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Academic Calendar

SOUTHWEST TEXAS JUNIOR COLLEGE
 CALENDAR FOR THE 2014-2015 ACADEMIC YEAR

FALL SEMESTER 2014

April 1, TuesdayREGISTRATION FOR SUMMER & FALL SEMESTERS BEGINS – ALL LOCATIONS
 Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
 Advisor-Assisted Registration (During Regular Office Hours)

August 8, FridayDeadline for Fall Admissions Application

August 18, Monday, 8:00 a.m. Dormitories Open

August 20, Wednesday, 8:00 a.m. – 6:00 p.m. Last Day to Register or Change Classes¹, All Locations
 8:30 a.m. General Faculty Meeting
 2:00 p.m. Admissions Committee Meeting

August 21, Thursday, 8:00 a.m. – 6:00 p.m. Late Registration & Schedule Changes – All Locations

August 22, Friday, 8:00 a.m. – 4:00 p.m. Late Registration & Schedule Changes – All Locations

August 25, Monday, 8:00 a.m. First Day of Classes

September 1, Monday Labor Day Holiday

September 10, Wednesday Official Census Date

October 1, Wednesday Application Deadline for December Graduation

October 17, Friday, 12:00 p.m. Mid-Semester Grades Due

November 4, Tuesday Registration for Spring Semester Begins—All Locations

November 14, Friday Last Day to Drop a Course with a “W” (withdrawal)

November 25, Tuesday, 9:00 p.m. Thanksgiving Holidays Begin

December 1, Monday, 8:00 a.m. Classes Resume after Thanksgiving Holidays

December 8-10 (Monday – Wednesday) Fall Semester Final Exams

December 12, Friday, 10:00 a.m. All Grades Due
 5:00 p.m. Fall Semester Closes

¹Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class
 Note: All students are encouraged to call the main campus to inquire about canceled classes.

SOUTHWEST TEXAS JUNIOR COLLEGE

CALENDAR FOR THE 2014-2015 ACADEMIC YEAR

SPRING SEMESTER 2015

October 28, Tuesday	ONLINE REGISTRATION FOR SPRING SEMESTER BEGINS
November 4, Tuesday	REGISTRATION FOR SPRING SEMESTER BEGINS --ALL LOCATIONS Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight) Advisor-Assisted Registration (During Regular Office Hours)
January 2, Friday	Deadline for Summer I Admissions Application (available online)
January 5, Monday	Offices Open After Christmas Holidays
January 12, Monday, 8:00 a.m.	Dormitories Open
January 13, Tuesday, 8:30 a.m.	General Faculty Meeting
2:00 p.m.	Admissions Committee Meeting
January 14, Wednesday, 8:00 a.m. - 6:00 p.m.	Last Day to Register or Change Classes ² , All Locations
January 15, Thursday, 8:00 a.m. – 6:00 p.m.	Late Registration & Schedule Changes – All Locations
January 16, Friday, 8:00 a.m. – 4:00 p.m.	Late Registration & Schedule Changes – All Locations
January 19, Monday, 8:00 a.m.	First Day of Classes
February 2, Monday, 6:00 p.m.	Application Deadline for May Graduation
February 3, Tuesday	Official Census Date
March 13, Friday, 12:00 p.m.	Mid-Semester Grades Due
March 16, Monday	Spring Break Begins
March 23, Monday, 8:00 a.m.	Classes Resume after Spring Break
March 30, Monday	Registration for Summer & Fall Semesters Begins—All Locations
April 2, Thursday, 9:00 p.m.	Classes Close for Easter Holiday
April 6, Monday, 8:00 a.m.	Classes Resume After Easter Holiday
April 17, Friday	Last Day to Drop a Course with a “W” (Withdrawal)
May 11 – 13 (Monday – Wednesday)	Spring Semester Final Exams
May 14, Thursday, 10:00 a.m.	All Grades Due
May 15, Friday, 3:00 p.m.	Convocation Practice Spring Semester Closes
May 16, Saturday, 9:30 a.m.	Convocation

²Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting.

Note: All students are encouraged to call the main campus to inquire about canceled classes.

SOUTHWEST TEXAS JUNIOR COLLEGE
 CALENDAR FOR THE 2014-2015 ACADEMIC YEAR
 Classes will be held Monday through Thursday

SUMMER SESSION I – 2015
 (FIRST TERM - SIX WEEKS)

March 30, Monday **SUMMER & FALL REGISTRATION BEGINS – ALL LOCATIONS**
 Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
 Advisor-Assisted Registration (During Regular Office Hours)

May 15, FridayDeadline for Summer I Admission Application

May 27, Wednesday, 8:00 a.m.- 6:00 p.m..... Last Day to Register or Change Classes

May 28, Thursday, 8:00 a.m. – 6:00 p.m.....Late Registration & Schedule Changes – All Locations

May 29, Friday, 8:00 a.m. – 12:00 p.m.Late Registration & Schedule Changes – All Locations

June 1, Monday, 8:00 a.m.....First Day of Classes

June 4, Thursday..... Official Census Date

June 23, Tuesday Last Day to Drop a Course with a “W” (withdrawal)

July 6 & 7, Monday & Tuesday Summer I Final Exams

July 7, Tuesday, 12:00 p.m..... Grades Due
 End of Summer Session I

SUMMER SESSION II – 2015
 (SECOND TERM - SIX WEEKS)

June 26, FridayDeadline for Summer II Admissions Application

July 8, Wednesday, 8:00 a.m. - 6:00 p.m.Last Day to Register or Change Classes, All Locations

July 9, Thursday, 8:00 a.m. – 6:00 p.m.Late Registration & Schedule Changes – All Locations

July 10, Friday, 8:00 a.m. – 12:00 p.m.....Late Registration & Schedule Changes – All Locations

July 13, Monday, 8:00 a.m.First Day of Classes

July 16, Thursday Official Census Date

August 4, Tuesday Last Day to Drop a Course with a “W” (withdrawal)

August 17 & 18, Monday & Tuesday.....Summer II Final Exams

August 18, Tuesday, 12:00 p.m..... Grades Due
 End of Summer Session II

SOUTHWEST TEXAS JUNIOR COLLEGE
 CALENDAR FOR THE 2015-2016 ACADEMIC YEAR
FALL SEMESTER 2015

March 30, Monday **REGISTRATION FOR SUMMER & FALL SEMESTER BEGINS – ALL LOCATIONS**
 Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
 Advisor-Assisted Registration (During Regular Office Hours)

August 14, FridayDeadline for Fall 2015 Admissions Application (available online)

August 17, Monday, 8:00 a.m.Dormitories Open

August 19, Wednesday, 8:30 a.m.General Faculty Meeting
 2:00 p.m..... Admissions Committee Meeting

August 21, Friday, 8:00 a.m. – 4:00 p.m. Last Day to Register or Change Classes³, All Locations

August 24, Monday, 8:00 a.m.First Day of Classes
 8:00 a.m. – 6:00 p.m.....Late Registration & Schedule Changes, All Locations

August 25, Tuesday, 8:00 a.m. – 6:00 p.m.....Late Registration & Schedule Changes, All Locations

September 7, Monday.....Labor Day Holiday

September 9, Wednesday Official Census Date

October 16, Friday, 12:00 p.m..... Mid-Semester Grades Due

October 26, Monday Online Registration for Spring Semester Begins

November 2, Monday, 8:00 a.m..... Registration for Spring Semester Begins—All Locations

November 6, FridayApplication Deadline for December Graduation

November 13, Friday Last Day to Drop a Course with a “W” (withdrawal)

November 24, Tuesday, 9:00 p.m..... Thanksgiving Holidays Begin

November 30, Monday, 8:00 a.m. Classes Resume after Thanksgiving Holidays

December 7-9 (Monday – Wednesday)..... Fall Semester Final Exams

December 11, Friday, 10:00 a.m.All Grades Due
 4:00 p.m..... Fall Semester Closes

³Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting.
 Note: All students are encouraged to call the main campus to inquire about canceled classes.

SOUTHWEST TEXAS JUNIOR COLLEGE
 CALENDAR FOR THE 2015-2016 ACADEMIC YEAR
SPRING SEMESTER 2016

October 26, Monday **ONLINE REGISTRATION FOR SPRING SEMESTER BEGINS**

November 2, Monday **REGISTRATION FOR SPRING SEMESTER BEGINS --ALL LOCATIONS**
 Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
 Advisor-Assisted Registration (During Regular Office Hours)

January 4, Monday Offices Open After Christmas Holidays

January 8, Friday Deadline for Spring 2016 Admissions Application (available online)

January 11, Monday, 8:00 a.m. Dormitories Open

January 12, Tuesday, 8:30 a.m. General Faculty meeting
 2:00 p.m. Admissions Committee Meeting

January 15, Friday, 8:00 a.m. - 4:00 p.m. Last Day to Register or Change Classes⁴, All Locations

January 18, Monday Martin Luther King Jr. Holiday

January 19, Tuesday, 8:00 a.m. First Day of Classes
 8:00 a.m. - 6:00 p.m. Late Registration & Schedule Changes – All Locations

January 20, Wednesday, 8:00 a.m. - 6:00 p.m. Late Registration & Schedule Changes – All Locations

February 3, Wednesday Official Census Date

March 11, Friday, 12:00 p.m. Mid-Semester Grades Due

March 14, Monday Spring Break Begins

March 21, Monday, 8:00 a.m. Classes Resume after Spring Break

March 24, Thursday, 9:00 p.m. Classes Close for Easter Holiday

March 28, Monday, 8:00 a.m. Classes Resume After Easter Holiday

April 1, Friday, 4:00 p.m. Application Deadline for May Graduation

April 4, Monday, 8:00 a.m. Registration for Summer & Fall Semester Begins, All Locations

April 15, Friday Last Day to Drop a Course with a “W” (Withdrawal)

May 9 –11 (Monday – Wednesday) Spring Semester Final Exams

May 12, Thursday, 10:00 a.m. All Grades Due

May 13, Friday, 3:00 p.m. Convocation Practice
 4:00 p.m. Spring Semester Closes

May 14, Saturday, 9:30 a.m. Convocation

⁴Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting.
 Note: All students are encouraged to call the main campus to inquire about canceled classes.

SOUTHWEST TEXAS JUNIOR COLLEGE
 CALENDAR FOR THE 2015-2016 ACADEMIC YEAR
 Classes will be held Monday through Thursday

SUMMER SESSION I – 2016
 (FIRST TERM - SIX WEEKS)

April 4, MondayREGISTRATION FOR SUMMER & FALL SEMESTERS BEGINS – ALL LOCATIONS
 Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
 Advisor-Assisted Registration (During Regular Office Hours)

May 27, Friday Deadline for Summer I 2016 Admissions Application
 8:00 a.m. – 6:00 p.m. Last Day to Register or Change Classes

May 30, Monday..... Memorial Day Holiday

May 31, Tuesday, 8:00 a.m. First Day of Classes
 8:00 a.m. – 6:00 p.m. Late Registration & Schedule Changes – All Locations

June 1, Wednesday, 8:00 a.m. – 6:00 p.m. Late Registration & Schedule Changes – All Locations

June 6, Monday..... Official Census Date

June 22, Wednesday Last Day to Drop a Course with a “W” (withdrawal)

July 4, Monday 4th of July Holiday

July 5 & 6, Tuesday & Wednesday Summer I Final Exams

July 6, Wednesday, 12:00 p.m...... Grades Due
 End of Summer Session I

SUMMER SESSION II – 2016
 (SECOND TERM - SIX WEEKS)

July 1, Friday Deadline for Summer II Admissions Application

July 8, Friday, 8:00 a.m. - 12:00 p.m...... Last Day to Register or Change Classes, All Locations

July 11, Monday, 8:00 a.m. First Day of Classes
 8:00 a.m. – 6:00 p.m. Late Registration & Schedule Changes – All Locations

July 12, Tuesday, 8:00 a.m. – 6:00 p.m. Late Registration & Schedule Changes – All Locations

July 14, Thursday Official Census Date

August 2, Tuesday Last Day to Drop a Course with a “W” (withdrawal)

August 15 & 16, Monday & Tuesday..... Summer II Final Exams

August 16, Tuesday, 12:00 p.m...... Grades Due
 End of Summer Session II

Checklist

ADVISING/REGISTRATION CHECK LIST

Assistants at the Front

Ask if student has applied for admissions

Check all holds

Update Demographic Information (Name and Current Telephone number)

Print Degree Plan

Check for current test scores (Certificate programs do not need scores)

Initial the Degree Plan

Advisors/Counselors

Verify

_____ Major (use major change form)

Check for Standing

_____ Probation (student can take up to 12 hrs and refer to tutoring services)

_____ Suspension (student must see Vice President)

_____ Conditional Probation (limited to 6 hrs only)

Check Exemptions

_____ TSI (GPA, Ranking, Minimum, Recommended and Distinguished)

_____ ACT or SAT Scores

_____ EOC Exams **ENGLISH II** (for dual credit only) or **English III** for TSI Exemption

Algebra I (but must have passed Algebra II course) or **Algebra II EOC**

Check Fortis

_____ HS Transcript

_____ College Transcript

Check FA Standing

- FASI Screen for appeals (Standing will be re-evaluated every semester)
- STAT screen (check academic standing and completion rate)
- Refer to Student Success for IEP

Transfer and Core Completion

- Promote core completion to general studies degree students
- Career Pathways (default to a Sul Ross pathway for undecided students)

Register

- RGN Screen
- Strongly advise students to take 15 hrs. per semester if applicable

Payments (Inform students of these options)

- Cash, Check, Money Order
- E-Cashier (SWTJC Payment Plan)
- Financial Aid
 - a. Grants
 - b. Loans
- Scholarships
- VA Benefits
- Carl Perkins (Books, Child Care, Transportation)
- Middle Rio Grande Office (Technical Programs only)
- DARS (ADA student's only)

Estudias

- Add contact information

**Assigned
Letter
Cuts**

Assigned Counselors/Advisors List

Uvalde Campus /Counselor

A-E	Elsa DeHoyos	Re-S,F	Yesenia Silva
G-Mc	Lorena Lopez	T-Z	AnaLisa Conde
Me-Ra	D.W. Merritt		

Eagle Pass Campus /Counselor

A-E	Brenda Hoffman
F-K,W-Z	Sonia Flores
L-Q	Claudia Valdez
R-V	Claudia Rodriguez

Del Rio Campus/Counselor

A-F	Marilyn Casson
G-O	Eva De Anda
P-Z	Stephanie Cerna

Crystal City & Pearsall Campus/Counselor/Advisor

A-L	Cruz Mata
N-Z	Laly De La Cruz

Hondo & Castroville/Advisor

Connie Silva

Colleague Mnemonics

Most Common Colleague Mnemonics

AMSC	Cell Phone Carrier
APPN	Application
IASU	Institutions Attended, Degree Received
NAE	Student Address, Phone, Birth Date
PHIN	Bacterial Meningitis
RGPE	Registration Person Entry
SPRO	To Activate or Deactivate a Degree
STAL	Student Academic Level
STMC	Will indicate if student has completed a Grad. App.
TSUM	Test Summary
ARSI	Registration History (BO Balance)
ASTR	Additional Student Term Info.
BILL	Rebill
CNSL	Counselor Assignment
EVAL	Degree Plan Determines student's major, entry date, TASP scores
EXTS	Transcript (Check if classes have been evaluated)
LOCR	Student's schedule of the day
PERC	Holds
RGN	Registration
RGST	Registration Statement (Print in Batch)
STSC	Student's Schedule for the Semester
MGRP	Mid-Term Grades
SACS	Student Status on Probation or Suspension
STAC	Student Academic Credit (Course Name, Title, Status, Credits, Term and Grades)
STAT	Status of Student's GPA, Semester Hours Completed/Attended & Academic Standing
TRCL	Course Name, Section, Grades Received, Credits Completed/Attended, Term Completed
FASI	Check Status of FA
SAWI	Award Inquiry of any Grants Awarded to the Student

CRI	Communication Code Entry
DOC	Look up or Create Documents (Email)
IHI	Individual History by Office, DOC code with DOC sent
SLED	Create or Look-up Save Lists (Edit Contents of Savelist)
RSTR	Academic Roster
SMIN	Number of Students in Class; Course section lookup: chem 1312
SROS	Section Roster (Print Multiple Class Rosters)
SRSI	Section Roster Inquiry (Class Roster)
DADD	Prison Code

Core

2014

Core 2014 Curriculum Matrix - DRAFT

Foundation Components Required Credits (sch)	Communication			Math			Life & Physical Sciences						Language and Culture						Fine Arts			History		Govt Pol Sci		Soc/Bhv Sci			Optional Comp. Area 2											
	6 sch	3 sch*	from	3 sch	from	from	6 sch	from	from	from	from	from	from	from	from	from	from	from	from	from	from	from	from	from	from	from	from	from	from											
# Core Objectives	Critical Thinking Skills - To include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information																																							
	ENGL1301	ENGL 1302	SPCH 1311	SPCH 1321	MATH 1314	MATH 1324	MATH 1342	BIOL 1306	BIOL 1307	BIOL 1308	BIOL 1309	CHEM 1311	CHEM 1312	PHYS 1301	PHYS 1302	ENGL 2322	ENGL 2323	ENGL 2327	ENGL 2328	ENGL 2332	ENGL 2333	PHIL 1301	PHIL 2306	HUMA 1301	ARTS 1301	MUSI 1306	DRAM 2361	HIST 1301	HIST 1302	GOVT 2305	GOVT 2306	PSYC 2301	SOCI 1301	ECON 2301	BCIS 1305	KINE 1304	PSYC 2314	HECO/BUSI 1307	COSC 1301	HECO 1322
	1 Communication Skills - To include effective development, interpretation and expression of ideas through written, oral, and visual communication																																							
	2 Empirical & Quantitative Skills - To include the manipulation and analysis of numerical data and observable facts resulting in informed conclusions																																							
	3 Teamwork - To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal																																							
	4 Personal Responsibility - To include the ability to connect choices, actions, and consequences to ethical decision making																																							
	5 Social Responsibility - To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities																																							
	6																																							

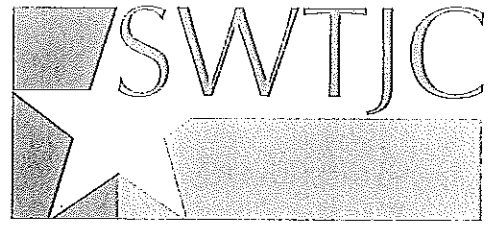
Revised: 4/26/2013 RBW

Notes: * Optional Component Area 1

FERPA

Form

Southwest Texas Junior College • Uvalde



2401 Garner Field Road • Uvalde, Texas 78801-6221
Main phone: (830) 278-4401 • Fax: (830) 591-7354
www.swtjc.net

CONSENT TO RELEASE INFORMATION

Student Name (Print)

Student ID no. or SS No.

I understand that my signature on this form represents my consent to the release of my records and information from the Office of Admissions/Student Records at Southwest Texas Junior College. This information may be released to the following persons:

Name	Relationship	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Student: _____ Date: _____

Signature of Witness: _____ Date: _____

* To check if form is on file go to CRI and make sure it is current.

- ST
- AC-7
- AM-I
- AR-7
- CC-C
- CU-C
- DA-I
- DM-I
- FA-F
- RG-I
- Favo

CRI-Communication Code Entry


Default File Suite Year 2012

Origin AA Active Apply Import Origin Date 11/12/12

Code	Description	Status	Stat Dt	Assgn Dt	Act Dt
1 ADFERPA	FERPA	Received	10/08/13	10/08/13	
Release ██████████ 2013/14					
2 ADHST	High School Transcript	Received	06/10/13	11/12/12	
Center Point Hs-					
3 ADSCORES	Entrance Exam Scores	Received	04/08/13	04/08/13	
Accuplacer Scores					
4 ADMENG	Meningitis Vaccine	Received	04/08/13	11/20/12	
5 ADAPPL	Applied	Received	11/12/12	11/12/12	
2013SP					
6					

Family Educational Rights and Privacy Act (FERPA)
Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.



FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- 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;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

**Add
Contact
in
Estudios
Process**



Student Navigator



No criteria selected

no sql sql

Save	Hernandez, Frank
3	Technical Fields
0178039	
Graduated	

- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2013FA)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

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Key in student ID or name

click Enter

Student Navigator - Internet Explorer provided by Dell

https://estudios.swtjc.edu/navigator

File Edit View Favorites Tools Help

YAHOO! Yahoo! Search

Go gle Search Share More » Sign In

Student Navigator

zogotech logged in as estudiosUser100 (group reg)

Student Navigator

Q |

Saved Criteria

Technical Folks

Graduated

Student Filters

Alerts

Cohort

Contacts

Cumulative Credits

Cumulative GPA

Enrolled in current term (2013FA)

Enrolled by Term

Enrolled by Class

Enrolled by Term & Location

Enrolled by Term & Major

Financial Aid

Criteria

Do have name and ID Hernandez, Frank (0178039) (1)

1 student matches all criteria

[Save Selection](#) [Clear Criteria](#) [Add Batch Contact](#) [Open Report](#) [Send Email](#)

Hernandez, Frank

no sql sql

1-1 of 1 CSV

0178039

Datatel - Colleague... Student Navigator - L... 9:31 AM

click on student's name

Frank Hernandez (0178039) - Internet Explorer provided by Dell

https://estudios.swjtc.edu/student/general/0178039

File Edit View Favorites Tools Help

YAHOO! Yahoo! Search

Go gle Search Share More Sign In


Estudios Enterprise User L... CollegeSource Online Th... Suggested Sites Web Slice Gallery

Frank Hernandez (0178039)

zogotech logged in as estudiosVore1100 (group req)

Frank Hernandez

General Info | **Contacts** | Address | Classes | Tests | Financial Aid | Degrees | NSC | Program Audit



Hernandez, Frank

Ethnicity: Hispanic
 Gender: Male
 Age: 18
 Birthday: Jun 28, 1995
 Student ID: 0178039

Alerts

- This is a developmental student
- This is a First-Generation Student
- Student is currently enrolled in one or more developmental classes

Academic

Active Major: Criminal Justice
 Start Term / End Term: 2013FA / --
 Admission Basis: High School Graduate
 GPA:
 Credits: 0

Math: Developmental (Level 0)
 Reading: Developmental (Level 0)
 Writing: Developmental (Level 1)

Program Audit

9:32 AM

click on contacts

Frank Hernandez (0178039) - Internet Explorer provided by Dell

https://estudios.swjic.edu/student/contacts_group/0178039

File Edit View Favorites Tools Help

YAHOO! Yahoo! Search

Go ggle Search Share More >> Sign In

Favorites Estudios Enterprise User L... CollegeSource Online Th... Suggested Sites Web Slice Gallery

Frank Hernandez (0178039)

zogotech logged in as estudiosVore1100 (group reg)

Frank Hernandez

General Info | Contacts | Address | Classes | Tests | Financial Aid | Degrees | NSC | Program Audit

Showing contacts for group

[Start Meeting](#) [Add Contact](#) ←

Date/Time	Group	Duration	Advisor	Type	Reason	Notes
-						

Click on Add Contact

Datatel - Colleague... Frank Hernandez (01... 9:32 AM

Frank Hernandez (0178039) - Internet Explorer provided by Dell

https://estudios.swtjc.edu/student/contacts_group/0178039

File Edit View Favorites Tools Help

YAHOO! Yahoo! Search

Go glc Search Share More » Sign In

Estudios Enterprise User L... CollegeSource Online Th... Suggested Sites Web Slice Gallery

Frank Hernandez (0178039)

Showing contacts for **current** group

[Start Meeting](#) [Add Contact](#)

Date/Time Group

New Contact

Tutor/Advisor: Lopez, J. Abetia

Type: E-mail

Reason: Add/Drop

Date: 10/21/2013

Time: 09:32 AM

Term: 2013FA

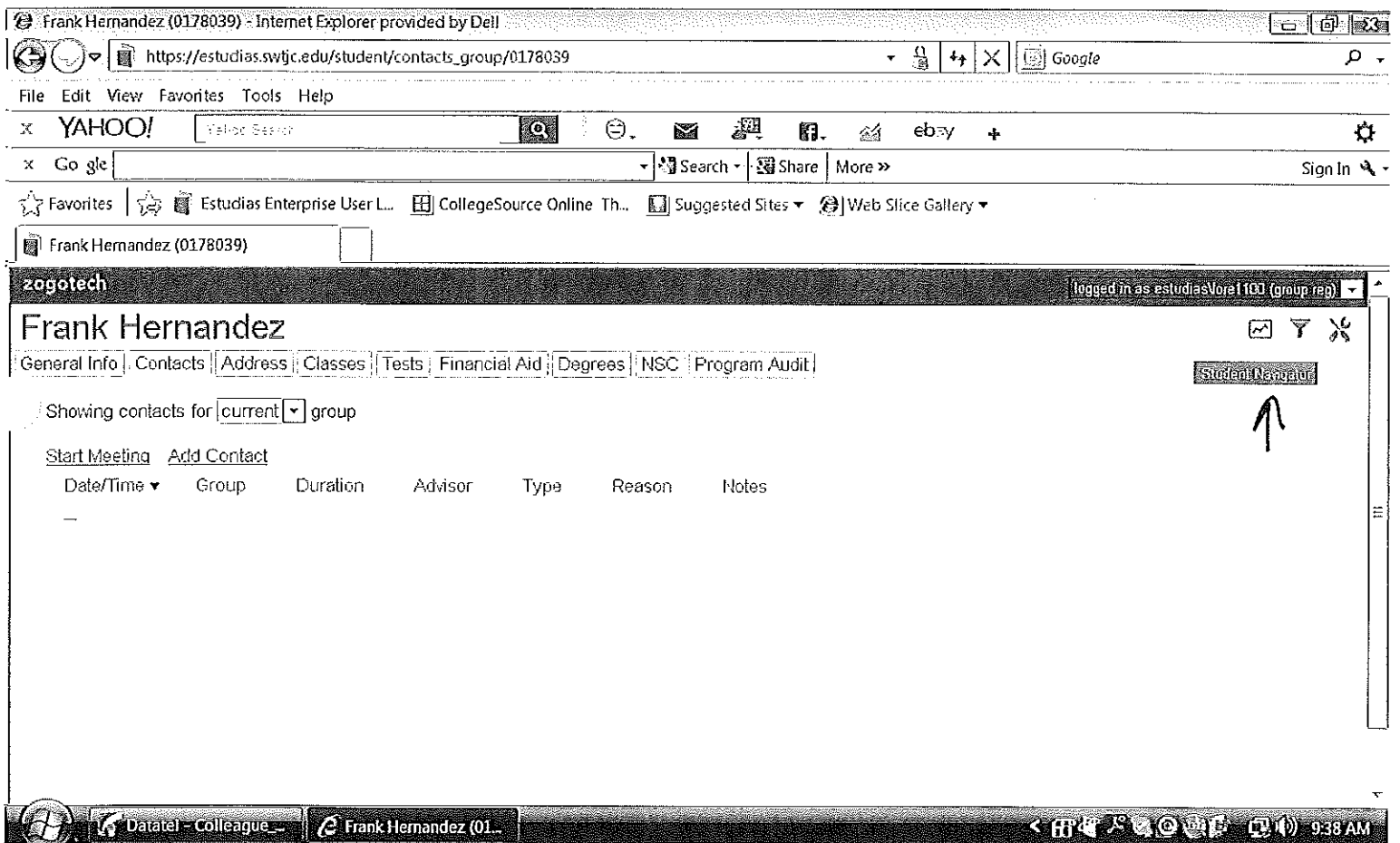
Duration: in minutes

Notes

665

Datatel - Colleague... Frank Hernandez (01... 9:32 AM

Key in the purpose for the visit
click Save



Click on Student Navigator to take you back to home page.

Always remember to clear criteria before working with another student

Calculate GPA Process

Student.....
Program.....: Associate of Arts General Studies (AA.GENST)
Catalog.....: 2011
t Completion Date: 08/01/13
Mail Address.....: bdpadilla@swtjc.edu

FIRST TERM OF COLLEGE WORK: 2010FA
LAST TERM ATTENDED : 2014SP

TSI Assessment:		Diagnostics				ABE	Date
Area	Test	Score	#1	#2	#3		
Reading	TSI Reading Placement		/	/	/		
Writing	TSI Writing Placement		/	/	/		
Math	TSI Mathematics Placement		/	/	/		
UVALDE HIGH SCHOOL		Recommended	05/10	94/287	89.362		

***** Texas Success Initiative Satisfied *****

----- Texas Success Initiative (TSI) Status Information -----

AREA	STATUS	Test	Scores	Dates	Requirements
All	Exempt	TAKS	Test Scores		

Status If Student Were Not Exempt/Waived:

Reading	Passed	TAKS	2298/3	04/09
Writing	Passed	TAKS	2298/3	04/09
Math	Passed	TAKS	2205	04/09

Program Status: In Progress

	Required	Current	Remaining	Anticipated(*)	Additional	Remaining
Institutional Credits:	16.00	14.00	2.00	12.00	0.00	
SWTJC GPA Credits:		28.00				
SWTJC Earned Cred:	16.00	14.00				
SWTJC Grade Points:		23.00				
SWTJC GPA.....:	2.000	0.821	Not Met			
Overall GPA Credits:		28.00				
Overall Earned Cred:	62.00	14.00	48.00	12.00	36.00	
Overall Grade Points:		23.00				
Overall GPA.....:	2.000	0.821	Not Met			
Col.Lvl.Crse GPA Credits:		28.00				
Col.Lvl.Crse Earned Cred:		13.00				
Col.Lvl.Crse Grd Pts:		23.00				
Col.Lvl.Crse GPA.....:		0.821				
Online Credits Used	0					
Online Credits Total	0					

Student anticipates of earning an A - psyc & B - hist. on Repeated courses.

$$4 \times 3 \text{ hrs} = 12 \text{ pts}$$

$$3 \times 3 \text{ hrs} = 9 \text{ pts}$$

$$\begin{array}{r} 21 \\ 23 \text{ Grade pts} \\ \hline 44 \div 28 = 1.57 \end{array}$$

If student is repeating do not add to the attempted credits.

How to Figure Your GPA

Letter grades are each assigned a point value:

A = 4 points

P = 0 points

Q = 0 points

B = 3 points

NP = 0 points

C = 2 points

W = 0 points

D = 1 point

WP = 0 points

F = 0 points

WF = 0 points

To calculate your grade point average (GPA), multiply the number of credit hours each class is worth by the point value for the letter grade that you earned in that class. Do this for all courses except those with W, WP, P, or NP. Next, total the grade points of all of your classes for that semester and divide it by the number of credit hours that you attempted. This is your cumulative GPA for the semester.

Example:

<u>class</u>	<u>grade</u>	<u>credit hours</u>	<u>grade points</u>
Math 1314	B (3 points)	X 3	9
Engl 1301	C (2 points)	X 3	6
Spch 1311	A (4 points)	X 3	12
Art 1303	A (4 points)	X 3	12
Biol 1411	D (1 point)	X 4	4
Orie 0100	P (0 points)	X 0	0
		16 hrs	43 pts

GPA = total grade points (43) divided by the total credit hours (16)

$$GPA = 2.684 = 2.7$$

Your accumulative GPA is calculated in the same way except that your entire college record is calculated instead of just one semester.

Your accumulative GPA is calculated at the end of every semester. If it falls below the *minimum GPA, you will be placed on scholastic probation. If you are on scholastic probation and do not earn at least a 2.00 GPA for your next semester of attendance, you will be suspended (dismissed) for one semester.

The satisfactory progress minimum GPA guidelines for financial aid are the same as for scholastic probation.

How to Figure what Grades you need to Attain A Certain GPA

If a student has 1.50 semester hour GPA, has earned 12 hours, has 18 grade points, is enrolled in 12 semester hours and wants to have a 2.0 accumulative GPA at the end of the semester. Here is the process:

1. Add up the total number of ATTEMPTED hours the student will have at the end of the semester that must be calculated in the GPA (in this case it will be 24 semester hours).
2. Multiply the number of hours by the cumulative GPA the student wants to have at the end of the semester (in this case 24 semester hrs X 2.0 GPA = 48 grade points).
3. Subtract the number of grade points earned (18) from those needed to achieve the desired GPA (48). The equation in this case is 48 grade points - 18 = 30 grade points.
4. The next step is to divide the number of grade points the student must earn to achieve the desired GPA (30) by the number of semester hours in which the student is currently enrolled (12). In this case, the equation is 30 grade points divided by 12 semester hours = 2.5. The student must earn a 2.5 in the current semester to have a 2.00 at the end of the semester.
5. The final step is to determine if the grades the student is currently earning or typically earns and the GPA he/she desires are compatible and realistic.

