag Sciences & Natural Resources Class 1, Cr. 1
This course introduces students to the concept of leadership as a field of study. Emphasis is placed on the application of acquired knowledge to practical problems.

AGLE 2303 Personal Leadership Development in Agriculture Class 3, Cr. 3
Sciences and Natural Resources
This course focuses on how leaders identify key attributes of leadership and link them to their own unique vision, values, and personal strength.

AMERICAN SIGN LANGUAGE

ASL 1113 American Sign Language Class 3, Cr. 3
This is an introductory course in American Sign Language (ASL). The course will emphasize building sign vocabulary, fingerspelling, grammar and syntax rules, facial expressions, use of personal space, mime and the development of sensitivity and awareness of the Deaf Community in America. Students are expected to acquire basic signing skills and sign vocabulary.

ASL 1213 American Sign Language II Class 3, Cr. 3
This course is a continuation of ASL 1113. The course will focus on syntax, grammar structure, emotional expressions and use of body language. Students will continue to develop their receptive skills and finger spellings skills. Prerequisite: ASL 1113.

ANIMAL SCIENCE

ANSI 1101, 1121, 2111 Livestock Selection Lab. 2, Cr.1
Practice in comparative judging; oral and written discussions on beef cattle, dairy cattle, swine, sheep, and horses.

ANSI 1124 Introduction to Animal Science Class 3, Lab. 2, Cr. 4
A study of market types, classes and grades of farm animals with emphasis on food production and evaluation.

ANSI 2112 Live Animal Evaluation Lab. 4, Cr. 2
Using tools of evaluation including performance records, pedigree information, and visual appraisal in the evaluation of cattle, swine, sheep, and horses.

ANSI 2123 Livestock Feeding Class 3, Cr. 3
Nutrition and their functions, nutrient requirements of the various classes of livestock, composition and classification of feed stuffs and ration formulations.

ANSI 2253 Meat Animal & Carcass Evaluation Class 2, Lab. 2, Cr. 3
Evaluation of carcasses and wholesale cuts of beef, pork and lamb factors influencing grades, yields and values in cattle, swine, and sheep.

ART

ART 1001-1004 Art: Special Problems Cr. 1-4
Advanced study in a mixture of mediums and a continuation in self- exploration through the student's artwork. Students will work independently and one-on-one with the instructor. Prerequisite: consent of the instructor.

ART 1103 Studio Art I: Drawing Lab. 6, Cr. 3
Development of basic drawing skills through the exploration of shape, line, value, and perspective with emphasis on compositional unity. Variety of media and techniques.

ART 1203 Basic Color and Design Class 3, Lab. 3, Cr. 3
A foundations course dealing with theories, problems, and applications of color. Also incorporates principles of two-dimensional design in solving studio problems.

- ART 1643 Introduction to Art History I Class 3, Cr. 3**
A survey of the painting, sculpture, architecture and minor arts from pre-historic time through the Gothic Period. Required of Art majors.
- ART 1743 Introduction to Art History II Class 3, Cr. 3**
A survey of the painting, sculpture, architecture and minor arts from the Renaissance through the 20th Century. Required of Art majors.
- ART 1803 Introduction to Art Class 3, Cr. 3**
A survey of artistic expression, motivation, and point of view. Designed to promote greater awareness and understanding of the visual arts through slide lectures, readings, and research.
- ART 1933 Studio Art IV: Ceramics Lab. 6, Cr. 3**
An introduction to the skills needed to use a potter's wheel to create basic pottery forms. The entire ceramic process will be introduced, including clay preparation, application of glazes, and firing. Methods of hand-building with clay will also be introduced.
- ART 1943 Studio Art II: Painting Lab. 6, Cr. 3**
Basic painting fundamentals including techniques and procedures. Development of painting skills stressing form and content, visual perception, and individual expression.
- ART 2113 Life Drawing Class 1, Lab. 5, Cr. 3**
In a traditional studio setting, this course explores, the process of drawing a life model. Students will be encouraged to experiment with various drawing techniques and materials, and will work toward being able to draw the figure with accurate proportions and good artistic expression. Illustrated presentations demonstrations, class critiques, and studio exercise and assignment will help students develop their understanding of the visual elements and the basic skills fundamental to all the visual arts as well as to drawing the figure. Class sessions will begin with expressive gesture drawings and projects will be based on the application of key concepts.
- ART 2163 Graphic Design Class 1, Lab. 4, Cr. 3**
Emphasis on the recognition, function, and aesthetic use of typography and pictorial images as a visual language for a variety of projects. Includes layout, integration of word and image, technical tools and presentational skills.
- ART 2443 Studio Art III: Sculpture Lab. 6, Cr. 3**
An introduction to the formal and conceptual issues found in creating sculpture. Traditional sculpture materials, equipment, and construction techniques will be explored. Course will consist of demonstrations, studio projects, discussion, and oral and written critiques.
- ART 2263 Graphic Design II Class 3, Cr. 3**
Emphasis on design and preparation of two- and three- dimensional projects for printing and web. Use of computer to enhance production skills and the solution of various design projects. Includes the development of a student portfolio.

BANKING & FINANCE

- BAFN 1303 Principles of Banking Class 3, Cr. 3**
Topics covered are banks and the monetary system, negotiable instruments, the relationship of the commercial bank to depositors, types of bank accounts, the deposit function, the payment function, bank loans and investments, and other banking services (trust international and safe deposit), bank accounting and marketing, external and internal controls, and the public service obligations of banks.
- BAFN 1323 Teller Training Class 3, Cr. 3**
Develop the skills that tellers need in today's banking industry. The program is divided into seven content modules, each devoted to a specific area of teller training. No prerequisite.

BIOLOGICAL SCIENCES

- BIOL 1001-03 Special Problems in Science Up to 3 Cr. Hrs.**
Designed primarily for adult education with credit varying from one to three hours. Maximum credit three hours.
- BIOL 1013 Research Methods Class, Cr. 3**
This introductory course provides an overview of the major tools necessary to design and carry out research across a broad spectrum of disciplines. Students will learn to identify a research problem, write a literature review, match appropriate research designs to problems, and make necessary

modifications to better fit the design to the situation. Students will engage in several different examples of data acquisition and will be able to draw conclusions from the data. Several small papers will be generated during the course with the goal that the student will leave with one or more possible research topics to pursue in the following semester.

BIOL 1111 General Biology Lab Lab. 2, Cr. 1

This is a one hour lab that accompanies BIOL 1113 for non-major students who need a biology course with a lab component. Prerequisite or co-requisite: BIOL 1113.

BIOL 1113 General Biology Class 3, Cr. 3

This is an introduction to the life sciences. The topics include scientific method, cell structure and organization, biological molecular and metabolism, the levels of biological organization and systematics, plant and animal systems, mendelian genetics, heredity, evolution and ecology. The course is a general education course designed for non-majors which does not require a lab. Students may enroll in a one credit hour laboratory course to meet a lab requirement.

BIOL 1114 Introductory Biology: Populations, Ecosystems Class 3, Lab 2, Cr. 4

Biological principles and philosophies and their application to structures, functions and relationships among plants and animals, and their relation to the everyday life of man. Life is interpreted as an integrative process which results in a dynamic whole. Concepts examined include unity and diversity in living things, interdependence of structure and function, dependence and interdependence of the organism with its environment, genetic continuity and change, biological basis of behavior and evolution. The course is a general education course designed for non-majors.

BIOL 1404 Plant Biology (Botany) Class 3, Lab. 3, Cr. 4

An introduction to plants, their structure, growth, life processes, and response to the forces of nature, with emphasis upon the structure of the various parts of the higher plants.

BIOL 1604 Animal Biology (Zoology) Class 3, Lab. 2, Cr. 4

Fundamental concepts of animal life. Roles of carbohydrates, lipids, proteins and nucleic acids in cells and organisms. Structure and function of cells and the mechanisms of cell division. Chromosomes, genes and heredity. Introduction to cellular respiration and its function. An introduction to taxonomy and characteristics and examples of the major animal phyla. Methods of reproduction in animals with emphasis on mammalian reproduction. Recommended for students majoring in the pre-health professions and all majors in the biological sciences. Prerequisites: None; High School or college chemistry recommended.

BIOL 2101 Animal Biology (Zoology) Lab Lab. 3, Cr. 1

A supplement to Animal Biology (Zoology) 1604.

BIOL 2114 Anatomy and Physiology Class 3, Lab. 2, Cr. 4

Introduction to the basic principles of the structure and function of the human body. Emphasis is placed on terminology, the gross anatomy of the human body and the relationship of its system to the normal functioning of the integrated whole. Dissection of non-human mammals will be used to make comparisons with models and charts of the human anatomy. Prerequisite: BIOL 1604 or BIOL 1414 or CHEM 1215 or higher, or permission of instructor.

BIOL 2121 Anatomy & Physiology Lab Lab. 2, Cr. 1

A supplemental lab to Anatomy and Physiology BIOL 2114.

BIOL 2534 Advanced Physiology Class 3, Lab. 2, Cr. 4

A thorough coverage of the physiology and interactions of most body systems. Physiology and cellular mechanisms of selected pathologies within each system. Genes, inheritance patterns, mutations and genetic disorders and their expression at the cellular level. Immunology and autoimmune diseases. Prerequisite: BIOL 2114 or equivalent

BUSINESS ADMINISTRATION

BADM 1001-1004 Business Special Problems Cr. 1-4

Designed primarily for adult education with credit varying from one to four hours. Maximum credit is four hours.

BADM 2103 Principle Styled Leadership Class 3, Cr. 3

This course is designed to prepare the students for leadership in a business environment. Various leadership principles such as Seven Habits, LEAN, and Six Sigma will be covered in the course. Upon completion of the course, students should be able to implement these standards in their daily lives in order to develop quality leadership principles.

BADM 2113 Business Communications I Class 3, Cr. 3

Principles and psychological foundations of effective business correspondence, letters of inquiry and request; replies to inquiries and requests; order letters and order acknowledgments; claim and adjustment letters, short report preparation; letters of application; and business promotion. Prerequisite: ENGL 1113.

BADM 2123 World of Business Class 3, Cr. 3

An introduction to business through a study of the organization and management of business and its position in the American economic environment. Emphasis is placed upon the nature of business firms, resources and operation of personnel, capital, production and marketing, and the legal and social environment of business.

BADM 2133 Business Ethics Class 3, Cr. 3

This course explores ethics in business. It seeks to define ethics and to help the student understand the role of ethics in our society. Actual cases will be used extensively to enable the student to see the value of business ethics in today's world.

BADM 2153 Consumer Mathematics Class 3, Cr. 3

Review of basic arithmetic principles, application of arithmetic principles to analyze and solve problems in percentage, mark-up, mark-down, discounts, interest, payrolls, pro-rating, taxation, insurance, annuities, and consumer credit.

BADM 2223 Business Law Class 3, Cr. 3

Principles of law involved in ordinary business transactions, special emphasis being placed upon the study of court systems, general contracts, negotiable instruments, and bailments.

BADM 2301-2306 Business Internship Lab 2-12, Cr. 1-6

A work experience internship to permit students to gain practical experience in the business world and to become proficient in business procedures involved in preparing for the world of work. One to six credit hours can be earned.

CHEMISTRY

CHEM 1144 Chemistry for Health Sciences Class 3, Lab. 2, Cr. 4

A survey of inorganic, organic and biochemistry, from atoms to molecules important to living organisms. Overview of atomic structure, formation of molecules, nomenclature of inorganic and organic compounds, concentrations of solutions, pH, chemical reactions. Structures and functions of proteins, carbohydrates, lipids and nucleic acids. Structure and function of cells, cell membranes, function of cell division, types of tissues. This course is intended as a prerequisite for Anatomy and Physiology and for Microbiology, especially for students with limited chemistry background. It is also recommended to provide background for general and organic chemistry. Prerequisite: MATH 0113, or MATH CPT 52 or higher, or MATH ACT score 17 or higher.

CHEM 1215 Principles of Chemistry I Class 3, Lab. 4, Cr. 5

The first semester of a two-semester course designed for (1) students whose major requires only one semester of a non-survey inorganic chemistry or (2) students whose major requires two semesters of inorganic chemistry at a basic level. The course places emphasis on atomic theory, bonding concepts, molecular structure and geometry, inorganic nomenclature, chemical quantities, chemical reactions and stoichiometry. Prerequisite: MATH 0123 or above. See page 22 for placement guidelines.