Now that your familiar with Calculating Your GPA

Continue to the next assignment

Assign 12 - Making the Decision to Transfer

Finding Your Grade Point Average (GPA)

Grading System:

It is the policy of SWTJC to measure student achievement and to report a student's performance level for each course attempted or used toward graduation according to the following:

<i>GRADE</i>	<i>GRADE MEANING</i>	<i>POINT VALUE</i>
<i>A</i>	<i>Excellent</i>	<i>4</i>
<i>B</i>	<i>Good</i>	<i>3</i>
<i>C</i>	<i>Average</i>	<i>2</i>
<i>D</i>	<i>Passing</i>	<i>1</i>
<i>F</i>	<i>Failing</i>	<i>0</i>
<i>CR</i>	<i>Credit By Exam</i>	<i>Score value as above</i>
<i>I</i>	<i>Incomplete</i>	<i>*</i>
<i>W</i>	<i>Withdrew</i>	<i>*</i>
<i>AUD</i>	<i>Audit</i>	<i>*</i>
<i>N</i>	<i>Non-Credit</i>	<i>*</i>

** Not Computed in the GPA*

Note - A grade of "I" is given when a student has not completed the required work for a course. The work must be completed the first 6-weeks of the following semester (fall or spring) or the student will receive an "F" for the course.

Example:

<i>Course</i>	<i>Grade</i>	<i>Sem. Hours</i>	<i>X</i>	<i>Points</i>	<i>=</i>	<i>Total Points</i>
<i>Engl 1301</i>	<i>C</i>	<i>3</i>	<i>x</i>	<i>2</i>	<i>=</i>	<i>6</i>
<i>Math 1314</i>	<i>F</i>	<i>3</i>	<i>x</i>	<i>0</i>	<i>=</i>	<i>0</i>
<i>Art 1303</i>	<i>B</i>	<i>3</i>	<i>x</i>	<i>3</i>	<i>=</i>	<i>9</i>
<i>Psyc 2301</i>	<i>D</i>	<i>3</i>	<i>x</i>	<i>1</i>	<i>=</i>	<i>3</i>
<i>Kine 1100</i>	<i>A</i>	<i>1</i>	<i>x</i>	<i>4</i>	<i>=</i>	<i>4</i>
<i>Totals</i>	<i>-</i>	<i>14 credit hours</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>22 grade points</i>

To get the semester GPA, divide the Total Grade Points by the number of Credit Hours. GPA = 22 Grade Points/14 Credit Hours = 1.57 GPA

(Note - Developmental Courses are averaged into your semester GPA.)

<i>Course</i>	<i>Grade</i>	<i>Sem. Hours</i>	<i>X</i>	<i>Points</i>	<i>=</i>	<i>Total Points</i>
<i>Math 0303</i>	<i>C</i>					
<i>Engl 0302</i>	<i>B</i>					
<i>Read 0303</i>	<i>A</i>					
<i>COLS 0300</i>	<i>A</i>					
<i>Totals</i>	<i>-</i>		<i>-</i>	<i>-</i>	<i>-</i>	

<i>Course</i>	<i>Grade</i>	<i>Sem. Hours</i>	<i>X</i>	<i>Points</i>	<i>=</i>	<i>Total Points</i>
<i>Anth 2301</i>	<i>C</i>					
<i>Arts 1301</i>	<i>C</i>					
<i>Biol 1301</i>	<i>D</i>					
<i>Chem 1301</i>	<i>D</i>					
<i>Totals</i>	<i>-</i>		<i>-</i>	<i>-</i>	<i>-</i>	

<i>Course</i>	<i>Grade</i>	<i>Sem. Hours</i>	<i>X</i>	<i>Points</i>	<i>=</i>	<i>Total Points</i>
<i>Crij 1301</i>	<i>B</i>					
<i>Engl 1302</i>	<i>C</i>					
<i>Govt 2302</i>	<i>B</i>					
<i>Hist 2311</i>	<i>A</i>					
<i>Totals</i>	<i>-</i>		<i>-</i>	<i>-</i>	<i>-</i>	

<i>Course</i>	<i>Grade</i>	<i>Sem. Hours</i>	<i>X</i>	<i>Points</i>	<i>=</i>	<i>Total Points</i>
<i>Kine 1101</i>	<i>A</i>					
<i>Math 1414</i>	<i>A</i>					
<i>Musi 1306</i>	<i>A</i>					
<i>Phil 1301</i>	<i>D</i>					
<i>Totals</i>	<i>-</i>		<i>-</i>	<i>-</i>	<i>-</i>	

<i>Course</i>	<i>Grade</i>	<i>Sem. Hours</i>	<i>X</i>	<i>Points</i>	<i>=</i>	<i>Total Points</i>
<i>Crij 1302</i>	<i>A</i>					
<i>Bio 1302</i>	<i>F</i>					
<i>Arts 1301</i>	<i>A</i>					
<i>Phil 1301</i>	<i>C</i>					
<i>Totals</i>	<i>-</i>		<i>-</i>	<i>-</i>	<i>-</i>	

Change Majors Process

COMPLETE FOR MAJOR CHANGE ONLY

MAJOR DECLARATION CODE

Semester _____

Student Signature _____

Student Name _____

Terminate Previous Major? Yes _____ No _____

Student ID# _____

Catalog Year _____

PLEASE CIRCLE ONE

Associate of Arts/Transfer

General Studies AA.GENST
 Business (Field of study) AA.BUSI.FOS
 Criminal Justice (Field of study) AA.CRIJ.FOS
 Engineering (Field of study) AA.ENGR.FOS

Concentration Allied Health Programs*

*(For students pursuing, but not yet officially accepted into the following programs: Radiologic Technology, Registered Nursing, and Vocational Nursing. If student is not admitted into desired program, an AA.GENST degree will be awarded upon successful completion of the Allied Health program.)

Pre-Radiologic Technology AA.AH.RADR
 Pre-Registered Nursing AA.AH.RN
 Pre-Vocational Nursing AA.AH.VN

Associate of Arts in Teaching/Transfer

Early Childhood- Grades 4-8 AAT.EC-4
 Grades 8-12 AAT. 8-12
 Early Childhood Specialist AAT.EC-SPC

Associate of Science/ Transfer

General Studies AS.GENST

Associate of Applied Science/Certificate

Administrative Information Technology

AAS – Business Applications AAS.AITBUSI
 AAS – Medical Office Applications AAS.AITMED
 Certificate CERT.AITBUSI
 Certificate CERT.AITMED
 Esc – Advanced Office Management ESC.AIT

Air Conditioning & Refrigeration

AAS AAS.AC/R
 One-Year Certificate CERT.AC/R
 Two-Year Certificate CERT2.AC/R

Automotive Body Repair Technology

AAS AAS.ABDR
 One-Year Certificate CERT.ABDR
 Two-Year Certificate CERT2.ABDR

Automotive Technology

AAS AAS.AUTO
 One-Year Certificate CERT.AUTO
 Two-Year Certificate CERT2.AUTO

Child Development

AAS AAS.CDEC
 One-Year Certificate CERT.CDEC

Computer Information Systems

AAS AAS.CIS

Cosmetology

Certificate CERT.COSM
 Instructor Certificate CERT.COMINST

Criminal Justice- Law Enforcement

AAS – Basic Peace Officer AAS.CRIJPO
 AAS – Corrections AAS.CRIJCOR
 One – Year Certificate CERT.CRIJ

Diesel Technology

AAS AAS.DTECH
 One – Year Certificate CERT.DTECH
 Two – Year Certificate CERT2.DTECH

Management

AAS AAS.MGT
 AAS – Public Administration AAS.MGTPUBA
 ESC – Inter. Management ESC.INTLMGT

Welding

One – Year Certificate CERT.WLDG

Wildlife Management

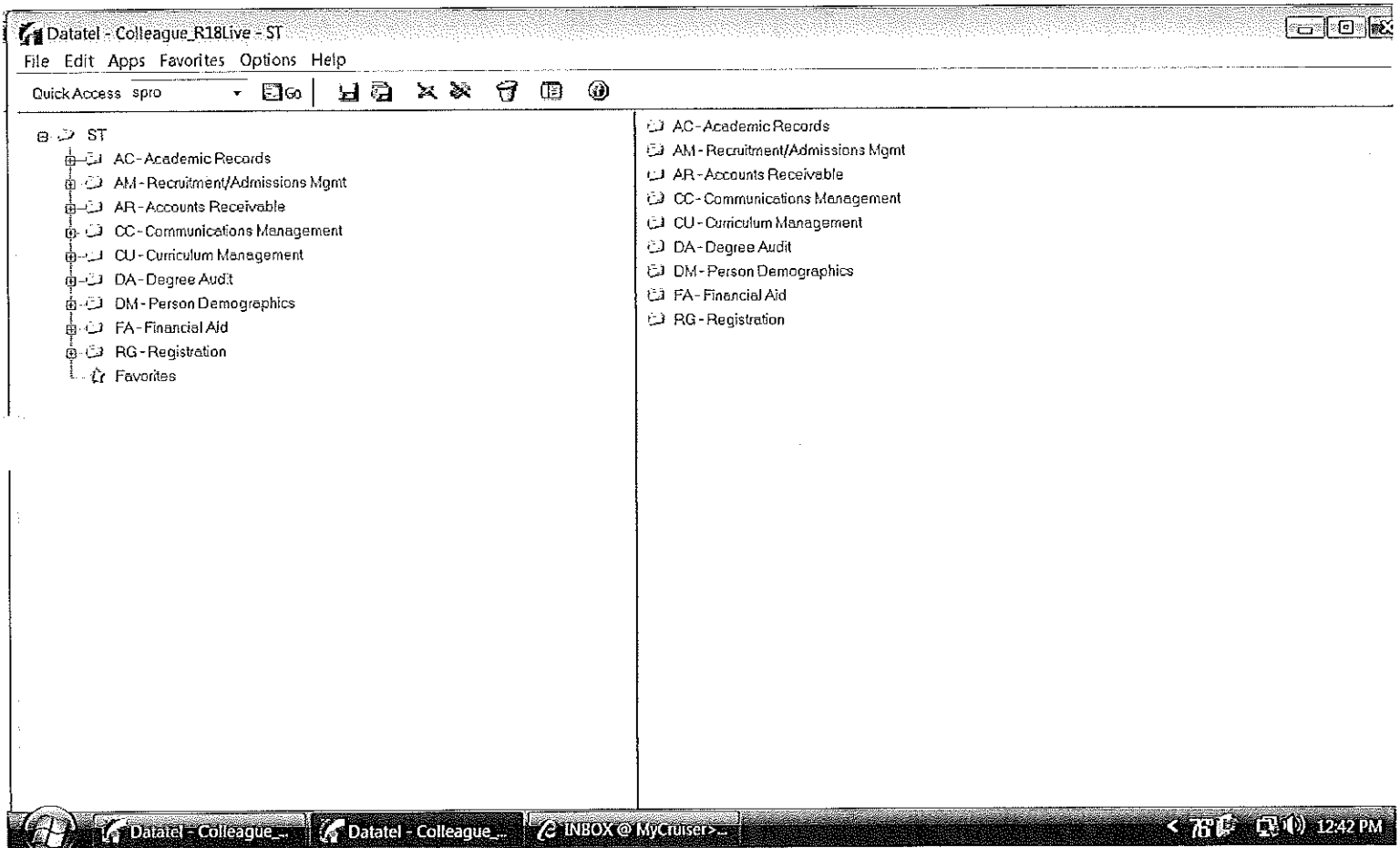
AAS AAS.WLDMGT
 One – Year Certificate CERT.WLDMGT

*Last day to make major changes is on or before census date of each semester.

*First day to make major changes is on the first day of registration of each semester.

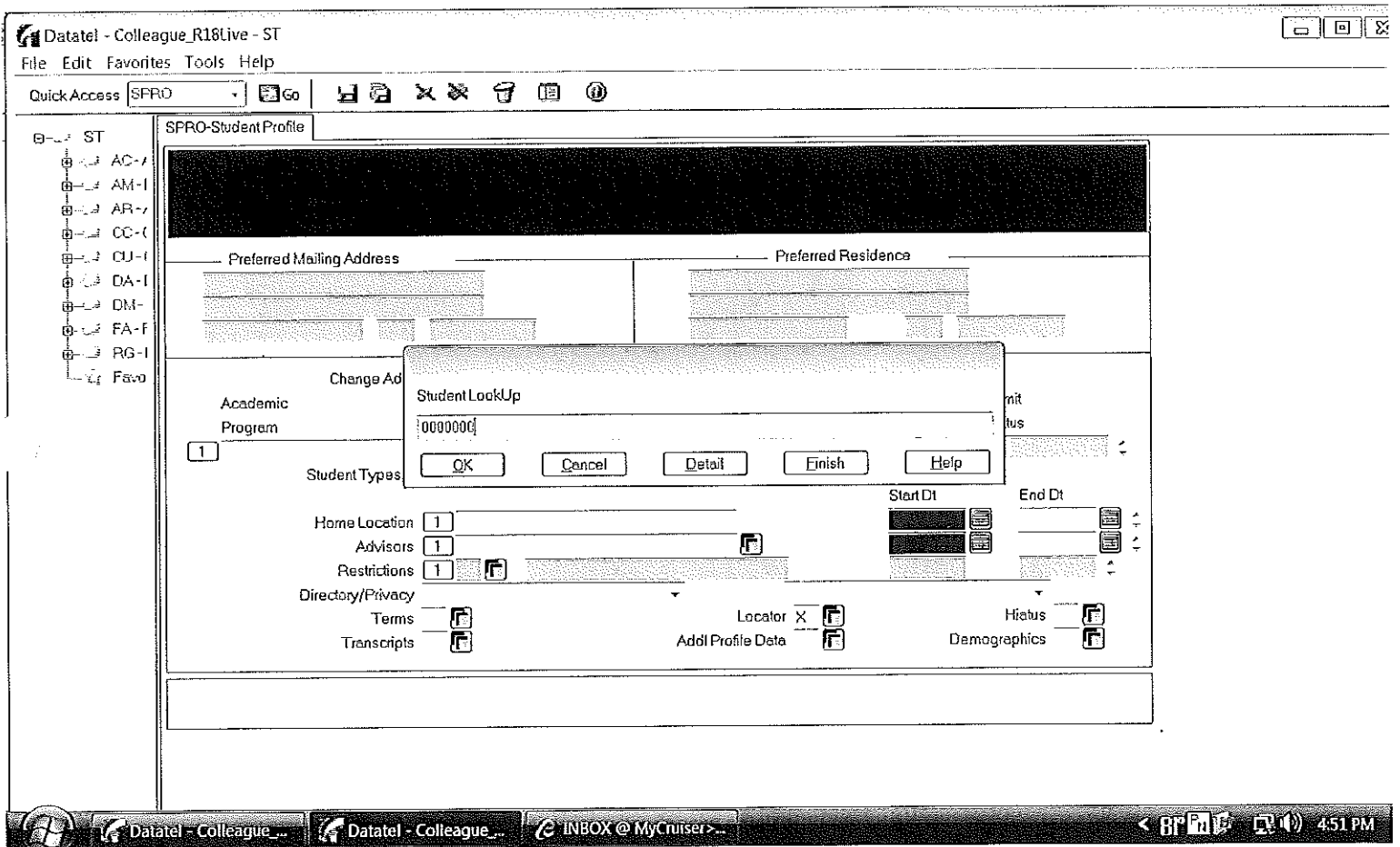
Degree Types
 AA= Associate OF Arts Teaching, AAT= Associate of Science, AAS= Associate of Applied Science
 CERT= Certificate, CERT2= 2yr. Certificate, ESC- Enhanced Skills Certificate

How to change a major



Spro

Enter



Key in student's ID #

Click OK

Datatel - Colleague_R18Live - ST

File Edit Favorites Tools Help

Quick Access SPRO

ST

SPRO-Student Profile

Preferred Mailing Address: 100 Chestnut St Apt A, Del Rio, TX 78840

Preferred Residence: 100 Chestnut St Apt A, Del Rio, TX 78840

Change Address

Academic Program	Cust Pgm	Acad Level	Status	Status Date	Ant Crmpl Date	Admit Status
1 AAGENST	No	UG Un	Active	04/09/13	04/01/15	

Student Types/Date 1 2 Out of District

Home Location 1 02 Del Rio

Advisors 1

Restrictions 1 PROB Academic Probation

Start Dt: 08/06/98, 07/17/12, 08/20/13

End Dt

Directory/Privacy Y Include in Directory

Terms X, Transcripts X, Locator X, Addl Profile Data X, Hiatus X, Demographics X

Datatel - Colleague... Datatel - Colleague... INBOX@MyCruiser... 3:06 PM

Go to Academic Program
Enter

Datatel - Colleague_R18Live - ST
 File Edit Favorites Tools Help
 Quick Access SPRO

SPRO-Student Profile SACP-Student Academic Program

ST
 AC- /
 AM- /
 AP- /
 CC- /
 CU- /
 DA- /
 DM- /
 FA- /
 RG- /
 Favo

Academic Lvl **UG** Class Lvl **FR** Acad Lvl Standing
 Status/Dt/Opr **Changed Mind** 10/15/13 LORE1305
 Location/Catalog **A** Active
 Admit Status **P** Potential
 Dept/Div/School **W** Withdrawn
 Acad Standing/Dt **C** Changed Mind
 Start/End Dt **G** Graduated 10/15/13 Ant Cmpl Dt 10/15/15

Degree **AA Associate of Arts**

CDDs	1	2	↔
Majors	1	2	↔
Minors	1	2	↔
Specializations	1	2	↔

Program Additions DA Eval/Cust Advisors Counselors Printed Comments Comments

Datatel - Colleague... Datatel - Colleague... INBOX@ Mycruiser... 2:59 PM

Click on down arrow

Always make sure there is an End Date

F9 - update
 Enter

Datatel - Colleague_R18Live - ST

File Edit Favorites Tools Help

Quick Access SPRO

ST

SPRO-Student Profile

Preferred Mailing Address

Preferred Residence

Del Rio TX 78840

Del Rio TX 78840

Change Address

Academic Program	Cust Pgm	Acad Level	Status	Status Date	Ant Cmpl Date	Admit Status
5					09/06/88	

Student Types/Date 1 2 Out of District

Home Location 1 02 Del Rio

Advisors 1

Restrictions 1 PROB Academic Probation

Start Dt 07/17/12

End Dt 09/20/13

Directory/Privacy Y Include in Directory

Terms X

Transcripts X

Locator X

Addl Profile Data X

Hiatus

Demographics X

Controller Student Program/Level Academic Program LookUp

Adding Value 5

Datatel - Colleague... Datatel - Colleague... INBOX @ MyCruiser... 12:43 PM

Make sure there is only one active major. Always leave CE majors active.

Go to the last Academic Program

Key in ... to look up program

Enter

Datatel - Colleague_R18Live - ST

File Edit Favorites Tools Help

Quick Access SPRO

ST SPRO-Student Profile SACP-Student Academic Program

Academic Programs
using ACAD.PROGRAHS, View: ACAD.PROGRAMS

Seq:	Acad Program ID	Status	Title	Catalogs
<input type="checkbox"/>	1: AA.AH.RADR	Active	AA with concentration in	2013;2012;2011;2
<input type="checkbox"/>	2: AA.AH.RN	Active	AA with concentration in	2013;2012;2011;2
<input type="checkbox"/>	3: AA.AH.VN	Active	AA with concentration in	2013;2012;2011;2
<input type="checkbox"/>	4: AA.BUSI.FOS	Active	AA in the Business Field	2013;2012;2011;2
<input type="checkbox"/>	5: AA.CRIJ.FOS	Active	AA in the Criminal Justic	2013;2012;2011;2
<input type="checkbox"/>	6: AA.ENGR.FOS	Active	AS in the Engineering Fie	2013;2012;2011;2
<input type="checkbox"/>	7: AA.GENST	Active	Associate of Arts General	2013;2012;2011;2
<input type="checkbox"/>	8: AAS.ABDR	Active	AAS.ABDR	2013;2012;2011;2

ST
AC-
AM-I
AR-
CC-C
CU-I
DA-I
DM-
FA-F
RG-I
Favo

Datatel - Colleague... Datatel - Colleague... INBOX @ MyCruiser... 12:44 PM

Choose major
Enter

Datatel - Colleague_R18Live - ST

File Edit Favorites Tools Help

Quick Access SPRO

ST

SPPRO-Student Profile SACP-Student Academic Program

Acad Program: AA CRJ.FOS AA in the Criminal Justice Field of Study

Academic Lvl UG Class Lvl FR Acad Lvl Standing

Status/Dt/Opr **Active** 10/15/13 LORE1305

Location/Catalog 2013

Admit Status

Dept/Div/School GEN General

Acad Standing/Dt 1

Start/End Dt 10/15/13 Ant Cmpl Dt 10/15/15

Degree AA Associate of Arts

CCDs	1	2	..
Majors	1	2	..
Minors	1	2	..
Specializations	1	2	..

Program Additions DA Eval/Cust Advisors Counselors Printed Comments Comments

Catalog LookUp

Datatel - Colleague... Datatel - Colleague... INBOX @ MyCruiser... 3:23 PM

Make sure the major you selected is active and a current catalog year.

F9- update
Enter

Mid-Term Grades Process

- ST
 - AC - Academic Records
 - AM - Recruitment/Admissions Mgmt
 - AR - Accounts Receivable
 - CU - Curriculum Management
 - DA - Degree Audit
 - DM - Person Demographics
 - FA - Financial Aid
 - RG - Registration
 - XSWT - SWTJC Menu
 - Favorites
- AC - Academic Records
- AM - Recruitment/Admissions Mgmt
- AR - Accounts Receivable
- CU - Curriculum Management
- DA - Degree Audit
- DM - Person Demographics
- FA - Financial Aid
- RG - Registration
- XSWT - SWTJC Menu

- ST
- AC-Ar
- AM-R
- AR-Ac
- CU-Ci
- DA-Di
- DM-P
- FA-Fi
- RG-R
- XSWT
- Favorites

MGRP-Mid Term Grade Report

Verify Print Restrictions	<input type="checkbox"/>	Align Copies	<input type="text" value="0"/>
Print Person ID	<input type="checkbox"/>	Trans Group	<input type="text" value="UG"/>
Print SSN	<input type="checkbox"/>		
Name/Address Hierarchy	MAIL Mailing Address		
Mail Rules for Addnl Copies	<input type="text" value="1"/>		
Sort Sequence	[Dropdown]		
Print Grading Notes	<input type="checkbox"/>		
Footer Comments	<input type="text" value="1"/>		
Form Image	MGPP.IMAGE		

Saved List Name

Terms 2010FA 2010

Start/End Date

Academic Programs

Academic Levels

Locations

Classes

Students ID or SS# here

Addnl Select Crit

Enter ID or SS# then click circled icon (at the top)

MGRP-Mid Term Grade Report

Verify Print Restrictions	No	Align Copies	0
Print Person ID	Yes	Trans Group	UG
Print SSN	Yes		
Name/Address Hierarchy	MAIL Mailing Address		
Mail Rules for Addnl Copies	1		
Sort Sequence	MP		
Print Grading Notes	No		
Footer Comments	1		
Form Image	MGRP.IMAGE		

Saved List Name	
Terms	1 2010FA 2010
Start/End Date	
Academic Programs	1
Academic Levels	1
Locations	1
Classes	1
Students	2
Addnl Select Crit	No

Alert


Update record, Cancel record or Return to editing

Click update

- ST
- AC-Ac
- AM-R
- AR-Ac
- CU-C
- DA-D
- DM-P
- FA-F
- RG-R
- XSWT
- Favorites

MGRP-Mid Term Grade Report

Peripheral: SETPTRAC.01147363 Description: Mid Term Grade Report
Process: MGRP Description: Mid-Term Grade Report

Output Device: 

Printer:

Form Name:




Banner:


Security:


Copies:


Defer Time:


Other Options


1	NOEJECT	
2	NFMT	
3		

Page Width: 

Page Length: 

Top Margin: 

Bottom Margin: 

MaxPages per PDF: 

◦ drop down menu

◦ Choose "A" this is your printer

◦ then click circled icon at the top of page

MGRP-Mid Term Grade Report

Peripheral: SETPTR ACJ0147363 Description: Mid-Term Grade Report
Process: MGRP Description: Mid-Term Grade Report

Output Device: A Aux Printer
Printer: [Field]
Form Name: [Field]
Banner: [Field]
Security: [Field]
Copies: 1
Defer Time: [Field]

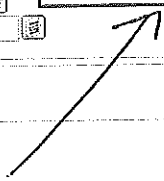
Other Options

1	NOEJECT
2	NFMT
3	[Field]

Page Width: 132
Page Length: 60
Top Margin: 3
Bottom Margin: 3
Max Pages per PDF: [Field]

Alert:

Update record, Cancel record or Return to editing



click "update"

- ST
- AC-Ac
- AM-R
- AR-A
- CU-C
- DA-D
- DM-P
- FA-F
- RG-R
- XSWT
- Favorites

MGRP-Mid Term Report

Job Description
Job Statistics ID: MGRP-LOIS1305-51974-15678

Execute in Background mode?

Background Execution Type

Schedule Process to Run Next on after

Schedule Process to Run Every/From

Schedule Process on Weekdays only

Schedule Process to Start After

Stop Automatically Scheduling Process on

Click circled icon at top of page

MGRP-Mid Term Grade Report

Job Description
Job Statistics ID: MGRP_LOJST305_51974_15676

Execute in Background mode?

Background Execution Type

Schedule Process to Run Next on after
Schedule Process to Run Every/From

Schedule Process on Weekdays only

Schedule Process

Stop Automatically Schedule

Alert
Update record, Cancel record or Return to editing

Click update

- ST
- AC-Ac
- AM-R
- AR-Ac
- CU-C
- DA-D
- DM-P
- FA-F
- RG-R
- XSWT
- Favorites

Mid Term Grade Report

Print
 Refresh
 Close Session
 Help
 Print

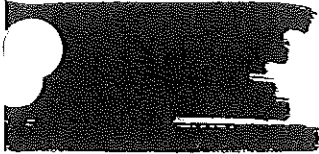
Close automatically when complete

No records selected.
 No active select list, creating empty saved list.
 No record retrieved.
 0 records retrieved to list 0.
 Now BROWSE the HOLD Files.
 Click FINISH to complete...

- page will print with mid-term grades
- Click "Finish" to complete process

*

Mid Term Grade Report
2010FA



Course Section		Title	Credits	Grades			
Instructor				1	2	3	4
5	6						
1.	MATH-0302-AUV07	Elementary Algebra	3.00	R	R	A	
	David Burchfield Pat A. Kier						
2.	HIST-1302-AUV04	United States Histor	3.00	R	R	D	
	Barbara A. Blair						
3.	PSYC-2301-AUV02	General Psychology	3.00	R	R	A	
	Jan S. Burchfield						
4.	ECON-2301-CUV01	Principles of Macroec	3.00	R	R	C	
	Aubrey P. Haynes						
			Cum GPA				2.75
			GPA Cred				12.00
			Att Cred	12.00	12.00	12.00	
			Cmpl Cred				12.00

How to check mid term grades

Student Navigator - Internet Explorer provided by Dell

https://estudios.svjc.edu/navigator

File Edit View Favorites Tools Help

YAHOO! Yahoo! Search

Go gle Search Share More Sign In

Student Navigator

logged in as estudiosVore1100 (group reg)

Student Navigator

Q 0178039 No criteria selected

Hernandez, Frank (0178039)

- Technical Folks
- Graduated
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2013FA)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid

Datatel - Colleague... Student Navigator - L... Counseling Table of Contents.do... 9:53 AM

Key in student's ID or name

click Enter

Student Navigator - Internet Explorer provided by Dell

https://estudios.swtjc.edu/navigator

File Edit View Favorites Tools Help

YAHOO! Yahoo Search

Go google Search Share More » Sign In

Favorites Estudios Enterprise User L... CollegeSource Online Th... Suggested Sites Web Slice Gallery

Student Navigator

zogotech logged in as estudiosvoret100 (group reg)

Student Navigator

Q |

Criteria no sql eqf

Do have name and ID Hernandez, Frank (0178039) (1)

1 student matches all criteria

[Save Selection](#) [Clear Criteria](#) [Add Batch Contact](#) [Open Report](#) [Send Email](#)

1-1 of 1 CSV

<u>Hernandez, Frank</u>	0178039
-------------------------	---------

↑

[Saved Criteria](#)
[Technical Folks](#)
[Graduated](#)
[Student Filters](#)
[Alerts](#)
[Cohort](#)
[Contacts](#)
[Cumulative Credits](#)
[Cumulative GPA](#)
[Enrolled in current term \(2013FA\)](#)
[Enrolled by Term](#)
[Enrolled by Class](#)
[Enrolled by Term & Location](#)
[Enrolled by Term & Major](#)
[Financial Aid](#)

Datatel - Colleague... Student Navigator - L... Counseling Table of Contents do... 9:55 AM

Click on student name

Frank Hernandez (0178039) - Internet Explorer provided by Dell

https://estudios.swtjc.edu/student/general/0178039

File Edit View Favorites Tools Help

YAHOO! Search Share More Sign in

Go gle Search Share More Sign in

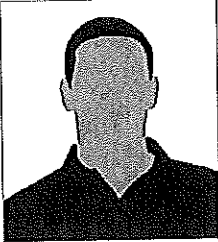
Favorites Estudios Enterprise User L... CollegeSource Online Th... Suggested Sites Web Slice Gallery

Frank Hernandez (0178039)

zogotech logged in as estudiosMore (100 (group reg))

Frank Hernandez

General Info | Contacts | Address | **Classes** | Tests | Financial Aid | Degrees | NSC | Program Audit



Hernandez, Frank

Ethnicity: Hispanic
 Gender: Male
 Age: 18
 Birthday: Jun 28, 1995
 Student ID: 0178039

Alerts

- This is a developmental student
- This is a First-Generation Student
- Student is currently enrolled in one or more developmental classes

Academic

Active Major: Criminal Justice
 Start Term / End Term: 2013FA / -
 Admission Basis: High School Graduate
 GPA:
 Credits: 0

Math: Developmental (Level 0)
 Reading: Developmental (Level 0)
 Writing: Developmental (Level 1)

Program Audit

Datatel - Colleague... Frank Hernandez (01... Counseling Table of Contents do... 9:55 AM

click on classes

Frank Hernandez (0178039) - Internet Explorer provided by Dell

https://estudios.swtjc.edu/student/classes/0178039

File Edit View Favorites Tools Help

YAHOO! Yahoo! Search

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Favorites Estudios Enterprise User L... CollegeSource Online Th... Suggested Sites Web Slice Gallery

Frank Hernandez (0178039)

zogotech logged in as estudiosVore1100 (group reg)

Frank Hernandez

General Info | Contacts | Address | Classes | Tests | Financial Aid | Degrees | NSC | Program Audit

Classes by term not including transfer credits

Term	Academic Level	Enrolled Credits	Attempted Credits	Completed Credits	GPA	Major
2013FA	Undergraduate	12	12	0	-	Criminal Justice

Dropped
 Retaken
 Withdrawn

[Show all classes including transfer credits](#)

Cumulative Information

Completed Credits: 0

GPA:

Select the semester
click on the + sign

Frank Hernandez (0178039) - Internet Explorer provided by Dell

https://estudios.swtjc.edu/student/classes/0178039

YAHOO! Yahoo! Search

Go g le Search Share More >> Sign In

Frank Hernandez (0178039)

zogotech logged in as estudiosVore1100 (group reg)

Frank Hernandez

General Info | Contacts | Address | Classes | Tests | Financial Aid | Degrees | NSC | Program Audit

Student Navigator

Classes by term not including transfer credits

Term	Academic Level	Enrolled Credits	Attempted Credits	Completed Credits				
2013FA	Undergraduate	12		12				
Class Section ▲		Status	Attendance Week 3	Attendance Week 8	Midterm Grade	Final Grade	Faculty Member	Time
COLS-0300-AUV05	New	R			A	--	Driskill	MTW
CRIJ-1313-BUV01	New	R			--	--	Castillo	TH
ENGL-0301-AUV01	New	R			F	--	Hernandez	MW
READ-0301-AUV01	New	R			--	--	Quiroz	MW

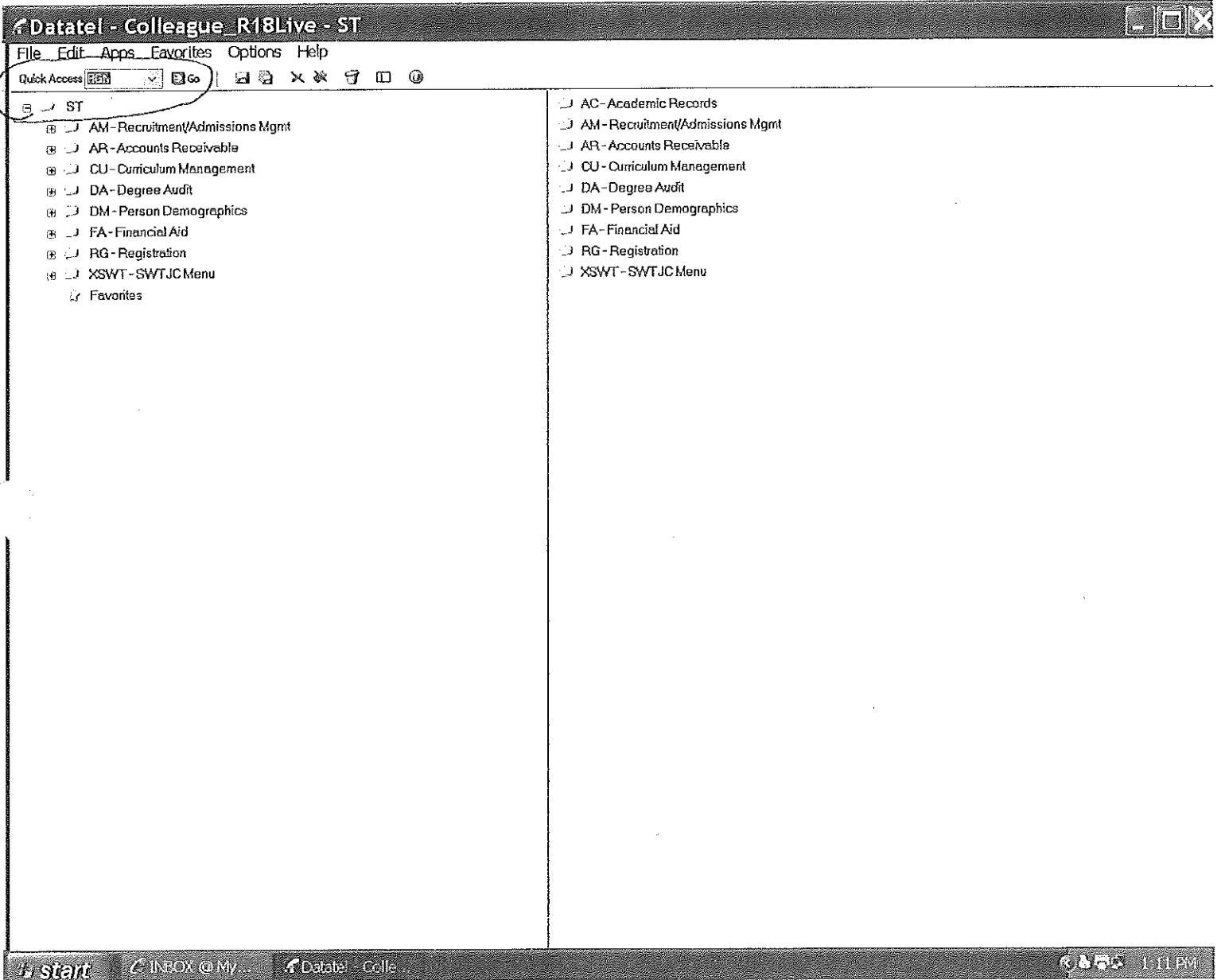
Dropped
 Retaken
 Withdrawn

[Show all classes including transfer credits](#)

Taskbar: Datatel - Colleague... Frank Hernandez (0178039) 9:33 AM

You can see their attendance, mid term grade to exit click on student Navigator

**Register
for
Classes
Process**



ST
RGN

File Resolution (Standard)
using STD, View: REG.CONTROLS

Seq:	Item ID	Description
<input type="checkbox"/>	1: WEBREG	Web Reg
<input type="checkbox"/>	2: RO.FA	Reg Office - Fall 2010
<input type="checkbox"/>	3: RO.SP	Reg Office Spring 2011
<input type="checkbox"/>	4: RO.S1	Reg Office Sum I 2010
<input type="checkbox"/>	5: RO.S2	Reg Office Sum II 2010
<input type="checkbox"/>	6: DR.FA	Del Rio - Fall 2010
<input type="checkbox"/>	7: DR.SP	Del Rio - Spring 2011
<input type="checkbox"/>	8: DR.S1	Del Rio - Sum I 2010
<input type="checkbox"/>	9: DR.S2	Del Rio - Sum II 2010
<input type="checkbox"/>	10: EP.FA	Eagle Pass - Fall 2010
<input type="checkbox"/>	11: EP.SP	Eagle Pass - Spring 2011
<input type="checkbox"/>	12: EP.S1	Eagle Pass - Sum I 2010
<input type="checkbox"/>	13: EP.S2	Eagle Pass - Sum II 2010
<input type="checkbox"/>	14: AUX.FA	Aux - Fall 2010
<input type="checkbox"/>	15: AUX.SP	Aux - Spring 2011
<input type="checkbox"/>	16: AUX.S1	Aux - Sum I 2010

Controller LookUp Resolution Page 1/2
Seq Number, (F) leg, (S)ort/Select:

enter the # for the appropriate semester.

RGN-Registration

Date	12/01/10	Term	Pass	Aud	Creds	CEUs	Stat	Start Date	Term
1									
2									
3									
4									

Term Summary	Status
1	
2	
3	

Sched Waitlist Other Info Billing Pay

Student LookUp

enter student ID or SS#

OK Cancel Detail Finish Help



Enter the student ID or SS# then click OK

- ST
- AM-R
- AR-A
- CU-C
- DA-D
- DM-P
- FA-F
- RG-R
- XSWT
- Favorites

RGN-Registration

AUXSP

Doa John ID 0133590

Date: 12/01/10 Term: Pass

	Section Name and Title	Aud	Creds	CEUs	Stat	Start Date	Term
1							
2							
3							
4							

	Term Summary	Level	Load	Creds	CEUs	Status
1						
2						
3						

Sched Waitlist Other Info Billing Pay

Controller Section Name
Course Section LookUp

No Values

* key in course by using the key code

* When finished click on the single disc icon above to print schedule.

must be following a specific degree plan) to the STANDARD OF PROGRESS REINSTATEMENT form.

Six Course Drop Rule

Limitation on Number of Courses that may be dropped under certain circumstances

- I. The Act applies only to first-time freshman beginning the Fall semester 2007 who enroll in a public institution of higher education
- II. The number of dropped courses by a student may not exceed six in their undergraduate career. After an accumulative of six dropped courses, a student must stay enrolled in the courses and receive a grade. (Includes transfer work at another institution of higher education)
- III. This state law applies only to an undergraduate student who drops a course at an institution of higher education and only if:
 - A.) The student was able to drop the course without receiving a grade or incurring an academic penalty; (W, W-P, W-F or Q's)
 - B.) Dual enrollment (high school students) W's do not count;
 - C.) Total withdrawal- W's do not count;

Paying for Tuition

1. Cash, Check, Money Order
2. E-Cashier (SWTJC Payment Plan)
3. Financial Aid
 - a. Grants
 - b. Loans
 - c. Scholarships
4. Scholarships
5. V.A. Benefits
6. Carl Perkins (Books, Child Care, Transportation)
7. Middle Rio Grande Office (Technical Programs only)

WAITLIST

The "Waitlist" is a new option for students when registering, instead of using the over-ride slips for closed classes.

When registering a student for a class on the RGN screen (for example: Math 1314) and a message pops up stating that the class is closed. One of the options that will be immediately available is a "Waitlist". If you click on "Waitlist" be sure the student understands that there is no guarantee that the class will become available. In the meantime the student should choose an alternate class and go ahead and register for it. Then if the "waitlisted" class becomes available, he/she can change their schedule or add the new class to it.

Once on a "waitlist" and a slot becomes available in that particular class, the student will be notified via their SWTJC edu email account. Encourage them to keep checking their email. If they receive an email that indicates that the class is now open, the student then has 3 days to register for the class or the option is no longer available.

Degree Plan Process

What Is A Degree Plan?

The degree plan is an outlined document prepared to help you, the student, as you plan to accomplish your certificate or associate degree. The outline consists of a list of all the courses required to complete for your chosen major.

Step 1: Go to your WebAdvisor, click on Program Evaluation and print up your Degree Plan. Make sure it indicates the correct major, if not you will have to go to the Admissions Office and change your major.

Looking at your degree plan, the top part, you will see the following:

06/13/13 Southwest Texas Junior College Page 1
Academic Evaluation

Student.....: John Doe (0133590)
Program.....: AA.GENED 01/2013 Active (Your Active Major)
 AAA.WLDG 04/2012 Changed Mind
Catalog.....: 2013 (Catalog year you will follow)
Ant Completion Date: 12/2015
Email Address.....: Your Assigned SWTJC E-Mail Address Is Located Here

FIRST TERM OF COLLEGE WORK:
LAST TERM ATTENDED : 2013S1

Area	Test	Scores	#1	#2	#3	#4	ABE	Dates
Reading	TSI Reading Placement		/	/	/	/		
Writing	TSI Writing Placement		/	/	/	/		
Math	TSI Mathematics Placement		/	/	/	/		

UVALDE HIGH SCHOOL Not Graduated /

----- Texas Success Initiative (TSI) Status Information -----

AREA	STATUS	Test-Scores	Dates Test	Requirements
Reading	Passed	Accup 78	06/19/13	
Writing	Passed	Accup 80/6	06/19/13	
Math	Not Passed	Accup 72	06/19/13	Must Take MATH-0302
COLS Required - not registered				

This area will show your scores for Placement Test that you took and if you failed any sections, it will tell you what level of remedial class you need to take. OR, it may show that you are EXEMPT or Waived depending on your degree status.

Program Status: In Progress

You will have 3 GPAs listed below:

	Required	Earned	Remaining	Anticipated(*)	Additional	Remaining
Institutional Credits:	16.00	23.00	0.00	0.00	0.00	0.00
SWTJC Credits:	16.00	23.00				
SWTJC Grade Points:		51.00				
SWTJC GPA.....:	2.00	2.217	Met			

SWTJC Credits: ALL work done at SWTJC only. GPA below a 2.0 will determine academic & financial aid probation & suspension.

Overall	Credits:	62.00	78.00	0.00	0.00	0.00
Overall	Grade Points:		0.00			
Overall	GPA....:	2.000	2.064	Met		

Overall Credits: All work done: developmental courses, transfer courses, SWTJC courses, PE courses, and other courses. GPA below a 2.0 will determine academic & financial aid probation & suspension.

Col.Lvl.Crse	Credits:	72.00
Col.Lvl.Crse	Grd Pts:	146.00
Col.Lvl.Crse	GPA....:	2.028

Col.Lvl.Crse Credits: College level courses from SWTJC and transfer courses. No developmental courses.

Online Credits Used .:	0
Online Credits Total :	0

Online Credits: Students who are taking online courses.

=====
 Step 2: Go to www.swtjc.net and look up the SWTJC catalog.

Here is an example of what a degree plan looks like for students who plan to receive an (Associate of Arts Degree) regardless of your Major.

The following is a detailed list of all the classes that must be taken to complete an Associates Degree.

ENGL-1301 Composition I	1 course needed
ENGL-1302 Composition II	1 course needed
>	
HIST-1301 United States History I	1 course needed
HIST-1302 United States History II	1 course needed
>	
GOVT-2301 American Government I	1 course needed
GOVT-2302 American Government II	1 course needed
>	
TAKE 4 CREDITS COMPUTER SCIENCE	3-4 credits needed
TAKE 3 CREDITS OF HUMANITIES	3 credits needed
TAKE 3 CREDITS OF COMMUNICATIONS	3 credits needed
TAKE 3 CREDITS OF VISUAL & PERF. ARTS	3 credits needed
TAKE 3 CREDITS FROM SOCIAL & BEHAVIORAL SCIENCE	3 credits needed
TAKE 3 CREDITS OF COLLEGE LEVEL MATHEMATICS	3 credits needed
TAKE 8 CREDITS OF LAB SCIENCE	8 credits needed
TAKE 2 CREDITS OF REQUIRED KINE/PHED	2 credits needed
TAKE NEW STUDENT ORIENTATION OR COLLEGE SUCCESS SKILLS	1 course needed

➤ (does not count towards GPA, but is required to graduate)

All of the above courses listed are your 46-47 hours Core Curriculum, also known as the Basic courses or Academic courses. These courses are required for any major you decide to study for, even if you are undecided on a major, but plan to attend a 4-yr college. These courses are transferable.

>

TAKE 15-17 CREDITS OF ELECTIVES (MUST HAVE A TOTAL OF 60 ACADEMIC HRS.; 1 HR. KINE/PHED'S AND ORIE.0100 DO NOT COUNT

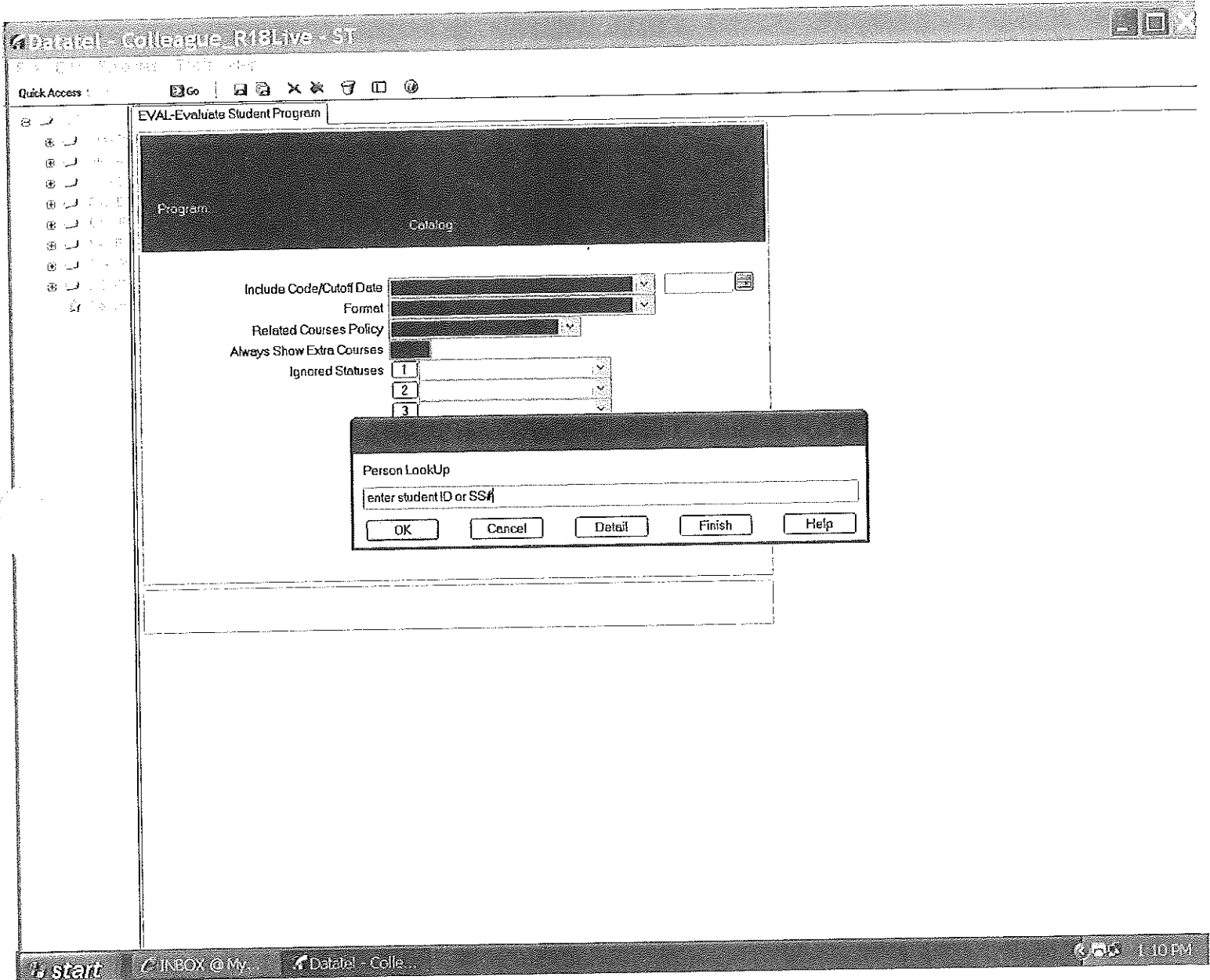
15 credits needed

To receive an Associates Degree, you will be required to take 15 or more academic hours to total the 60 hours for the degree. Electives: are courses that you will need to take towards your major of study at the 4-yr college you plan to transfer to. However, don't just take any courses. If you choose the wrong electives, they may not transfer. Some degree plans may already indicate which electives you should take.

Please visit an academic advisor to help you choose the courses needed in this area. But, before visiting the advisor you should know what your major is and where you are going to transfer. If you don't have this information, advisors will not be able to help you choose your electives.

- ST
- AM - Recruitment/Admissions Mgmt
- AR - Accounts Receivable
- CU - Curriculum Management
- DA - Degree Audit
- DM - Person Demographics
- FA - Financial Aid
- RG - Registration
- XSWT - SWTJC Menu
- Favorites

- AC - Academic Records
- AM - Recruitment/Admissions Mgmt
- AR - Accounts Receivable
- CU - Curriculum Management
- DA - Degree Audit
- DM - Person Demographics
- FA - Financial Aid
- RG - Registration
- XSWT - SWTJC Menu



Enter student ID or SS# then
click OK

- ST
- AM-R
- AR-A
- CU-C
- DA-D
- DM-P
- FA-F
- RG-R
- XSWT
- Favorit

Student Programs Resolution
using STUDENT.PROGRAMS.DA, View: STUDENT.PROGRAMS

Seq	Acad Program	Status	Title	Start Dt	End Dt	Ant	Capl
1:	AA.GENST	Active	AA.GENST	08/27/07		05/09	
2:	AA.AH.RADR	Active	AA.AH.RADR	08/13/09			
3:	AAT.B-12	Active	AAT.B-12	04/30/10			
4:	AAT.EC-4	Active	AAT.EC-4	08/13/10		08/12	
5:	AAT.B-12.05	Changed H1	AAT.B-12.05	02/05/09	04/29/10	02/11	
6:	CERT.AC/R	Active	CERT.AC/R	02/04/09	04/28/09	11/10	

Controller Lookup Resolution Page 1/1
Seq Number, (F) leg, (S) ort/Select: [Input Field] [H] [X]








↑ Enter # here.

Choose the appropriate # for their major. If none are correct, have the student fill out a change of major form.

click this icon

Datatel - Colleague_R18Live - ST

File Edit Favorites Tools Help

Quick Access: EVAL Go       

ST EVAL-Evaluate Student Program

AM-R
AR-A
CU-C
DA-D
DM-P
FA-F
RG-R
XSWT
Favorite

Doc: John ID: 0133590

Program: AA GENST
AA GENST Catalog: 2009

Include Code/Cutoff Date:

Format:

Related Courses Policy:

Always Show Extra Courses:

Ignored Statuses:

1	C Cancelled	<input type="checkbox"/>	<input type="checkbox"/>
2	X Deleted	<input type="checkbox"/>	<input type="checkbox"/>
3	W	<input type="checkbox"/>	<input type="checkbox"/>

start INBOX @ My... Datatel - Colle... 1:10 PM

~~170~~

EVAL-Evaluate Student Program

Doe, John ID 0133590

Program: AA GENST
AA GENST Catalog: 2000

Include Code/Cutoff Date: AA (includes planned) [dropdown]
Formet: Single Column Report [dropdown]
Related Courses Policy: N Not Displayed [dropdown]
Always Show Extra Courses: [checkbox]
Ignored Statuses:
1 C Cancelled [dropdown]
2 X Deleted [dropdown]
3 W [dropdown]

Alert

Update record, Cancel record or Return to editing

Click "update"

icons to use

Report Browser

12/01/10 Southwest Texas Junior College Page 1
Academic Evaluation

Student.....: John Doe
ID/SSN/DOB.....: 0133590 / /
Program.....: AA.GENST 08/2007 Active
 AAT.8-12 04/2010 Active
 AA.AH.RADR 08/2009 Active
 AAT.8-12.05 04/2010 Changed Hind
 CERT.AC/R 02/2009 Active
 AAT.EC-4 08/2010 Active
Catalog.....: 2009 0
Ant Completion Date: 05/09
E-Mail Address.....: jdoe@sutjc.edu

FIRST TERM OF COLLEGE WORK:
LAST TERM ATTENDED : 2008SP
--- Initial Test --|---- Best Test ----|--- Latest Test ---
AREA STATUS Test -Scores- Dates|Test -Scores- Dates|Test -Scores- Dates

Reading Not Tested
Take READ-0301
Writing Not Tested
Take ENGL-0301
Math Not Tested
Take MATH-0301
OLS Required - not registered

Program Status: Not Started

	Required	Current	Remaining	Anticipated(*)	Additional	Remaining
Institutional Credits:	16.00	0.00	16.00	0.00	16.00	
SUTJC GPA Credits:		0.00				
SUTJC Earned Cred:	16.00	0.00				
SUTJC Grade Points:		0.00				
SUTJC GPA.....:	2.000	0.000	Not Met			
Overall GPA Credits:		0.00				
Overall Earned Cred:	62.00	0.00	62.00	0.00	62.00	
Overall Grade Points:		0.00				
Overall GPA.....:	2.000	0.000	Not Met			
Col.Lvl.Crse GPA Credits:		0.00				
Col.Lvl.Crse Earned Cred:		0.00				
Col.Lvl.Crse Grd Pts:		0.00				
Col.Lvl.Crse GPA.....:		0.000				
Online Credits Used	0					
Online Credits Total	0					

(*) Overall and SUTJC GPA's include Developmental Work
(*) Anticipates completion of in-progress and registered and planned courses

start IRBOX @ My... Datafel - Colle... 1:11 PM

You can either view the degree plan on your screen by clicking on the forward or back arrows OR print the degree plan.

Orientation

or

COLS

ORIENTATION OR COLS is required for the students:

- *Who have never attended college
- * Who transferred less than 12 hours
- * Who plan to graduated with SWTJC with an AA, AAS or a college certificate

Transfer students who transfer 12 or more hours do not have to take ORIE OR COLS.

Transfer hours include developmental courses

Transfer hours include failed courses

COLS is required for students who failed 2 or more sections of placement exam.

ORIENTATION is required for students who have passed all areas of the placement exam or just lack one area.

Dual Credit Policy

Changes in Dual Credit Eligibility Policy

During the spring of 2013, the students in the sophomore class were the first to have the STAAR English II Reading and Writing end of course (EOC) assessments administered instead of the 10th grade English Texas Assessments of Knowledge and Skills (TAKS) assessment. Also, legislation passed during the 83rd Legislative session made significant changes to the number of state assessments required for students to complete the high school graduation plan. The change in the type of state assessments and the reduction in number of these required assessments required changes in the rules that affect dual credit eligibility criteria. Coordinating Board staff is providing interested parties information on how these changes affect the procedures by which high school students establish their eligibility for enrollment in dual credit courses. Coordinating Board staff is providing this information to assist stakeholders in planning dual credit enrollment for the spring 2014 semester.

Current Board rules for dual credit eligibility are found in Chapter 4, Subchapter D, rule 4.85 (b). These rules outline three basic methods for students to establish eligibility:

1. Achieving the minimum passing standards on a Board-approved assessment instrument under the provisions of the Texas Success Initiative (TSI)

Beginning with the first day of the fall 2013 semester, only one Board-approved TSI Assessment will be utilized to determine college-readiness in the state of Texas. For more information about this change, please see the Developmental Education / Texas Success Initiative page in the P-16 Initiatives Division, found here:

<http://www.thecb.state.tx.us/index.cfm?objectid=233A17D9-F3D3-BFAD-D5A76CDD8AADD1E3>

2. Demonstrating that the student is exempt under the provisions of the Texas Success Initiative (using STAAR English III Reading, English III Writing and Algebra II EOC examinations , SAT, or ACT); or

During the spring of 2013, the Commissioner of Education and the Commissioner of Higher Education designated the Level II final standard (see table below) on the STAAR Algebra II, English III Reading, and English III Writing EOC as the postsecondary readiness indicator to use for TSI exemption purposes. However, due to the reduction of state EOC assessment requirements, these assessments will not be administered during the 2013-2014 and 2014-2015 academic years, and the passage of HB 5 has made the future administration of these assessments optional to school districts. The next possible administration of the Algebra II and English III EOC assessments will be in the spring of 2016. Students who were classified as high school juniors in the spring of 2013 were the last group to have the opportunity to meet postsecondary readiness standards using exit-level TAKS scores. There are no changes planned for the postsecondary readiness scores required for the ACT or SAT.

STAAR EOC Assessment	Recommended Level II Final Standard for TSI
English III reading	2000
English III writing	2000
Algebra II	4000

3. Achieving the appropriate score on the STAAR English II Reading, English II Writing, and Algebra II EOC examinations, PSAT, or PLAN.

Due to the change from the administration of the 10th grade TAKS exam to the STAAR English II Writing and English II Reading EOC assessments for 10th grade students during the spring 2013 semester, rules concerning dual credit eligibility were adjusted to accommodate the changes. Current Coordinating Board rules allow for the use of the STAAR English II Writing, English II Reading, and Algebra II EOC assessments to meet enrollment eligibility criteria for academic dual credit courses and STAAR English II Writing, English II Reading, and Algebra I EOC assessments to meet enrollment eligibility criteria for workforce dual credit courses. The information below provides rules and STAR EOC assessment scoring information for both academic and workforce dual credit enrollment eligibility.

Dual Credit Eligibility - Academic (TAC 4.85)

(2) An eleventh grade high school student is also eligible to enroll in dual credit courses under the following conditions:

(A) a student achieves a minimum designated Level 2 final phase-in score on the Algebra II end-of-course assessment and/or the English II reading or English II writing end-of-course assessments, relevant to the courses to be attempted. An eligible high school student who has enrolled in dual credit courses in the eleventh grade under this provision shall not be required to demonstrate further evidence of eligibility to enroll in dual credit courses in the twelfth grade;

Numerical Scores

- Level 2 final phase-in score for Algebra II STAAR EOC – 4000
- Level 2 final phase-in score for English II Reading STAAR EOC – 2000
- Level 2 final phase-in score for English II Writing STAAR EOC – 2000

Dual Credit Eligibility - Workforce (TAC 4.85)

(3) A high school student is eligible to enroll in workforce education dual credit courses in the eleventh and/or twelfth grade if the student demonstrates that he or she has achieved the **designated minimum final phase-in score** on the **Algebra I end-of-course assessment** and/or the **English II reading** or **English II writing end-of-course assessments** relevant to the courses to be attempted.

Numerical Scores

- Designated minimum final phase-in score on Algebra I STAAR EOC – 3872
- Designated minimum final phase-in score for English II Reading STAAR EOC – 1929
- Designated minimum final phase-in score for English II Writing STAAR EOC – 1928

There are no changes planned for dual credit enrollment eligibility scores required for the PSAT or PLAN.

TSI rules (TAC 4.54) states:

(7) A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.

Therefore, high school students who enroll in workforce dual credit courses which are part of a level 1 certificate or less are exempt from TSI requirements.

HB 5 has required that the STAAR English II Writing and English II Reading EOC assessments be combined and administered as one English II EOC assessment during the spring of 2014. This change in assessment format will cause dual credit enrollment eligibility rule changes to be submitted by Coordinating Board staff during the spring of 2014 to accommodate the students who will be administered the new English II EOC assessment. Also, due to the absence of the STAAR Algebra II EOC assessment during the 2013-2014 and 2014-2015 academic years, and its subsequent optional administration by school districts in the future, academic and workforce dual credit enrollment eligibility rule change regarding STARR EOC mathematics assessments is probable. Furthermore, due to the reduction in STAAR EOC assessments required for high school graduation, TEA has removed the minimum STAAR EOC scores from the scoring rubric. This will probably require a change in the dual credit non-level 1 certificate workforce course eligibility rules this spring.

Financial

Aid

SAP Policy

Satisfactory Academic Progress (SAP)

Federal regulations require all financial aid recipients to maintain satisfactory academic progress in a course of study leading toward a degree or certificate. Failure to meet one or more of the established standards of Satisfactory Academic Progress (SAP) will make a student ineligible for financial aid. Financial Aid SAP status includes all previous academic history, even if the student did not receive financial aid. Statuses are updated at the end of each semester, including summer, for programs lasting one year or less. For students enrolled in programs extending more than a year, their academic progress evaluation will be performed annually at the end of Spring semester. It is the student's responsibility to monitor academic progress. Although the Financial Aid Office attempts to send students correspondence informing them of their status, students who do not meet the standards will be ineligible for financial aid even if they do not receive correspondence.

Elements of Financial Aid Satisfactory Academic Progress:

Grade Point Average (GPA) Requirement

Students must maintain a 2.0 cumulative GPA on all hours attempted at SWTJC: [GPA calculator](#)

Completion Rate Requirement

Students must complete 67% of all hours attempted at SWTJC: [Completion Rate Calculator](#).

Maximum Time Frame

Students receiving financial aid must complete their program of study within a reasonable time frame. The maximum time frame is 150% of the published length of the academic program or certificate (to include all transfer credit hours). Limited developmental coursework will not be counted in the maximum time frame.

Example: Associates degree requires = 63 hours x 150%= 95 hours
95 hours is the maximum that can be attempted with financial aid

NOTE: A student who cannot mathematically complete their degree within the 150% maximum time frame will have their financial aid suspended.

Consequences of not meeting Satisfactory Academic Progress (SAP):

In the following provisions, "warning" or "suspension" means financial aid warning or suspension, not academic warning or suspension.

- Financial Aid Warning – The first time that a student fails to meet the SAP standards of a cumulative 2.0 GPA and 67% completion rate, he or she will be placed on financial aid warning status. The student will remain eligible for financial aid for one semester during the warning period. This applies only to students enrolled in an academic program lasting one year or less.
- Financial Aid Suspension – If a student fails to meet the SAP standards of a cumulative 2.0 GPA and 67% completion rate, he or she will be placed on Financial Aid Suspension and will immediately lose financial aid eligibility. This applies only to students enrolled in an academic program lasting more than one year in length.
- Maximum Time Frame Suspension – If a student fails to meet the Maximum Time Frame standards, he or she will be placed on Maximum Time Frame Suspension and will immediately lose financial aid eligibility.

Failure to meet one or more of the established financial aid standards of satisfactory academic progress will make a student ineligible for financial aid. Students who have their financial aid revoked due to the failure to meet the SAP standards will remain ineligible until such time that they are able to meet the cumulative financial aid SAP standards. Those students will be responsible for payment of their own tuition and fees.

Reinstatement of Eligibility

Financial aid eligibility can be reinstated after a student meets the Satisfactory Academic Progress (SAP) standards as listed above; both a cumulative 2.0 grade point average and overall 67% completion rates. Contingent on the type

of program a student is enrolled in, students who regain eligibility by completing required coursework will be reevaluated when SAP is run for each type of program (i.e. one year program or less, two year program or more).

NOTE: Students are encouraged to contact a SWTJC counselor to discuss his/her academic progress and develop a plan that will help the student succeed and regain financial aid eligibility.

Financial Aid Suspension Appeal Process

Students who do not meet the standards of Southwest Texas Junior College financial aid satisfactory academic progress policy because of extenuating circumstances, such as (illness, death in the family, accidents, etc.) have the right to appeal. All situations must be fully documented. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. Please follow the procedure below to appeal a financial aid suspension. If appeal is approved student will be placed on probation for the semester.

- A Financial Aid Appeal form must be obtained and submitted to any of our campus locations.
- Documentation supporting the extenuating circumstances must be provided to the committee with the appeal form for the committee to review.
- Student should make payment arrangements while waiting for an FA Appeal Committee decision.
- Student must adhere to an academic plan for appeals that are approved.
- All decisions made by the Financial Aid Committee are final.

Maximum Time Frame Appeal Process

Students who already have a bachelor's degree or have exceeded the maximum time frame for their declared program of study must submit a degree plan appeal to the Financial Aid Office. Student must be meeting the cumulative 2.0 grade point average and 67% overall completion rate in order to submit an appeal. A student will be expected to complete 100% of all attempted credit hours with a 2.0 grade point average each semester. Financial aid will also be limited to only those courses required to complete the new program/certificate and to a specific time frame.

Notes of Importance:

- Federal regulations do not allow rounding of financial aid SAP standards. For example, a 66.6% completion rate would not meet the 67% completion rate standard, and 1.95 GPA would not meet the GPA requirement.

Retaking Course Work

New federal regulations limit students' eligibility of federal aid with regards to repeated courses. Students may not receive federal aid (Pell Grant and Stafford Loans) for courses that were previously taken and passed beyond the first retake. In addition, that course will not count towards your actual enrollment.

Note: Repeat courses still count toward your attempted hours for financial aid purposes.

Example: Student A takes a course and receives a grade of 'D'. Student A needs a 'C' in this course to count for the requirements of the degree. Student A takes the course again receives aid and earns another 'D'. Student needs to retake the course again, but is no longer eligible for federal aid for that class. Additionally Student A cannot use that course toward enrollment for financial aid purposes. If student A is taking 12 credits, the repeated 3 credit course is no longer eligible. Student A's actual enrollment for financial aid purposes must be listed as 9 credits.