CHEM 1225 Principles of Chemistry II Class 3, Lab. 4, Cr. 5

A continuation of Principles of Chemistry I. Topics covered include states of matter, stoichiometry, solutions, acid-base theory, equilibrium, redox, reactions, nuclear chemistry, organic chemistry and biochemistry. This course completes requirements for those students needing ten hours of basic chemistry. Prerequisite: CHEM 1215 or demonstration of competency; MATH 0123 or above.

CHEM 1315 General Chemistry I Class 3, Lab. 4, Cr. 5

The first semester of a year's course in inorganic chemistry. The course is designed for students majoring in the sciences, mathematics, engineering, and certain allied health areas. Both theoretical and descriptive chemistry are utilized. Topics covered include stoichiometry, thermochemistry, atomic theory, bonding theories (atomic and molecular), molecular geometry, and gases. Prerequisite: MATH 1513 or equivalent (may be taken concurrently). See page 23 for placement guidelines.

CHEM 1515 General Chemistry II Class 3, Lab. 4, Cr. 5

A continuation of General Chemistry 1314. Topics covered include intermolecular forces, modern materials, properties of solutions, chemical kinetics, chemical equilibrium, chemical thermodynamics, electrochemistry, nuclear chemistry, coordination chemistry and descriptive chemistry of selected elements. Prerequisite: CHEM 1315 and MATH 1513 or above.

CHEM 2344 Introduction to Organic & Biological Chemistry Class 3, Lab. 2, Cr. 4

The goal of the course is to provide both a sound theoretical background in chemistry and an understanding of the relationship of chemistry to society in general and the health-related professions in particular. Material included in the course reviews atomic and molecular structure, surveys organic nomenclature and functional group reactions, carbohydrates, lipids, proteins, nucleic acids, metabolism, enzymes, an introduction to molecular genetics and nutrition. Laboratory emphasis is toward techniques such as crystallization, distillation, and chromatographic methods. Instrumental methods to be included are GC, FTIR, MS and pNMR. Prerequisites: Chemistry 1215 or Chemistry 1315, Math 1513 (or concurrent enrollment).

CHEM 2345 (Introductory) Organic Chemistry Class 3, Lab. 4, Cr. 5

A course designed for students whose major requires one course in organic chemistry (e.g., pre-veterinary medicine) or students wishing to gain a good fundamental understanding of organic chemistry before taking the normal two-semester sequence required by core areas (e.g., chemistry, pharmacy, pre-medicine, chemical engineering). A thorough study of the chemistry of carbon compounds. The functional group approach is applied from a mechanistic standpoint. Gas chromatography, mass spectroscopy, infrared spectroscopy, and nuclear magnetic resonance are utilized and emphasized. Prerequisite: CHEM 1225 or CHEM 1515; MATH 1513 (concurrent enrollment accepted) or equivalent.

COLLEGE LIFE AND SUCCESS

CLS 1011 Skills for Success Class 1, Cr. 1

This course is designed to improve skills necessary to be successful in college, including note taking, test taking, reading skills, reading improvement, time management, self-discipline, self-confidence, accountability, motivation, and goal setting. This course is required for all students on academic notice.

CLS 1023 Strategies for Academic Success Class 3, Cr. 3

This course is designed to help students identify personal and academic issues associated with being placed on probation. The course will cultivate self-awareness to overcome weaknesses and barriers to success. This course is required for all students on academic probation.

COMPUTER SCIENCE

CS 1001-1003 Computer Science Special Problems Cr. 1-3

Provides an opportunity for a student to conduct an investigation into a subject related to the computer science field of study. The student will work under the advisement of a Computer Science Department faculty member who will detail the scope of the investigation and evaluate the results. For computer science majors only.

CS 1103 Computers in Society Class 3, Cr. 3

This course provides students with fundamental computer skills needed during and after college. Hardware, software, Windows Operating System, file management, Internet, email, MS Word, Excel, PowerPoint, and Access are covered in this course. Students will be introduced to satisfy the computer literacy requirement.

CS 1243 Introduction to Network Security Class 3, Cr. 3

Students explore the principles of information assurance, with an emphasis on current threats and vulnerabilities. Topics include infrastructure and operational security; cryptography; legal and ethical issues; and security policies, practices and procedures. Prerequisite: CS 1373.

CS 1373 Network Operating Systems Class 3, Cr. 3

The course includes a study of computer operating systems. Components and characteristics of operating systems are explored. Emphasis will be placed on the three basic functions of an operating system: managing disk storage, control of peripheral devices, and control of program execution. The student will gain knowledge of client/server operating systems related to resource sharing and security.

- CS 2023** **Advanced Programming** **Class 2, Lab. 2, Cr. 3**
 A continuation of programming with the emphasis on the methodology of implementation and documentation of computer systems. Includes coverage of event driven object level programming, sequential and random access files, file processing techniques and development of programs and systems of programs. Prerequisite: CS 2134 or MATH 2145.
- CS 2043** **Database Programming II** **Class 3, Cr. 3**
 Prepares the student for designing and programming relational databases. The student will be introduced to methods for designing sound and efficient databases. Topics will include normalizing and defining tables, referential and data integrity, and defining indexes. Custom application development will include design and programming using SQL queries, menus, panels, reports, and procedures. Database utilities will also be included. Prerequisites: CS 2303.
- CS 2054** **Web Database Systems** **Class 3, Lab. 2, Cr. 4**
 A study of the Web as a database platform. This course prepares students for developing database interfaces for a multi-tier client-server system. Topics will include Internet fundamentals, Web page basics, scripting languages, and development tools for dynamically generated Web pages. Prerequisites: CS 2023 and CS 2303
- CS 2103** **Computer Concepts** **Class 3, Cr. 3**
 Provides an orientation into computer components, the operating system (Windows environment), and software applications. Computer hardware components will be discussed in their relationship to the total system. Students will use three basic software applications including word processing, spreadsheet, and database. Networking and database communications is covered with student use of the Internet.
- CS 2134** **Introduction to Programming** **Class 3, Lab. 2, Cr. 4**
 An introductory study of programming. Concepts include data types, data input/output, operators, control structures, arrays, modular design and elementary file processing. The student will design, write, and debug programs. Prerequisite: none
- CS 2173** **JAVA Programming** **Class 2, Lab. 2, Cr. 3**
 Includes a study of the JAVA Programming language. Discussion will include data storage, computations, decision making, looping, arrays, functions, classes, inheritance, packages, handling events, and error handling. The student will gain an understanding of the JAVA programming environment and application of the language. Prerequisite: CS 2134
- CS 2303** **Database Programming I** **Class 3, Cr. 3**
 Introduces the student to computer information processing concepts using SQL Database. The student will learn methods of creating databases and processing information through adding, deleting, updating, and querying data. Menu driven applications will be programmed using input, output, computation, and decision making procedures. The use of OS/2 Presentation Manager will provide experience with a windowed operating system. This course of study is designed to fulfill university requirements for an introductory course in computer concepts.
- CS 2413** **Information Assurance Management** **Class 3, Cr. 3**
 Students learn the basic principles and the managerial aspects of securing enterprise information systems. Topics include risk management, security policy and plan development, security architectures, incident handling, disaster recovery planning, system administration, access control, and change management. Prerequisite: CS 1373.
- CS 2424** **Systems Design and Development** **Class 4, Cr. 4**
 Acquaints the student with authentic, business world data processing applications. Covers a five-phased approach to conducting a project: inflation and preliminary investigation, detailed investigation, design, development, implementation, and evaluation. Provides understanding of how machines and systems are combined and the advantages to be realized by a company through data processing. Prerequisite: CS 1373.
- CS 2433** **Advanced Networking** **Class 3, Cr. 3**
 A study of client/server networks including network planning, installation, and management. Topics will include a review of computer hardware, network topologies, and communication media. The student will gain experience in network management through resource sharing and security. User access profiles will be developed, user groups will be defined, and resources (file, device, serial) will be shared using a popular networking application. Prerequisite: CS 1373.

CONSTRUCTION MANAGEMENT

CNST 1001 Special Problems in Construction Class 1, Cr. 1

This course is designed for sophomore level students. The student will write a research paper on either safety compliance in construction or building new projects that need to meet the American with Disabilities Act compliance.

CNST 1013 Construction Safety Technology Class 3, Cr. 3

This course is designed to provide an in-depth coverage of safety associated in the construction industry. This course reviews the organization of accident prevention programs, job hazards, analysis, accident cost control, inspections, reports, records, and safety standards as established by the federal and state governments. Thirty-hour OSHA voluntary compliance cards are available for students who qualify. This course uses NCCER training and certification on each modular component. Students that meet NCCER criteria have the opportunity to gain the NCCER certification, which is nationally recognized.

CNST 1023 Introduction to Construction Class 3, Cr. 3

This course explores the various types of construction and careers in the industry. This course introduces construction math, hand tools, power tools, drawings, communication skills, critical thinking and problem solving, materials and handling, and sources of information.

CNST 1113 Construction Drawing & Computer Aided Drafting Class 1, Lab. 4, Cr. 3

This basic course is computer graphics uses AutoCAD software. Course content covers the software usage as well as how it benefits the construction industry. Basic symbols and techniques are used in this hands-on application.

CNST 1123 Introduction to Carpentry Class 2, Lab. 2, Cr. 3

This course is designed to provide an introduction in carpentry fundamentals using a hands-on approach. Course reviews carpentry history, career opportunities for carpentry, tools, plans, floor systems, wall and ceiling framing, roof framing, windows, doors, and basic stair layout. This is an overall basic course for carpentry skills which lays the foundation for advanced skills. This course uses National Center for Construction Education Research (NCCER) training and certification on each modular component. Students which meet NCCER criteria have the opportunity to gain the NCCER certification which is nationally recognized.

CNST 1133 Introduction to Carpentry II Class 2, Lab. 2, Cr. 3

This course provides advanced instruction into carpentry using a hands-on approach. Course reviews drawings and applies them to the various phases of construction. This is an advanced course for carpentry skills. This course uses National Center for Construction Education and Research (NCCER) training and certification on each modular component. Students which meet NCCER criteria have the opportunity to gain the NCCER certification, which is nationally recognized.

CNST 1153 Blueprint Reading Class 3, Cr. 3

Aimed to provide fundamental training in blueprint reading with the necessary emphasis upon the visualization of views of objects. Working blueprints are provided throughout the course to give the student supervised training by doing. The language of the engineer is incorporated in the course, and engineering sketching is utilized when possible.

CNST 1233 Methods of Construction Class 2, Lab. 2, Cr. 3

This is a course on light frame and finishes in the construction industry. Course explains the materials, methods and applications used in the construction industry, including specifications, labor costs, productivity and units.

CNST 2113 Field Safety Class 2, Lab. 2, Cr. 3

This course is designed to provide an in-depth coverage of safety associated in the construction industry. This course reviews information for safety compliance in the construction field. Course takes an extensive look: at safety standards as established by the federal and state governments. Ten-hour OSHA voluntary compliance cards are available for students who qualify. This course uses NCCER training and certification on each modular component. Students which meet NCCER criteria have the opportunity to gain the NCCER certification which is nationally recognized.

CNST 1213 Introduction to Electrical Construction Class 2, Lab. 2, Cr. 3

This course provides basic instruction into the electrical trade using a hands-on approach. Course reviews careers, electrical safety, electrical circuits, theory, The National Electrical Code, Device Boxes, conduit bending, fitting, types of applications, blueprints, residential electrical services, and electrical testing equipment. This course uses National Center for Construction Education

and Research (NCCER) training and certification on each modular component. Students which meet NCCER criteria have the opportunity to gain the NCCER certification, which is nationally recognized.

CNST 1223 Introduction to Masonry Class 2, Lab. 2, Cr. 3
This course provides basic instruction into masonry using a hands-on approach. Course reviews tools, equipment, measurements, drawings, specifications, materials, and installation techniques. This course uses NCCER training and certification on each modular component. Students which meet NCCER criteria have the opportunity to gain the NCCER certification which is nationally recognized.

CNST 1323 Estimating I Class 2, Lab. 2, Cr. 3
This course is designed to provide estimating techniques and methods of construction. Comprehensive material take-off is taught using a hands-on method. Other material includes unit pricing, bid process and bid procedures.