If you are taking a course for the third time, financial aid will not pay.

Complete Withdrawals and the SAP

A complete withdrawal from any program of study will have a negative impact on a student's financial aid academic progress. If a student withdraws from school during the semester, his or her grades for the semester will be all Ws. These grades are not passing, therefore the student did not meet the 67% completion rate requirement and will be placed either on financial aid suspension or warning.

If you have any questions, please contact your www.swtjc.edu or call (830) 591-7368

**Probation
Suspension
Policy**

Minimum Scholastic Standards

In order to remain in Academic Good Standing, students must maintain a minimum semester and overall GPA of 2.0. Students who fail to maintain this minimum standard will be placed on scholastic probation or scholastic suspension, as appropriate. In determining whether a student will be placed on probation or suspension, all grades except W, EW, NP, P, or I, will be used in computing GPA. Students are responsible for knowing their scholastic standing. Ineligible students who register with the college will be subject to dismissal with forfeiture of all tuition and fees.

Requests for exceptions to the following policies and procedures must be made in writing to the Vice-President for Academic Affairs.

Scholastic Probation

Scholastic probation is an emphatic warning that the quality of the student's work has not met minimum scholastic standards. A probationary status is an opportunity for students to continue at SWTJC in order to improve their scholastic performance. Students will be placed on scholastic probation at the end of any semester if their semester OR overall GPA is less than 2.00. Student on scholastic probation may register after meeting with an academic advisor.

A student on probation will be limited to enrolling in no more than 12 semester credit hours during a regular term and 3 semester credit hours during a summer term. In addition, priorities below will be followed:

1. Students must enroll in all required Developmental Education courses.
2. Students must enroll in a College Success Skills course if required.
3. Students will be encouraged to re-take a course or courses not successfully completed.
4. Students must follow course requirements of their degree plan.

Removal From Scholastic Probation

A student on scholastic probation returns to Academic Good Standing by earning a GPA of 2.0 or higher in the next semester of enrollment AND by having an overall GPA of 2.0 or higher. A student continues on academic probation while either the current semester or the overall GPA is less than 2.0.

Scholastic Suspension

A student on scholastic probation who fails to earn at least a 2.0 GPA for the next semester of enrollment AND who fails to earn an overall GPA of at least 2.0 by the end of that semester will be placed on scholastic suspension. The student will not be permitted to enroll at SWTJC until a Fall or Spring semester has elapsed.

Appeal of Scholastic Suspension

A student placed on Scholastic Suspension may appeal to the Vice-President for Academic Affairs or an appropriate designee. The appeal must be in writing. The 'Scholastic Suspension Appeal Form' is available online at (link).

If the Vice President for Academic Affairs grants the student's appeal, the student will be admitted under Conditional Probation. If the student's appeal is denied, the student may appeal to the Academic Appeals Committee. If the appeal is denied by the Committee, the student shall be informed of the right of appeal to the President of the College.

Conditional Probation

If the appeal is approved, the student will be admitted under Conditional Probation. A student on Conditional Probation will be limited to enrolling in no more than 6 semester credit hours during any long term and no more than 3 semester credit hours during any summer term. In addition, priorities below will be followed:

1. Students must enroll in all required Developmental Education courses.
2. Students must enroll in a College Success Skills course if required.
3. Students must re-take a course or courses not successfully completed.
4. Students must follow course requirements of their degree plan.
5. Other conditions may apply as deemed appropriate.

If the student's semester GPA while on Conditional Probation equals or exceeds 2.0, the student will advance to Scholastic Probation. If the student's semester GPA is below 2.0, the student will be placed on Scholastic Suspension.

Removal from Scholastic Suspension

A student enrolling after a Fall or Spring semester's lapse due to scholastic suspension will automatically be placed on Conditional Probation.

Admission Following a Scholastic Suspension at Another College

Students who are on scholastic suspension at another college or university may be admitted to SWTJC through the following procedure:

1. Each student must appeal in writing for admission to the Vice-President of Academic Affairs or an appropriate designee.
2. If denied admission by the Vice-President, the student may appeal to the Academic Appeals Committee.
3. In case of denial of admission by the Committee, the student shall be informed of the right of appeal to the President of the College.

Minimum Scholastic Standards

Good Standing (Fall/Spring 12+ hours , SI 6 hours, S2 6 hours)

Meet 2.0 term gpa and 2.0 Overall gpa

Probation (Fall/Spring 12 hours, SI 3 hours, S2 3 hours)

Less than 2.0 term gpa or Less than 2.0 overall gpa

May remain on probation if you keep 2.0 term gpa or 2.0 overall gpa

Suspension (must sit out Fall or Spring semester)

Did not maintain both term and overall gpa as 2.0

May appeal to by VP for Academic Affairs or Academic Appeals Committee

Conditional Probation (Fall/Spring 6 hours, SI 3 hours, S2 3 hours)

Appeal must be approved by VP for Academic Affairs or Academic Appeals Committee

Or sit out Fall or Spring semester

GRADE POINT AVERAGES USED AT SOUTHWEST TEXAS JUNIOR COLLEGE

Courses Used

<i>GPA</i>	<i>SWTJC Academic</i>	<i>SWTJC Developmental</i>	<i>Transfer Academic</i>	<i>Transfer Developmental</i>
Overall	Yes	Yes	Yes	Yes
SWTJC	Yes	Yes	No	No
College Level Course	Yes	No	Yes	No

**Associate
of
Arts
Transfer
Updates**

BUSINESS FIELD OF STUDY CURRICULUM

First Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
ORIE 0100	New Student Orientation	1	0	0	16	1	1
or							
COLS 0100	College Success Skills	3	0	0	48	3	1
ENGL 1301	Composition I	3	0	0	48	3	
ACCT 2401	Principles of Accounting I - Financial	3	3	0	96	4	
HIST 1301	United States History I	3	0	0	48	3	
BCIS 1305	Business Computer Applications	2	4	0	96	3	
MATH 1324	Mathematic for Business & Social Science I	3	0	0	48	3	
		14	7	0	336	16	2

- Notes: 1. Required by local policy for all new students.
2. ORIE 0100 and COLS 0100 do not count toward degree requirements.

Second Semester

		<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Note</u>
ENGL 1302	Composition II	3	0	0	48	3	
ACCT 2402	Principles of Accounting II - Managerial	3	3	0	96	4	
MATH 1325	Mathematic for Business & Social Science II	3	0	0	48	3	1
HIST 1302	United States History II	3	0	0	48	3	
		12	3	0	240	13	

Notes: ~~1. Student must meet courses prerequisite.~~

Third Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
GOVT 2305	Federal Government	3	0	0	48	3	
SPCH 1321	Business and Professional Com	3	0	0	48	3	
ELECTIVE	Life/Physical Science (+Lab)	3	3	0	96	4	
ECON 2301	Principles of Macroeconomics	3	0	0	48	3	
ELECTIVE	Humanities Language, Philosophy, and Culture	3	0	0	48	3	
		15	3	0	288	16	

BUSINESS FIELD OF STUDY CURRICULUM (cont.)

Fourth Semester

		<u>Lec</u>	<u>Lab</u>	<u>Ext</u>	<u>Cont</u>	<u>Cred</u>	<u>See</u>
		<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Note</u>
GOVT 2306	Texas Government	3	0	0	48	3	
BUSI 1301	Business Principles	3	0	0	48	3	
ELECTIVE	Life/Physical Science (NO LAB)	3	0	0	48	3	
ECON 2302	Microeconomics	3	0	0	48	3	
ELECTIVE	Fine Arts-Creative Arts	3	0	0	48	3	
		15	0	0	240	15	
	GRAND TOTAL				1104	60	

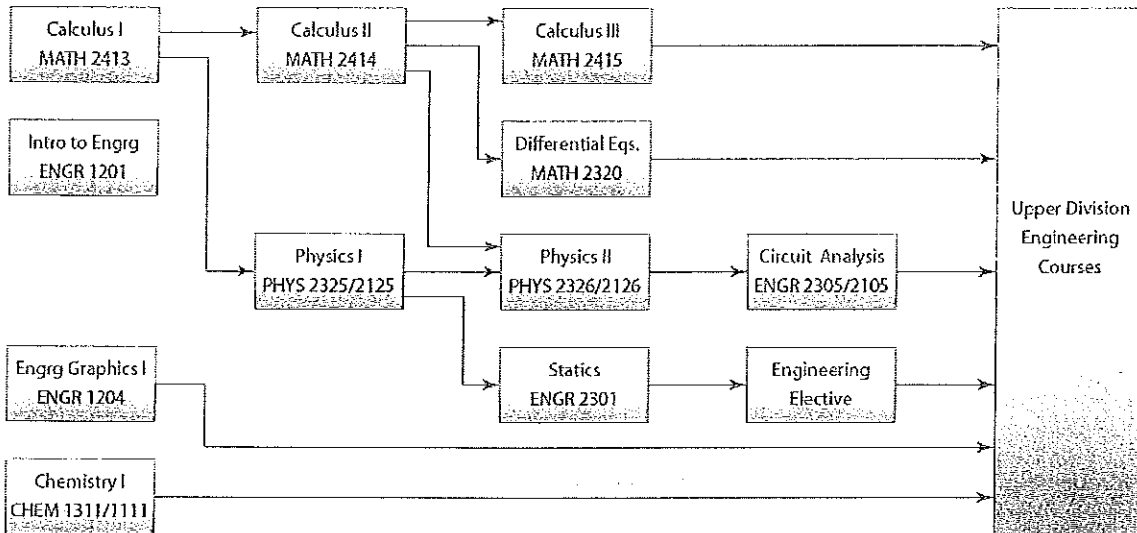
**Associate
of
Science
Updates**

Freshman Year

First Semester (Fall)				Second Semester (Spring)					
	Course	Hrs			Course	Hrs			
	HIST 1301 American History	3			ENGR 1204 Engineering Graphics	2			
	ENGL 1301 Grammar and Composition I	3			ENGL 1302 Grammar and Composition II	3			
	MATH 2413 Calculus I	4			MATH 2414 Calculus II	4			
	CHEM 1311 General Chemistry I	3			PHYS 2325 University Physics I	3			
	CHEM 1111 General Chemistry I Laboratory	1			PHYS 2125 University Physics I Laboratory	1			
	ENGR 1201 Introduction to Engineering	2			GOVT 2306 Texas Politics	3			
Semester Credit Hours				16	Semester Credit Hours				16

Sophomore Year

First Semester (Fall)				Second Semester (Spring)					
	Course	Hrs			Course	Hrs			
	ENGR 2304 Programming for Engineers	3			ENGR 2305 Circuit Analysis I	3			
	ECON 230x Economics 2301 or 2302	3			ENGR 2105 Circuit Analysis I Laboratory	1			
	ENGR 2301 Engineering Mechanics—Statics	3			MATH 2320 Differential Equations	3			
	MATH 2415 Multi-Variable Calculus	4			Engineering Elective	3			
	PHYS 2326 University Physics II	3			Visual and Performing Arts Core Curriculum	3			
	PHYS 2126 University Physics II Laboratory	1			World or European Literature	3			
Semester Credit Hours				17	Semester Credit Hours				16



Notes:

1. Courses shaded in yellow are courses that satisfy the Texas Core Curriculum Requirements. The curriculum contains 35 credit hours of the required 44 credit hours. The remaining 9 credit hours will be attained in the completion curriculum.
2. Texas Common Course Numbers were used for all TCCN numbered courses.
3. The courses indicated in green are courses that may need to be created at the community college.
4. Engineering Elective:
 - a. Students interested in pursuing mechanical or civil engineering should take ENGR 2302: Engineering Mechanics—Dynamics as the engineering elective.
 - b. Students interested in pursuing electrical engineering should take COSC 1420—C/C++ Structured Programming or equivalent, as the engineering elective.
 - c. Students interested in pursuing industrial engineering should ENGR 23xx—Engineering Economics as the engineering elective.
5. Visual and Performing Arts Elective: The Visual and Performing Arts Core Curriculum elective should be selected from MUSI 1306, DRAM 1310, or ARTS 1301.

Technical Updates

ADMINISTRATIVE INFORMATION TECHNOLOGY

Changes:

****One year certificate:**

- Removed ENGL 1301 to make certificate non-TSI compliant.

****AIT Associate of applied Science Degree:**

- No longer offer the Medical Office Applications Option
 - Those individuals already in the medical option program will need to work with BHerndon and CBuchanan to substitute classes or offer class by arrangement
- Removed a Social and Behavioral Science elective to make the program equal 60 hrs.
- Sequenced Technical Elective section removed. Business Applications Option Items moved up into the schedule.
- ACNT 1311 moved to spring
- POFT 1313 moved to fall

**ADMINISTRATIVE INFORMATION TECHNOLOGY
CERTIFICATE**

Students not receiving advanced-placement credit in a Local Articulation program must take the bridging courses and must do so before they are required as prerequisites.

Program of Study

Fall Semester		<u>Credit</u>	Spring Semester		<u>Credit</u>
ORIE 0100 ^x	New Student Orientation		POFT 1301	Business English.....	3
or			ELECTIVE ⁴	Sequenced Technical Elective 2.....	3
COLS 0300	College Success Skills		IMED 1316	Web Design I.....	3
POFT 1329 ¹	Beginning Keyboarding		ACCT 2401	Principles of Accounting I- Financial.....	4
ITSC 1301 ²	Introduction to Computers		POFI 1349	Spreadsheets.....	3
ACNT 1403 ³	Introduction to Accounting I		POFT 1309 ⁵	Administrative Office Procedures I.....	3
POFI 2301	Word Processing	3	Total		16
POFT 1325	Business Math Using Technology	3			
ELECTIVE ⁴	Sequenced Technical Elective 1	3			
BUSI 1307	Personal Finance	3			
BUSI 1301	Business Principles.....	3	Total Credit Hours for Certificate		28
ENGL 1301	Composition I.....	3			
Total		12			

- Notes: 1 Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements.
 2 Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements.
 3 Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
 4 Select course from Sequenced Technical Electives for AIT in Option 1 or 2 (2 courses required for Certificate) as listed below.
 5 Capstone course that consolidates the student's learning experiences.
 x All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

**ADMINISTRATIVE INFORMATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE
INCLUDING ENHANCED SKILLS/LOCAL ARTICULATION PLAN**

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses.....	15
Technical Education Courses.....	45
Total Credit Hours for A.A.S.....	60

Students not receiving advanced placement credit in a Local Articulation program must take the bridging courses and must do so before they are required as prerequisites.

Program of Study

FIRST YEAR

Fall Semester		Credit	Spring Semester		Credit
ORIE 0100 ^π	New Student Orientation		POFT 1301	Business English.....	3
or			ELECTIVE	Sequenced Technical Elective 2.....	3
COLS 0300	College Success Skills		IMED 1316	Web Design I.....	3
POFT 1329 ¹	Beginning Keyboarding		ACCT 2401	Principles of Accounting I – Financial.....	4
ITSC 1301 ²	Introduction to Computers		POFI 1349	Spreadsheets.....	3
ACNT 1403 ³	Introduction to Accounting I		POFT 1309	Administrative Office Procedures I.....	3
POFI 2301	Word Processing.....	3		Total.....	16
POFT 1325	Business Math Using Technology.....	3			
ELECTIVE ⁴	Sequenced Technical Elective 1.....	3			
BUSI 1307	Personal Finance.....	3			
BUSI 1301	Business Principles.....	3			
ENGL 1301	Composition I.....	3			
	Total.....	15			

SECOND YEAR

Fall Semester		Credit	Spring Semester		Credit
POFI 2331	Desktop Publishing.....	3	POFT 1313	Professional Workforce Preparation.....	3
POFT 1313	Professional Workforce Preparation.....	3	ACNT 1311	Introduction to Computerized Accounting.....	3
ACNT 1311	Introduction to Computerized Accounting.....	3	ELECTIVE ⁴	Sequenced Technical Elective 4.....	3
ELECTIVE ⁴	Sequenced Technical Elective 3.....	3	IMED 2309	Internet Commerce.....	3
IMED 1301	Introductions to Digital Media.....	3	POFT 2281 ⁵	Cooperative Education – Administrative Assistant/Secretarial Science.....	2
ITSW 1307	Introduction to Database.....	3	ELECTIVE	Humanities and Fine Arts.....	3
ELECTIVE	Social and Behavioral Sciences.....	3	ECON 2301	Principles of Macroeconomics.....	3
ELECTIVE	College Level Mathematics.....	3		Total.....	14
	Total.....	15		Total Credit Hours for A.A.S.....	60

- Notes: 1 Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements
- 2 Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements
- 3 Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
- 4 Select course from Sequenced Technical Electives for AIT in Option 1 or 2 (4 courses required for AAS) as listed below.
- 5 Capstone course that consolidates the student's learning experiences.
- π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Sequenced Technical Electives for Administrative Information Technology

Sequenced Administrative Information Technology technical electives must be chosen from the list below. To receive graduation credit, all courses within the selection option must be completed (One-year Certificate requires first two courses of either option).

Option 1: Business Applications

1. BUSI 1307 Personal Finance
2. IMED 1316 Web Design I
3. IMED 1301 Introduction to Digital Media
4. IMED 2309 Internet Commerce

Option 2: Medical Office Applications

- 1. HITT-1305 Medical Terminology I
- 2. POEM-1317 Medical Administrative Support
- 3. POEM-2333 Medical Document Production
- 4. POEM-1300 Basic Medical Coding

**ADMINISTRATIVE INFORMATION TECHNOLOGY
ENHANCED SKILLS CERTIFICATE**

Students who have completed the degree plan for Associate of Applied Science – Administrative Information Technology are eligible to continue into the Enhanced Skills Certificate program consisting of a fifth semester of college work.

Program of Study

THIRD YEAR

Credit

ACCT 2402	Accounting I	3
BMGT 2309	Leadership	3
BMGT 1327	Business Math	3
HRPO 2301	Human Resources	3
Total Credit Hours for Enhanced Skills Certificate		13
Total Credit Hours for A.A.S.		60
GRAND TOTAL		73

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
Uvalde Campus

Purpose

The Air Conditioning and Refrigeration program seeks to educate and provide guided learning experiences to individuals interested in entering this rapidly developing field. The goal of the program is for graduates to be employable as entry-level service technicians in residential and light commercial air conditioning, refrigeration, and heating.

Students will learn about the refrigeration cycle, tools of the trade, instrument usage and application, wiring schematic reading, electrical controls and switches, refrigerant recovery, reclaiming and recycling, installation practices, trouble shooting procedures on electrical and sealed systems plus employee/employer relations, job hunting skills, résumé building and information related to operating a small business.

Admission Requirements

Students are admitted to the Air Conditioning and Refrigeration program through the regular college admission procedures (see *Admission Regulations section*). Students will receive a one-year Certificate, two-year Certificate, and/or an Associate of Applied Science (A.A.S.) degree upon satisfactory completion of the program of study and upon making formal application for graduation (see *Curricula section*).

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
Uvalde Campus

Purpose

The Air Conditioning and Refrigeration program seeks to educate and provide guided learning experiences to individuals interested in entering this rapidly developing field. The goal of the program is for graduates to be employable as entry-level service technicians in residential and light commercial air conditioning, refrigeration, and heating.

Students will learn about the refrigeration cycle, tools of the trade, instrument usage and application, wiring schematic reading, electrical controls and switches, refrigerant recovery, reclaiming and recycling, installation practices, troubleshooting procedures on electrical and sealed systems plus employee/employer relations, job hunting skills, résumé building and information related to operating a small business.

Admission Requirements

Students are admitted to the Air Conditioning and Refrigeration program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a one-year Certificate, two-year Certificate, and/or an Associate of Applied Science (A.A.S.) degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

The Air Conditioning and Refrigeration program carries three award options, a one-year Certificate, two-year Certificate, and an A.A.S. degree. ~~College Board policy requires all students to take the Accuplacer examination. Students pursuing The one-year Certificate do not have to pass the Accuplacer~~ is TSI exempt, however, those not scoring at the READ-0302 level meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year Certificate and/or the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
ONE-YEAR CERTIFICATE

Program of Study

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
ORIE 0100 ^π			HART 1403	Air Conditioning Control Principles.....	4
Or			HART 1441	Residential Air Conditioning.....	4
COLS 0300	College Success Skills		HART 2438 ¹	Air Conditioning Installation and Startup	4
CETT 1302	Electricity Principles	3		Total	12
HART 1407	Refrigeration Principles.....	4		Total Credit Hours for Certificate	23
MAIR 1449	Refrigerators, Freezers, Window Air Conditioners.....	4			
	Total	11			

- Notes: I Capstone course that consolidates the student's learning experiences.
 π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

**AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
TWO-YEAR CERTIFICATE**

Program of Study

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
ORIE 0100 π		HART 1403 Air Conditioning Control Principles.....	4
Or		HART 1441 Residential Air Conditioning.....	4
COLS 0300 College Success Skills		HART 2438 ¹ Air Conditioning Installation and Startup	4
CETT 1302 Electricity Principles	3		
HART 1407 Refrigeration Principles.....	4	Total	12
MAR 1449 Refrigerators, Freezers, Window Air Conditioners.....	4		
Total	11		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
HART 2442 Commercial Refrigeration.....	4	HART 2449 Heat Pumps	4
HART 1445 Gas and Electric Heating.....	4	HART 2445 Residential Air Conditioning Systems Design	4
HART 2436 Air-Conditioning Troubleshooting.....	4	HART 2280 ¹ Cooperative Education – Heating/Air Conditioning and Refrigeration Technologies/Technicians.....	2
Total.....	12	Total Credit Hours for Certificate.....	45
Total	10		

- Notes: I Capstone course that consolidates the student's learning experiences.
 π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

**AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE**

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	45
Total Credit Hours for A.A.S.....	60

FIRST YEAR

Fall Semester		<u>Credit</u>	Spring Semester		<u>Credit</u>
ORIE 0100π or	New Student Orientation		HART 1403	Air Conditioning Control Principles.....	4
COLS 0300	College Success Skills		HART 1441	Residential Air Conditioning.....	4
CETT 1302	Electricity Principles	3	HART 2438	Air Conditioning Installation and Startup	4
HART 1407	Refrigeration Principles.....	4	COSC 1301	Microcomputer Applications.....	3
MAIR 1449	Refrigerators, Freezers, Window Air Conditioners	4		Total	15
ELECTIVE	Humanities & Fine Arts	3			
	Total	14			
Summer Session		<u>Credit</u>			
ELECTIVE	Social and Behavioral Sciences.....	3			
ELECTIVE	Speech Communications	3			
	Total	6			

SECOND YEAR

Fall Semester		<u>Credit</u>	Spring Semester		<u>Credit</u>
HART 2442	Commercial Refrigeration.....	4	HART 2449	Heat Pumps	4
HART 1445	Gas and Electric Heating	4	HART 2445	Residential Air Conditioning Systems Design	4
HART 2436	Air-Conditioning Troubleshooting.....	4	HART 2280 ¹	Cooperative Education – Heating/Air Conditioning and Refrigeration Technologies/Technicians.....	2
ELECTIVE	College Level Mathematics.....	3		Total	10
	Total.....	15		Total Credit Hours for A.A.S.....	60

- Notes:
- I Capstone course that consolidates the student's learning experiences.
 - II All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Materials for Class Work

Each student must have or must purchase a textbook and tools. A list of tools will be furnished to each student.

1 Tool Set (<i>approximate cost</i>)	\$600
Textbooks (<i>approximate cost</i>)	\$130

AUTOMOTIVE BODY REPAIR TECHNOLOGY

Uvalde Campus

Purpose

The purpose of the Automotive Body Repair Technology program is to give students the training needed to repair collision damage, straighten frames and replace body panels. Instruction will also be given in welding, cutting, painting and estimating. Students will learn the use of fiberglass and plastic fillers. Graduates of the program will be employable as entry-level service technicians at an independent shop or dealership.

Admission Requirements

Students are admitted to the Automotive Body Repair Technology program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a one-year Certificate, two-year Certificate and/or an Associate of Applied Science (A.A.S.) degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

The Automotive Body Repair Technology program carries three award options, a one-year Certificate, a two-year Certificate, and an A.A.S. degree. ~~College Board policy requires all students to take the Accuplacer examination. Students pursuing The one-year Certificate do not have to pass the Accuplacer; is TSI exempt, however, those not scoring at the READ-0302 level meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).~~

Students who wish to pursue the two-year A.A.S. degree or the two-year certificate must meet all Texas Success Initiative (TSI) requirements.

AUTOMOTIVE BODY REPAIR TECHNOLOGY ONE-YEAR CERTIFICATE

Program of Study

	<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
	ORIE 0100 ^π New Student Orientation		ABDR 1458 Intermediate Refinishing	4
	or		ABDR 1449 Automotive Plastic and Sheet Molded	
	COLS 0300 College Success Skills		Compound Repair.....	4
	ABDR 1307 Collision Repair Welding.....	3	ABDR 1441 ¹ Structural Analysis/Damage Repair I	4
	ABDR 1419 Basic Metal Repair	4	Total	12
	ABDR 1315 Vehicle Trim and Hardware	3		
	ABDR 1331 Basic Refinishing	3	Total Credit Hours for Certificate	24
	ABDR 2255 Collision Repair Estimating.....	2		
	Total	12		

Notes: 1 Capstone course that consolidates the student's learning experiences.

^π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements

TWO-YEAR CERTIFICATE

Program of Study

FIRST YEAR

	<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
ORIE 0100 π	New Student Orientation		ABDR 1458 Intermediate Refinishing	4
or			ABDR 1449 Automotive Plastic and Sheet Molded	
COLS 0300	College Success Skills		Compound Repair	4
ABDR 1307	Collision Repair Welding.....	3	ABDR 1441 Structural Analysis/Damage Repair I.....	4
ABDR 1419	Basic Metal Repair	4		
ABDR 1315	Vehicle Trim and Hardware	3	Total	12
ABDR 1331	Basic Refinishing	3		
ABDR 2255	Collision Repair Estimating.....	2		
	Total	12		

SECOND YEAR

	<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
ABDR 2353	Color Analysis and Paint Matching.....	3	ABDR 2449 Advanced Refinishing	4
ABDR 2441	Major Collision Repair and Panel		ABDR 2431 Structural Analysis and Damage Repair III.....	4
	Replacement	4	ABDR 2255 Collision Repair Estimating.....	2
ABDR 1442	Structural Analysis and Damage Repair II.....	4	ABDR 2280 ¹ Cooperative Education - Autobody/Collision	
			And Repair Technology/Technician.....	2
	Total	11	Total	10
			Total Credit Hours for Certificate.....	45

Notes: 1 Capstone course that consolidates the student's learning experiences.

π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AUTOMOTIVE BODY REPAIR TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

	<u>Credit</u>
General Education Courses	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses.....	45
Total Credit Hours for A.A.S.....	60

Program of Study

FIRST YEAR

<u>Fall Semester</u>		<u>Credit</u>	<u>Spring Semester</u>		<u>Credit</u>
ORIE 0100π	New Student Orientation		ABDR 1458	Intermediate Refinishing	4
or			ABDR 1449	Automotive Plastic and Sheet Molded Compound Repair	4
COLS 0300	College Success Skills		ABDR 1441	Structural Analysis/Damage Repair I	4
ABDR 1307	Collision Repair Welding	3	COSC 1301	Microcomputer Applications	3
ABDR 1419	Basic Metal Repair	4			
ABDR 1315	Vehicle Trim and Hardware	3			
ABDR 1331	Basic Refinishing	3			
ABDR 2255	Collision Repair Estimating	2		Total	15
ELECTIVE	Humanities & Fine Arts	2			
	Total	15			
	<u>Summer Session</u>	<u>Credit</u>			
ELECTIVE	Speech Communications	3			
ELECTIVE	Social & Behavioral Sciences	3			
	Total	6			

SECOND YEAR

<u>Fall Semester</u>		<u>Credit</u>	<u>Spring Semester</u>		<u>Credit</u>
ABDR 2353	Color Analysis and Paint Matching	3	ABDR 2449	Advanced Refinishing	4
ABDR 2441	Major Collision Repair and Panel Replacement	4	ABDR 2431	Structural Analysis and Damage Repair III	4
ABDR 1442	Structural Analysis and Damage Repair II	4	ABDR 2255	Collision Repair Estimating	2
ELECTIVE	College Level Mathematics	2	ABDR 2280'	Cooperative Education - Autobody/Collision And Repair Technology/Technician	2
	Total	14		Total	10
				Total Credit Hours for A.A.S.	60

- Notes: 1 Capstone course that consolidates the student's learning experiences.
π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed (see Course Descriptions). Each student can also expect to purchase a tool set.

Tool Set (approximate cost) \$600

AUTOMOTIVE TECHNOLOGY

Uvalde Campus

Purpose

The purpose of the Automotive Technology program is to provide the students training in all eight areas of Automotive Service Excellence (A.S.E.) certification. These areas include: engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical systems, heating and air conditioning, and engine performance. The goal of the program is for graduates to be employable as entry-level technicians in a service shop or dealership. At the completion of the one-year Certificate, two-year Certificate and/or the Associate of Applied Science (A.A.S.) degree, students will be required to take the appropriate A.S.E. Student Examinations.

Admission Requirements

Students are admitted to the Automotive Technology program through regular college admission procedures (*see Admission Regulations section*). Students will receive a one-year Certificate, two-year Certificate and/or an A.A.S. degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

The Automotive Technology program carries three award options, a one-year Certificate, a two-year Certificate, and an A.A.S. degree. ~~College Board policy requires all students to take the Accuplacer examination. Students pursuing The one-year Certificate do not have to pass the Accuplacer exam is TSI exempt, however, those not scoring at the READ 0302 level meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).~~

Students who wish to pursue the two-year A.A.S. degree or the two-year certificate must meet all Texas Success Initiative (TSI) requirements.

AUTOMOTIVE TECHNOLOGY ONE-YEAR CERTIFICATE

Program of Study

	Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
ORIE 0100π	New Student Orientation		AUMT 2434 ¹	Automotive Engine Performance Analysis II... 4
or			AUMT 1416	Automotive Suspension and Steering Systems 4
COLS 0300	College Success Skills		AUMT 1445	Automotive Heating and Air Conditioning 4
AUMT 1410	Automotive Brake Systems	4		
AUMT 1407	Automotive Electrical Systems	4		
AUMT 2417	Automotive Engine Performance Analysis I....	4		
			Total	12
	Total	12	Total Credit Hours for Certificate	24

Notes: 1 Capstone course that consolidates the student's learning experiences.

π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

**AUTOMOTIVE TECHNOLOGY
TWO-YEAR CERTIFICATE**

Program of Study

FIRST YEAR

<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
ORIE 0100 π or COLS 0300	New Student Orientation	AUMT 2434 ¹	Automotive Engine Performance Analysis II... 4
AUMT 1410	College Success Skills	AUMT 1416	Automotive Suspension and Steering Systems 4
AUMT 1407	Automotive Brake Systems 4	AUMT 1445	Automotive Heating and Air Conditioning 4
AUMT 2417	Automotive Electrical Systems 4		
	Automotive Engine Performance Analysis I... 4		
			Total 12
	Total 12		

SECOND YEAR

<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
AUMT 2413	Automotive Drive Train and Axles 4	AUMT 2425	Automotive Automatic Transmission and Transaxle 4
AUMT 2421	Automotive Electrical Lighting and Accessories 4	AUMT 2328	Automotive Service 3
AUMT 2443	Advanced Emission Systems Diagnostics 4	AUMT 2280	Coop Educ – Automobile/Automotive Mechanics Technology/Technician 2
	Total 12		Total 10
			Total Credit Hours for Certificate 45

- Notes: 1 Capstone course that consolidates the student's learning experiences.
 π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

**AUTOMOTIVE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE**

General Education Courses		<u>Credit</u>
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Natural Science & Math	3	
Other	6	
Total General Education Courses		15
Technical Education Courses		45
Total Credit Hours for A.A.S.		60

Program of Study

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
ORIE 0100π or COLS 0300	New Student Orientation	AUMT 2434	Automotive Engine Performance Analysis II... 4
AUMT 1410	College Success Skills	AUMT 1416	Automotive Suspension and Steering Systems 4
AUMT 1407	Automotive Brake Systems 4	AUMT 1445	Automotive Heating and Air Conditioning 4
AUMT 2417	Automotive Electrical Systems 4	COSC 1301	Microcomputer Applications 3
ELECTIVE	Automotive Engine Performance Analysis I... 4		Total 15
	Humanities & Fine Arts 3		
	Total 15		
Summer Session <u>Credit</u>			
ELECTIVE	Social and Behavioral Sciences..... 3		
ELECTIVE	Speech Communications 3		
	Total 6		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
AUMT 2413	Automotive Drive Train and Axles 4	AUMT 2425	Automotive Automatic Transmission and Transaxle 4
AUMT 2421	Automotive Electrical Lighting and Accessories 4	AUMT 2328	Automotive Service 4
AUMT 2443	Advanced Emission Systems Diagnostics..... 4	AUMT 2280 ¹	Cooperative Education – Automotive Mechanics Technology/Technician 2
ELECTIVE	College Level Mathematics 3		Total 9
	Total 15		Total Credit Hours for A.A.S. 60

- Notes: 1 Capstone course that consolidates the student's learning experiences.
II All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed (*see Course Descriptions*). Each student can also expect to purchase the following required textbooks and tools.

1 Tool Set* (*approximate cost*)..... \$700

* A tool list will be provided by instructor.

Textbooks (*approximate cost*)..... \$325

**CHILD DEVELOPMENT
ASSOCIATE OF APPLIED SCIENCE DEGREE**

General Education Courses:	<u>Credit</u>
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	9
<hr/>	
Total General Education Courses	18
Technical Education Courses	42
Basic Use of Computers	3
<hr/>	
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
ORIE 0100n New Student Orientation or COLS 0300 College Success Skills		CDEC 1319 Child Guidance	3
TECA 1311 Educating Young Children	3	CDEC 1356 Emergent Literacy for Early Childhood	3
TECA 1318 Wellness of the Young Child	3	CDEC 1281 Cooperative Education – Childcare Provider/ Assistant	2
CDEC 1313 Curriculum Resources for Early Childhood Programs	3	CDEC 2307 Math and Science for Early Childhood	3
ELECTIVE Humanities and Fine Arts	3	TECA 1303 Families, School & Community	3
ENGL 1301 Composition I	3	SPCH 1311 Introduction to Speech Communication	3
FTSC 1301 Introduction to Computers	3	ELECTIVE College Level Mathematics	3
COSC 1301 Introduction to Computing	3		
		Total	17
Total	15		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
CDEC 1358 Creative Arts for Early Childhood	3	CDEC 2326 Administration of Programs for Children I	3
CDEC 1359 Children with Special Needs	3	ELECTIVE Technical Elective – BMGT or BUSI	3
CDEC 1321 The Infant and Toddler	3	MATH 1332 Contemporary Mathematics I	3
CDEC 2280 Cooperative Education – Childcare Provider/ Assistant	2	TECA 1354 Child Growth and Development	3
SOCI 1301 Introductory Sociology	3	CDEC 2281 ¹ Cooperative Education – Childcare Provider/ Assistant	2
or PSYC 2301 General Psychology	3	ELECTIVE Speech Communications	3
ELECTIVE Humanities and Fine Arts	3		
Total	14	Total	14
		Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student's learning experiences.
 □ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

CDEC 1311 for TECA 1311	Educating Young Children
CDEC 1318 for TECA 1318	Wellness of the Young Child

CHILD DEVELOPMENT
Uvalde, Eagle Pass, and Del Rio Campuses
 Limited Course Offerings at Off-Campus Sites

Purpose

This program carries a one-year Certificate and an Associate of Applied Science (A.A.S.) degree. This curriculum is designed to develop basic skills, attitudes and competencies necessary for personnel to provide high-quality care and early education in preschool and child care centers. Child Development is a Local Articulation Program.

Admission Requirements

Students are admitted to this program through regular college admission procedures (*see Admission Regulations section*).

The Child Development program carries two award options, the one-year Certificate and the two-year Associate of Applied Science (A.A.S.) degree. ~~College Board policy requires all students to take the Accuplacer examination. Students pursuing The one-year Certificate do not have to pass the Accuplacer;~~ is TSI exempt, however, those not scoring at the READ 0302 level meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree must meet all Texas Success Initiative (TSI) requirements. Adherence to individual course descriptions is required.

**CHILD DEVELOPMENT
 CERTIFICATE**

Program of Study

	Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
	ORIE 0100 \square New Student Orientation		CDEC 1319 Child Guidance.....	3
	or		CDEC 1356 Emergent Literacy for Early Childhood.....	3
	COLS 0300 College Success Skills		CDEC 1281 ¹ Cooperative Education -Childcare Provider/ Assistant	2
	TECA 1311 Educating Young Children.....	3	CDEC 2307 Math and Science for Early Childhood	3
	TECA 1318 Wellness of the Young Child	3	TECA 1303 Families, School & Community.....	3
	CDEC 1313 Curriculum Resources for Early Childhood Programs.....	3	SPCH 1311 Introduction to Speech Communication.....	2
	ELECTIVE Humanities and Fine Arts.....	3	Total	14
	ENGL 1301 Composition I.....	3	Total Credit Hours for Certificate	26
	ITSC 1301 Introduction to Computers.....	3		
	COSC 1301 Introduction to Computing.....	3		
	Total	12		

- Notes: 1 Capstone course that consolidates the student's learning experiences.
 \square All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

CDEC 1303 for TECA 1303
CDEC 1354 for TECA 1354

Families, School, & Community
Child Growth and Development

COMPUTER INFORMATION SYSTEMS

Changes:

**CIS Associate of Applied Science Degree:

- ITSC 1325 Personal Computer Hardware moved to fall (year one)
- ITSE 1302 Computer Programming moved to spring (year one)
- Supporting Network Server Infrastructure changed to a 3 hr. class to get degree to 60 hr. requirement.
- ITNW 1313 Computer Virtualization moved from electives list to spring (year two)

- Removed:
 - ITSY 2441 Security Management Practices
 - ITSC 2339 Personal Computer Help Desk Support

COMPUTER INFORMATION SYSTEMS
Uvalde, Eagle Pass, and Del Rio Campuses
 Limited Course Offerings at Off-Campus Sites

Purpose

The Computer Information Systems (CIS) program provides training for students interested in networking, hardware or software aspects of computer network systems. The curriculum paves the way to attain certifications such as A+ (related to computer maintenance and software administration), CCNA (entry-level network engineers), or Microsoft Active directory 70-64x. Students are encouraged to find ways to actively engage in activities that promote ongoing learning on their own. The IT field is very dynamic, and the only constant is change.

Admission Requirements

Students are admitted to the CIS program through regular college admission procedures (*see Admission Regulations section*). Students will receive an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation (*see Curricula section*).

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

	<u>Credit</u>
General Education Courses	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	9
Total General Education Courses	15
Technical Education Courses	42
Elective	3
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

	<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
ORIE 0100 ^π	New Student Orientation		ITSC 1325	Personal Computer Hardware.....3
or			ITSE 1302	Computer Programming.....3
COLS 0300	College Success Skills		ITNW 2312	Routers.....3
POFT 1329 ¹	Beginning Keyboarding		ITNW 1454	Implementing and Supporting Servers.....4
ITSC 1301 ²	Introduction to Computers		ELECTIVE	Select from General Education Core ³3
			ENGL 1302	Composition II.....3
ITSC 1305	Introduction to PC Operating Systems.....3			Total.....16
ITNW 1325	Fundamentals of Networking Technologies.....3			
ITSE 1302	Computer Programming.....3			
ITSC 1325	Personal Computer Hardware.....3			
MATH 1314	College Algebra.....3			
ENGL 1301	Composition I.....3			
	Total	15		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
ELECTIVE ² Technical Elective.....	3	ELECTIVE ³ Technical Elective.....	3
ITSY 1342 Information Technology Security.....	3	ITSY 2300 Operating System Security.....	3
ITNW 1353 Supporting Network Server Infrastructure.....	3	ITSY 2441 Security Management Practices.....	4
ITSW 1307 Introduction to Database.....	3	ITNW 1313 Computer Virtualization.....	3
ELECTIVE Social and Behavioral Sciences.....	3	ITSC 2280 ⁴ Cooperative Education – Computer and Information Sciences – General.....	2
Total.....	15	ELECTIVE Humanities and Fine Arts.....	3
		Total.....	14
		Total Credit Hours for A.A.S.....	60

- Notes: 1 Required if keyboarding competencies not verified; however, POFT 1329 does not count toward degree requirements.
 2 Required if basic computer competencies not verified; however, ITSC 1301 does not count toward degree requirements.
 3 Select from courses for Computer Information Systems Technical Electives as listed below.
 4 Capstone course that consolidates the student's learning experience.
 5 See "Core Curriculum Requirements" in the "Curricula" section of this catalog.
 * All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Courses for Computer Information Systems Technical Electives

Computer Information Systems technical electives may be chosen from the following courses:

- IMED 1316 Web Design I
- IMED 2309 Internet Commerce
- ACCT 2401 Principles of Accounting I – Financial
- ~~ITSC 2339 Personal Computer Help Desk Support~~
- ITSY 2317 Wireless Security Development
- ~~ITNW 1313 Computer Virtualization~~

COSMETOLOGY

Uvalde Campus

Purpose

The Cosmetology program provides graduates with the necessary skills and knowledge to pass the Texas Department of Licensing and Regulation Examination and to function as competent cosmetologists.

Admission Requirements

Students are admitted to the Cosmetology program through the regular college admission procedures (*see Admsston Regulations section*). The cosmetology program is a one-year Certificate program and meets the requirements of the Texas Department of Licensing and Regulation. It is based on a fall, spring, and ten week summer session. Spring enrollment is also available. Students will receive a one-year Certificate upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

In addition to regular college admission requirements, students must also:

1. Enroll in the student liability insurance, TDLR permit which is included in the college registration fees.
2. Provide evidence of current tuberculosis (T.B.) Test.

CDL. Upon completion of the course, successful graduates will receive a college certificate in lineman training, a Class A Commercial Driver's License, and First Aid/CPR certification.

Admission Requirements:

- Minimum 18 years of Age
- High School Diploma or GED
- Pass the Reading, Writing, and Math assessment tests
- Hold a Valid Texas Driver's License
- Have a Clear Motor Vehicle Record
- Pass a DOT Physical/Drug Test
- Agree to a Criminal History Check
- Pass a Physical Assessment Test
- Provide Proof of Health Insurance or Purchase Student Insurance

Lineman Training (400 Hours):

ELPT 1021 – Introduction to Electrical Safety and Tools

ELPT 1011 – Basic Electrical Theory

ELPT 2023 – Transformers

LNWK 1011 – Climbing Skills

LNWK 2024 – Troubleshooting Distribution Systems

EMSP 1020 - CPR Adult

Truck Driving for Lineman Training (80 Hours):

CVOP 1013 - Professional Truck Driver I

MANAGEMENT

Uyalde, Eagle Pass, and Del Rio Campuses
Limited Course Offerings at Off-Campus Sites

Purpose

A nationwide shortage of qualified management and supervisory personnel is hindering the progress of individual companies and curtailing economic growth at all levels. This program is designed to meet both the needs of people preparing for careers in business management as well as men and women who are already actively engaged in business and industry. It is structured to provide functional management theory that can be applied immediately to the job. The Management program includes studies in basic principles of management, general administration, and related areas. The course of instruction outlined for this program is designed to lead to an Associate of Applied Science (A.A.S.) degree. The program is available to both day and evening students. Management is a Local Articulation program.

SWTJC - Cosmetology Program			
Track 1		Track 2	
New Student		New Student	
Fall		Spring	
<i>Mtz</i>		<i>Compton</i>	
Fall		Spring	
CSME	1401	CSME	1401
CSME	1405	CSME	1405
CSME	1310	CSME	1453
CSME	1443	CSME	2401
CSME	1248		
Spring		Summer	
CSME	2439	CSME	2310
CSME	2310	CSME	2343
CSME	1453	CSME	1310
CSME	2401		
Summer		Fall	
CSME	2337	CSME	2337
CSME	2343	CSME	1443
CSME	2441	CSME	1248
		CSME	2439
		CSME	2441

Courses Hrs. required

CSME 2310 = 144
 CSME 1453 = 160
 " 2401 = 160
 " 2439 = 144
 " 2337 = 144
 " 2343 = 80
 " 2441 = 144
 " 1310 = 144
 " 1248 = 64
 " 1443 = 112
 " 1405 = 160
 " 2401 = 128

Total Hrs. = 1584

Minimum Required
 = 1500 Hrs.

Note: ~~All N.S. students~~ ↓
~~Returning students go to~~
~~Compton~~
 All new students
 go to Blue Mountains

N.S. classes (already taken)

- CSME 1401
- CSME 1405
- CSME 1310 (Pre-req to 2310)
- CSME 2343 (Summer class)

Fall Semester / High School

- CSME 1443
- CSME 1248
- CSME 2337
- CSME 2439

Spring Semester / High School

- CSME 2310 Compton
- CSME 1453 "
- CSME 2401 "
- CSME 2441 "

CRIMINAL JUSTICE
Uvalde Campus
 Limited Course Offerings at Off-Campus Sites

Purpose

The Criminal Justice program provides education and training for students planning careers in federal, state, or local law enforcement. The Criminal Justice Associate of Applied Science (A.A.S.) program offers students the opportunity to focus on one of three two options. The first option, Criminal Justice, is for those students seeking to graduate with an A.A.S. in Criminal Justice. This option will focus on the three core components of the Criminal Justice process (Police, Courts, and Corrections). ~~the~~ The second option, the *Basic Peace Officer*, is for those students seeking to graduate with an A.A.S. in Criminal Justice and from the Middle Rio Grande Law Enforcement Academy to prepare for the ~~TCLEOSE~~ TCOLE Texas Peace Officer exam. ~~The second option, Corrections, is for those students seeking to graduate with an A.A.S. in Criminal Justice with a focus on Correctional Systems. The third option, Forensic Science is for those students seeking to graduate with an~~ A.A.S. in Criminal Justice with a focus on Forensic Science Criminal Justice is a Local Articulation program.

Admission Requirements

Students are admitted to the Criminal Justice program through regular college admission procedures (*see Admission Regulations section*). Students will receive a one-year Certificate and/or an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation (*see Curricula section Curricula section*).

The Criminal Justice program carries two award options, a one-year Certificate and the two-year A.A.S. degree in Criminal Justice and A.A.S. Criminal Justice – Basic Peace Officer Option. College Board policy requires all students to take the TSI Assessment. Students pursuing the one-year Certificate do not have to score at “college ready” levels; however, those not scoring at the READ 0302 level are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

CRIMINAL JUSTICE CERTIFICATE

Program of Study

<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
ORIE 0100 ← New Student Orientation or COLS 0300 College Success Skills POFT 1329 ¹ Beginning Keyboarding		CRIJ 1306 Court Systems and Practices	3
		GILE 1303 Basic Telecommunication Certification	3
		CJSA 1282 Cooperative Education Criminal Justice/ Safety Studies	2
CRIJ 1313 Juvenile Justice System	3	American Government II	3
CRIJ 1301 Introduction to Criminal Justice	3	CRIJ 2314 Criminal Investigation	3
CRIJ 1307 Crime in America	3	CJSA 2331 Child Abuse: Prevention and Investigation	3
CJSA 1351 Use of Force	3		
ITSC 1301 Introduction to Computers	3		
ELECCTIVE Humanities and Fine Arts	3		
		Total	17
		Total Hours for Certificate	35
Total	18		

- Notes: 1 — Recommended bridging course unless keyboarding competencies verified; POFT 1329 does not count toward degree requirements.
 1 — Capstone course that consolidates the student's learning experiences.
 ← All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

CRIMINAL JUSTICE ASSOCIATE OF APPLIED SCIENCE DEGREE

		<u>Credit</u>
General Education Courses:		
Social & Behavioral Sciences	6	
Humanities & Fine Arts	3	
Natural Science & Math	3	
Other	3	
Total General Education Courses.....		15
Technical Education Courses.....		48—54 45
Basic Use of Computers.....		3
Total Credit Hours for A.A.S.....		66-7260

Program of Study

The Criminal Justice program provides three two options for the A.A.S. degree: namely the Criminal Justice and Basic Peace Officer Option, the Corrections Option, and the Forensic Science Option. The first year and the fall semester of the second year are the same for both. The spring semester of the second year is completely different for both as noted below.

Criminal Justice Option

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
ORIE 0100< or COLS 0300	New Student Orientation College Success Skills	CRIJ 1306 CJSA 1330 CJSA 1282	Court Systems and Practices.....3 Cybercrimes3 Cooperative Education – Criminal Justice/ Safety Studies.....2
CRIJ 1313	Juvenile Justice System3	Elective	Speech Communications.....3
CRIJ 1301	Introduction to Criminal Justice3	Elective	Humanities or Fine Arts3
CRIJ 1307	Crime in America.....3		
COSC 1301	Introduction to Computers3		
			Total..... 14
	Total..... 12		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
CRIJ 2313	Correction Systems and Practices.....3	CJLE 1303	Basic Telecommunications Certification.....3
CRIJ 2323	Legal Aspects of Law Enforcement.....3	CRIJ 2314	Criminal Investigation.....3
CJSA 2282	Cooperative Education – Criminal Justice/ Safety Studies.....2	CJCR 1304	Probation and Parole.....3
Elective	College Level Math.....3	CJSA 1351	Use of Force.....3
Elective	Social Behavioral Science.....3	CJLE 1327	Interviewing/Report Writing for Crim.Just.Prof.....3
		CRIJ 2328	Police Systems and Practices3
		CJSA 2283 ¹	Cooperative Education – Criminal Justice/ Safety Studies2
	Total..... 14		Total 20
			Total Credit Hours for A.A.S..... 60

Notes:

- 1 Capstone course that consolidates the student's learning experiences
- < All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Basic Peace Officer Option

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
ORIE 0100< New Student Orientation or COLS 0300 College Success Skills POFT 1329 ¹ Beginning Keyboarding		CRIJ 1306 Court Systems and Practices 3 CJSA 1330 Cybercrimes 3 CJSA 1282 Cooperative Education – Criminal Justice/Safety Studies 2 Elective Speech Communications 3 Elective Humanities or Fine Arts 3 CJLE 1303 Basic Telecommunication Certification 3	
CRIJ 1313 Juvenile Justice System 3 CRIJ 1301 Introduction to Criminal Justice 3 CRIJ 1307 Crime in America 3 CJSA 1351 Use of Force 3 ITSC 1301 Introduction to Computers 3 ELECTIVE Humanities and Fine Arts 3 COSC 1301 Introduction to Computer 3		CJSA1282 Cooperative Education – Criminal Justice/Safety Studies 2 GOVT2306 Texas Government (Texas Constitution and Topics) 3 CRIJ 2314 Criminal Investigation 3 CJSA 2331 Child Abuse: Prevention and Investigation 3	
		Total 1714	
Total.....	18 12		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
CRIJ 2328 Police Systems and Practices 3 CRIJ 2323 Legal Aspects of Law Enforcement 3 CJSA 2282 Cooperative Education – Criminal Justice/Safety Studies 2 SPCH 1321 Business and Professional Communication 3 MATH 1332 Contemporary Mathematics I 3 SOCL 1301 Introductory Sociology or PSYC 2301 General Psychology 3 CRIJ 2313 Correction Systems and Practices 3 CRIJ 2323 Legal Aspects of Law Enforcement 3 CJSA 2282 Cooperative Education – Criminal Justice/ Safety Studies 2		CJLE 1506 ^{2 1} Basic Peace Officer I 5 CJLE 1512 ^{2 1} Basic Peace Officer II 5 CJLE 1518 ^{2 1} Basic Peace Officer III 5 CJLE 1524 ^{2, 1 2} Basic Peace Officer IV 5	
Elective College Level Math 3 Elective Social Behavioral Science 3		Total 20	
		Total Credit Hours for A.A.S. 7260	
Total.....	1714		

- Notes: 1 — Recommended bridging course unless keyboarding competencies verified; however, POFT 1329 does not count toward degree requirements.

- 2¹ Student enrolls in TCLEOSE-TCOLE approved Law Enforcement Academy. Basic Peace Officer sequence option is subject to ~~Texas Commission on Law Enforcement Standards and Education (TCLEOSE)~~ Texas Commission on Law Enforcement (TCOLE) rules, including criminal history check – see TCLEOSE TCOLE enrollment standards below. These courses are eligible for Advanced Placement – see *Criminal Justice Advanced Placement Policy* below.
- 3² Capstone course that consolidates the student's learning experiences.
- < All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Corrections Option

FIRST YEAR

Fall Semester	Credit	Spring Semester	Credit
ORIE 0100 < New Student Orientation or COLS 0300 College Success Skills POFT 1329 ¹ Beginning Keyboarding		CRIJ 1306 Court Systems and Practices.....	3
CRIJ 1313 Juvenile Justice System.....	3	CJLE 1303 Basic Telecommunication Certification.....	3
CRIJ 1301 Introduction to Criminal Justice.....	3	CJSA 1282 Cooperative Education - Criminal Justice/Safety Studies.....	2
CRIJ 1307 Crime in America.....	3	GOVT 2306 Texas Government (Texas Constitution and Topics).....	3
CJSA 1351 Use of Force.....	3	CRIJ 2314 Criminal Investigation.....	3
ITSC 1301 Introduction to Computers.....	3	CJCR 1300 Basic Jail Course.....	3
ELECTIVE Humanities and Fine Arts.....	3	Total.....	17
Total.....	18		

SECOND YEAR

Fall Semester	Credit	Spring Semester	Credit
CRIJ 2328 Police Systems and Practices.....	3	CJCR 1358 Rights of Prisoners.....	3
CRIJ 2323 Legal Aspects of Law Enforcement.....	3	CJCR 1304 Probation and Parole.....	3
CJSA 2282 Cooperative Education - Criminal Justice/Safety Studies.....	2	CRIJ 2313 Correction Systems and Practices.....	3
SPCH 1321 Business and Professional Communication.....	3	CRIJ 1310 Fundamentals of Criminal Law.....	3
MATH 1332 Contemporary Mathematics I.....	3	ELECTIVE ² Technical Elective.....	3
SOCI 1301 Introductory Sociology		Total.....	15
or PSYC 2301 General Psychology.....	3	Total Credit Hours for A.A.S.....	67
Total.....	17		

- Notes: 1 - Recommended bridging course unless keyboarding competencies verified; however, POFT 1329 does not count toward degree requirements.
 2 - Select from Recommended Courses for Criminal Justice Technical Elective as listed below.
 3 - Capstone course that consolidates the student's learning experiences
 < All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Forensic Science Option

FIRST YEAR

Fall Semester	Credit	Spring Semester	Credit
ORIE 0100 < New Student Orientation or COLS 0300 College Success Skills POFT 1329 ¹ Beginning Keyboarding		CRIJ 1306 Court Systems and Practices.....	3
CRIJ 1313 Juvenile Justice System.....	3	CJLE 1303 Basic Telecommunication Certification.....	3
CRIJ 1301 Introduction to Criminal Justice.....	3	CJSA 1282 Cooperative Education - Criminal Justice/Safety Studies.....	2
CRIJ 1307 Crime in America.....	3	GOVT 2306 Texas Government (Texas Constitution and Topics).....	3
CJSA 1351 Use of Force.....	3	CRIJ 2314 Criminal Investigation.....	3
ITSC 1301 Introduction to Computers.....	3	CJSA 2331 Child Abuse: Prevention and Investigation.....	3
ELECTIVE Humanities and Fine Arts.....	3	Total.....	17
Total.....	18		

SECOND YEAR

Fall Semester	Credit	Spring Semester	Credit
CRIJ 2328 — Police Systems and Practices	3	CJSA 2323 ² — Criminalistics II	3
CRIJ 2323 — Legal Aspects of Law Enforcement	3	FORS 2450 — Introduction to Forensic Psychology	4
CJSA 2282 — Cooperative Education — Criminal Justice/Safety Studies	2	MATH 1332 — Contemporary Mathematics I	3
FORS 2440 — Introduction to Forensic Science	4	SPCH 1321 — Business and Professional Communication	3
CJSA 1308 — Criminalistics I	3	Total	13
PSYC 2301 — General Psychology	3	Total Credit Hours for A.A.S.	66
Total	18		

- Notes: 1 — Recommended bridging course unless keyboarding competencies verified; however, POFT 1329 does not count toward degree requirements.
- 2 — Capstone course that consolidates the student's learning experiences
- ← All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Recommended Courses for Criminal Justice Technical Elective

Recommended criminal justice technical elective may be chosen from the following courses:

- CJCR 2325 — Legal Aspects of Corrections
- CRIJ 2301 — Community Resources in Corrections

Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

- CJSA 1322 for CRIJ 1301 Introduction to Criminal Justice
- CJSA 1312 for CRIJ 1307 Crime in America
- CJSA 1351 Use of Force

TCLEOSE TCOLE Enrollment Standards

Students enrolling in the Law Enforcement Academy must comply with TCOLE rules including specifically Rule 215.40 217.1 Minimum Standards for Enrollment and Initial Licensure, below. Failure to comply may result in removal from the course.

215.40. — Enrollment Standards and Training Credit

- (a) In order for a person to enroll in any law enforcement training program which provides instruction in defensive tactics, arrest procedures, firearms, or use of a motor vehicle for law enforcement purposes, the academy must have on file
- (1) written documentation that the person is currently licensed by the commission; or
 - (2) if the person is not licensed by the commission, documentation that the person:
 - (A) has been fingerprinted and subjected to a search of local, state and national records and fingerprint files to disclose any criminal record;
 - (B) has never been convicted at any time of a felony offense, is not currently on probation or court-ordered community supervision subsequent to being charged with a felony, and has never been convicted of barratry;
 - (C) is not prohibited by state or federal law from operating a motor vehicle; and
 - (D) is not prohibited by state or federal law from possessing firearms or ammunition.
- (b) For the purposes of this section, the commission will construe any court-ordered community supervision, probation or conviction for a criminal offense to be its closest equivalent under the Texas Penal Code classification of offenses if the offense arose from
- (1) another penal provision of Texas law; or

(2) — a penal provision of any other state, federal, military or foreign jurisdiction.

- ~~(c) A classification of an offense as a felony at the time of the conviction will never be changed because Texas law has changed or because the offense would not be a felony under current Texas law.~~
- ~~(d) The commission will award training credit for any course conducted by a licensed academy as provided by commission rules unless:

 - ~~(1) the course is not taught as required by commission rules and the advisory board; or~~
 - ~~(2) the training is not related to a commission license; or~~
 - ~~(3) the advisory board, the academy, the academy coordinator, the course coordinator, or the instructor substantially failed to discharge any responsibility required by a commission rule.~~~~
- ~~(e) The enrollment standards established in this section do not preclude the academy license holder from establishing additional requirements or standards for enrollment in law enforcement training programs.~~
- ~~(f) The effective date of this section is September 1, 1997.~~

Criminal Justice Advanced Placement Policy

In order to receive advanced placement credit for academy completion and/or work experience, the applicant must:

1. Provide appropriate documentation to the ~~Technical Education Director~~ College of Applied Sciences Dean.
2. Apply for admission and complete at least six additional hours of credit at Southwest Texas Junior College.

Students licensed as a Texas Peace Officer will receive advanced placement credit (grade of "P") for the following courses:

CJLE 1506	Basic Peace Officer I5 hrs
CJLE 1512	Basic Peace Officer II5 hrs
CJLE 1518	Basic Peace Officer III5 hrs
CJLE 1524	Basic Peace Officer IV5 hrs
Total	20 hrs

~~Students who are certified by TCLEOSE as a "Basic Jail Guard" will receive advanced placement credit (grade of "P") for the following course:~~

CJCR-1300	Basic Jail Course3 hrs
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Students who are certified by TCLEOSE as a "Telecommunications Operator" will receive advanced placement credit (grade of "P") for the following course:

CJLE 1303	Basic Telecommunication Certification3 hrs
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DIESEL TECHNOLOGY

Eagle Pass Campus

Purpose

The purpose of the Diesel Technology program is to provide students with training in maintaining, troubleshooting, and repairing heavy-duty diesel powered equipment. Coursework emphasizes diesel engines, hydraulics, electrical, air conditioning, and diesel fuel injection systems. The goal of the program is for graduates to be employable as entry-level technicians in a service shop or dealership. Typical diesel industry employers include truck and automobile dealerships, trucking, bus, and construction companies; and firms that rent or lease trucks.

Admission Requirements

Students are admitted to the Diesel Technology program through regular college admission procedures (see *Admission Regulations section*). Students who complete the required program courses must make a formal application for graduation (see *Curricula section*).

The Diesel Technology program carries three award options, a one-year Certificate, two-year Certificate, and an Associate of Applied Science (A.A.S.) degree. ~~College Board policy requires all students to take the Accuplacer examination.~~ Students pursuing the one-year Certificate ~~do not have to pass the Accuplacer;~~ is TSI exempt, however, those not scoring at the ~~READ 0302~~ level meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year Certificate and/or the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

DIESEL TECHNOLOGY ONE-YEAR CERTIFICATE

Program of Study

<u>Fall Semester</u>	<u>Credit</u>		
ORIE 0100 π New Student Orientation or			
COLS 0300 College Success Skills			
DEMR 1229 Preventative Maintenance	2	DEMR 1349 ¹ Diesel Engine II	3
DEMR 1406 Diesel Engine I	4	DEMR 1417 Basic Brake Systems	4
DEMR 1405 Basic Electrical Systems	4	DEMR 1421 Power Train I	4
DEMR 1301 Shop Safety and Procedures	3	Total	11
Total	11	Total Credit Hours for Certificate	22

- Notes: 1 Capstone course that consolidates the student's learning experiences.
 π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

**DIESEL TECHNOLOGY
TWO-YEAR CERTIFICATE**

Program of Study

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
ORIE 0100 π New Student Orientation		DEMR 1349 ¹ Diesel Engine II	3
or COLS 0300 College Success Skills		DEMR 1417 Basic Brake Systems	4
		DEMR 1421 Power Train I	4
DEMR 1229 Preventative Maintenance	2	Total	11
DEMR 1406 Diesel Engine I	4		
DEMR 1405 Basic Electrical Systems	4		
DEMR 1301 Shop Safety and Procedures	3		
Total	11		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
DEMR 1423 Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	4	DEMR 2348 Failure Analysis	3
DEMR 1310 Diesel Engine Testing and Repair I	3	DEMR 2432 Electronic Controls	4
DEMR 1447 Power Train II	4	DEMR 2281 ¹ Coop Education – Diesel Mechanics Technology/Technician	2
Total	11	DEMR 1330 Steering and Supervision I	3
		Total	12
		Total Credit Hours for Certificate	45

- Notes: 1 Capstone course that consolidates the student's learning experiences.
 π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

**DIESEL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE**

General Education Courses:	<u>Credit</u>
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	45
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

Fall Semester		<u>Credit</u>	Spring Semester		<u>Credit</u>
ORIE 0100 π or COLS 0300	New Student Orientation College Success Skills		DEMR 1349	Diesel Engine II	3
DEMR 1229	Preventative Maintenance	2	DEMR 1417	Basic Brake Systems	4
DEMR 1406	Diesel Engine I	4	DEMR 1421	Power Train I	4
DEMR 1405	Basic Electrical Systems	4	COSC 1301	Microcomputer Applications	3
DEMR 1301	Shop Safety and Procedures	3		Total	14
ELECTIVE	Humanities & Fine Arts	3			
	Total	14			

Summer Session		<u>Credit</u>
ELECTIVE	Speech Communications	3
ELECTIVE	Social and Behavioral Sciences	3
	Total	6

SECOND YEAR

Fall Semester		<u>Credit</u>	Spring Semester		<u>Credit</u>
DEMR 1423	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	4	DEMR 1330	Steering and Suspension I	3
DEMR 1447	Power Train II	4	DEMR 2348	Failure Analysis	3
DEMR 1310	Diesel Engine Testing and Repair I	3	DEMR 2432	Electronic Controls	4
ELECTIVE	College Level Mathematics	3	DEMR 2281 ¹	Cooperative Education - Diesel Mechanics Technology/Technician	2
	Total	14		Total	12
				Total Credit Hours for A.A.S.	60

- Notes: 1 Capstone course that consolidates the student's learning experiences.
 π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed (*see Course Descriptions*). Each student can also expect to purchase the following required textbooks and tools.

1 Tool Set* (*approximate cost*) \$600

* A tool list will be provided by instructor.

Textbooks (*approximate cost*) \$225

MANAGEMENT

Changes:

****MGMT Associate of Applied Science Degree:**

- Removed Social and Behavioral Science elective from fall year one.
- Co-ops in year two changed to four hour classes to bring the degree to required 60 hr

Admission Requirements

Students are admitted to the Management program through the regular college admission procedures (see *Admission Regulations section*). Students will receive an A.A.S. degree upon satisfactory completion of the courses below and upon making formal application for graduation (see *Curricula section*).

MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Courses:		<u>Credit</u>
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Natural Science & Math	3	
Other	6	
Total General Education Courses.....		15
Technical Education Courses		42
Basic Use of Computers		3
Total Credit Hours for A.A.S.		60

Program of Study

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
ORIE 0100 ^π New Student Orientation		BMGT 1383 Cooperative Education – Business	
or		Administration and Management, General	3
COLS 0300 College Success Skills		BMGT 1301 Supervision	3
ACNT 1403 ¹ Introduction to Accounting I		HRPO 2301 Human Resources Management	3
ITSC 1301 Introduction to Computers		MATH 1332 Contemporary Mathematics I	3
		ENGL 1301 Composition I	3
BCIS 1305 Business Computer Applications		Total	15
or			
COSC 1301 Microcomputer Applications.....	3		
BMGT 1382 Cooperative Education – Business			
Administration and Management, General	3		
BMGT 1327 Principles of Management.....	3		
BUSI 1301 Business Principles.....	3		
ACCT 2401 Principles of Accounting I – Financial	4		
Total	16		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
BMGT 2482 Cooperative Education – Business		BMGT 2483 Cooperative Education – Business	
Administration and Management, General	4	Administration and Management, General	4
ELECTIVE ² Technical Elective.....	3	BMGT 2303 ³ Problem Solving and Decision Making	3
BMGT 2311 Change Management.....	3	ELECTIVE Humanities and Fine Arts	3
ECON 2301 Principles of Macroeconomics	3	SPCH 1321 Business and Professional	
ELECTIVE Social and Behavioral Sciences	3	Communication	3
		ELECTIVE ² Technical Elective.....	3
Total	13	Total.....	16
		Total Credit Hours for A.A.S.	60

- Notes: 1 Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
 2 Select from Recommended Courses for Management Technical Electives as listed below.
 3 Capstone course that consolidates the student's learning experiences.
 π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Recommended Courses for Management Technical Electives

Recommended management technical electives may be chosen from the following:

ACCT 2402	Principles of Accounting II – Managerial
BMGT 1307	High Perform Work Teams Team Building
BUSG 2309	Small Business Management/ Entrepreneurship
ECON 2302	Principles of Microeconomics
MRKG 1311	Principles of Marketing

**INTERNATIONAL MANAGEMENT
ENHANCED SKILLS CERTIFICATE**

Students who have completed the degree plan for Associate of Applied Science – Management including specialties are eligible to pursue the Enhanced Skills Certificate consisting of a fifth semester of college work.

Program of Study

THIRD YEAR

IBUS 1305	International	1
IBUS 2345	Int'l	1
IBUS 1351	Int'l	1
BMGT 2309	Int'l	1
Total Credit Hours for Enhanced Skills Certificate		12
Total Credit Hours for A.A.S.		60
GRAND TOTAL		72

**MANAGEMENT, PUBLIC ADMINISTRATION SPECIALTY
ASSOCIATE OF APPLIED SCIENCE DEGREE**

Students majoring in Management may choose the public administration program specialty that includes a selection of courses covering technical skills within public and private agencies and institutions. The degree earned will be "Associate of Applied Science – Management, Public Administration Specialty".

General Education Courses:		<u>Credit</u>
Social & Behavioral Sciences	6	
Humanities & Fine Arts	3	
Natural Science & Math	3	
Other	6	
Total General Education Courses		18
Technical Education Courses		36
Basic Use of Computers		3
Total Credit Hours for A.A.S.		60

Program of Study

FIRST YEAR

Fall Semester		Credit	Spring Semester		Credit
ORIE 0100 π or COLS 0300 ACNT 1403 ¹	New Student Orientation College Success Skills Introduction to Accounting I		PBAD 1341 BMGT 1383	Governmental Agencies..... Cooperative Education – Business Administration and Management, General.....	3 3 3
PBAD 1321 BMGT 1327 BUSI 1301 BCIS 1305 or COSC 1301 ACCT 2401	Public Administration Principles of Management..... Business Principles..... Business Computer Applications Microcomputer Applications..... Principles of Accounting I – Financial.....	3 3 3 3 3 4	BMGT 1301 HRPO 2301 ENGL 1301	Supervision..... Human Resources Management..... Composition I.....	3 3 3
	Total	16	Total		15

SECOND YEAR

Fall Semester		Credit	Spring Semester		Credit
ELECTIVE ² BMGT 2482	Technical Elective..... Cooperative Education – Business Administration and Management, General.....	3 4	BMGT 2303 ³ BMGT 2483	Problem Solving and Decision Making..... Cooperative Education – Business Administration and Management, General.....	3 4 4
GOVT 2305	Federal Government (Federal Constitution and Topics).....	3	GOVT 2306	Texas Government (Texas Constitution and Topics).....	3
ECON 2301 MATH 1332	Principles of Macroeconomics Contemporary Mathematics I.....	3 3	ELECTIVE SPCH 1321	Humanities and Fine Arts Business and Professional Communication.....	3 3 3
	Total.....	16	Total		13
			Total Credit Hours for A.A.S.....		60

- Notes: 1 Required for students who have not taken high school accounting. ACNT 1403 does not count toward degree requirements.
 2 Select from Recommended Courses for Public Administration Specialty Technical Elective as listed below.
 3 Capstone course that consolidates the student's learning experiences.
 π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Recommended Courses for Management, Public Administration Specialty Technical Elective

ACCT 2402	Principles of Accounting II – Managerial
PBAD 2335	Ethics in the Public Sector
PBAD 2305	Public Sector Management

Cooperative Course Work Location

At least two of the three cooperative courses including BMGT 2483 must involve work in an approved public or private agency or institution.

Allied Health Programs

(EFFECTIVE: SUMMER 2015)

LVN	RADIOLOGIC TECHNOLOGY
Admission Requirements	Admission Requirements
Cumulative GPA for specific pre-requisites.	Cumulative GPA for specific pre-requisites.
2.5	2.0
Pre-Reqs.	Pre-Reqs.
Note: Letter grade "B" or better is recommended.	Note: Must be completed with a C or better
Biol 2401 (Biol 1308 or 1306 recommended)	Biol 2401 (Biol 1308 or 1306 recommended)
Biol 2402 (Pre-req. Biol 2401)	Biol 2402 (Pre-req. Biol 2401)
Psyc 2314	Orie/Cols
Psyc 2301	
Orie/Cols	Below are the courses that can be taken during the program, but recommended to take prior program.
	Fine Arts or Humanities course
	Engl 1301
	Psyc 2314
Testing	Testing
<i>Must meet SWTJC TSI assessment requirements for admission.</i>	<i>Must meet SWTJC TSI assessment requirements for admission.</i>
Must take the TEAS V & meet the LVN requirements. For more information on TEAS exam, please call 830.591.7320	NOTE: If Biol 2401 & 2402 courses are over 5 yrs. old, at the time of applying, the course <u>MUST</u> be repeated.
Application Deadlines:	Application Deadlines:
April 1 st	June 15 th
Program Begins:	Program Begins:
August	August
Every year	Every 2 years
Type of Program:	Type of Program:
1 year certificate	AAS degree
	New Group Aug. 2015
NOTE: If Biol 2401 & 2402 courses are over 5 yrs. old, at the time of applying, the course <u>MUST</u> be repeated.	
	New Group Aug. 2017
	New Group Aug. 2019

Associate Degree of Nursing Program (ADN)

Admission Requirements (Effective: Summer 2015)	Required for BSN
Cumulative GPA for specific pre-requisites. 2.5 on a 4.0 scale	Engl 1302
	ARTS visual/performing arts
Pre-Reqs.	GOVT 2305
Note: Letter grade "B" or better is recommended	GOVT 2306
	*HECO 1322
Biol 2401 (Biol 1308 or 1306 recommended)	HIST 1301
Biol 2402 (Pre-req. Biol 2401)	HIST 1302
Biol 2420	MATH 1314
Psyc 2314	CHEM (1 course with or without lab)
Phil 2306	SPCH 1321
Engl 1301	PSYC 2301
Orie/Cols	*RNSG 1311
Below are courses highly recommended to be completed prior the beginning of the ADN program and are required for the BSN program.	
*HECO 1322	
*RNSG 1311	
Testing	
<i>Must meet SWTJC TSI requirements for admission.</i>	
Must successfully complete the TEAS 5 exam by the Assessment Technologies Institute (ATI) with a recommended Total Score of 70. Scores that comprise the benchmark for the following TEAS 5 categories are compiled by ATI and reflect the national mean. Study Guide available to purchase online. For more information on TEAS 5 exam, call 830.591.7386.	<ul style="list-style-type: none"> a. Reading=70 b. Math=60 c. Science=54 d. English (Grammar)=64
Application Deadlines:	
March 1 st	
Program Begins:	
August	
Every year	
Type of Program:	
Associate Degree Nursing Program (ADN)	
<i>Note: If any science courses are over 5 years, at the time of applying, it is required that applicant take RNSG 1311 (Nursing Pathophysiology)</i>	

Admission Requirements

The Application Process. Due to the complexity of the admission process, there are essentially two steps that must be completed. The first step is the **application process** and the second step is the **admission process**. To **apply** to the Associate Degree Nursing Program the applicant must meet the following requirements:

1. Fulfill admission requirements for and be admitted to Southwest Texas Junior College. This includes assessment and placement in basic courses as guided by the TSI.
2. The applicant must have a cumulative GPA of 2.5 for specific pre-requisites that include BIOL 2401 Anatomy & Physiology I, BIOL 2402 Anatomy & Physiology II, and BIOL 2420 Microbiology. Completion of three program prerequisite courses with a minimum cumulative grade point average of 2.50 (4.0 scale) or higher on those specific courses must be met to apply to the Associate Degree Nursing Program. Acquired grades below a C on prerequisites will not be accepted. If the applicant has taken any of the supportive courses required for the Associate of Applied Science (AAS) degree, grades from each course will be included in the cumulative GPA.
3. Required courses for the AAS degree include:
BIOL 1308 Introduction to Biology (Until Fall 2015)
BIOL 2401 Anatomy & Physiology I
BIOL 2402 Anatomy & Physiology II
BIOL 2420 Microbiology
ENGL 1301 English Composition
PSYC 2314 Human Growth & Development
PHIL 2306 Ethics
4. If any of the science courses are over 5 years old, at the time of applying, it is required that the applicant take NURS 1311 Nursing Pathophysiology.
5. Successful completion of the TEAS 5 examination by the Assessment Technologies Institute (ATI) with a recommended Adjusted Individual Total Score of 70. Scores that comprise the benchmark for the following TEAS 5 categories are compiled by ATI and reflect the national mean.
 - a. Reading-70
 - b. Math-69
 - c. Science-54
 - d. English (Grammar)-64
6. To successfully complete the **application** process, results from the TEAS 5 examination must be available by the Friday prior to Spring Break. This examination will be scheduled and administered through the Administrative Assistant of the Associate Degree Nursing Program. Payment instructions and scheduling for this examination is included in the packet.
7. Official copies of all transcripts must be on file at the Southwest Texas College Admissions and Records Office with an unofficial copy forwarded to the nursing program office.

Purpose

This program is designed to provide: dynamic, interactive classroom information; simulation experiences to enhance clinical capabilities; simulation scenarios to test clinical expertise; and supervised clinical experiences to complete Associate Degree Nursing requirements necessary to become a Registered Nurse (RN). This program is designed to prepare graduates to practice in a complex and ever-changing health care environment. Preparation for practice will be concept-based theoretical knowledge followed by structured, supervised clinical practice. This educational process will develop the student as an active participant and through the use of innovative teaching approaches, foster a safe, collaborative, and interactive educational environment.

The Differentiated Essential Competencies (DECs) of Graduates of Texas Nursing Programs included in the Texas Nurse Practice Act and professional standards of care in nursing will provide the guidelines for the development of clinical reasoning, clinical judgment, ethical reasoning, and therapeutic communication skills. Designated curriculum, integrated with global issues and pathophysiological concepts, will ensure that graduates will be able to actively participate in society as educated, culturally astute and socially responsible individuals. Functioning within a multidisciplinary health care team requires diversity and compassion in traditional and/or non-traditional health care environments serving clients across the life span.

The program leads to an Associate of Applied Science in Nursing Degree and can be completed in two calendar years. Upon successful completion of the program, the graduate is eligible to apply to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Program Objectives/Outcomes

Upon completion of this registered nursing program, the graduate will function within the roles and responsibilities of the Associate Degree nurse and be able to:

1. Implement the standards of care as designated by the Board of Nursing for the State of Texas in a variety of health care settings.
2. Utilize critical reasoning, evidence-based practice and cultural diversity knowledge and skill when assessing, planning, implementing and evaluating patient care across the life span.
3. Engage in continuous improvement of cognitive, psychomotor and psychotherapeutic abilities necessary to comprehensively assess and provide safe and effective nursing care.
4. Demonstrate caring behaviors and utilize teaching strategies that promote wellness, a healthy life style and recovery from illness.
5. Communicate and work effectively with patients, family members and the multidisciplinary health care team.
6. Demonstrate ethical and legal principles as a member of the multi-disciplinary health care team.
7. Maintain competence upon becoming a Registered Nurse through self-evaluation, peer review and continued education.
8. Continue to develop as an accountable and responsible member of the nursing profession.

Accreditation

Southwest Texas Jr. College (SWTJC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The SWTJC Associate Degree Nursing Program is an approved school of nursing under the Texas Board of Nursing and the Texas Higher Education Coordinating Board. Approval from the Accreditation Commission for Education in Nursing (ACEN) will be sought when eligibility requirements utilizing the concept-based curriculum are met.

Program of Study

**ASSOCIATE DEGREE NURSING
ASSOCIATE OF APPLIED SCIENCE DEGREE**

General Education Courses:	<u>Credit</u>
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	12
Other	3
Total General Education Courses	21
Technical Education Courses	39
 Total Credit Hours for A.A.S.....	 60

Prior Semesters	<u>Credit</u>
ORIE 0100 π Orientation	
BIOL 2401 ¹ Anatomy & Physiology I	4
BIOL 2402 ¹ Anatomy & Physiology II.....	4
BIOL 2420 ¹ Microbiology	4
 Total	 12

Fall Semester	<u>Credit</u>
PSYC 2314 Lifespan Growth & Development.....	3
RNSG 1128 Introduction to Health Care Concepts.....	1
RNSG 1430 Health Care Concepts I.....	4
RNSG 1125 Professional Nursing Concepts I.....	1
RNSG 1126 Professional Nursing Concepts II	1
RNSG 1161 Clinical – Registered Nursing	1
 Total	 11

First Year

Spring Semester	<u>Credit</u>
RNSG 1301 Pharmacology.....	3
RNSG 1216 Professional Nursing Competencies	2
RNSG 1533 Health Care Concepts II.....	5
RNSG 1362 Clinical – Registered Nursing.....	3
 Total.....	 13

Second Year

Fall Semester	<u>Credit</u>
ENGL 1301 Composition I.....	3
RNSG 1137 Professional Nursing Concepts III	1
RNSG 1538 Health Care Concepts III	5
RNSG 2361 Clinical – Registered Nursing	3
 Total	 12

Spring Semester	<u>Credit</u>
PHIL 2306 Introduction to Ethics.....	3
RNSG 2539 Health Care Concepts IV	5
RNSG 2138 ² Professional Nursing Concepts IV.....	1
RNSG 2362 Clinical – Registered Nursing.....	3
 Total.....	 12

Total Credit Hours for AAS.....60

- Notes: 1 This course must be completed with a minimum grade of "C" prior to applying for admission to the ADN program.
 2 Capstone course that consolidates the student's learning experiences.
 3 Students who have completed all ADN general education course requirements and need to have full-time enrollment status may enroll in BSN general education core courses. See an advisor for core requirements.
 π All students are required to complete ORIE 0100; however, ORIE 0100 does not count toward degree requirements.

The Admission Process

After the **application** process is completed, the applicant will be processed for **admission** to the Associate Degree Nursing Program according to the following guidelines:

1. Complete or be enrolled in prerequisite courses identified in the degree plan and have information on file in the ADN (AASN) office prior to August 1st, if the applicant plans to attend nursing classes during the fall semester.
2. Complete and return the "Application for Admission" form no later than April 1st.
3. Submit three (3) letters of reference by April 15th. Forms are attached to the application forms that must be forwarded to references selected by the applicant. (Prefer one reference from a supervisor if the student has been employed after graduation from high school).
4. Letters of reference will only be accepted when received by United States Postal Service or hand delivered by the referencing individual.
5. Complete an interview with the assigned faculty advisor prior to May 1^s.
6. The Point System will be reviewed and completed during the personal interview.
7. The Texas Board of Nursing (TBON) requires English proficiency of all individuals admitted to the nursing program. Southwest Texas Junior College Associate Degree Nursing Program uses the Weaver Instructional System (Weaver) assessment to determine the reading level of each applicant. However, the level of reading will not affect entry into the program unless the applicant fails to complete required Weaver activities by the designated date. If Weaver assessment determines applicant is not reading at the 14th grade level, applicant will be required to complete reading comprehension and vocabulary lessons to reach the required 14th grade level by August 1st. All applicants will also be required to complete the medical terminology activities prior to August 1st. Applicants will not be allowed to register in the nursing program until the Weaver activities are completed. If there are additional concerns identified by the faculty regarding the applicant's reading ability, the applicant may be required to take the TOEFL as designated by the TBON in the guidelines for education. Information about the TOEFL may be obtained from the web site: www.est.org/toefl or by calling 1-800-468-6335
8. A criminal background investigation is required for **all** SWTJC Nursing Students prior to final admission into the nursing program. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO), which accredits healthcare facilities in the United States, enforced background screening on September, 2004 and has set requirements mandating that students in healthcare fields must now complete the same background check as hospital employees. Consistent with this requirement, the Texas Board of Nursing (TBON) must approve the applicant before they are allowed to enter the nursing program. Upon application to the Nursing Program, your personal data will be submitted to the TBON so a criminal background check can be performed. A copy of all correspondence received from the TBON must be submitted to the ADN office to be filed in your student record. If the student has not received clearance from the TBON, communication with the TBON will be required from the student to determine the potential status of the student prior to the first day of class. Each student is responsible for payment of the background check which is approximately \$30.00. Payment should be made directly to the Texas Board of Nursing upon notification from the Board.
9. Licensure Eligibility
The Texas Board of Nursing (TBON) has identified certain circumstances that may render a potential candidate ineligible for licensure as a Registered Nurse. The TBON provides individuals with the opportunity to petition for a Declaratory Order as to their eligibility in accordance with Article 301.257 of the Nursing Practice Act. The TBON website, www.bon.state.tx.us, contains eligibility questions and the declaratory order. In addition, each applicant must review the following documents in the TBON Rules and Regulations:

213.27 Good Professional Conduct

213.28 Licensure of Persons with Criminal Offenses

213.29 Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters

213.30 Declaratory Order of Eligibility for Licensure

To review this information on-line, go to www.bon.state.tx.us. From the homepage, scroll down to "Nursing Law and Rules" located on left side of page. Then click on "Rules and Regulations". From that page, click "BON Rules and Regulations". This will lead you to a page entitled "Texas Administrative Code". Scroll down this page and click on Chapter 213. The signed Licensure Eligibility form that verifies you meet eligible requirements designated by the BON must be in your student file in the Associate Degree Nursing Office.

If you are required to answer "yes" to any of the following questions, please submit a request for a Declaratory Order Petition to the Board of Nursing for the State of Texas **(Depending on your individual circumstance, processing your petition may take 6 to 24 months, or longer, after you provide all required documentation):**

- a. Have you ever been cited or charged with any violation of the law?
- b. Do you have any criminal charges pending, including unresolved arrests?
- c. Have you been convicted; placed on community supervision, whether or not adjudged guilty; sentenced to serve jail or prison time or granted pre-trial diversion; or plead guilty, no contest or nolo contendere to any crime in any state, territory or country; or received a court order, whether or not a sentence was imposed, including any pending criminal charges or unresolved arrest whether or not on appeal (excluding minor Class C traffic violation)? This includes expunged offenses and deferred adjudications with or without a finding of guilt. **Please note that DUI's (driving under the influence), DWI's (driving while intoxicated), and PI's (public intoxication) must be reported and are not considered minor traffic violations. One time minor in possession (MIP) or minor in consumption (MIC) does not need to be disclosed; therefore, you may answer "No." If you have two or more MIPs or MICs, you must answer "Yes."**
- d. Have you been the subject of a court-martial; Article 15 violation, or received any form of military judgment/punishment/action?
- e. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- f. In the past five (5) years, have you been addicted to or treated for the use of alcohol or any other drug.
- g. In the past five (5) years, have you been diagnosed with or treated or hospitalized for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

You must begin the Declaratory Order (DO)Petition immediately if you answered any of the above with "yes". This process is part of the criminal background check. If you are required to submit a DO and do not do so at the time of application, the Texas Board of Nursing will notify you requesting you submit a Declaratory Order.

10. Current CPR certification from the American Heart Association class "C" for Health Care Providers. A current CPR card must be obtained before the applicant will be allowed in the clinical area.
11. Evidence of mental and physical health as documented in a physician examination completed within 30 days of acceptance to the program.

12. Evidence of all immunizations or acceptable titer levels, in writing, as required by the Texas Department of Health (Measles, Mumps, Rubella, (MMR); Diphtheria, Tetanus, Pertussis (DTap); Varicella; Meningitis; and Hepatitis "B" series).
13. Written evidence of negative Tuberculin screen or negative chest x-ray. Documentation must be current, within 12 months.
14. Negative drug urine screen documented within 30 days of notification of acceptance.
15. Purchase of the approved school uniform, logo, lab coat and laboratory supplies as required.
16. Health insurance coverage prior to the beginning of clinical experiences. Such insurance must be maintained for the duration of enrollment in the nursing program. A break in enrollment of health insurance will result in the student's inability to attend required clinical experience. Evidence of health insurance must be in your file 3 weeks prior to scheduled clinical activities. Health insurance may be obtained through companies that have provided information to the College Student Services or the National Student Nurses Association.
17. Basic computer skills must be evident by a course grade or ability to demonstrate computer competence.
18. It is **required** that the student have a computer and continuous access to the Internet.
19. Students are required to carry liability insurance throughout the program. The fee for this insurance is included in the admission fees.

Documentation for the above requirements must be submitted by August 1st. Applicants will be registered for classes when all data have been received in the Associate Degree Nursing Office.

TUITION AND FEES

Students enrolling in the Associate Degree Nursing Program pay the regular college tuition, fees and an additional \$300 Allied Health surcharge each fall and spring semester. If you have questions regarding general tuition, please refer to a current SWTJC Catalog. Listed below are some additional fees and expenses that are required throughout the program. Some of these amounts are actual costs and some are approximate to assist the student in financial planning:

Pre-Admission:

1. Entrance ATI examination	\$45.00
2. TOEFL Exam	\$200.00
3. WEAVER License	\$30.00
4. Criminal Background Check	\$50.00
5. Required Physical Examination	\$100.00
6. Immunizations (Hepatitis B Series)	\$80.00
7. Meningitis Vaccine.....	\$25.00
8. Tuberculin Screen.....	\$25.00
9. Drug Screen	\$45.00
10. Uniforms and other apparel (uniforms ordered through ADN Program	\$210.00
11. School patch (available at bookstore)	\$5.00
12. Nursing equipment (stethoscope, bandage scissors, hemostats, penlight Calculator, and watch with second hand.).....	\$150.00
Total	\$965.00

Fall Semester I:

1. ATI National Assessment and Remediation	\$321.00
2. Computer Documentation for Clinical Experiences	\$ 50.00
3. Textbooks	\$600.00
4. Allied Health Surcharge	\$300.00
5. Health Insurance.....	Various
6. Liability insurance.....	\$24.00
Total	\$1,295.00

Spring Semester I:

1. ATI National Assessment and Remediation	\$321.00
2. Textbooks	\$600.00
3. Allied Health Surcharge	\$300.00
4. Health Insurance.....	Various
Total	\$875.00

Fall Semester II:

1. ATI National Assessment and Remediation	\$321.00
2. Textbooks	\$600.00
3. Allied Health Surcharge	\$300.00
4. Health Insurance.....	Various
Total	\$975.00

Spring Semester II:

1. ATI National Assessment and Remediation	\$321.00
2. Allied Health Surcharge	\$300.00
3. Health Insurance.....	Various
4. Licensure application.....	\$125.00
4. NCLEX Fee	\$200.00
5. Passport Photo for License	\$25.00
6. Graduation Cap, Gown, Tassel, & Diploma.....	\$50.00
7. Class Pin	\$100.00
Total	\$1,125.00

Approximate total (without tuition)..... **\$5,235.00**

Progression Policy

Students' progress through the curriculum according to the outlined Program of Studies. For progression in the ADN program, the student must meet all of the following criteria:

1. Abide by the Rules, Regulations, and Procedures outlined in the Southwest Texas Junior College Catalog and the Associate of Applied Science Degree Nursing Student Handbook.
2. Complete all nursing courses in sequence as outlined in the degree plan with a grade of **C=75%** or better and meet all clinical objectives as specified in the course syllabus. For each didactic nursing course, the student must achieve an average grade of **80%** or above on examinations, including the mid-term and final examination. After it is determined that the student has achieved 80% on the examinations, other class assignments will be calculated to determine the final grade. The student must maintain a cumulative GPA of 2.5 or greater to progress to the next semester.
3. Complete all college support courses designated for the nursing program with a grade of C or better.
4. Once enrolled in the nursing program, a student who receives a D, F, or W in a nursing course or drops a nursing course, must, if eligible, re-enroll in that course before enrolling in a subsequent nursing course.
5. A student will be readmitted only one time to the program. Following a second D, F, or break in enrollment during the program, a student is not eligible for readmission.
6. Consideration for readmission will be on an individual basis and as space permits. A student not enrolled in a nursing course for one or more semesters will be required to demonstrate competency in previously completed nursing courses prior to readmission by means of an examination.
7. Have declared a Registered Nursing major with the office of admissions by completing the Declaration of Major Field of Student Form.
8. An incomplete grade will need to be completed within one semester. Progression in the nursing program will be detained due to the scheduling of classes.
9. After admission to the program, the student has three years to complete the graduation requirements.
10. Throughout the program, students will be encouraged to work no more than 24 clock hours per week. If academic status is compromised, it will be recommended that the student decrease their working hours. Any activity associated with gainful employment must not interfere with classroom or clinical requirements.

Withdrawal

SWTJC Associate Degree Nursing Program reserves the right to request withdrawal of any student whose health, attendance, conduct, personal qualities, or scholastic records indicate that it would be inadvisable for the student to continue.

A student considering withdrawal from a Nursing Course(s) should refer to the Associate of Applied Science Degree in Nursing Student Handbook and make an appointment with their course Faculty of Record, Faculty Advisor, and the Program Director. All reasonable effort must be made to complete the course as designated since withdrawal from a course will mean that the student must wait a year to re-enroll in the program or seek admission to another school.

GRADUATION REQUIREMENTS

Successful completion of all courses and completion of the required ATI evaluations and remedial work will lead to completion of graduation requirements and subsequent submission of credentials to the Texas State Board of Nursing to verify that the student is prepared to take the NCLEX-RN examination. All registered nursing graduates must successfully complete a jurisprudence examination given by the Texas Board of Nursing before they will be allowed to take the NCLEX-RN. Additional information related to graduation activities is available in the Associate of Applied Science in Nursing Student Handbook.

Students must apply for graduation and pay the cap, gown, and diploma fees at the Admissions Office. Nursing graduates are encouraged to participate in the SWTJC graduation ceremonies where you will receive the certificate of completion. The Director of the program will provide the necessary information to the graduates from the Texas Board of Nursing and the National Council of Licensure Examination for Registered Nurses (NCLEX-RN).

Allied Health Programs

(EFFECTIVE: SUMMER 2015)

LVN	RADIOLOGIC TECHNOLOGY
Admission Requirements	Admission Requirements
Cumulative GPA for specific pre-requisites.	Cumulative GPA for specific pre-requisites.
2.5	2.0
Pre-Reqs.	Pre-Reqs.
Note: Letter grade "B" or better is recommended.	Note: Must be completed with a C or better
Biol 2401 (Biol 1308 or 1306 recommended)	Biol 2401 (Biol 1308 or 1306 recommended)
Biol 2402 (Pre-req. Biol 2401)	Biol 2402 (Pre-req. Biol 2401)
Psyc 2314	Orie/Cols
Psyc 2301	
Orie/Cols	
	Below are the courses that can be taken during the program, but recommended to take prior program.
	Fine Arts or Humanities course
	Engl 1301
	Psyc 2314
Testing	Testing
<i>Must meet SWTJC TSI assessment requirements for admission.</i>	<i>Must meet SWTJC TSI assessment requirements for admission.</i>
Must take the TEAS V & meet the LVN requirements. For more information on TEAS exam, please call 830.591.7320	NOTE: If Biol 2401 & 2402 courses are over 5 yrs. old, at the time of applying, the course MUST be repeated.
Application Deadlines:	Application Deadlines:
April 1 st	June 15 st
Program Begins:	Program Begins:
August	August
Every year	Every 2 years
Type of Program:	Type of Program:
1 year certificate	AAS degree
NOTE: If Biol 2401 & 2402 courses are over 5 yrs. old, at the time of applying, the course MUST be repeated.	<i>New Group Aug. 2015</i>
	<i>New Group Aug. 2017</i>
	<i>New Group Aug. 2019</i>

VOCATIONAL NURSING CERTIFICATE

Program of Study

Summer Session I	<u>Credit</u>	Summer Session II	<u>Credit</u>																																												
ORIE 0100< or COLS 0300	New Student Orientation	BIOL 2402	Anatomy & Physiology II..... 4																																												
BIOL 2401	College Success Skills	PSYC 2301	General Psychology..... 3																																												
PSYC 2314	Anatomy & Physiology I..... 4																																														
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	Total..... 7		Total 7																																												
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Fall Semester</th> <th style="text-align: right;"><u>Credit</u></th> <th style="text-align: left;">Spring Semester.....</th> <th style="text-align: right;"><u>Credit</u></th> </tr> </thead> <tbody> <tr> <td>VNSG 1116²</td> <td>Nutrition..... 1</td> <td>VNSG 1230</td> <td>Maternal-Neonatal Nursing 2</td> </tr> <tr> <td>VNSG 1323</td> <td>Basic Nursing Skills..... 3</td> <td>VNSG 1234</td> <td>Pediatrics 2</td> </tr> <tr> <td>VNSG 2331</td> <td>Advanced Nursing Skills 3</td> <td>VNSG 1432¹</td> <td>Medical/Surgical Nursing II..... 4</td> </tr> <tr> <td>VNSG 1122</td> <td>Vocational Nursing Concepts..... 1</td> <td>VNSG 1138</td> <td>Mental Illness 1</td> </tr> <tr> <td>VNSG 1136</td> <td>Mental Health..... 1</td> <td>VNSG 1231</td> <td>Pharmacology 2</td> </tr> <tr> <td>VNSG 1329</td> <td>Medical/Surgical Nursing I..... 3</td> <td>VNSG 1561</td> <td>Clinical - Licensed Vocational Nurse Training 5</td> </tr> <tr> <td>VNSG 1126</td> <td>Gerontology 1</td> <td></td> <td>Total 16</td> </tr> <tr> <td>VNSG 1227</td> <td>Essentials of Medication Administration..... 2</td> <td></td> <td>Total Credit Hours for VN Program..... 48</td> </tr> <tr> <td>VNSG 1360</td> <td>Clinical - Licensed Vocational Nurse Training..... 3</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total..... 18</td> <td></td> <td></td> </tr> </tbody> </table>				Fall Semester	<u>Credit</u>	Spring Semester.....	<u>Credit</u>	VNSG 1116 ²	Nutrition..... 1	VNSG 1230	Maternal-Neonatal Nursing 2	VNSG 1323	Basic Nursing Skills..... 3	VNSG 1234	Pediatrics 2	VNSG 2331	Advanced Nursing Skills 3	VNSG 1432 ¹	Medical/Surgical Nursing II..... 4	VNSG 1122	Vocational Nursing Concepts..... 1	VNSG 1138	Mental Illness 1	VNSG 1136	Mental Health..... 1	VNSG 1231	Pharmacology 2	VNSG 1329	Medical/Surgical Nursing I..... 3	VNSG 1561	Clinical - Licensed Vocational Nurse Training 5	VNSG 1126	Gerontology 1		Total 16	VNSG 1227	Essentials of Medication Administration..... 2		Total Credit Hours for VN Program..... 48	VNSG 1360	Clinical - Licensed Vocational Nurse Training..... 3				Total..... 18		
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- Notes:
- 1 Capstone course that consolidates the student's learning experiences.
 - 2 HECO 1322 or BIOL 1322 may replace.
 - < All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Students enrolling in the Vocational Nursing Program pay the regular college tuition, fees and an additional \$300 Allied Health surcharge each fall and spring semester. Additional fees are also required prior to admission and upon acceptance to the program. The following fees are approximate costs identified to assist the student in financial planning:

Fall Semester:

1. Required Physical Exam Varies
2. Hepatitis B vaccine seriesabout \$80.00
1. Uniforms ordered through the nursing school \$75
2. School Patches (available at bookstore)..... 2.73
3. Textbooksabout \$900.00
4. Nursing Equipment (stethoscope, bandage scissors, hemostat, Penlight, sphygmomanometer, gait belt, goggles).....about \$69
7. Liability insurance..... \$14.50
8. White nursing shoes Varies
9. Watch with a second hand..... Varies
10. Four function calculator Varies
11. ATI National Assessment Exams & Remediation \$471.00

Spring Semester:

1. Board of Nurse Examiners for the State of Texas License fee \$125.00
2. National Council Licensure examination for Practical Nurses (NCLEX-PN) \$200.00
3. Graduation Cap and Gown and Diploma.....about \$75.00
4. ATI National Assessment Exams & Remediation \$441.00

Withdrawal and Dismissal Policy

Southwest Texas Junior College School of Vocational Nursing reserves the right to request the withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. Students must maintain a minimum grade of ~~80~~ 80 in all nursing courses in order to remain in the nursing program. Students withdrawing from the nursing program must comply with the SWTJC withdrawal policy and must participate in an exit interview in order to remain in good standing.