CNST 2123 Construction Management and Leadership Class 2, Lab. 2, Cr. 3
This course covers construction management fundamentals: safety, communication, issues and resolutions, documents, planning, estimating and cost control, scheduling, productivity, quality control, and critical problem solving. This course uses the National Center for Construction Education and Research (NCCER) training and certification for each modular component. Students which meet NCCER criteria have the opportunity to gain the NCCER certification which is nationally recognized.

CNST 2233 Internship Cr. 3
This course is a capstone course designed to integrate academic and technical lectures and labs with business and industry work experience. Students work with area businesses to gain real- life work experience. Students will be supervised by professionals in the industry.

CNST 2333 Construction Documents Class 3, Cr. 3
Students will learn about documents and contracts associated with the construction industry. Documents such as change orders, request for information (RFI), addendums, insurance regulations and contracts will be covered throughout the semester.

CNST 2433 Decorative Concrete Class 2, Lab. 2, Cr. 3
This is a course on decorative concrete and how concrete has moved away from just "flat work" in the construction industry. Course explains the materials, methods, and applications of stained, stamped, pressed and poured in place decorative concrete.

CRIMINAL JUSTICE

CRJU 1082 Self Defense Class 2, Cr. 2
This course presents an overview of self-defense techniques applicable in today's society. Lectures and demonstrations focus on defensive tactics and the practicality in the use of strikes, kicks, and joint locks. The student should be prepared to take part in a "hands-on" instruction, demonstration, and practice of various self-defense techniques.

CRJU 1113 Introduction to Criminal Justice Class 3, Cr. 3
Survey of the criminal justice system in the United States including historical and developmental aspects; the function of the police, courts, and correctional agencies in a democratic society. Co-requisite: CIED 0133 if reading deficiency.

CRJU 1153 Introduction to Corrections Class 3, Cr. 3
Provides the student with a broad view of the historical development of the field of Corrections. Special emphasis will be devoted to: Probation and Parole, Community Programs, and Juvenile Justice. Co-requisite: CIED 0133 if reading deficiency.

CRJU 2113 Report Writing Class 3, Cr. 3
The course introduces the student to various report writing styles essential to the Criminal Justice field. Basic reports, supplemental reports, and other written forms of communication will be presented in a hands-on practical manner. Prerequisite: ENGL 1113; No reading deficiency.

CRJU 2123 Police Management Class 3, Cr. 3
Study of the police in administration of criminal justice. Principles of police organization and administration; administration of staff and auxiliary units including personnel administration and training, planning and research, communications, inspection, internal investigations, policy formulation and executive responsibilities. Prerequisite: CRJU 1113; No reading deficiency.

CRJU 2133 Criminal Investigation Class 3, Cr. 3
Principles used in crime investigation, crime scene protection; interviewing complainants, suspects,

and victims; crime scene search; collection and preservation of physical evidence. Post mortem changes; cutting and stabbing wounds; firearm wounds; investigation of specific types of deaths. Prerequisite: No reading deficiency.

CRJU 2223 Criminal Legal Procedures Class 3, Cr. 3
Criminal procedure and courtroom practices most commonly confronting law enforcement officers in the administration of criminal law; inquests, indictments, warrants, arrest, preliminary examination, bail, pleadings, trials appeals; search and seizure; use of force; evidence. Prerequisite: No reading deficiency.

CRJU 2233 Elementary Criminal Law Class 3, Cr. 3
Introduction to the study of crimes; attempt and conspiracy; classification and nature of crimes; intent in crimes; criminal responsibility; defenses to crimes including insanity, mistake of law or fact, double jeopardy, entrapment, and the statute of limitations. Prerequisite: No Reading Deficiency.

CRJU 2243 Criminal Justice Research Class 3, Cr. 3
Individual research and study of various aspects of criminal justice as approved and directed by the student's advisor. Examination of selected problems affecting various criminal justice agencies. Prerequisite: No reading deficiency.

CRJU 2253 Juvenile Delinquency Class 3, Cr. 3
Problems of juvenile delinquency with particular attention focused on: theories of causation; prevention, and criminal justice approaches to delinquency. Prerequisite: CRJU 1113 or permission of instructor; no reading deficiency.

CRJU 2273 Law Enforcement Internship Class 3, Cr. 3
Gives the student some actual experience working with police officers and other members of the criminal justice system. Prerequisites: Permission of the instructor and 12 hours in Criminal Justice; no reading deficiency.

CURRICULUM AND INSTRUCTION EDUCATION

CIED 0133 Improved Reading Skills Lab 3, Cr. 0
The course teaches reading skills and attempts to individualize the practical application of these skills, while focusing on improving comprehension skills, building a strong vocabulary and learning various techniques to enhance students' skills. Students may be placed in this course based on ACT, CPT or other assessment testing.

DRAFTING

DRFT 1125 Architectural Drawing Class 3, Lab. 4, Cr. 5
Presents the basic subject matter, order of development, and drafting techniques of architectural drawing. The intention of the course is to develop drafting, not design ability; however, material on simple planning procedures is included to make the over-all development of a simple set of drawings clear. The material is limited to residential construction. Prerequisite: DRFT 1223.

DRFT 1152 Blueprint Reading Class 2, Cr. 2
Aimed to provide fundamental training in blueprint reading with the necessary emphasis upon the visualization of views of objects. Working blueprints are provided throughout the course to give the student supervised training by doing. The language of the engineer is incorporated in the course, and engineering sketching is utilized when possible.

DRFT 1223 Computer Aided Drafting and Design I Class 2, Lab. 2, Cr. 3
This is a basic course in computer graphics that uses AUTOCAD software as the main program for execution of orthographic projected drawing problems. Approximately 10% of the class is general information about (C.A.D.) Computer Aided Drafting and 90% on using AUTOCAD.

DRFT 1843 Descriptive Geometry Class 2, Lab. 2, Cr. 3
Science of graphic representation and solution of space problems, with theory of space problems, with theory of orthographic projection as applied to the drawing board. The representation and solution of engineering problems more advanced than those usually encountered in an elementary course in engineering drawing is included. DRFT 1223, or permission of Department Chair.

DRFT 2223 Computer Aided Drafting and Design II Class 2, Lab. 2, Cr. 3
Advanced Computer Graphics (CAD) course dealing with orthographic, isometric, and 3D problems using the latest version of AutoCAD software. Assumes the student has a background in the use of a CAD system. Drawing enhancements, dimensioning, attributes, AutoCAD customization, and 3D

- ENGL 1113** **Freshman Composition I** **Class 3, Cr. 3**
 Freshman Composition I is designed to instruct students in effective writing, in the application of grammatical usage, in the use of available resources, and in the concepts of documentation. Prerequisite: Must satisfy any deficiency in English and Reading prior to enrollment in this course. The course is required for all freshmen except certain terminal course students.
- ENGL 1115** **Freshman Composition I with Review** **Class 3, Cr. 3**
 Freshman Composition I is designed to instruct students in effective writing, in the application of grammatical usage, in the use of available resources, and in the concepts of documentation. Prerequisite: Must satisfy any deficiency in English and Reading prior to enrollment in this course. The course is required for all freshmen except certain terminal course students. In addition to the core course, students in ENGL1115 will also have two-supplemental instruction sections per week to receive additional assistance in meeting the course learning outcomes. Only three (3) credit hours may apply to the student's degree or certificate requirements. Prerequisite: ENGL 0123 or required ACT or CPT score.
- ENGL 1213** **Freshman Composition II** **Class 3, Cr. 3**
 In Freshman Composition II, students continue to develop the skills learned in Freshman Composition I with an emphasis on research techniques. Prerequisite: ENGL 1113; must satisfy any deficiency in English and Reading prior to enrollment in this course.
- ENGL 2013** **American Indian Writers** **Class 3, Cr. 3**
 A study of American Indian literature, literature by Indians, as opposed to literature about Indians. Three kinds of literature will be included: traditional (composed in an Indian language for an Indian audience at a time when tribal cultures were intact and contact with whites was minimal), transitional (represented by translations of great Indian orators of the 19th Century and memoirs of the Indian translations of the Indian experience in relation to white dominance), and modern (including novels, short stories, and poetry written in English by Indian people, many of whom speak no other language).
- ENGL 2113** **Advanced Composition** **Class 3, Cr. 3**
 Discusses and applied theories of style and the processes and methods of composing original composition. Prerequisite: ENGL 1113 and ENGL 1213 (or permission); must satisfy any deficiency in English and Reading prior to enrollment in this course.
- ENGL 2333** **Introduction to Technical Writing** **Class 3, Cr. 3**
 Study of various rhetorical issues in technical writing. Emphasis on writing situations in the student's area of specialization with a focus on form and content. Does not meet any part of the six-hour composition requirement for the associate in arts and associate in science degrees. Prerequisite: ENGL 1113; must satisfy any deficiency in English and Reading prior to enrollment in this course.
- ENGL 2413** **Introduction to Literature** **Class 3, Cr. 3**
 Gives a critical introduction to major types of imaginative literature, including fiction, poetry, and drama. Prerequisite: Must satisfy any deficiency in English and Reading prior to enrollment in this course.
- ENGL 2433** **World Literature I** **Class 3, Cr. 3**
 Covers the literature of the Ancient World, and the Renaissance (exclusive of the British and American literatures). Prerequisite: Must satisfy any deficiency in English and Reading prior to enrollment in this course.
- ENGL 2443** **World Literature II** **Class 3, Cr. 3**
 Covers literature from the Enlightenment to present (exclusive of British and American literatures). Prerequisite: Must satisfy any deficiency in English and Reading prior to enrollment in this course.
- ENGL 2533** **Creative Writing** **Class 3, Cr. 3**
 This entry level course emphasizes the basic elements of fiction writing for publication. The student is given a series of handouts with course background and suggested exercises for each class. The approach is "adult enrichment." The class atmosphere comes from a workshop setting wherein the students read and critique their work. The goal of the work is to provide a standard understanding of approaches to writing from the craft side as well as the creative process. The learning is based on experiential as well as subject matter learning. Prerequisite: Must satisfy any deficiency in English and Reading prior to enrollment in this course.
- ENGL 2543** **Survey of British Literature I** **Class 3, Cr. 3**
 Covers the Anglo-Saxon, Middle English, Renaissance and Restoration periods with emphasis toward the political, social, and ideological dynamics as a background for comprehensive literary, cultural, and philosophical expression. Prerequisite: Must satisfy any deficiency in English and Reading prior

to enrollment in this course.

ENGL 2653 **Survey of British Literature II 1700 to 1900** **Class 3, Cr. 3**
Covers the Neo-Classical, Romantic and Victorian periods as related to major movements and philosophies of the times and provides a background for comprehensive literary, cultural, and philosophical expression. Prerequisite: Must satisfy any deficiency in English and Reading prior to enrollment in this course.

ENGL 2773 **Survey of American Literature I** **Class 3, Cr. 3**
Covers the period from the beginning of American literature to Whitman. Selections are chosen to illustrate a comprehensive cultural, philosophical, and literary approach. Prerequisite: Must satisfy any deficiency in English and Reading prior to enrollment in this course.

ENGL 2883 **Survey of American Literature II** **Class 3, Cr. 3**
Covers the period from Whitman to, and including, contemporary writers. Selections are chosen to illustrate prose and poetic form. The course includes analysis of literary types, and study of specific selections provides a comprehensive cultural, philosophical, and literary approach. Prerequisite: Must satisfy any deficiency in English and Reading prior to enrollment in this course.

ENTOMOLOGY

ENTO 2993 **General Entomology** **Class 2, Lab. 2, Cr. 3**
Biology & control of insects, principles of control by use of pesticides or other means demonstrated by studying selected crop and animal pests.

ENTREPRENEURSHIP

ENTR 2713 **Entrepreneurship Capstone Course** **Class 3, Cr. 3**
This course is designed for the final semester of study in the entrepreneurship program. Students will prepare and present a comprehensive business plan. Prerequisites: Students must have completed or be enrolled in a combined total of 15 credit hours of Business courses, including ACCT 2203.

ENVIRONMENTAL SCIENCE

ENVR 1114 **Introduction to Environmental Science** **Class 3, Lab. 2, Cr. 4**
The scientific study of an interaction among organisms, including humans with each other and the physical environment, including sustainable resource management and impacts of human populations and activity. Lab required.

EQUINE

(See Farm and Ranch Management also)

EQNE 1101 **Equine Selection** **Lab. 2, Cr. 1**
Provides the student the opportunity to apply the basic techniques of equine selection as it pertains to actual judging experience. This includes evaluation of conformation and performance and expressing oral reasons.

EQNE 1103 **Introduction to Equine** **Class 3, Cr. 3**
An introduction to the equine that includes a basic overview of history, breeds, anatomy, physiology, reproduction, nutrition, selection and all segments of the horse industry.

EQNE 1112 **Basic Horseshoeing** **Class 1, Lab. 2, Cr. 2**
A lecture-lab course; topics covered include, trimming feet, fitting shoes, nailing and finishing, forge work (calks, clips, brazing, welding), anatomy of the equine leg, physiology of motion, corrective shoeing.

EQNE 1121 **Equine Selection** **Lab. 2, Cr. 1**
Provides the student the opportunity to apply the basic techniques of equine selection as it pertains to actual judging experience. This includes evaluation of conformation, performance, and expressing oral reasons.

EQNE 2012 **Basic Horsemanship** **Class 1, Lab. 2, Cr. 2**
The course covers all aspects of horsemanship utilizing techniques to improve riding skills and communications between horse and rider. A hands-on class designed to improve basic horsemanship and enhance communication between horse and rider focusing on feet, seat, legs, hands, and body position. Prerequisite: consent of instructor.

- EQNE 2022 Advanced Horsemanship Class 2, Cr. 2**
The course covers all aspects of horsemanship utilizing techniques to improve riding skills and communications between horse and rider. A hands-on class designed to advance horsemanship skills and enhance communication between horse and rider focusing on feet, seat, legs, hands and body position. Prerequisite: EQNE 2012 and consent of instructor.
- EQNE 2112 Advanced Horseshoeing Class 1, Lab. 2, Cr. 2**
Provides a basic understanding of horseshoeing and disease of the foot with practical experience in the lab actually in shoeing horses under supervision.
- EQNE 2123 Equine Health Disease Class 3, Cr. 3**
A practical study of equine health management. Includes an in-depth focus on common diseases and prevention, first aid procedures, equine medicine, and feeds and nutrition. Includes hands on applications of health management and field trips to various veterinary facilities.
- EQNE 2124 Equine Training Management I Lab. 8, Cr. 4**
Students will be introduced to training methods/principles essential for training young horses. Includes introduction to proper techniques for routine handling, safety, and behavior modification. Each student will be assigned a young horse to care for and train.
- EQNE 2133 Equine Reproduction Class 2, Lab. 2, Cr. 3**
A study and application of equine reproduction including mare and stallion anatomy and physiology, endocrinology, and the estrous cycle. Also includes practical application of reproductive techniques including estrus detection, semen collection and evaluation, artificial insemination, and pregnancy detection.
- EQNE 2234 Equine Training Management II Lab. 8, Cr. 4**
A course for students to advance their young horse's level of training. Opportunities to begin specialization in a specific discipline. Each student will be assigned a young horse to care for and train. Prerequisites: EQNE2124 or permission of instructor.
- EQNE 2212 Equine Selection Class 1, Lab. 4, Cr. 2** Provides the student the opportunity to apply the basic techniques of equine selection as it pertains to actual judging experience. This includes evaluation of conformation, performance, and expressing oral reasons.

FAMILY RELATIONS AND CHILD DEVELOPMENT

- FRCD 1113 Foundations in Early Childhood Class 2, Lab. 2, Cr. 3**
Students will explore theories related to the foundation of education including, but not limited to Montessori, Waldorf, Reggio Emilia, and John Dewey. Students will explore learning center, space planning, classroom, environments, basic classroom management skills and an introduction to special needs. Students in this class will complete a minimum of 20 hours of field system related to their area of study. Students will be responsible for completing a background check through the public schools and paying for this expense.
- FRCD 1313 Nutrition for Children Class 2, Lab. 2, Cr. 3**
Basic nutrition for children and food habits in relation to children. Practical application is made of the science of nutrition in planning, preparing and serving food for children.
- FRCD 2003 Dynamics of Family Relationships Class 3, Cr. 3**
Gives the student a basic understanding of the dynamics of family interaction and the effects upon the child.
- FRCD 2013 Literature for Children Class 3, Cr. 3**
Acquaint the student with children's literature. Emphasis will be placed on selection and presentation of literature appropriate to various age levels.
- FRCD 2103 Child Development Class 3, Cr. 3**
An introductory study of the child from conception through adolescence and his development within the family. Behavioral patterns and the principles of growth are emphasized. Directed observation of children included.

FRCD 2203 Infant/Toddler Curriculum Planning Class 3, Cr. 3
 Infant/Toddler Curriculum Planning will focus on creating developmentally appropriate learning activities for children ages birth-two years of age. Emphasis will be placed on the integration of literacy, language, music, movement, and social skills. OK Early Learning Guidelines for infants and toddlers will be used to determine skills and objectives for children in this age range. Students will be expected to plan, implement, and reflect on lessons with children ages birth-age two during this class.

FRCD 2243 Health and Safety of the Preschool Child Class 3, Cr. 3
 Care of the young child in the home and in the school during periods of common childhood illness and for prevention of accidents and illness.

FRCD 2303 Activity Planning Class 2, Lab. 2, Cr. 3
 Curriculum planning of specific activities for young children in nursery school and preschool programs in dramatic play, creative arts, music and physical education. Students will work with young children in the Child Development Laboratory.

FRCD 2503 Creative Expressions in Early Childhood Class 3, Cr. 3
 Creative Expressions in Early Childhood explores the role of creative expression including visual arts, music and movement, and creative drama in development of young children. Course addresses design, implementation, and evaluation of arts experiences developmentally appropriate for children in infancy through 3rd grade. Emphasis will be placed on integrated teaching practices in early childhood classrooms. Observation and active participation with children in this age range will be included in this course.

FARM AND RANCH MANAGEMENT

(See Equine also)

FRMT 1003 Equine and Ranch Business Management Class 3, Cr. 3
 Course that helps students to develop a basic understanding and comprehension of livestock and equine records, laws, taxes, insurance, and accounting records related to the equine and livestock industry. Emphasis will be placed on how to achieve a profitable and functional operation.

FRMT 1011 Beef Cattle Fitting I Class 1, Cr. 1
 Provides students with hands-on experience in beef cattle fitting, including halter breaking, nutrition, hair care, fitting, and showmanship.

FRMT 1013 Pasture and Range Management Class 3, Cr. 3
 Principals of plant growth and reproduction, economic features and field identification of range plants, ecology of range plants and animals, management of rangeland for all its uses including setting and adjusting stocking rates, distribution of grazing, grazing methods and supporting practices, preparation of ranch management plan.

FRMT 1113 Farm Animal Health — Cattle Diseases Class 3, Cr. 3
 A basic course for persons with livestock that will explain the causes of, spread of, and the means of controlling common cattle diseases. A very practical course for cattle owners.

FRMT 1213 Beef Production Class 2, Lab. 2, Cr. 3
 Provides the student with an overview of beef production including history, breeds, anatomy, physiology, general health, reproduction, nutrition, selection, marketing and all segments of the beef industry.

FRMT 1222 Equine Livestock Sales Management & Marketing Class 1, Lab. 2, Cr. 2
 Provides the student with an overview of beef production including history, breeds, anatomy, physiology, general health, reproduction, nutrition, selection, marketing and all segments of the beef industry.

FRMT 2111 Artificial Insemination Class 1, Cr. 1
 Class is for anyone interested in learning the practice of artificial insemination in beef cattle.

FRMT 2123 Breeding Management of Farm Animals Class 2, Lab. 2, Cr. 3
 Provides the student with a basic understanding of the reproductive anatomy and cycles of farm animals. Current reproductive techniques will also be introduced to the students.

FRMT 2203 Feedlot Management Class 2, Lab. 2, Cr. 3
 Provides the student with an overview of the responsibilities of a feedlot manager. Topics range from nutrition, health, and handling of cattle to legal and environmental responsibilities.

FRMT 2221 **FRMT Capstone** **Class 1, Cr. 1**
This course is designed to assess the preparedness of graduating Farm and Ranch Management/Equine and Ranch Management students for entry into the workforce or continue in the pursuit of furthering their education. General agricultural knowledge, communication skills, and career awareness will be assessed.

FRMT 2222 **Ranch Jobs** **Class 1, Lab. 2, Cr. 2**
Planning and construction of fences, corrals, and buildings to facilitate handling of livestock, handling and management of livestock; methods of livestock identification, dehorning, castration, controlling internal and external parasites; term project to layout handling facilities.

FRMT 2223 **Livestock Production** **Class 3, Cr. 3**
This course will study the production of sheep, goat, swine, poultry, and exotic animals through classroom lecture and hands on experience.

FRMT 2401-2406 **Work Experience** **Cr. 1-6**
Includes work on farms, ranches or agricultural business to permit students to gain experience in agriculture, to become proficient in business procedures and managerial decision making and to prepare for the world of work.

FINANCE

FIN 2123 **Personal Finance** **Class 3, Cr. 3**
A first course in the management of the individual's financial affairs such as budgeting, use of credit, mortgage financing, investment and estate planning.

FORESTRY

(See also Natural Resource and Ecology Management)

FOR 2013 **Resource Wildland Fire Certification** **Class 3, Cr. 3**
An introduction to the latest tools and technology in natural resource and fire management. Each offering will include a National Wildfire Coordinating Group (NWCG) certification course.

FOR 2023 **Resource Wildland Fire Certification** **Class 3, Cr. 3**
A continuation of FOR 2013, this course reinforces understanding of the latest tools and technology in natural resource and fire management. Each offering will include a National Wildfire Coordinating Group (NWCG) certification course.

FOR 2223 **Wildland Firefighter Qualification** **Class 3, Cr. 3**
Wild and prescribed Fire Techniques and Automated Land Management. Prerequisite: FOR 1114 or permission of instructor.

FRESHMAN YEAR EXPERIENCE

FYE 1011 **Freshman Year Experience** **Class 1, Cr. 1**
Orients students to college life while supporting the student's transition to become successful and engaged in all segments of the college's programs and college mission. Introduces proper use of and development of study habits, note taking skills, time management and technology.

FYE 1012 **Freshman Year Experience and Academic Success** **Class 2, Cr. 2**
Orients students to college life while supporting the student's transition to become successful and engaged in all segments of the college's programs and college mission. Introduces proper use of and development of study habits, note taking skills, time management, and technology. This course promotes an understanding of the impact of goal development, time management technique implementation on becoming a successful student.

GEOGRAPHY

GEOG 1013 **World/Regional Geography** **Class 3, Cr. 3**
This course is an introduction to basic geographic concepts and an emphasis on the interrelations of people with their physical and cultural environments.

- HHP 2052 Sports Officiating Class 2, Cr. 2**
Designed to teach rules, interpretation and mechanics of officiating to students who are interested in becoming certified officials. The class will meet all qualifications and guidelines of the State and National Committee on certification of officials in these athletic events: Football, Basketball, Baseball, Softball, Wrestling and Soccer. Requirement for state certification of officials in Oklahoma.
- HHP 2213 Principles in Health Education and Health Promotion Class 3, Cr. 3**
Introduction to the field of health education and health promotion focusing on health principles, theories, career opportunities and a field experience. The general objectives in coaching will be offered.
- HHP 2363 Theory of Coaching II Class 3, Cr. 3**
Introduces the coach to their preferred coaching discipline (i.e. sport). Theory II will involve the continuation from Theory I into a specific sports discipline. In Theory II, each student will develop, as a continuation from Theory I, their personal philosophy in their preferred sport. The development of a coaching journal and notebook will be a primary project. Within the journal each coach will develop their coaching directives regarding their specific sport. Each coach will participate in a week long shadowing of a coach in their sport. The sport of choice and multiple styles of coaching theory and philosophy will be studied and broken down to develop each coach's personal approach in all areas of developing a program and players.
- HHP 2602 Community First Aid Class 2, Cr. 2**
Standard first aid course as outlined by the American Red Cross consisting of emergency assistance and treatment in cases of accident, injury, or illness pending regular surgical or medical treatment. Specific areas covered in course are bandaging, splinting, resuscitation methods, emergency rescue and short distance transfer. Course will include Child, Infant, and Adult CPR. This course will be used for all general education students and for programs other than Physical Education, Wellness, and Pre-Athletic Training.
- HHP 2603 Total Wellness Class 3, Cr. 3**
Individual, interpersonal, and socio-cultural issues that have an impact on health. Behavioral decision-making, social relations, cultural diversity and environmental sensitivity.
- HHP 2663 Care and Prevention of Athletic Injuries Class 3, Cr. 3**
Designed to provide knowledge related to prevention, care and rehabilitations of athletic injuries. Prevention of athletic injuries and methods of massage, taping, and bandaging. A requirement for all HPER majors. Requirement for certification for all Oklahoma high school coaches.
- HHP 2692 Water Safety Instruction Class 1, Lab. 2, Cr. 2**
Consists of 2 parts; review of swimming and safety skills, theoretical and practical knowledge as well as methods of teaching swimming and water safety courses. Receives the American Red Cross teaching certification. Counts as a 2-hour solid credit rather than an activity credit. Required for most physical education teachers and coaches. Prerequisite: Swimmer level skills and current emergency water safety and/or lifeguard training. A requirement for all HPER majors.
- HHP 2712 Psychomotor Development Class 2, Cr. 2**
Fundamental aspects of motor development for infants, children, youth and adults.
- HHP 2733 Procedures in Athletic Training Class 3, Cr. 3**
Introduction to the psychomotor skills required in the profession of athletic training. Procedures relative to athletic injuries and development of essential skills and competencies needed to perform selected athletic training procedures. Theory-based course with required lab experience. Prerequisite: HHP 1713.
- HHP 2992 Lifeguarding Class 1, Lab. 2, Cr. 2**
Provide knowledge, skills, and the American Cross certification to be a lifeguard. Economically beneficial to college students. Includes First Aid and CPR for the Professional Rescuer.