Vocational Nursing Advanced Placement Policy

A student who is a Certified Nurse Aid (CNA) may receive credit for:
VNSG 1323 – Basic Nursing Skills (3 hrs.)

To receive advanced placement credit for the vocational nursing certificate of completion, the applicant must:

1. Provide documentation of current CNA certification;
2. Apply and be admitted into the Nursing Program;
3. Have completed at least 6 semester hours at SWTJC;
4. Satisfactorily complete a skills assessment exam with a grade of 80% or better;
5. Make arrangements to take the exam with a nursing faculty 4 weeks before the first day of school.

Students who meet the criteria and satisfactorily pass the skills assessment exam will receive advanced placement credit and a grade of “P” for the course.

Graduation Requirements

Students who have met all program requirements are eligible to attend the May commencement ceremony. Graduates will receive a Vocational Nursing Certificate of Completion.

Program of Study

**ASSOCIATE DEGREE NURSING
ASSOCIATE OF APPLIED SCIENCE DEGREE
(LVN to RN Pathway)**

General Education Courses:	<u>Credit</u>
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	12
Other	3
Total General Education Courses	21
Technical Education Courses	37
LVN Advanced Placement Credits.....	2
Total Credit Hours for A.A.S.	60

Prior Semesters	<u>Credit</u>	Advanced Placement Credit Courses	<u>Credit</u>
ORIE 0100 π Orientation			
BIOL 2401 ¹ Anatomy and Physiology I	4	RNSG 1125 ² Professional Nursing Concepts I.....	1
BIOL 2402 ¹ Anatomy & Physiology II.....	4	RNSG 1161 ² Clinical – Registered Nursing.....	1
BIOL 2420 ¹ Microbiology	4		
Total	12	Total LVN Advanced Placement Credit Hours	2

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
PSYC 2314 Lifespan Growth and Development	3	RNSG 1301 Pharmacology.....	3
RNSG 1128 Introduction to Health Care Concepts.....	1	RNSG 1533 Health Care Concepts II	5
RNSG 1430 Health Care Concepts I.....	4	RNSG 1362 Clinical – Registered Nursing	3
RNSG 1126 Professional Nursing Concepts II.....	1	RNSG 1216 Professional Nursing Competencies	2
Total	9	Total	13

Second Year			
Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
ENGL 1301 Composition I.....	3	PHIL 2306 Introduction to Ethics.....	3
RNSG 1137 Professional Nursing Concepts III	1	RNSG 2539 Health Care Concepts IV	5
RNSG 1538 Health Care Concepts III	5	RNSG 2138 ³ Professional Nursing Concepts IV.....	1
RNSG 2361 Clinical – Registered Nursing	3	RNSG 2362 Clinical – Registered Nursing	3
Total	12	Total	12
		Total Credit Hours for AAS	60

- Notes: 1 This course must be completed with a minimum grade of "C" prior to applying for admission to the ADN program.
 2 LVN Advanced Placement credits awarded upon successful completion of Fall and Spring of First Year.
 3 Capstone course that consolidates the student's learning experiences
 4 Students who have completed all ADN general education course requirements and need to have full-time enrollment status may enroll in BSN general education core courses. See an advisor for core requirements.
 π All students are required to complete ORIE 0100; however, ORIE 0100 does not count toward degree requirements.

SCHOOL OF VOCATIONAL NURSING

Uvalde, Eagle Pass, and Del Rio

Purpose

The purpose of the SWTJC School of Vocational Nursing Program is to prepare graduate vocational nurses as beginning practitioners who are competent and self-directed to function under the supervision of the registered nurse or physician. The primary role of the entry-level graduate of a vocational nursing program is to provide nursing care in structured health care setting for individual clients who are experiencing common, well-defined health problems with predictable outcomes. The new graduate can readily integrate technical skills and use of computers and equipment into practice. The vocational nursing role represents the beginning level of the nursing practice continuum as members of the profession, provider of patient-centered care, patient safety advocate, and member of health care team.

Students who successfully complete all programs objectives and meet the Texas Board of Nursing requirements will be eligible to register and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and apply to the Texas Board of Nursing for Licensure.

The School of Vocational Nursing consistently strives to promote the highest standards in vocational nurse education and nursing practice. The school operates under the direction of Southwest Texas Junior College, the Texas Board of Nursing, and the Texas Higher Education Coordinating Board.

Program Goals

The goals of Southwest Texas Junior College School of Vocational Nursing are to:

1. Provide and maintain a quality curriculum that incorporates educational requirements and competencies as prescribed by the Texas Board of Nursing (BON).
2. Provide instruction that includes current standards of nursing practice, procedures, and advances in technology (computers, simulation, etc.)
3. Provide a quality learning environment that promotes critical thinking, enhances problem solving abilities, and ensures technical competence.
4. Ensure that students are prepared to successfully pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN).
5. Ensure that the graduate will function as a vital member of the health care team in meeting the needs of a socially diverse community.

Program Objectives/Outcomes

Upon completion of the Vocational Nursing Program, the graduate will be able to:

1. Safely plan and implement therapeutic nursing interventions within the scope and role of the vocational nurse as an entry level practitioner in a variety of healthcare settings.
2. Demonstrate critical thinking skills in the delivery of safe and effective care.
3. Utilize the nursing process as a conceptual model in the care of patients, families, and communities with commonly occurring health needs throughout the life span.
4. Demonstrate therapeutic communication skills while interacting with patients, families, communities, and members of the interdisciplinary healthcare team.
5. Demonstrate caring behaviors and respect for humans in meeting the needs of patients.
6. Implement a teaching plan for patients with common health problems and well defined learning needs.
7. Demonstrate professional and ethical behaviors in the practice of vocational nursing as stated in the Vocational Nursing Practice Act.
8. Demonstrate accountability for own nursing practice.
9. Participate as an advocate in the activities that focus on improving the health care of patients.
10. Demonstrate behaviors that promote the development and practice of vocational nursing.

Accreditation

SWTJC School of Vocational Nursing is accredited by the Texas Board of Nursing and the Texas Higher Education Coordinating Board.

Admission Requirements Application Process

Students are admitted to this program through regular college admission procedures (*see Admission Regulations section*) and by satisfying the following additional requirements:

1. Minimum 2.5 cumulative GPA for specific pre-requisites that include BIOL 2401 Anatomy & Physiology I, BIOL 2402 Anatomy & Physiology II, PSYC 2301 General Psychology, and PSYC 2314 Lifespan Growth and Development. Acquired grades below a C on prerequisites will not be accepted.

Note: If any Anatomy & Physiology courses are over 5 years old, at the time of applying, the course **MUST** be repeated. Meeting the application process does not guarantee admission into the program.

- ~~1.~~ 2. Application for admission to SWTJC and to the VN Program.
- ~~2.~~ 3. Official High School transcript or GED certificate.
- ~~3.~~ 4. Official transcripts from all colleges/universities attended other than SWTJC.
- ~~4.~~ ~~Take and pass all areas of the THEA.~~ 5. Meet TSI College-Readiness requirements
 - a) If exempt due to an alternate test, you must provide documentation of acceptable scores. This applies to ACT, SAT, TAKS, COMPASS, Accuplacer, ASSET,, STAAR,TASP, THEA, TASS, etc.
- ~~5.~~ 5. Take the TEAS V examination and meet the Vocational Nursing Program requirements. *Please call in spring for scheduled dates.*
- ~~6.~~ 6. Three letters of reference that speak to your character and work ethic (instructors, co-workers, or employers)
- ~~7.~~ ~~Completion of the following college courses with a grade of B or better (Anatomy & Physiology course(s) more than 5 years old must be repeated):~~

Biology 2401 (Anatomy & Physiology I)	4 semester hours
Biology 2402 (Anatomy & Physiology II)	4 semester hours
Psychology 2301 (General Psychology)	3 semester hours
Psychology 2314 (Lifespan Growth & Development)	3 semester hours
8. 7. A background investigation is required for all SWTJC Nursing Students prior to admission into the nursing program.

After the student applies for admission the SWTJC School of Vocational Nursing will submit the student's name to the Texas Board of Nursing. The school will notify the student as to when he/she can, make arrangements to have a fingerprint scanning appointment with **IdentoGo** using the originator number **(ORI) TX923490Z**. The student will pay Identogo for both fingerprint scanning services (\$9.95) and the cost of the DPS/FBI background check (\$34.25). To make arrangements with Identogo go to <http://www.identogo.com>.

The Texas Board of Nursing will send the results of the DPS/FBI criminal background check to the student (clear background check, positive background check or request a petition for declaratory order, or correspond with the student who has a rejected fingerprint scan and request another scan).

As a condition of admission, SWTJC School of Vocational Nursing will require the student to provide The School of Nursing with copies of all communications regarding the student's status received from the Texas Board of Nursing.

9. 8. The following are the requirements set out by the Texas Board of Nursing:

The Texas Board of Nursing requires the following questions be asked of each applicant prior to Licensure:

1. For any criminal offense, including those pending appeal, have you:
 - A. been convicted of a misdemeanor?
 - B. been convicted of a felony?
 - C. pled nolo contendere, no contest, or guilty?

(You may only exclude Class C misdemeanor traffic violations).

Note: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed; it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises question to truthfulness and character.

Note: Orders of Non-Disclosure: Pursuant to Tex Gov't Code §552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

2. Are you currently the target or subject of a grand jury or governmental agency investigation?
3. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously or ever fined, censured, reprimanded or otherwise disciplined you?
4. Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?*
7. 5. Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?*

If "Yes" indicate the condition:

- Paranoid personality disorder
- Schizophrenia and/or psychotic disorder
- Antisocial personality disorder
- Bipolar disorder
- Borderline personality disorder

All students are required to comply with Texas Board of Nursing rules and regulations in order to become licensed.

- ~~10.~~ 6. All application requirements must be completed and filed by April 1st. All requirements for admission, including successful background check with the Texas Board of Nursing must be met in order to be considered for admission to the nursing program. The student will receive written notification of acceptance to the SWTJC School of Vocational Nursing.

Students that have received a letter of acceptance require the following documentation:

- ~~11.~~ 7. A drug screening test is required for all SWTJC Vocational Nursing students.
- ~~12.~~ 8. A physical exam conducted by a licensed physician, nurse practitioner, or physician's assistant that demonstrates evidence of good physical and mental health (received within the last 6 months). The student is responsible for paying for the cost of the physical exam.

The exam must include the following documentation:

- Tuberculin Test (PPD) or Chest X-ray
- Hepatitis B Vaccine Series (series of three)
- MMR (measles, mumps, and rubella vaccine)
- Td Booster (administered within 10 years prior to start of nursing school)
- Tdap (Tetanus, Diphtheria, Pertussis)

- D. received referred adjudication?
- E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- F. been sentenced to serve jail or prison time? Court-ordered confinement?
- G. been granted pre-trial diversion?
- H. been arrested or have any pending criminal charges?
- I. been cited or charged with any violation of the law?
- J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

Varicella (chickenpox) Need 2 doses Varicella – 2 doses (history of disease not accepted)

13. 9. Proof of personal health insurance coverage.
14. 10. **Proof of current CPR** for health care providers (CPR & AED program) from American Heart Association only.
15. 11. **Proof of privately obtained liability insurance**, or the student must enroll in the liability insurance program at SWTJC which the student must enroll in through SWTJC. The student is responsible for the cost of liability insurance.

Re-Admission Policy

1. Students applying for re-admission to the Vocational Nursing Program (VN) must comply with all current SWTJC admissions requirements, VN program admission requirements, and with VN program re-admission requirements admission requirements.
2. Students applying for re-admission to the VN program are not automatically granted acceptance. Readmission is contingent upon space availability.
3. A student that fails or is withdrawn from the VN program must submit a letter to the Admissions and Progression Nursing Committee explaining the reason for failure/withdrawal and a plan of action for future success.
4. The Admissions and Progression Committee will evaluate each student on an individual basis and will assess the student's ability to demonstrate skills, knowledge, professional and ethical behaviors. The decision will also be based on the curriculum in effect at the time of application for re-admission.
5. Students who were withdrawn from the VN program during the fall semester and are accepted for re-admission will be required to repeat all courses for the fall semester regardless of any previous nursing course work successfully completed.
6. Students who were withdrawn from the VN program during the Spring semester will be required to make an appointment with the director of the nursing program during the summer, by May 15th, to schedule the following requirements:
 - a. Take a comprehensive exam and a skills exam to demonstrate competency in nursing skills and knowledge proficiency of the fall semester courses.
 - b. Score at least 80% on both the comprehensive exam and skills exam in order to be re-admitted in the spring semester. If the score is below 80%, the student must re-apply in the fall semester and repeat all course work for the fall semester regardless of previous course work successfully completed.
7. All students must complete the VN program within two years from initial admission; otherwise, students will be required to re-apply and repeat the VN program entirely regardless of previous course work successfully completed.
8. Re-admitted students must contact the nursing program to make arrangements for a current Criminal Background Check and Drug Screening Test.

All policies associated with the Vocational Nursing program are subject to change without prior notice in order to keep all College and Program policies in compliance with State and Federal laws and/or with rules regulated to the program's accrediting agency.

WILDLIFE MANAGEMENT
Uvalde Campus

Purpose

The Wildlife Management program will provide proven principles and skills, which will enable students to practice the science of wildlife management. The program will enable students to acquire the capability to become assistant Wildlife Biologists, Park Managers, Game Refuge Managers, Hunting Preserve Managers, Private Land (Ranch) Hunting Operators, Eco Tourism Managers and Wildlife Photographers. The Wildlife Management program offers a one-year Certificate and an Associate of Applied Science (A.A.S.) degree.

Admission Requirements

Students are admitted to the Wildlife Management program through regular college admission procedures (*see Admission Regulations section*). Students will receive a one-year Certificate and/or an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation (*see Curricula section*).

The Wildlife Management program carries two award options, a one-year Certificate and the two-year A.A.S. degree. ~~College Board policy requires all students to take the Accuplacer exam. Students enrolled in The one-year Certificate is TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s). or A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.~~

Students who wish to pursue the two-year Certificate and/or the A.A.S. degree must meet TSI requirements.

WILDLIFE MANAGEMENT CERTIFICATE

Program of Study

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
	ORIE 0100 ^π New Student Orientation			WMGT 1164 ¹ Practicum – Wildlife and Wildlands	
	or			Science and Management	1
	COLS 0300 College Success Skills			WMGT 1315 Wildlife Outdoor Recreation & Management ..	3
	WMGT 1305 Introduction to Wildlife Management.....	3		GISC 1302 Understanding Geographic Information	
	WMGT 1310 Wildlife Identification.....	3		Systems	3
	AGRI 1231 The Agriculture Industry.....	2		AGRI 1370 Range and Wildlife Ecology.....	3
	AGRI 1309 Computers in Agriculture.....	3		BIOL 1413 General Zoology.....	4
	ENGL 1301 Composition I.....	3			
	BIOL 1411 General Botany.....	4			
	Total	11		Total	10
				Total Credit Hours for Certificate.....	21

Notes: 1 Capstone course that consolidates the student's learning experiences.

π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

WILDLIFE MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE

		<u>Credit</u>
General Education Courses:		
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Natural Science & Math	11	
Other	6	
Total General Education Courses.....		23
Technical Education Courses.....		37
Total Credit Hours for A.A.S.....		60

Program of Study

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
ORIE 0100* New Student Orientation		WMGT 1164 Practicum – Wildlife and Wildlands Science and Management	1
or COLS 0300 College Success Skills		WMGT 1315 Wildlife Outdoor Recreation & Management..	3
WMGT 1305 Introduction to Wildlife Management	3	GISC 1302 Understanding Geographic Information Systems	3
WMGT 1310 Wildlife Identification	3	AGRI 1370 Range and Wildlife Ecology.....	3
AGRI 1309 Computers in Agriculture	3	BIOL 1413 General Zoology.....	4
AGRI 1231 The Agriculture Industry	2		
ENGL 1301 Composition I.....	3	Total	14
BIOL 1411 General Botany.....	4		
Total	15		
Summer Semester	<u>Credit</u>		
ENGL 1301 Composition I	3		
ELECTIVE Speech Communications.....	3		
Total	6		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
WMGT 1300 Wildlife Preserve Management.....	3	WMGT 2359 Wildlife Propagation, Handling & Management.....	3
AGRI 2330 Wildlife Conservation and Management.....	3	WMGT 2164 ¹ Practicum – Wildlife and Wildlands Science and Management	1
AGRI 2303 Agricultural Construction I.....	3	AGRI 2370 Wildlife Management Techniques.....	3
GISC 1321 Introduction to Raster-Based Geographic Information Systems	3	ENGL 1302 Composition II.....	3
SPCH 1321 Business and Professional Communication.....	3	MATH 1314 College Algebra.....	3
ELECTIVE Social and Behavioral Sciences.....	3	ELECTIVE College Level Mathematics.....	3
Total	12	ELECTIVE Humanities and Fine Arts.....	3
		Total	13
		Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student's learning experiences.

π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

TSI Policy

	TSI Assessment Results	Option 1	Option 2	Option 3	College Level Courses
READ 342-354					
READ 0301	341 or lower	Must take developmental reading course only			
READ 0302	342-345	May take developmental level course only (2 or more red indicators)	May take developmental level course with NCBO-R Lab. (No more than 2 red indicators) Will be college ready with "C" or higher in both course and completion of NCBO-R Lab.		*HIST 1301, 1302 *ENGL 2321, 2322, 2323, 2331, 2332, 2333, 2326, 2327, 2328 *PSYC 2301 *GOVT 2305, 2306
READ 0303	346-350	May take developmental level course only (2 or more red indicators)	May take NCBO-R Lab. (No more than 2 red indicators) Will be college ready with completion of NCBO-R Lab.	May take college level course with NCBO-R Lab. Only if no red indicators	

	TSI Assessment Results	Option 1	Option 2	Option 3	College Level Courses
ENGL 351-363					
ENGL 0301	350 or lower	Must take developmental ENGL course only			
ENGL 0302	351-356 on MC portion and essay score of 4	May take developmental level course only (2 or more red indicators)	May take developmental level course with NCBO-E Lab. (No more than 2 red indicators) Will be college ready with "C" or higher in both course and completion of NCBO-E Lab.		
INRW 0302	Read 346-350 ENGL 357-362 on MC portion and essay score of 4	May take developmental level course only (2 or more red indicators)	May take NCBO-E Lab (No more than 2 red indicators) Will be college ready with completion of NCBO-E Lab.	May take college level course with NCBO-E Lab. Only if no red indicators	ENGL 1301, 1302
ENGL 1301	Essay score ≥ 5	May take college level course			
ENGL 1301	MC portion ≥ 363 and an essay score ≥ 4	May take college level course			

TSI Writing Diagnostic Test				
	Needs Improvement	Limited Proficiency	Proficient	Score
Sentence Structure				11
Recognize grammatically sound sentences, consistently avoiding sentence fragments and run-on sentences (including comma splices and fused sentences); use subordination and coordination strategies effectively, consistently using compound and complex sentences to show the relationship of ideas; employ parallelism effectively; and punctuate correctly, consistently placing commas and semicolons appropriately.				
Agreement				2
Struggle to employ subject-verb agreement strategies, misidentifying the subject or verb because of position in the sentence; struggle to employ pronoun agreement strategies, rarely identifying when antecedents should be changed for logic, clarity, conciseness or number; struggle to use logical progression of verb tenses in a single sentence or make parallel items agree in number, case and tense.				
Sentence Logic				2
May recognize basic sentence elements; combine sentence elements to preserve obvious coordinating and subordinating structures; place simple modifiers to preserve meaning; choose transitions to convey simple logical relationships (e.g., chronology, elaboration, proximity); and identify basic spelling or usage errors.				
Essay Revision				2
May revise an essay to address main idea, organization and basic transitions; evidence (e.g., development and relevance); and word choice and clarity, but will struggle to identify and make important revisions in many areas.				

TSI Reading Diagnostic Test				
Domain	Needs Improvement	Limited Proficiency	Proficient	Score
Main Idea and Supporting Detail				2
Demonstrate an understanding of informational texts by selecting the main idea and identifying supporting details when the answer choices are restated from the passage.				
Author's Use of Language				4
Identify the author's purpose, tone, organization, rhetorical strategies; determine the meaning of words using context; and analyze the use of evidence in the passage when the information is stated in the passage or presented as a straightforward answer choice.				
Inferences in a Text or Texts				5
Make basic inferences about informational texts, supporting the inferences with relevant textual evidence; demonstrate limited understanding by making few generalizations about paired texts.				
Literary Analysis				11
Analyze literary texts by applying knowledge of universal themes and the ways in which literary devices contribute to the development of plots and characters; analyze consistently how the author's use of diction and figurative language supports meaning in fiction or literary nonfiction.				

Math 336-350	TSI Assessment Results	Option 1	Option 2	Option 3
MATH 0301	336 or lower	Must take developmental math course only (3 or more red indicators)		
MATH 0302	336-342	May take developmental level course only (2 or more red indicators)	May take developmental level course with NCBO-M Lab. (No more than 2 red indicators) Will be college ready with "C" or higher in both course and completion of NCBO-M Lab.	
MATH 0303	343-349	May take developmental level course only (2 or more red indicators) Will be college ready with completion of developmental course only.	May take NCBO-M Lab. (No more than 2 red indicators) Will be college ready with completion of NCBO-M Lab.	May take college level course if NCBO-M Lab is also taken. (Only if no red indicators)
College Level Course	Any score above 350			

TSI Mathematics Diagnostic Test

Domain	Needs Improvement	Limited Proficiency	Proficient	Score
Elementary Algebra				15
Perform operations with real numbers and algebraic expressions, employing correct order of operations; formulate and solve linear equations, inequalities, linear systems with 2 and 3 variables, and variation problems; graph and translate functions on a rectangular coordinate system; identify characteristics of linear functions; formulate and solve word problems and applications.				
Intermediate Algebra				12
Understand characteristics of functions; factor polynomial expressions by GCF, grouping, difference of squares, trinomials; solve quadratic equations by factoring, and by using the quadratic formula; solve equations using the square root property; simplify square roots with numerical values; solve simple radical and rational equations; apply unit conversions in word problems; formulate algebraic expressions and equations to solve word problems; apply rules of exponents.				
Measurement and Geometry				11
Analyze models involving 2-D and 3-D representations and apply ratios and proportions to solve geometric problems; apply the Pythagorean Theorem to concrete and abstract problems; employ algebra in geometric applications; use coordinate geometry to solve problems involving slopes, distances and equations of lines; use transformations, reflections and lines of symmetry; convert measures, including in the metric system; use rational and irrational values within a geometric context.				
Data Analysis, Statistics and Probability				13
Calculate and interpret measures of center (mean, median, mode) and variability (range); make predictions using statistics; calculate probabilities and use theoretical probabilities and experimental results to make predictions and decisions; use variability to predict and select the appropriate measure of central tendency to describe data; analyze trends in frequency distributions, dot plots, scatter plots, line plots, line graphs, circle graphs and bar graphs; apply counting principles.				

Exemption Scores

STAAR English III	2000
Algebra II	4000
TSI Assessment Reading	351
Math	350
Writing	363/4 or 5 on Essay is Passing
ACT Math	19
Critical Reading	19
Composite	23
SAT Math	500
Critical Reading	500
Combination	1070

TSI EXEMPTIONS

A student may be exempt from placement in developmental education courses of a grade of "C" or better has been earned in one of the courses listed below for each area of deficiency:

READING

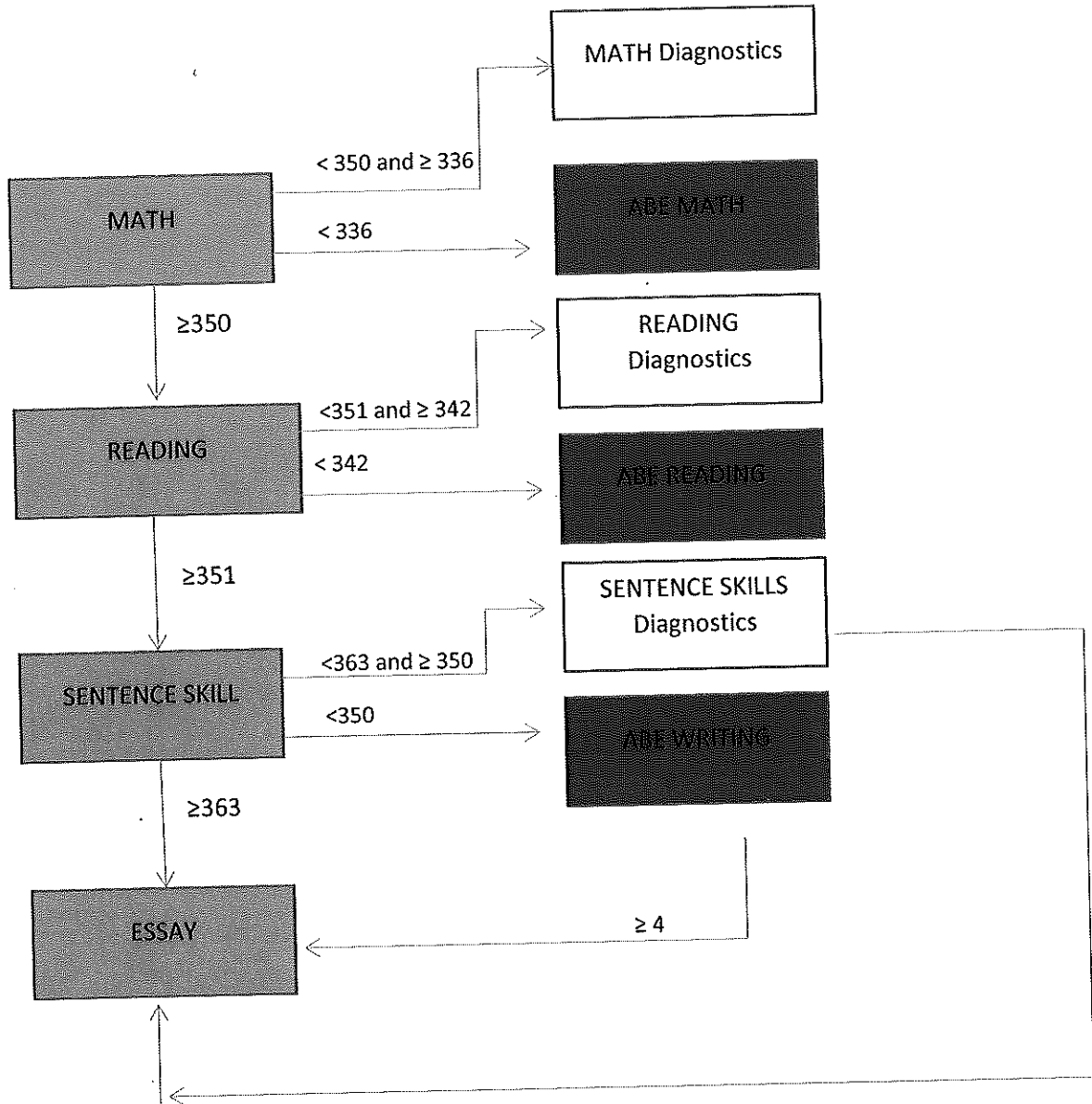
- (1) HIST 1301, 1302 (US HISTORY)
- (2) ENGL 2321, 2322, 2323 (BRITISH LITERATURE)
- (3) ENGL 2331, 2332, 2333 (WORLD LITERATURE)
- (4) ENGL 2326, 2327, 2328 (AMERICAN LITERATURE)
- (5) PSYC 2301 (GENERAL PSYCHOLOGY)
- (6) GOVT 2305, 2306

WRITING

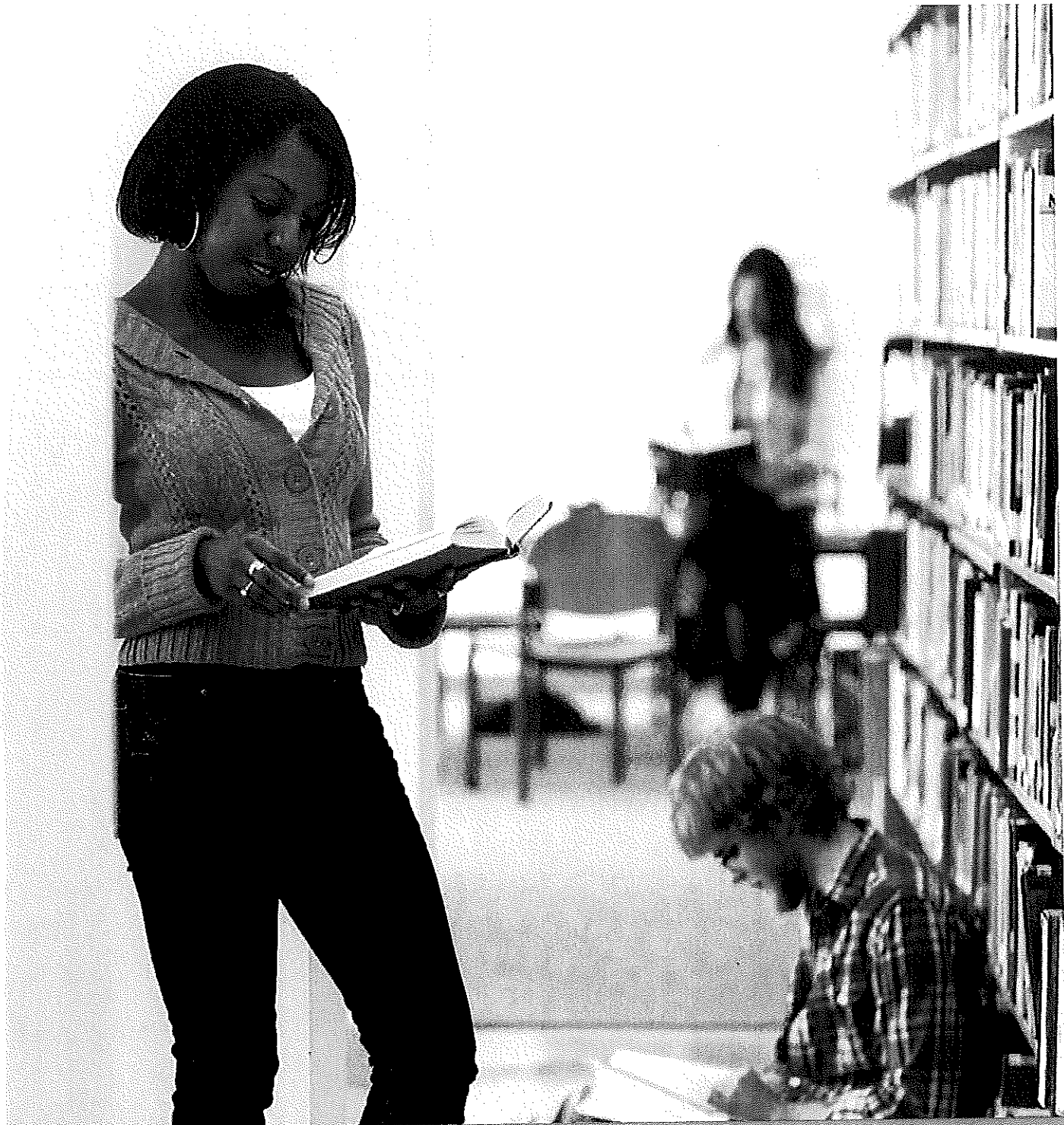
- (1) ENGL 1301 (Composition I) or
- (2) ENGL 1302 (Composition II)

MATHEMATICS

- (1) MATH 1332 (COLLEGE MATHEMATICS)
- (2) MATH 1314 (COLLEGE ALGEBRA)
- (3) MATH 1316 (PLANE TRIGONOMETRY)
- (4) HIGHER LEVEL MATH COURSES THAT HAS THE ABOVE PREREQUISITES



<p>Perform operations with real numbers and algebraic expressions, employing correct order of operations; formulate and solve linear equations, inequalities, linear systems with 2 and 3 variables, and variation problems; graph and translate functions on a rectangular coordinate system; identify characteristics of linear functions; formulate and solve word problems and applications.</p>	<p>Understand characteristics of functions; factor polynomial expressions by GCF, grouping, difference of squares, trinomials; solve quadratic equations by factoring, and by using the quadratic formula; solve equations using the square root property; simplify square roots with numerical values; solve simple radical and rational equations; apply unit conversions in word problems; formulate algebraic expressions and equations to solve word problems; apply rules of exponents.</p>	<p>Analyze models involving 2-D and 3-D representations and apply ratios and proportions to solve geometric problems; apply the Pythagorean Theorem in concrete and abstract problems; employ algebra in geometric applications; use coordinate geometry to solve problems involving slopes, distances and equations of lines; use transformations, reflections and lines of symmetry; convert measures, including in the metric system; use rational and irrational values within a geometric context.</p>	<p>Calculate and interpret measures of center (mean, median, mode) and variability (range); make predictions using statistics; calculate probabilities and use theoretical probabilities and experimental results to make predictions and decisions; use variability (range) and select the appropriate measure of central tendency to describe data; analyze trends in frequency distributions, dot plots, scatter plots, line plots, line graphs, circle graphs and bar graphs; apply counting principles.</p>



Texas Success Initiative (TSI) Assessment

Interpreting Your Score

Congratulations on taking the TSI Assessment!