HISTORY

- HIST 1063 History of the American Indian Class 3, Cr. 3**
An overview of American Indian History from prehistory (through American Indian oral traditions) through the colonial and national periods of historical America. This course will focus on the similarity and diversity of the many Sates and the impact on both the American Indian and European cultures from contact with white civilization. Pre-requisite: must satisfy any deficiency in Reading prior to enrollment in this course.

HIST 1483 American History to 1865 Class 3, Cr. 3
History of the United States from 1492 to 1865. The course deals with the colonial period; American Revolution; the Confederation; the formation of the Constitution; the development of the West; and events leading to the War between the States. Pre-requisite: must satisfy any deficiency in Reading prior to enrollment in this course.

HIST 1493 American History Since 1865 Class 3, Cr. 3
A continuation of History 1483. Pre-requisite: must satisfy any deficiency in Reading prior to enrollment in this course.

HIST 1613 Western Civilization to 1500 Class 3, Cr. 3
A survey of Western Civilization from ancient times to the Reformation. Pre-requisite: must satisfy any deficiency in Reading prior to enrollment in this course.

HIST 1623 Western Civilization after 1500 Class 3, Cr. 3
A survey of Western Civilization from the Reformation to the present. Pre-requisite: must satisfy any deficiency in Reading prior to enrollment in this course.

HIST 1913 World History to 1500 Class 3, Cr. 3
This course examines the history of the world from earliest known human settlement to 1500. Special attention will be paid the development of human societies in Africa, Asia, and South America, and connecting of social, economic, and political movements of the past to the current global situation. Pre-requisite: must satisfy any deficiency in Reading prior to enrollment in this course.

HIST 1923 World History since 1500 Class 3, Cr. 3
This course examines the history of the world since 1500. Special attention will be paid the development of human societies in Africa, Asia, and South America, and connecting the social, economic, and political movements of the past to the current global situation. Pre-requisite: must satisfy any deficiency in Reading prior to enrollment in this course.

HORTICULTURE

HORT 1013 Principles of Horticulture Science Class 2, Lab. 2, Cr. 3
Basic physical and physiological processes responsible for plant dormancy, growth, flowering, fruiting, and senescence with respect to the science and the art of production, cultivation, utilization, and/or storage of horticultural plants; management and control of horticulture pests.

HUMANITIES

(Also see other humanities selections, p. 58)

HUM 2103 Humanities I Class 3, Cr. 3
Students will hear, see, and read some of the most important works of art, architecture, music, and literature from the time of the ancient Egyptians to the end of the Middle Ages in Europe. This course has no prerequisites. It is recommended that students complete any necessary remedial courses in reading before taking this course.

HUM 2203 Humanities II Class 3, Cr. 3
Students will hear, see, and read some of the most important works of art, architecture, music, and literature from the time of the Renaissance to the present. This course has no prerequisites. It is recommended that students complete any necessary remedial courses in reading before taking this course. The two Masterworks courses are completely independent; it is not necessary to take one before taking the other or to take them in order.

LEISURE

LEIS 1352 Weight Training Class 1, Lab. 2, Cr. 2
Fundamental methods and techniques of weight training, for men and women.

MATHEMATICS

MATH 0013 Basic Mathematics

Class 3, Cr. 0

Designed to review and improve arithmetic computational skills. Also covers the basic concepts of beginning algebra.

MATH 0102 Strategies for Algebra

Class 2, Cr. 0

The co-requisite math strategies provides learning support and supplemental instruction for students co-enrolled in MATH 1513 College Algebra. Eligibility is determined by student's college readiness placement exam scores. The course does not count toward graduation or any degree program. Co-requisite: MATH 1513.

MATH 0113 Introductory Algebra

Class 3, Cr. 0

A study of elementary algebra concepts: Operations on signed numbers, operations on polynomials, factoring polynomials, linear equations, and linear inequalities. This course does not assume prior knowledge of algebra. May not satisfy baccalaureate degree requirements.

MATH 0115 Fundamentals of Algebra

Class 5, Cr. 0

This course includes a study of elementary algebra concepts, such as operations on signed numbers, linear equations and linear inequalities, determining slopes of lines and graphing them, operations on polynomials and factoring polynomials. This course prepares students for college algebra or equivalent college-level math courses, but does not satisfy the math or logic requirements for a college-level math course. Prerequisite: none

MATH 0123 Intermediate Algebra

Class 3, Cr. 0

A study of basic concepts of algebra: polynomials, rational expressions, exponents and radicals, linear equations and inequalities, quadratic equations, and systems of simultaneous equations. Designed to prepare students for entry into College Algebra. Prerequisite: one unit of high school algebra or Introductory MATH 0113 or CPT score greater than 52 in Elementary Algebra.

MATH 0142 General College Math Co-Requisite

Class 3, Cr. 0

This course is an extension of MATH 0115 for students who need to review the algebra background or satisfy a mathematics deficiency. Topics include review of real numbers, first degree equations, polynomials, rational expressions, linear equations in two variables, quadratic equations. This proficiency course is designed to prepare students for college level mathematics. MATH 0142 semester hours do not count toward required credit hours for an Associate degree or a certificate. Co-Requisite: MATH 1493

MATH 1022 Engineering Problems

Class 2, Cr. 2

Introduction to the scientific graphing calculator and personal computer software used in problem solving.

MATH 1483 Mathematical Functions and Their Uses

Class 3, Cr. 3

Analysis of functions from their graphs. Linear, exponential, logarithmic, periodic functions and rates of change. Special emphasis on applications to the natural sciences, agriculture, business and the social sciences. Prerequisite: MATH 0123 or placement into MATH 1513.

MATH 1493 General College Math

Class 3, Cr. 3

A terminal course in mathematics designed for the liberal arts major. Topics include, but are not limited to: sets and counting, probability, statistics, finance, matrices, linear programming, exponential and logarithmic functions, systems of equations. Prerequisite: MATH 0115, MATH 0123 or placement into MATH 1513.

MATH 1495 General College Math with Review

Class 5, Cr. 5

A study of rational expressions, equations, and inequalities in one variable; relations and functions; systems of equations; matrices; and determinants. This course provides additional support for students to meet the learning objectives. Only three (3) credit hours will apply to a degree or certificate requirements. Prerequisite: MATH 0115, MATH 0123 or CPT score of 50 or higher.

MATH 1513 College Algebra

Class 3, Cr. 3

A study of rational expressions, equations, and inequalities in one variable; relations and functions; systems of equations; matrices; and determinants. Prerequisite: MATH 0123 or high school equivalent or placement in MATH 1513.

MATH 1515 **College Algebra with Review** **Class 5, Cr. 5**
A study of rational expressions, equations, and inequalities in one variable; relations and functions; systems of equations; matrices; and determinants. This course provides additional support for students to meet the learning objectives. Only three (3) credit hours will apply to a degree or certificate requirements. Prerequisite: MATH 0115, MATH 0123 or CPT score of 50 or higher.

MATH 1613 **Trigonometry** **Class 3, Cr. 3**
The development and use of circular and trigonometric functions; relations between the functions; solutions of triangles; complex forms and applications of practical problems. Prerequisite: College MATH 1513 or equivalent. May be taken concurrently with MATH 1513.

MATH 1715 **College Algebra and Trigonometry** **Class 5, Cr. 5**
An integrated course in College Algebra 1513 and Trigonometry 1613. This course is especially designed for those students needing additional preparation for the study of calculus. Prerequisite: MATH 1513 or high school equivalent.

MATH 2103 **Elementary Calculus** **Class 3, Cr. 3**
Designed for students of business, management, economics, or social science. Differentiation and integration of polynomial exponential and logarithmic functions with business oriented applications. Prerequisite: MATH 1513 or high school equivalent. No credit for mathematics or pre-engineering majors.

MATH 2145 **Calculus I** **Class 5, Cr. 5**
An introduction to analytical geometry and calculus. Includes analytical geometry of the line, circle and conics introduction to the limit concept; differentiation and integration of algebraic functions and their applications. Prerequisite: MATH 1513 or high school equivalent.

MATH 2155 **Calculus II** **Class 5, Cr. 5**
A continuation of 2145. Includes trigonometric, exponential, parametric, hyperbolic functions, methods of integration and applications. Prerequisite: MATH 2145.

MATH 2233 **Differential Equations** **Class 3, Cr. 3**
A first course in the study of Ordinary Differential Equations. Theory and classical methods of solutions of ordinary differential equations, systems of ordinary differential equations, methods of approximation, applications, and the Laplace Transform. Prerequisite: MATH 2273 or consent of instructor.

MATH 2273 Calculus III (Calculus and Analytical Geometry) **Class 3, Cr. 3**
A continuation of Calculus 2155. Includes vectors; infinite series; partial derivatives; and multiple integration. Prerequisite: MATH 2155.

MATH 2413 **Math Structures I** **Class 3, Cr. 3**
A basic course in mathematics for elementary education majors. An introduction to the origin and history of number systems: number systems of different bases and basic set concepts. Also included is an introduction to symbolic logic, mathematical systems and development of the real number system. Prerequisite: MATH 0123 or equivalent.

MATH 2513 **Math Structures II** **Class 3, Cr. 3**
A continuation of MATH 2413. Continues with the development of the basic structure of the real number system. Topics from geometry and elementary probability are covered.

MATH 2601 **Special Problems in Math** **Math Cr. 1**
A seminar for the undergraduate study and research of problems, issues, and trends in mathematics and math education. Includes methods for teaching mathematics principles. Fulfills requirements for continuing education of Oklahoma elementary and secondary teachers. Prerequisite: MATH 2413 or equivalent.

MECHANIZED AGRICULTURE

MCAG 1413 **Introduction to Engineering in Agriculture** **Class 3, Cr. 3**
The use of power, machines, and engineered systems for agriculture production and processing of agricultural products. Engineering aspects of land, water resources, development and utilization.

MEDICAL LABORATORY TECHNICIAN

MLAT 1113 Medical Laboratory Operations Class 3, Cr. 3

The study of medical laboratory including professionalism, communication, vocabulary, laboratory information systems, safety, regulations, departments, instrumentation, quality control and quality assurance.

MLAT 1304 Basic Hematology Class 3, Lab. 3, Cr. 4

Introduction to study of the cellular components of human blood. Emphasis on blood cell counting, hemoglobin, hematocrit, and reticulocyte determinations. Prerequisite: Admission to the program.

MLAT 1313 Phlebotomy, Urinalysis and Body Fluids Class 2, Lab. 2, Cr. 3

The course provides instruction and practice in proper phlebotomy technique during the first four weeks of the course. The remainder of the course is a comprehensive study of macroscopic and microscopic examination of urine and other body fluids. The phlebotomy instruction does not qualify students for national certification as a phlebotomist. Course offered in fall only. Prerequisite: Admission to the MLT Program or permission of the MLT Program Director.

MLAT 1323 Clinical Practice 1 Lab. 9, Cr. 3

Students will be assigned to affiliate clinical laboratories for practical experience in lab procedures for 160 clock hours. Prerequisite: Completion of Medical Laboratory Technician courses.

MLAT 1333 Clinical Practice 2 Lab. 9, Cr. 3

Students will be assigned to affiliate clinical laboratories for practical experience in lab procedures for 160 clock hours. Prerequisite: Completion of Medical Laboratory Technician courses.

MLAT 1414 Immunology and Serology Class 3, Lab. 3, Cr. 4

Immunology is the study of the human body's immune response to foreign antigens and disease. Serology is the study of constituents in serum that can be used for detection of disease and monitoring of therapy through serological laboratory testing.

MLAT 2344 Clinical Chemistry Class 3, Lab. 3, Cr. 4

This course will cover the basic theories of routine clinical chemistry procedures, including instrumentation. Emphasis will be placed on theory, clinical applications, and procedures. A brief review of laboratory mathematics will be included. Prerequisite: CHEM 1144, CHEM 1215 or 1314. Admission to the Medical Laboratory Technician program.

MLAT 2354 Pathogenic Microbiology Class 3, Lab. 3, Cr. 4

This course will have primary emphasis on pathogenic microorganisms, their identification and related disease processes. Laboratory will stress the identification of these from a clinical viewpoint. Prerequisite: MCRO 2124.

MLAT 2364 Introduction to Molecular Diagnostics Class 3, Lab. 3, Cr. 4

Overview of nucleic acid structure, gene expression and genetic disease. Principle and performance of DNA and RNA isolation, amplification, hybridization, and analysis. Applications in microbiology, prenatal diagnosis, cancer management, transplantation, paternity testing, thrombosis risk testing and forensic medicine. Prerequisite: CHEM 1144, CHEM 1215, OR CHEM 1314 and Admission to the MLT program or permission of the Director, MLT Program.

MLAT 2374 Immunohematology Class 3, Lab. 3, Cr. 4

Immunohematology is the study of antigen/antibody reactions as it relates to the safe transfusion of blood and blood products. Immunohematology is also called "blood banking." Topics covered include the major nine blood group systems, blood group genetics, antibody detection and identification, component therapy, and adverse reactions to transfusion. This course will focus on basic laboratory techniques and the fundamental theories behind them. Prerequisite: MLAT 1314

MLAT 2373 Clinical Practice 3 Lab. 9, Cr. 3

Students will be assigned to affiliate clinical laboratories for practical experience in lab procedures for 160 clock hours. Prerequisite: Completion of Medical Laboratory Technician courses.

MLAT 2383 Clinical Practice 4 Lab. 9, Cr. 3

Students will be assigned to affiliate clinical laboratories for practical experience in lab for 160 clock hours. Prerequisite: Completion of MLT courses.

MICROBIOLOGY

MCRO 2124 Introduction to Microbiology Class 3, Lab. 2, Cr. 4

Introduction to the basic structure and physiology of microorganisms with emphasis on bacteria. This course will also include a study of specific microorganisms, the interaction between microbe and host, microorganisms and human disease, and applied microbiology and the environment. Prerequisite: CHEM 1215 or equivalent and BIOL 1604, or BIOL 1414, CHEM 1215 or equivalent, and BIOL 2114.

MCRO 2301 Introduction to Microbiology Lab Lab. 2, Cr. 1

A supplement to Microbiology 2124.

MUSIC

MUSC 1001-1004 Fine Arts — Special Problems Cr. 1-4

Designed primarily for adult education with credit varying from one to four hours. May be taken more than once. Maximum credit is four hours.

MUSC 1011 Applied Piano Lessons Class 1, Cr. 1

A study of scales and learning repertoire.

MUSC 1012 Applied Piano Lessons Class 2, Cr. 2

A study of scales and learning repertoire.

MUSC 1151 Applied Organ Lessons Class 1, Cr. 1

A study of registration, technique for control, and repertoire.

MUSC 1152 Applied Organ Lessons Class 2, Cr. 2

A study of registration, technique for control, and repertoire.

MUSC 1161 Applied Harp Lessons Class 1, Cr. 1

A study of the uniqueness of the instrument, teaching the body to coordinate for the technique of the instrument, and repertoire.

MUSC 1162 Applied Harp Lessons Class 2, Cr. 2

A study of the uniqueness of the instrument, teaching the body to coordinate for the technique of the instrument, and repertoire.

MUSC 1321 Berserkers Basketball Band Lab. 3, Cr. 1

Study and performance of works for the basketball pep band. Enrollment by instructor's approval. This course will be offered during the second eight weeks of fall semester and the first eight weeks of the spring semester.

MUSC 1331 Applied Voice Lessons Class 1, Cr. 1

A study of the technique of singing, teaching or musicianship, and learning of repertoire.

MUSC 1332 Applied Voice Lessons Class 2, Cr. 2

A study of the technique of singing, teaching or musicianship, and learning of repertoire.

MUSC 1531 Sight-Singing and Eartraining I Class 2, Cr. 1

Reading and dictation of simple melodies and basic rhythms.

MUSC 1533 Theory of Music I Class 3, Cr. 3

A study of chord structure and progression with simple triads.

MUSC 1541 Sight-Singing and Eartraining II Class 2, Cr. 1

Continuation of Music 1531. Work with more advanced melodies and rhythms. Prerequisite: MUSC 1531.

MUSC 1543 Theory of Music II Class 3, Cr. 3

Continuation of Elementary Harmony. Study of secondary triads, non-harmonic tones and seventh chords. Prerequisite: MUSC 1533.

MUSC 1601 Band Lab. 5, Cr. 1

A study of tone quality, technique repertoire for marching performance and concert performance.

MUSC 1641 Chorus-Concert Choir Lab. 4, Cr. 1

A study of tone quality, breadth support, tone placement, and repertoire.

MUSC 1661 Chamber Singers Lab. 3, Cr. 1

This course presents the fundamentals of performing in a variety of music from different eras. This is an auditioned only group that does not focus on teaching the fundamentals of music.

MUSC 1671 Golden Blues Stage Band	Lab. 2, Cr. 1
Study and performance of instrumental literature written in the jazz idiom. Entrance by audition.	
MUSC 1831 Woodwind Lessons	Class 1, Cr. 1
A study of fingering technique and learning repertoire.	
MUSC 1832 Woodwind Lessons	Class 2, Cr. 2
A study of fingering technique and learning repertoire.	
MUSC 1841 Brass Lessons	Class 1, Cr. 1
A study of fingering technique and learning repertoire.	
MUSC 1842 Brass Lessons	Class 2, Cr. 2
A study of fingering technique and learning repertoire.	
MUSC 1851 Percussion Lessons	Class 1, Cr. 1
A study of fingering technique and learning repertoire.	
MUSC 1852 Percussion Lessons	Class 2, Cr. 2
A study of fingering technique and learning repertoire.	
MUSC 1861 Guitar/String Lessons	Class 1, Cr. 1
A study of fingering technique and learning repertoire.	
MUSC 1862 Guitar/String Lessons	Class 2, Cr. 2
A study of fingering technique and learning repertoire.	
MUSC 2222 Music Theatre Workshop	Lab. 4, Cr. 2
Study and performance in opera/music theater including musical analysis and character projecting culminating in a public production.	
MUSC 2421 String Chamber Ensemble	Lab. 4, Cr. 1
Study and performance of music compositions written for small string ensembles from antiquity to the contemporary.	
MUSC 2553 Theory of Music III	Class 3, Cr. 3
Continuation of Intermediate Harmony. Study of modulation and altered chords. Prerequisite: MUSC 1543.	
MUSC 2561 Sight-Singing and Eartraining III	Class 2, Cr. 1
Melodies of more complex structure; introduction to harmonic dictation. Prerequisite: MUSC 1541	
MUSC 2563 Theory of Music IV	Class 3, Cr. 3
Continuation of Advanced Harmony I. Study of chords of the ninth and advanced modulation. Prerequisite: MUSC 2553.	
MUSC 2571 Sight-Singing and Eartraining IV	Class 2, Cr. 1
Continuation of Music 2561. Four-part dictation; modulation. Prerequisite: MUSC 2551.	
MUSC 2573 Introduction to Music Appreciation	Class 3, Cr. 3
Designed to give an insight into musical masterpieces from all eras of music literature. Emphasis on the listening experience with recognition of basic elements and stylistic characteristics.	
MUSC 2501 Brass Ensemble	Lab. 2, Cr. 1
Study and performance of quartets, quintets, and brass choir works from the Masters to the very contemporary. Enrollment by instructor's approval.	
MUSC 2721 Harp Ensemble	Lab. 2, Cr. 1
Designed for the method of the harp, harp technique with hands on participation by the students. Will include participation in student performance, ensemble work, and solo work. Method, literature, performance, and teaching strategies will be employed in the class.	

NATIVE AMERICAN STUDIES

NAS 1113 Cherokee Language I	Class 3, Cr. 3
Pronunciation drill with a native of Oklahoma Cherokee, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax of contemporary Oklahoma Cherokee.	

NAS 1133

Cherokee Language II

Class 3, Cr. 3

Cherokee conversation, instruction in the Sequoyah syllabary, readings in Cherokee, lectures in the history and culture of Cherokee Indians. Prerequisite: FL 1013.

NATURAL RESOURCE ECOLOGY MANAGEMENT

(See Also Forestry)

NREM 1001-1003 Natural Resources Field Application

Cr. 1-3

Field observation of professional management on public and private lands. Prerequisite: none.

NREM 1012 Introduction to Natural Resource Ecology & Management **Class 2, Cr. 2**

Introduction to the wide variety of natural resources found globally with a focus on Oklahoma ecoregions. Overview of the ecology and management of natural resources in the pine-hardwood forest, the Cross Timbers, and the tallgrass mixed-grass and shortgrass prairies. Academic and career options presented by speakers.

NREM 1014 Introduction to Natural History

Class 3, Lab. 2, Cr. 4

The study of living organisms especially their origins, adaptations for reproducing and relation to their environment. Laboratory emphasis is on observation and investigation of the diversity and adaptation of living organisms.

NREM 1113 Elements of Forestry

Class 3, Cr. 3

A preview of forestry subjects, including forest resources, agencies, industries, and practices.

NREM 2103 Natural Resource Measurements

Class 2, Lab. 2, Cr. 3

Introduction to natural resource measurement theory and application designed to familiarize students with methods of quantifying and gathering data on natural ecosystems.

NREM 2013 Natural Resource Ecology

Class 3, Cr. 3

Introductory focus on understanding and applying general ecological principles to agricultural and natural ecosystems. Emphasis and relationships between climate, soils, agricultural, and natural ecosystems. Topics include nutrient cycles, energy flow, species interactions, biological diversity, productivity, sustainability, and landscape and ecosystem management.

NREM 2113 Timber Harvesting

Class 2, Lab. 2, Cr. 3

The objective of this course is to develop basic understanding of theory and strategies of planning and management of timber harvesting, techniques including felling, bucking, skidding, operation, cable yarding, harvesting cost analysis, safety aspects of harvesting, and principles of forest road building.

NREM 1214 Introduction to Wood Properties and Products

Class 3, Lab. 2, Cr. 4

To develop basic understanding of anatomical, physical, and mechanical properties of solid wood and wood products. Principles of lumber manufacturing, veneer wood and preservation techniques. Some basic concepts of manufacture of wood composites including particleboard, fiberboard, oriented strandboard, and waferboard will also be reviewed. Paper production will also be covered.

NREM 2134 Dendrology

Class 1, Lab. 6, Cr. 4

Familiarizes the student with the taxonomy and identification of forest and landscape trees. Classification and scientific names, identification of conifer and hardwood species.

NREM 2880 Natural Resources Ecology & Management Internship Lab. 3-18, Cr. 1-6

This course is designed to provide students with career oriented learning experiences that complement and enhance their formal classroom training. Students will complete a structured intern program with a business or organization involved in the production, processing, distribution, regulation, or oversight of forestry, wildlife, environmental resource management or related field.

NURSING — ASSOCIATE DEGREE (RN)

NURS 1101 Pharmacology

Class 1, Cr. 1

This course provides an introduction to the principles of pharmacology including: pharmacokinetics, pharmacodynamics, medication interactions and potential adverse medication reactions. Emphasis is placed on drug classifications and nursing care related to the safe administration of medication to patients across the lifespan.

NURS 1112 Health Assessment

Class 1, Lab 3, Cr. 3

This course provides the framework for preparing students to perform basic health assessments on adult and older adult patients. Emphasis is placed on taking a thorough nursing history, performing

physiological, psychological, sociological, cultural and spiritual assessments, as well as identification of stressors and health risks. Laboratory experiences provide an opportunity to prepare students to practice assessment skills on adults and older adults in acute and extended care settings.

NURS 1116 Introduction to Nursing Class 4, Lab 6, Cr. 6

This course provides an introduction to nursing and roles of the nurse in micro- and macro- systems as well as profession related and patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for nursing skills is presented, and the student is given an opportunity to demonstrate these skills in a clinical and laboratory setting. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills.

NURS 1121 Transition to Associate Degree Nursing Class 1, Cr. 1

This course is designed to facilitate the student who enters the Associate Degree Nursing program in a non-traditional manner of transfer or articulation. Content includes the philosophy and theoretical framework of the Northeastern Oklahoma A&M Nursing Program as well as the roles and competencies of the associate degree nurse. Nursing skills will be evaluated at the level that the student enters the nursing program. Also included is this nursing school's format for data collection and form processing. Prerequisite: Admission to Nursing Program

NURS 1131 Expanded Transitions Class 1, Cr. 1

This course is designed to facilitate the Paramedic transition into the Associate Degree Nursing Program at the second semester level. Content includes the mission, philosophy and concepts of the Northeastern Oklahoma A&M Nursing Program, the roles and competencies of the associate degree nurse, and the transition from the Paramedic to that of an RN. Nursing process according to the NEO Nursing Program's format will also be addressed. Additional skills and fundamental instructional theories will be presented in this course. Prerequisite: Admission to Nursing Program

NURS 1202 Nursing Care of the Childbearing Family Class 1, Lab. 3, Cr. 2

This course provides an integrative, family-centered approach to the care of child-bearing women and newborns. Emphasis is placed on normal and high-risk pregnancies, normal and abnormal growth and development, family dynamics and the promotion of healthy behaviors in patients. Laboratory/clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to mothers and newborns in selected settings.

NURS 1217 Medical Surgical Nursing I (5 body systems) Class 4, Lab. 9, Cr. 7

This course focuses on the care of adult patients with health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of patients with alterations in selected body functions. Concepts of patient-centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Laboratory/clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to adults in a variety of settings.

NURS 2112 Nursing Care of the Childrearing Family Class 1, Lab. 3, Cr. 2

This course provides an integrative, family-centered approach to the care of children. Emphasis is placed on normal growth and development, family dynamics, common pediatric disorders and the promotion of healthy behaviors in patients. Laboratory/clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to children in selected settings.

NURS 2137 Medical Surgical Nursing II (5 body systems) Class 3, Lab. 12, Cr. 7

This course focuses on the care of adult patients with medical and/or surgical health alterations. Emphasis is placed on the care of patients with alterations in selected body functions. Concepts of health promotion, health education, evidence-based practice, and interdisciplinary collaboration will be integrated throughout the course. Laboratory/clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to patients and selected groups in a variety of settings.

NURS 2242 Mental Behavioral Health Nursing Class 1, Lab. 3, Cr. 2

This course focuses on the care of patients across the lifespan experiencing cognitive, mental and behavioral disorders. Emphasis is placed on management of patients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is

addressed. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to patients in selected mental health settings.

NURS 2243 Transition to Professional Practice Class 1, Lab. 6, Cr. 3

This course facilitates the transition of the student to the role of a professional nurse in the microsystem of a work unit. Emphasis is placed on contemporary issues and management concepts as well as developing the skills of delegation, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed. Laboratory/clinical experiences provide the student the opportunity to apply theoretical concepts while functioning in a leadership role.

NURS 2244 Nursing Care of Patients with Class 1.5, Lab. 7.5, Cr. 4
Multisystem Disorders

This course focuses on advanced concepts of nursing care as they relate to patients across the lifespan with complex, multisystem alterations in health. Emphasis is placed on implementing time management and organizational skills while managing the care of patients with multiple needs and collaborating with the interdisciplinary team. Complex clinical skills, as well as priority setting, clinical judgment, and tenets of legal and ethical practice, are integrated throughout the course. Laboratory/clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to patients and selected groups in a variety of settings.

NUTRITION

NUTR 1113 Nutrition Class 3, Cr. 3

Basic nutrition related to food and health problems in the present socioeconomic and cultural environment. Practical applications of the science of nutrition in planning diets for people of various ages and occupations.

OFFICE INFORMATION SYSTEMS

OIS 1113 Medical Terminology Class 3, Cr. 3

Greek and Latin prefixes, suffixes, adjectives, and verbs as they are used in forming the names of major diseases, anatomical parts and other terms commonly used in the medical field.

OIS 1133 Professional Development Class 3, Cr. 3

Study of techniques and attitudes that lead to success in professional life. Covers the job campaign, professional attire, communication skills, planning and goal setting.

OIS 2033 Excel Spreadsheets Class 3, Cr. 3

The purpose of this course is to provide students hands-on training using Excel for business and personal use. The student will create, edit and format spreadsheets and graphs, work with formulas and functions, sort, filter and create and edit macros. Students will use more advanced Worksheet tasks, What-if Analysis, exchange data with other programs, and incorporate Web information with Excel.

OIS 2523 Microsoft Word Class 3, Cr. 3

The general course objective is to learn how to use the functions of the Microsoft Word program and be able to produce a variety of professional-looking documents with speed and accuracy utilizing the functions of the Word program. Students should be familiar with the keyboard before taking this class.

PHILOSOPHY

PHIL 1113 Introduction to Philosophy Class 3, Cr. 3

A general introduction to major areas of philosophical studies, including, but not limited to, metaphysics, epistemology, and ethics. No prerequisite.

PHYSICAL SCIENCES/PHYSICS

(Also see Chemistry, Engineering, Environmental Science, Geology)

PHYS 1014 General Physical Science Class 3, Lab. 2, Cr. 4

This course is designed as an introductory survey course designed to meet the needs of the student required to specifically take the general physical science course (e.g., elementary education majors). Additionally, the course will meet the general education requirements for a physical science for non-

science majors. Areas studied are physics, chemistry, geology, meteorology, and astronomy. Prerequisite: MATH 0123 or above.

PHYS 1025 **Physical Science for Physical Therapy** **Class 4, Lab. 2, Cr. 4**
This course is designed to provide a physics background for students trying to enter the Physical Therapist Assistant field. In addition 20% of the course will provide a chemistry background and another 20% will cover the theory of cell structures. The last two topics will prepare students for Anatomy and Physiology. Prerequisite: MATH 0123 of above.

PHYS 1104 **Introductory Astronomy** **Class 3, Lab. 2, Cr. 4**
An introduction to the concepts, both historical and modern, of astronomy. Topics include the solar system, telescopes, star properties, stellar evolution, galaxies, cosmology and exobiology. Prerequisite: concurrent enrollment in MATH 0123 or above.

PHYS 1114 **Principles of Physics I** **Class 3, Lab. 2, Cr. 4**
For those students needing a laboratory science. Not for pre-engineers. A study of mechanics, fluid mechanics, and wave mechanics. Experiments are designed to supplement class work. Prerequisite: MATH 1513. MATH 1613 recommended but not required.

PHYS 1214 **Principles of Physics II** **Class 3, Lab. 2, Cr. 4**
A study of thermal physics, electricity and magnetism, and optics. Prerequisite: PHYS 1114.

PHYS 2015 **Engineering Physics I** **Class 4, Lab. 3, Cr. 5**
Physics for math, chemistry, physics and pre-engineering majors. Includes topics from mechanics and fluid mechanics. Emphasis will be placed on solving applied problems. Prerequisite: MATH 2145 or concurrent enrollment in MATH 2145.

PHYS 2115 **Engineering Physics II** **Class 4, Lab. 3, Cr. 5**
Continuation of 2015. Includes topics from thermal physics and electricity and magnetism. Prerequisite: PHYS 2015, MATH 2145.

PHYSICAL THERAPIST ASSISTANT

PHTA 1113 **Introduction to Physical Therapy** **Class 3, Cr. 3**
Includes history, philosophy, ethics, settings, and trends in Physical Therapy. Delineation of roles of the health care team, and of Physical Therapy personnel, with interpersonal skills needed to function as a health care provider and team member is explored. Principles and procedures of basic patient care skills and documentation are covered. Introduction to basic anatomical terminology used in Physical Therapy. Entry-level descriptions of primary practice areas. Prerequisite: Admission to PTA Program.

PHTA 1292 **Physical Therapy Procedures I** **Class 1, Lab. 3, Cr. 2**
Principles, techniques, and laboratory practice of positioning, draping, pain assessment, body mechanics, transfers, wheelchair and assistive device measuring with gait training, superficial heat, cryotherapy, aseptic technique, massage and documentation. Prerequisite: Admission to PTA program and required PHTA courses.

PHTA 2333 **Clinical Experience I** **Lab. 9, Cr. 3**
Supervised clinical experience including observation and application of physical therapy services. Group discussion of selected clinical cases in seminar format. Prerequisite: Required PHTA courses.

PHTA 2343 **Physical Therapy Procedures II** **Class 2, Lab. 3, Cr. 3**
Theory, physiology, and application of heat, cold, light, water, electricity, and mechanical compression/distraction in therapeutic treatment. Prerequisite: Required PHTA courses.

PHTA 2353 **Neurology** **Class 3, Cr. 3**
A study of the clinical relevance of neuroanatomy and physiology including the organization and function of the human nervous system. Prerequisite: Required PHTA courses.

PHTA 2363 **Kinesiology for Physical Therapy** **Class 2, Lab. 3, Cr. 3**
A study of anatomical structures and movement as related to physical therapy procedures. Explores basic principles of the relationship between joint motion and mechanical action. Clinical focus is application of principles with emphasis on the analysis and biomechanics of all human motion. Addresses the study and analysis of joint mobilization techniques. Prerequisite: Required PHTA courses.

PHTA 2388 Orthopedic Rehabilitation Class 6, Lab. 6, Cr. 8

A study of selected anatomical, physiological and pathological factors which relate to specific clinical conditions seen in orthopedic physical therapy. This will include the application of orthopedic assessment strategies and exercise interventions. Clinical focus includes designing, implementing, and modifying a treatment plan with appropriate time management and documentation. Prerequisite: Required PHTA courses.

PHTA 2414 Rehabilitation Class 2, Lab. 6, Cr. 4

Examine common neurological conditions encountered in general clinical practices. Also includes common pediatric conditions treated by physical therapy and knowledge of normal human development and primitive reflexes. Identify assessment and general treatment strategies for improving motor control, motor learning, balance, gait and posture. Relates proper use of prosthetics, orthotics, and the prescriptive wheelchair. Includes knowledge and application for assessment of the environment for accessibility. Prerequisite: Required PHTA courses.

PHTA 2434 Clinical Experience II Lab. 12, Cr. 4

Supervised clinical experience and application of physical therapy services. Group discussion of selected clinical topics in a seminar format. Prerequisite: Required PHTA courses.

PHTA 2442 Professionalism in the Healthcare Class 2, Cr. 2

This course is designed to provide tools for students and practitioners as they confront ethical dilemmas, moral controversy, function as a member of the healthcare team and face the challenges that the Physical Therapist Assistant and all healthcare professionals face in day-to-day clinical practice.

PHTA 2473 Selected Topics in Physical Therapy Class 3, Cr. 3

Study and/or analysis of selected topics in physical therapy, including TMJ, special tests, joint mobilization, compression, functional assessment, cardiovascular and pulmonary diseases and treatments, equilibrium and balance, obstetrics, burns, arthritis, work hardening and righting and developmental reflexes. Prerequisite: Required PHTA courses.

PHTA 2534 Clinical Experience III Lab. 12, Cr. 4

Supervised application of physical therapy procedures in the treatment of patients at a variety of selected physical therapy clinics. Prerequisite: Required PHTA courses.

PLANT SCIENCE

PLNT 1213 Introduction to Plant and Soil Systems Class 3, Cr. 3

General agriculture plant science course. Consideration is given to world population and food supply, factors influencing plant growth and distribution, plant origin and classification, functions of plant organs in relations to management, plant nutrition, propagation and improvement, cropping systems, hazards, tillage, and harvesting and utilization of economic plants.

PLNT 2013 Applied Plant Science Class 2, Lab. 2, Cr. 3

Climate, edaphic, biotic and genetic factors determine crop adaptation and distribution; climates of the U.S. and world and adapted species.

POLITICAL SCIENCE

POLS 1011 Oklahoma State and Local Government Class 1, Cr. 1

A survey of the organization, operation, and structure of the governments of the State of Oklahoma, primarily focuses on its various local government entities and the three branches of the state government; achieved through classroom based academic functions, participation in simulation of government functions, participation in lectures facilitated by elected officials, military and law enforcement personnel, among other dignitaries, and being immersed in a challenging leadership development environment.

POLS 1012 Oklahoma State and Local Government Class 2, Cr. 2

A survey of the organization, operation, and structure of the governments of the State of Oklahoma, primarily focuses on its various local government entities and the three branches of the state government; achieved through classroom based academic functions, participation in simulation of government functions, participation in lectures facilitated by elected officials, military and law enforcement personnel, among other dignitaries, and being immersed in a challenging leadership development environment.

POLS 1013 Oklahoma State and Local Government Class 3, Cr. 3

A survey of the organization, operation, and structure of the governments of the State of Oklahoma, primarily focuses on its various local government entities and the three branches of the state government; achieved through classroom based academic study, evaluation and research, simulation of government functions, participation in lectures facilitated by elected officials, military and law enforcement personnel, among other dignitaries, and being immersed in a challenging leadership development environment.

POLS 1113 American Government Class 3, Cr. 3

This course is a study of the American constitutional form of government, which will also include emphasis on federalism, political parties, interest groups, elections, landmark court cases, and the roles and responsibilities of the three branches of the federal government. Prerequisite: No reading deficiency

POLS 2023 State Government Class 3, Cr. 3

This course is a study on American federalism. The course will primarily focus on the differences among state governments on the following subjects: gubernatorial power, legislative power, judicial power, home rule, county authority, direct democracy, and the political structure of municipalities. Prerequisite: POLS 1113.

POLS 2033 Public Administration Class 3, Cr. 3

Public Administration is a course that is primarily focused on the implementation of public policy. In that regard, this course covers subjects such as bureaucratic politics, intergovernmental relations, budgeting, personnel, ethics, management, and organizational theory.

POLS 2043 Introduction to International Relations Class 3, Cr. 3

This course is a survey of political science in the fields of political theory, comparative government, and international politics which seek to develop an understanding of the value system and challenges of communism, fascism, socialism, and capitalism. Prerequisite: POLS 1113.

POLS 2053 Introduction to Law Class 3, Cr. 3

Introduction to Law is designed to explore the legal interpretations of the United States Constitution and the application of those decisions to the American political culture. In addition, the course will introduce the concept of legal reasoning as developed in the western legal systems and include practical legal research experience in selected issues of public law.

POLS 2063 Introduction to Comparative Politics Class 3, Cr. 3

This course is a comparative study of the political processes and institutions of contemporary societies. The course will also introduce the terminologies and methodologies of comparative politics.

PROCESS TECHNOLOGY

PTEC 1003 Introduction to Process Technology Class 3, Cr. 3

Introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations, plant organization, plant process and utility systems and the physical and mental requirements of the process technician. Prerequisites Removal of English deficiency, if applicable.

PTEC 1213 Instrumentation Class 3, Cr. 3

A study of the instruments and control systems used in the process industry, including terminology, primary variables, symbology, control loops and basic trouble shooting. Prerequisite or co-requisite: MATH 1513.

PTEC 1513 Internship in Process Technology Class 3, Cr. 3

This course is designed to provide students with hands-on experience in a process industry setting. To be taken during the last semester of the program or the semester following completion of all other PTEC course requirements. To be arranged and approved by the program coordinator. Prerequisites: PTEC 2013, PTEC 2134, PTEC 2224, MATH 1513, CHEM 1215. May be taken concurrently with PTEC 2134 and PTEC 2224.

PTEC 2013 Safety, Health and Environment Class 3, Cr. 3

The course is designed as an introductory course, providing a means for emphasizing strong skill development and knowledge to alter attitudes and behaviors required for safe work habits. Strengthens the focus on safety, health and environment issues that relate to daily job tasks that also meet regulatory compliance. The equipment used to maintain a safe, healthy work place. The role of

SOCIAL SCIENCE

SOSC 1001-1004 Social Science — Special Problems

Cr. 1-4

Designed primarily for adult education with credit varying from one to four hours. May be taken more than once. Maximum credit is four hours.

SOCIOLOGY

SOCI 1111

Social Work Field Experience

Lab. 3, Cr. 1

Designed to give the student some experience working with and for others in a volunteer capacity and evaluating their experience. Prerequisite: SOCI 2013 concurrently or consent of the instructor.

SOCI 1113

Introduction to Sociology

Class 3, Cr. 3

The purpose of this course is to familiarize the student with some of the keys to understanding social life. Sociology stresses how society and social groups we belong to affect our lives. Both the social structure and the social interaction will be covered in this course. Sociology helps to explain contemporary life and each individual's own place in it. Sociology offers a set of tools for looking at the world that can help all of us to better understand both individual behaviors and the broader context in which these behaviors occur. This class will prepare the student to take advance study topics in the field.

SOCI 2013

Introduction to Social Work

Class 3, Cr. 3

Offers a comprehensive view of the social work profession. It gives a framework for integrating social work information concerning special problems, populations, different social work settings, levels of practice, professional preparation for practice and the range of the knowledge, values, and skills needed for social work experience.

SOCI 2023

Basic Helping Skills

Class 3, Cr. 3

This course is designed to enable the student to learn and practice a set of skills basic to the helping professions. It will provide a practicum experience on which the student can draw as he/she tries to understand concepts and principles basic to the helping role.

SOCI 2113

Marriage and the Family

Class 3, Cr. 3

The course will provide a framework for understanding marriage and the family system in its multiple contexts and cultures. Issues and trends of family mobility, composition, and divorce will be explored. A balanced presentation represents various disciplines, with emphasis placed on cultural, structural and interpersonal sources and choices.

SOCI 2123

Social Problems

Class 3, Cr. 3

The purpose of this course is to provide students with a broad overview of major social problems and the primary conceptual frameworks currently used to understand their nature, causes, possible solutions and impact on society and diverse groups.

SOCI 2353

Cultural Anthropology

Class 3, Cr. 3

The purpose of this course is to examine humanity from a holistic approach. It looks at common denominators as well as differences in life experiences. The course will cover core concepts, approaches, and highlight the scientific nature of anthropology.

SOIL SCIENCES

SOIL 2124

Fundamentals of Soil Science

Class 3, Lab. 2, Cr. 4

The origin, formation, composition and classification of soils and the principal chemical, physical and biological properties of soils in relation to plant growth and land use.

SPEECH COMMUNICATIONS

SPCH 2713

Introduction to Speech Communication

Class 3, Cr. 3

Basic course in oral communication with emphasis on communication theory, listening skills, organizational methods, and delivery techniques. Practice is offered through preparation and presentation of various types of speeches.

SPORTS MANAGEMENT

(See Management)

STATISTICS

STAT 2023 Elementary Statistics for Business and Economics Class 3, Cr. 3

The primary objective of the statistics course is to familiarize students with the terminology, techniques, and approaches in statistical analysis. Topics to be covered in the course may include the meaning of statistics, scientific decision making, frequency distributions, probability, sampling, hypothesis testing, and regression/correlation analysis. Prerequisites: Algebra or Sophomore standing.

THEATRE

TH 2413 Introduction to Theatre Class 3, Cr. 3

A survey of the theatrical art as it has reflected and contributed to the development of civilization. May be used as part of the student's humanities hours within the general education requirements. Theatre is examined from the perspectives of audience, playwright, director, actor, and designer.

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 Director, Honors Program
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 Head Women's Soccer Coach
 Assistant Athletic Director
 Director, Student Support Services Program
 Asst. Softball Coach/Bookstore Clerk
 Administrative Assistant: Science and Math
 Academic Coordinator: Upward Bound Program
 Resident Director Vann-Russell Halls/
 Assistant Men's Basketball Coach
 Registrar: Admission
 Director: Upward Bound Program
 Administrative Asst.: Vice President for Academic Affairs
 Assistant Registrar
 Head Football Coach
 Executive Assistant to the President
 Administrative Assistant: Nursing Science
 Maintenance
 Clerk: Admissions Office
 Director, Financial Aid
 Student Affairs Coordinator
 Web Designer/Graphics Arts
 Staff Accountant: Business Office
 Director: Physical Plant
 Administrative Assistant: CASA
 Maintenance
 Secretary: Student Recruitment Office
 Coordinator of Library Services
 Maintenance
 Head Softball Coach
 Head Men's Basketball Coach
 Resident Director: Dobson/Women's Asst. Basketball Coach
 Co-Coordinator: Allied JOBS Program
 Clerk: Admissions Office
 Asst. Director: Financial Aid/Scholarship Administration
 Network Administrator
 Director: Center for Academic Success & Advisement
 Project Director: Title III Grant
 Success Coach: Student Support Services
 Director, Adult Literacy Center
 Maintenance
 Advisor & Verification Specialist: Financial Aid
 College Farm
 Postmaster
 Assistant Director: Campus Safety Department
 Maintenance
 Assistant Manager: Campus Bookstore
 Academic Advisor/Reach Higher Coordinator: CASA
 Library Assistant: Periodicals
 Building Administrative Assistant
 Accounts Payable: Business Office
 Career/Retention Specialist: Student Support Services
 Coordinator: NEO-Grove Center
 Campus Police Officer
 Maintenance: Electrician
 Maintenance
 Athletic Director/Head Wrestling Coach
 Purchasing Assistant: Business Office
 Recruiter: Student Recruitment
 Assistant Football Coach/Football Advisor
 Administrative Assistant: Athletics
 Housing Clerk
 Director, Campus Housing/Head Women's Basketball Coach
 Recruiter: Student Recruitment
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Co-Coordinator/Job Skills Specialist: Allied JOBS Program
Administrative Assistant: Development Foundation
Academic Support: Tutor
Help Desk Manager: Information Technology
Security Network Manager
Clerk: Business Office
Programmer/Analyst: Information Technology
Residence Director: Student Housing Complex
Academic Specialist: Student Support Services
Maintenance
Secretary: Learning Resource Center
Farm Manager/Rodeo Coach
Manager: Campus Bookstore
Executive Director: Development Foundation
Director: Public Safety Department
Print Shop Coordinator/Graphic Designer
Coordinator, Tutoring Center: Academic Support
Director, Information Technology: Technology Services
Activity Director: Title III Grant
Academic Support Assistant: English/Reading
Energy Manager; Asst. Baseball Coach
Assistant Football Coach

APPENDIX

ALMA-MATER

Dear Northeastern Alma-mater — We will ever sing to you.
Praises of the best and noblest — Alma- Mater true.

CHORUS

Hail! All hail to thee,
Northeastern Alma-mater true. We will
ever sing our praises
to the Gold and Blue.
Foster Mother, Friend so loyal — Honor, Love
and Faith we bring.
With thy Spirit ever near us — This our
song shall ring.

NORSEMEN BATTLE CRY

Go Golden Norsemen Break right
thru that line, With our colors flying,
We will cheer you all the time. (yell) NEO
Go Golden Norsemen Fight for
Victory Spread far the fame, Of
our fair name. Golden Norsemen
Win that game. (whistle)
(yell) GO - Go N E O (whistle)
(yell) GO - Go N E O Hit 'em hard.
Hit 'em low.
Golden Norsemen, Go!!!

ASSURANCES

TITLE VI, SECTION 601, OR THE CIVIL RIGHTS ACT OF 1964

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal assistance.

TITLE IX, SECTION 901, OF THE EDUCATION AMENDMENTS OF 1972

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.

SECTION 504 OF THE REHABILITATION ACT OF 1973

No otherwise qualified handicapped individual in the United States . . . shall, solely by reason of handicap, be excluded from participation in, be denied the benefit of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

CERTIFICATION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM POLICY

It is the policy of Northeastern Oklahoma A&M College to maintain an educational and working environment which is free from the influence of unlawful drugs. Therefore, the unlawful manufacture, possession, use, dispensing and/or distribution of drugs and alcohol by students and employees of the school on any property owned or maintained by the school or as a part of any school activity is strictly prohibited.

Sanctions for Violations

Individuals who violate this policy will be subject to a number of sanctions imposed both by the school and by the state and federal criminal justice systems.

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