The TSI Assessment measures your strengths and weaknesses in mathematics and statistics, reading and writing, and is an indicator of how ready you are to handle college-level courses. The results of the assessment, in conjunction with your academic background, goals and interests, are used by academic advisers and counselors to place you in the appropriate course that matches your skill level. The goal is to help you become ready for college-level course work.

TSI Assessment

Once you complete the TSI Assessment, you have immediate access to your individual score report, which give you details on your test results. Use the score report to understand your academic strengths and areas for improvement. Your advisor, counselor or faculty member will also use this score report to help make the best recommendations for the courses or interventions that meet your individual needs.

How Is My Test Scored?

The individual score report indicates your score in the mathematics, reading and writing portions of the TSI Assessment and the appropriate course level in which you will be placed.

Your scores on the TSI Assessment determine if you are ready to take college-level courses. If you are college ready, you may enroll in any related entry-level college course without having to take developmental courses or interventions. You are considered college ready if **at the very least** you receive the following scores:

College-Readiness Cut-Scores

Mathematics: a score ranging from 350 to 390 in the multiple-choice section

Reading: a score ranging from 351 to 390 in the multiple-choice section

Writing: a score of 5 in the essay section. You can also place in a college course if you receive a 4 on the essay and a score ranging from 363 to 390 on the multiple-choice section.

For more information on assessment topics and scores refer to:

Page 5 for Mathematics and Statistics

Page 4 for Reading

Page 6 for Writing

What if I Don't Meet the College-Readiness Cut-Score?

If your TSI mathematics, reading or writing test score is lower than the college-readiness cut-score for that subject, you may be placed in either a developmental course or an intervention to improve your skills and prepare for success in college-level courses. In addition to other factors, your placement is determined through the results you get in the TSI Diagnostic Test, which measures how well you know the subjects. Your institution may use additional factors such as your high school grade point average/ class ranking, other test scores and courses from your high school or college transcripts.

Can I Retake the Test?

If you are not satisfied with your score, you may retake the TSI Assessment at any time. However, before you attempt to retest, it is strongly recommended that you set aside time for additional study. It is very unlikely that your score will improve greatly without additional review and study. Check with the testing center at your college or university for information concerning retesting.

TSI Diagnostic Test

If your score in the TSI Assessment is lower than the college-readiness cut-score, you will be asked to take the TSI Diagnostic Test, which determines your areas of strengths and areas that need improvement in mathematics, reading and/or writing. Many students who are not college ready may be provided the TSI Diagnostic Test as described below, while others may be given a different version of a diagnostic test to ensure accurate information related to their skill set. The results in the diagnostic test help the adviser place you in the appropriate level of a developmental course.

TSI Diagnostic Score Report

Once you complete the TSI Diagnostic Test, you will receive a diagnostic score report. This report outlines the topics on which you were tested, along with the score and the criteria used to determine that score.

Proficiency Level and Score	What this means to you
Needs Improvement	Indicates that your performance needs to improve significantly in this area.
Limited Proficiency	Indicates that while you have some skill in this area there is room for improvement.
Proficient	Indicates that you have well-developed skills in this area.

Sample of TSI Writing Diagnostic Test

TSI Writing Diagnostic Test				
	Needs Improvement	Limited Proficiency	Proficient	Score
Sentence Structure				11
Recognize grammatically sound sentences, consistently avoiding sentence fragments and run-on sentences (including comma splices and fused sentences); use subordination and coordination strategies effectively, consistently using compound and complex sentences to show the relationship of ideas; employ parallelism effectively; and punctuate correctly, consistently placing commas and semicolons appropriately.				
Agreement				2
Struggle to employ subject-verb agreement strategies, misidentifying the subject or verb because of position in the sentence; struggle to employ pronoun agreement strategies, rarely identifying when antecedents should be changed for logic, clarity, conciseness or number; struggle to use logical progression of verb tenses in a single sentence or make parallel items agree in number, case and tense.				
Sentence Logic				2
May recognize basic sentence elements; combine sentence elements to preserve obvious coordinating and subordinating structures; place simple modifiers to preserve meaning; choose transitions to convey simple logical relationships (e.g., chronology, elaboration, proximity); and identify basic spelling or usage errors.				
Essay Revision				2
May revise an essay to address main idea; organization and basic transitions; evidence (e.g., development and relevance); and word choice and clarity, but will struggle to identify and make important revisions in many areas.				

Sample of TSI Reading Diagnostic Test

TSI Reading Diagnostic Test				
Domain	Needs Improvement 1-5	Limited Proficiency 6-10	Proficient 11-15	Score
Main Idea and Supporting Detail				2
Demonstrate an understanding of informational texts by selecting the main idea and identifying supporting details when the answer choices are restated from the passage.				
Author's Use of Language				4
Identify the author's purpose, tone, organization, rhetorical strategies; determine the meaning of words using context; and analyze the use of evidence in the passage when the information is stated in the passage or presented as a straightforward answer choice.				
Inferences in a Text or Texts				5
Make basic inferences about informational texts, supporting the inferences with relevant textual evidence; demonstrate limited understanding by making few generalizations about paired texts.				
Literary Analysis				11
Analyze literary texts by applying knowledge of universal themes and the ways in which literary devices contribute to the development of plots and characters; analyze consistently how the author's use of diction and figurative language supports meaning in fiction or literary nonfiction.				

Sample of TSI Mathematics Diagnostic Test

TSI Mathematics Diagnostic Test				
Domain	Needs Improvement 1-5	Limited Proficiency 6-10	Proficient 11-15	Score
Elementary Algebra				15
Perform operations with real numbers and algebraic expressions, employing correct order of operations; formulate and solve linear equations, inequalities, linear systems with 2 and 3 variables, and variation problems; graph and translate functions on a rectangular coordinate system; identify characteristics of linear functions; formulate and solve word problems and applications.				
Intermediate Algebra				12
Understand characteristics of functions; factor polynomial expressions by GCF, grouping, difference of squares, trinomials; solve quadratic equations by factoring, and by using the quadratic formula; solve equations using the square root property; simplify square roots with numerical values; solve simple radical and rational equations; apply unit conversions in word problems; formulate algebraic expressions and equations to solve word problems; apply rules of exponents.				
Measurement and Geometry				11
Analyze models involving 2-D and 3-D representations and apply ratios and proportions to solve geometric problems; apply the Pythagorean Theorem in concrete and abstract problems; employ algebra in geometric applications; use coordinate geometry to solve problems involving slopes, distances and equations of lines; use transformations, reflections and lines of symmetry; convert measures, including in the metric system; use rational and irrational values within a geometric context.				
Data Analysis, Statistics and Probability				13
Calculate and interpret measures of center (mean, median, mode) and variability (range); make predictions using statistics; calculate probabilities and use theoretical probabilities and experimental results to make predictions and decisions; use variability (range) and select the appropriate measure of central tendency to describe data; analyze trends in frequency distributions, dot plots, scatter plots, line plots, line graphs, circle graphs and bar graphs; apply counting principles.				

Understanding Your Mathematics Score

The **TSI Assessment in Mathematics and Statistics** is a multiple-choice test that covers the four content areas listed below. There are approximately 20 items on the TSI Assessment Test and 10 to 12 items in each section of the TSI Diagnostic Test.

Elementary Algebra and Functions measures your knowledge in linear equations, inequalities and systems; algebraic expressions and equations; word problems and applications.

Intermediate Algebra and Functions measures your knowledge in quadratic and other polynomial expressions, equations and functions; expressions, equations, and functions involving powers, roots and radicals; rational and exponential expressions, equations and functions.

Geometry and Measurement measures your knowledge in plane geometry; transformations and symmetry; linear, area and three-dimensional measurements.

Data Analysis, Statistics and Probability measures your knowledge in interpreting categorical and quantitative data, statistical measures, probabilistic reasoning.

What Score Gets Me to a College Course?

You are considered college ready if your score falls within the range of 350 to 390. If your score is 349 or lower, you will be placed in a developmental course or Adult Basic Education course. If you are near college ready, you may be placed in a college course, while taking a developmental education course/intervention.

Contact the adviser at your college or university for more information.

Understanding Your Reading Score

The **TSI Assessment in Reading** is a multiple-choice test that covers the four content areas listed below. There are approximately 20 items on the TSI Assessment Test and 10 to 12 items in each section of the TSI Diagnostic Test.

Literary Analysis measures your skill in identifying and analyzing ideas in and elements of literary texts.

Main Idea and Supporting Details measures your skill in identifying the main idea of a passage; comprehending explicit textual information in a passage.

Inferences in a Text or Texts measures your skill in synthesizing ideas by making a connection or comparison between two passages; making an appropriate inference about single passages.

Author's Use of Language measures your skill in identifying an author's purpose, tone, organization or rhetorical strategies and use of evidence; determining the meaning of words in context.

What Score Gets Me to a College Course?

You are considered college ready if your score falls within the range of 351 to 390. If your score is 350 or lower, you will be placed in a developmental course or Adult Basic Education course. If you are near college ready you may be placed in a college course, while taking a developmental education course/intervention.

Contact the adviser at your college or university for more information.

Understanding Your Writing Score

The **TSI Assessment in Writing** is a test that contains a multiple-choice section and an essay section.

Multiple-Choice Section

The multiple-choice section of the **TSI Assessment in Writing** measures your skills in the four content areas listed below. There are approximately 20 items on the TSI Assessment Test and 10 to 12 items in each section of the TSI Diagnostic Test.

Essay Revision measures your ability to provide coherence, organization and good word choice; to achieve rhetorical effectiveness and use evidence.

Agreement measures your ability to perform subject-verb agreement, pronoun agreement and determination of verb tenses.

Sentence Structure measures your knowledge on topics like comma splices and run-on sentences; improper punctuation; fragments and parallelism; subordination and coordination.

Sentence Logic measures your ability to correctly place modifying phrases and clauses, and the ability to use logical transitions.

Essay Section

The essay section of the TSI Assessment in Writing requires you to demonstrate clear focus, to logically develop ideas in well-organized paragraphs, and to use appropriate language that indicates your purpose. You will be asked to provide a writing sample of 300 to 600 words in response to one of the several prompts within the system.

You will be scored based on your performance in the following areas:

- **Purpose and Focus:** The extent to which you present information in a unified and coherent manner, clearly addressing the issue.
- **Organization and Structure:** The extent to which you order and connect ideas.
- **Development and Support:** The extent to which you develop and support ideas.
- **Sentence Variety and Style:** The extent to which you craft sentences and paragraphs demonstrating control of vocabulary, voice and structure.

- **Mechanical Conventions:** The extent to which you express ideas using Standard English.
- **Critical Thinking:** The extent to which you communicate a point of view and demonstrate reasoned relationships among ideas.

How Is My Essay Scored?

The essays are electronically scored by a unique automated system that is specifically designed to score assessments. This system evaluates the meaning of text, not just grammatical correctness or spelling. Your essay is compared for similarities to a set of at least 500 other student essays that have been graded by two expert human readers. It is then placed in the same scoring category with the essays to which it is most similar.

Once you enter your essay into an onscreen textbox and submit it for scoring, the system automatically evaluates the essay and returns a score from 1 to 8 as well as a statement that indicates the criteria used to give you that score.

SCORE	HOLISTIC SCORE DESCRIPTION
8	The essay demonstrates clear and consistent mastery of on-demand essay writing.
7	The essay demonstrates consistent mastery of on-demand essay writing.
6	The essay demonstrates reasonably consistent mastery of on-demand essay writing.
5	The essay demonstrates adequate mastery of on-demand essay writing.
4	The essay demonstrates developing mastery of on-demand essay writing.
3	The essay demonstrates little mastery of on-demand essay writing.
2	The essay demonstrates very little mastery of on-demand essay writing.
1	The essay demonstrates no mastery of on-demand essay writing.

Essays not written in the essay section will receive a score of zero.

What Score Gets Me to a College Course?

You are considered college ready if you score a 5 on the essay section. You can also place in a college course if you get a 4 in the essay section and a score ranging from 363 to 390 on the multiple-choice section. If your score does not meet these requirements, you will be placed in a developmental course or intervention. If you are near college ready you may be placed in a college course, while taking a developmental education course/intervention.

Contact the adviser at your college or university for more information.

Essay Scoring Guide

Score of 8

An essay in this category demonstrates **clear and consistent mastery** of on-demand essay writing with a few minor errors. A typical essay:

- Effectively and insightfully develops a point of view on the issue;
- Addresses an appropriate audience and demonstrates a clear purpose for writing in the thesis statement;
- Demonstrates outstanding critical thinking, using effective examples, reasons and other evidence to support its position;
- Is well organized and clearly focused, demonstrating clear coherence and smooth progression of ideas;
- Exhibits skillful use of language, using a varied, accurate and apt vocabulary;
- Demonstrates varied and effective sentence structure; and
- Is free of major errors in grammar, spelling and punctuation.

Score of 7

An essay in this category demonstrates **consistent mastery** of on-demand essay writing although it may have occasional minor errors. A typical essay:

- Effectively and insightfully develops a point of view on the issue;
- Addresses an appropriate audience and demonstrates a clear purpose for writing in the thesis statement;
- Demonstrates outstanding critical thinking, using appropriate examples, reasons and other evidence to support its position;

- Is well organized and focused, demonstrating clear coherence and smooth progression of ideas;
- Exhibits appropriate language, using a varied and accurate vocabulary;
- Demonstrates varied sentence structure; and
- Is practically free of errors in sentence structure, grammar, spelling and punctuation.

Score of 6

An essay in this category demonstrates **reasonably consistent mastery** of on-demand essay writing although it may have occasional lapses in quality. A typical essay:

- Effectively develops a point of view on the issue;
- Addresses an appropriate audience and demonstrates a clear purpose for writing;
- Demonstrates strong critical thinking, generally using appropriate examples, reasons and other evidence to support its position;
- Is well organized and focused, demonstrating coherence and a logical progression of ideas;
- Exhibits consistent control in the use of language;
- Demonstrates adequate variety in sentence structure; and
- Is generally free of errors in sentence structure, grammar, usage, spelling and punctuation.

Score of 5

An essay in this category demonstrates **adequate mastery** of on-demand essay writing although it will have lapses in quality. A typical essay:

- Develops a viable point of view on the issue;
- May stray from the audience and purpose but is able to refocus;
- Demonstrates competent critical thinking, using adequate examples, reasons and other evidence to support its position;
- Is generally organized and focused but could lack coherence and logical progression of ideas;
- Exhibits adequate but inconsistent control of language;
- Demonstrates some variety in sentence structure; and
- Contains some minor errors in sentence structure, grammar, spelling and punctuation.

Score of 4

An essay in this category demonstrates **developing mastery** of on-demand essay writing. A typical essay:

- Develops a viable point of view on the issue;
- May stray from audience and purpose;
- Demonstrates some critical thinking but may do so inconsistently or use inadequate examples, reasons or other evidence to support its position;
- May lack control of organization or focus, demonstrating some lapses in coherence or progression of ideas; and
- Contains some errors in sentence structure and use of grammatical conventions such as word choice, usage, spelling and punctuation.

Score of 3

A response in this category demonstrates **little mastery** of on-demand essay writing; the response is flawed by **one or more** of the following weaknesses:

- Presents a vague or limited point of view on the issue;
- Demonstrates little awareness of audience;
- Attempts to develop the main idea though that attempt is inadequate;
- Demonstrates weak critical thinking with little complexity of thought or with flawed reasoning ;
- Provides inappropriate or insufficient examples, reasons or other evidence to support its position;
- Is poorly organized and/or focused or demonstrates serious problems with coherence or progression of ideas;
- Displays limited word choice and little sentence variety; and
- Contains many errors in mechanical conventions of usage, sentence structure, grammar, spelling and punctuation.

Score of 2

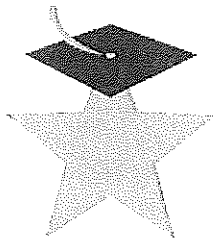
A response in this category demonstrates **very little mastery** of on-demand essay writing; the response is flawed by **many or most** of the following weaknesses:

- Presents a vague or limited point of view on the issue;
- Demonstrates little awareness of audience;
- Presents an unclear main idea;
- Demonstrates weak critical thinking with little complexity of thought or with flawed reasoning;
- Organizes ideas ineffectively, demonstrating a problematic progression of ideas;
- Displays numerous errors in word choice, usage and sentence structure; and
- Contains significant spelling, grammar, punctuation and mechanical errors.

Score of 1

A response in this category demonstrates **no mastery** of on-demand essay writing; the response is severely flawed by **many or most** of the following weaknesses:

- Lacks a viable point of view on the issue;
- Demonstrates no awareness of audience;
- Fails to present a main idea;
- Demonstrates flawed reasoning;
- Demonstrates no complexity of thought;
- Is disorganized and/or disjointed;
- Displays fundamental errors in word choice, usage and sentence structure; and
- Contains pervasive spelling, grammar, punctuation and mechanical errors.



Texas Higher Education
Coordinating Board

FAQ TSI-Developmental Education

Please note any references in this FAQ document to "currently-approved assessments" or "current assessments" means ACCUPLACER, THEA, COMPASS, and Asset.

In order to address questions and concerns as they arise, this document will be updated quarterly.

TESTING AND PLACEMENT

- 1) **Can students place in both developmental and ABE courses during the same term?**
Yes. Placement of non-exempt students is based on the results of their TSI Assessment by subject area. Students can be college-ready in one area but not in the other two, for example. A student's performance and placement in each subject area are independent of the others. Placement is based on meeting a student's needs in each subject area.
- 2) **If a student enrolls in a course that begins in the fall, but then is dropped from enrollment for non-payment prior to the beginning of the course, must this student retest?**
If a student tests on one of the four currently approved tests for TSI purposes (ACCUPLACER, THEA, COMPASS, Asset) and is enrolled in at least one course prior to the institution's first class day of fall 2013, the student will not have to retest on the new TSI Assessment, even if the student is temporarily dropped for various reasons, provided the student is re-enrolled and takes the course in fall 2013.
- 3) **A student took a summer class and met TSI on COMPASS, but doesn't attend classes in fall 2013. Must the student test again on a new test?**
No. This student has met TSI requirements. This student does not need to retest.
- 4) **If an exempt student takes the test and fails a section of the test, is this student required to enroll in developmental coursework?**
The exemption for that student is still valid. Choosing to take the TSI Assessment does not override the exemption, and the student cannot be compelled to take developmental coursework.
- 5) **What about the "exemption" for students who are enrolled in a Level I certificate program? Some institutions have at least a reading prerequisite on these classes and consider these students "waived" but not exempt.**
A student enrolling in a Level I certificate program is exempt from all three parts of TSI testing (reading, writing, and mathematics) and should be able to enroll in any course within that Level I program. Placing a reading prerequisite on a course within the Level I certificate program requires, in effect, the student to test on the TSI Assessment to determine if this prerequisite has been met. Requiring the student enrolled in a Level I certificate program to test on one or more parts of the TSI Assessment nullifies the Level I certificate exemption.

FAQ TSI-Developmental Education

- 6) **Must students with STAAR EOC (End of Course) exemption scores but who don't enroll in the fall after graduating from high school take the new TSI exam?**

No. The score qualifying a student for a STAAR EOC exemption is valid for five years from the date of testing. The student can claim this exemption if he or she enrolls within this five-year period.

- 7) **Within developmental math, will there be a cut-off score between beginning and intermediate algebra?**

No. The minimum cut score standards required by the state only address whether or not a student is college-ready, and if not, whether the student is performing at the developmental or ABE level. Any determination of the point at which the student is performing *within* that level is still made by the institution, as is current practice. However, it is recommended that institutions establish a "bubble-score" range within which students who are nearly ready for the next level are given the opportunity to enroll in coursework at that next level.

For example, the statewide college-readiness standard for mathematics is 350 (Phase I). If a student scores 347 (or another score within the institution's "bubble-score" range), then this score, along with consideration for other holistic factors (e.g., motivation level, high school GPA, work and family responsibilities, etc.) would enable an advisor to recommend enrollment in MATH 1314 along with required enrollment in a DE math NCBO to provide the additional support.

- 8) **Regarding developmental education, how can an institution determine the cut-off between an upper-level and a lower-level developmental education course?**

Placement data can be reviewed to determine the approximate percentage of students who have been placed, using current assessment instruments (ACCUPLACER, THEA, COMPASS, Asset), into upper-level versus lower-level courses. For example, based on assessment instrument results, 64 percent of students have been placed in upper-level math and 34 percent in lower-level math. Institutions could apply those percentages for placement until enough data from the new TSI Assessment are gathered, during the first year of implementation, to make adjustments if needed.

- 9) **How will out-of-state transfer students, non-traditional students, and international students be assessed for college readiness?**

All students not exempt from the TSI should be assessed for college readiness with a Texas Higher Education Coordinating Board-approved TSI instrument. Students demonstrate college readiness in a subject area when applicable courses are accepted for transfer by a receiving institution, as per TSI rule §4.59. For example, if the institution accepts a transfer course as ENGL 1301-equivalent, the transferring student with that course credit has demonstrated college readiness in reading and writing and is therefore exempt from testing for TSI purposes in those two subject areas.

FAQ TSI-Developmental Education

10) What are exemptions?

As related to the TSI statute, students qualifying for an exemption as defined in TSI rule §4.54 must be allowed to enroll directly in entry-level coursework without further demonstration of college readiness. For example, the exemption relating to students with prior college credit allows transfer students with college credit in ENGL 1301 (or its non-Texas equivalent) to be exempt from both reading and writing at the receiving institution.

11) What are STAAR EOC (End of Course) TSI Exemption Scores?

For STAAR Algebra II and English III (reading and writing) end-of-course exams, the Commissioner of Higher Education (Texas Higher Education Coordinating Board) and the Commissioner of Education (Texas Education Agency) agreed that a student who scores at Level 2 or higher is considered college-ready for English III (reading and writing) and Algebra II.

In 2008 and 2009, the College and Career Readiness Standards (CCRS) were established and compared to TEKS requirements (as required by TEC, 28.008). Gap analyses were conducted in all four content areas (math, English, science, and social studies), and the TEKS in those four areas were revised as needed to align with the CCRS. The STAAR assessments are designed to measure knowledge and skills relative to TEKS requirements.

12) Can we include other test scores to place students?

Unless the student is exempt, the student must be assessed on a Board- approved TSI Assessment instrument to determine college readiness or developmental education/Adult Basic Education (ABE) placement. To determine if a student qualifies for a TSI exemption, please see TSI Rule §4.54

([http://info.sos.state.tx.us/pls/pub/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=54](http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=54))

13) How are ESL (English as a Second Language) students who need developmental education in language arts identified?

All students not exempt from the TSI must be assessed for college-readiness with a Texas Higher Education Coordinating Board-approved TSI Assessment instrument. Institutions are encouraged to consider additional factors to appropriately place ESL students not college ready. Additionally, an ESOL waiver that institutions may temporarily grant until completion of 15 hours of ESOL developmental education coursework or prior to enrollment in a credit-bearing course, whichever comes first, is being proposed. Approval is anticipated in July 2013.

The state is evaluating the ESL practices and might establish new or amended policies regarding the assessment and placement of ESL students.

FAQ TSI-Developmental Education

14) Will a centralized database allow access to TSI scores?

Yes. The Texas Higher Education Coordinating Board is working with The College Board to allow a testing director at an institution to access test scores for students who took the TSI Assessment at another institution. More information regarding this issue will be provided by the availability date (when the complete assessment is available for institutional use prior to implementation date) of the TSI Assessment.

15) How and where is TSI information available and accessible?

Announcements regarding major changes in policies and/or legislation are typically emailed to the president, chancellor, chief academic/instructional officer, TSI contact, DEPS contact, and community college liaison at each institution. Information is also available at the Texas Higher Education Coordinating Board's developmental education website at <http://www.thecb.state.tx.us/> (use P-16 Initiatives link). In addition, an Austin Community College website includes assessment updates, information about webinars, and related documents at <http://irt.austincc.edu/IDS/THECB/>.

16) When will the TSI Assessment be available for review? When must testing begin?

The TSI Assessment will be available to institutions on August 1, 2013, allowing testing directors time for setting up implementation. Faculty are encouraged to take the test, too. The TSI Assessment can be administered to students by an institution on the first day of its classes for Academic Year 2013-2014.

17) What's the difference between the implementation date and availability date for the new TSI Assessment?

The *implementation date* is each institution's first day of classes for Academic Year 2013-2014, and marks the first day on which institutions may administer the new TSI Assessment. On this date, currently approved assessments (ACCUPLACER, THEA, COMPASS, Asset) can no longer be used for TSI purposes, and institutions no longer have the authority to make the cut scores more stringent.

The *availability date* is August 1, 2013, when the complete assessment is available for institutional use for:

- faculty members to take the test and review actual diagnostic profiles;
- testing administrators to complete their branching profiles and enter the demographic questions;
- College Board consultants to review each institution to ensure proper set-up and problem-free administration;
- institutions to review and test procedures and protocols related to information sharing/incorporation into existing systems (e.g., early warning, Blackboard, etc.), as necessary.

FAQ TSI-Developmental Education

18) When are current assessments (ACCUPLACER, THEA, COMPASS, Asset) invalid?

The currently approved assessments (ACCUPLACER, THEA, COMPASS, Asset), approved for previous periods, cannot be used for TSI purposes on or after the institution's first class day of fall 2013 – the implementation date. A student who takes one of the four currently approved assessments (ACCUPLACER, THEA, COMPASS, Asset) must be enrolled by a higher education institution's first class day for fall 2013. A student who is not enrolled on that date and enrolls on or after this date must take the new TSI Assessment.

19) Are institutions of higher education allowed to raise cut-score minimums?

No. Institutions of higher education cannot raise standard cut scores for the new TSI Assessment or for TSI exemptions (SAT, ACT, TAKS, STAAR EOC).

DEVELOPMENTAL EDUCATION PROGRAMS

20) Is it recommended/required that students retest after completing NCBO (Non-Course Competency Based Operations)?

All courses and interventions, including NCBOs, should include an end assessment (i.e., final exam) to help determine if the appropriate learning outcomes have been achieved. The TSI Assessment should not be used for such an end assessment for a course/intervention because it is not designed for that purpose.

21) May institutions set developmental prerequisites for Level I certificate courses?

No. Students enrolling in a Level I certificate program are exempt from the TSI statute and may enroll in any course in such a program without further demonstration of college readiness. Requiring students to test prior to enrollment in effect nullifies this exemption. Only students who have not met the college-readiness standard as demonstrated through TSI Assessment results can be compelled to enroll in developmental education coursework or interventions.

PRE-ASSESSMENT ACTIVITY

22) If a student completes the Pre-Assessment Activity (PAA) but answers "no" to the question on whether they've completed it, can the student log back into the TSI Assessment and then select "yes" to test? Or are students locked out?

After a student answers "no" to the TSI Assessment background question (No. 1), that student is locked out and will not be able to continue. The test will have to be reset by a test administrator for the student to log back in. The student might have to provide documentation that he or she did indeed complete a PAA before the test can be reset. The PAA must include this information for students.

FAQ TSI-Developmental Education

- 23) Must institutions have verification that a student completed the Pre-Assessment Activity (PAA)? Or is it possible for a student who has not completed the PAA to respond "yes" – that he or she has completed it?**

An institution must document participation in a PAA for *all* students taking the TSI Assessment at that institution. While this documentation will not be submitted to Texas Higher Education Coordinating Board, it must be available for audit. Institutions must ensure that students do not “slip through the cracks” and take the TSI Assessment at their institution without participation, and documentation of that participation, in the PAA. Institutions may assume that students who took the TSI Assessment at another institution were administered the PAA at that other institution, and the receiving institution is not required to contact the other institution for verification. In cases where a student was administered the TSI Assessment in a school district, the receiving institution of higher education must verify the PAA was administered and documented, usually through a memorandum of understanding or other agreement between the school district and institution.

DUAL CREDIT

- 24) What about students who take dual credit courses?**

Students enrolled in dual credit courses and who are tested using one of the four currently approved assessments for TSI purposes (ACCUPLACER, THEA, COMPASS, Asset) prior to the institution’s first class day of fall 2013 do not have to retest if they are enrolled in at least one college-level course in fall 2013.

For other questions about dual enrollment issues, contact Dr. James Goeman of the Texas Higher Education Coordinating Board at james.goeman@theccb.state.tx.us or 512-427-6249.

TSI ASSESSMENT cut scores approved by the Coordinating Board at the April 25, 2013 Board Meeting

Approved phase-in College Ready cut-scores

Phase 1 – Freshmen entering higher education Fall 2013 (first class day)

- ✓ Mathematics - 350
- ✓ Reading - 351

- ✓ Writing – Essay Score of 5; Essay Score of 4 and Multiple Choice of 363

Phase 2 – Freshmen entering higher education Fall 2017 (first class day)

- ✓ Mathematics - 356
- ✓ Reading - 355

- ✓ Writing - Essay Score of 5; Essay Score of 4 and Multiple Choice of 363

Final – Freshmen entering higher education Fall 2019 (first class day)

- ✓ Mathematics - 369
- ✓ Reading - 359

- ✓ Writing - Essay Score of 5; Essay Score of 4 and Multiple Choice of 363

Approved Developmental Education cut-scores (no phase-in)

Freshmen entering higher education Fall 2013 (first class day)

- ✓ Mathematics - 336
- ✓ Reading - 342
- ✓ Writing - 350

PROPOSED TSI RULES

§4.54 Exemptions, Exceptions, and Waivers

(3) For a period of five (5) years [~~three (3) years~~] from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:

(A) on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment [~~assessment~~]-required under this title for those corresponding sections ;or].]

(B) STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

STAAR EOC Performance Standards and Minimum Scores

Assessment	Phase-In 1 Minimum	Phase-In 1 Level II	Phase-In 2 Minimum	Phase-In 2 Level II	Final Recommended Minimum	Final Recommended Level II	Phase-In Level III	Final Recommended Level III
English I Reading	1813	1875	1837	1850	1936	2000	N/A	2304
English II Reading	1806	1875	1880	1950	1929	2000	N/A	2328
English III Reading	1808	1875	1882	1850	1932	2000	2135	2356
English I Writing	1798	1875	1872	1950	1921	2000	N/A	2476
English II Writing	1807	1875	1880	1950	1928	2000	N/A	2408
English III Writing	1808	1875	1881	1950	1929	2000	2155	2300
Algebra I	3371	3500	3626	3750	3872	4000	N/A	4333
Algebra II	3350	3500	3634	3750	3852	4000	4080	4411
Geometry	3362	3500	3619	3750	3868	4000	N/A	4397
Biology	3367	3500	3621	3750	3868	4000	N/A	4576
Chemistry	3348	3500	3600	3750	3846	4000	N/A	4607
Physics	3346	3500	3600	3750	3848	4000	N/A	4499
World Geography	3383	3500	3632	3750	3874	4000	N/A	4404
World History	3326	3500	3674	3750	3822	4000	N/A	4634
U.S. History	3372	3500	3634	3750	3869	4000	N/A	4440

* Provided by STAAR Standard Setting Technical Report

<http://www.tea.state.tx.us/WorkArea/linkt.aspx?LinkIdIdentifier=id&ItemID=25769804117&IbID=25769804117>



- Participant 5
- John Broad (Host) 2x
 - John - podium FC Broad
 - Folly Pfs
 - Charal Reynolds
 - neelam anandam
 - Attendees: 154 (1 displayed)
 - Luis Fernandez (me)

My Q&A (0)

Luis Fernandez - 154 me

only whiteboard showing

Ask: All Participants

Send

You are connected to event

THECB

Participant: Your Family

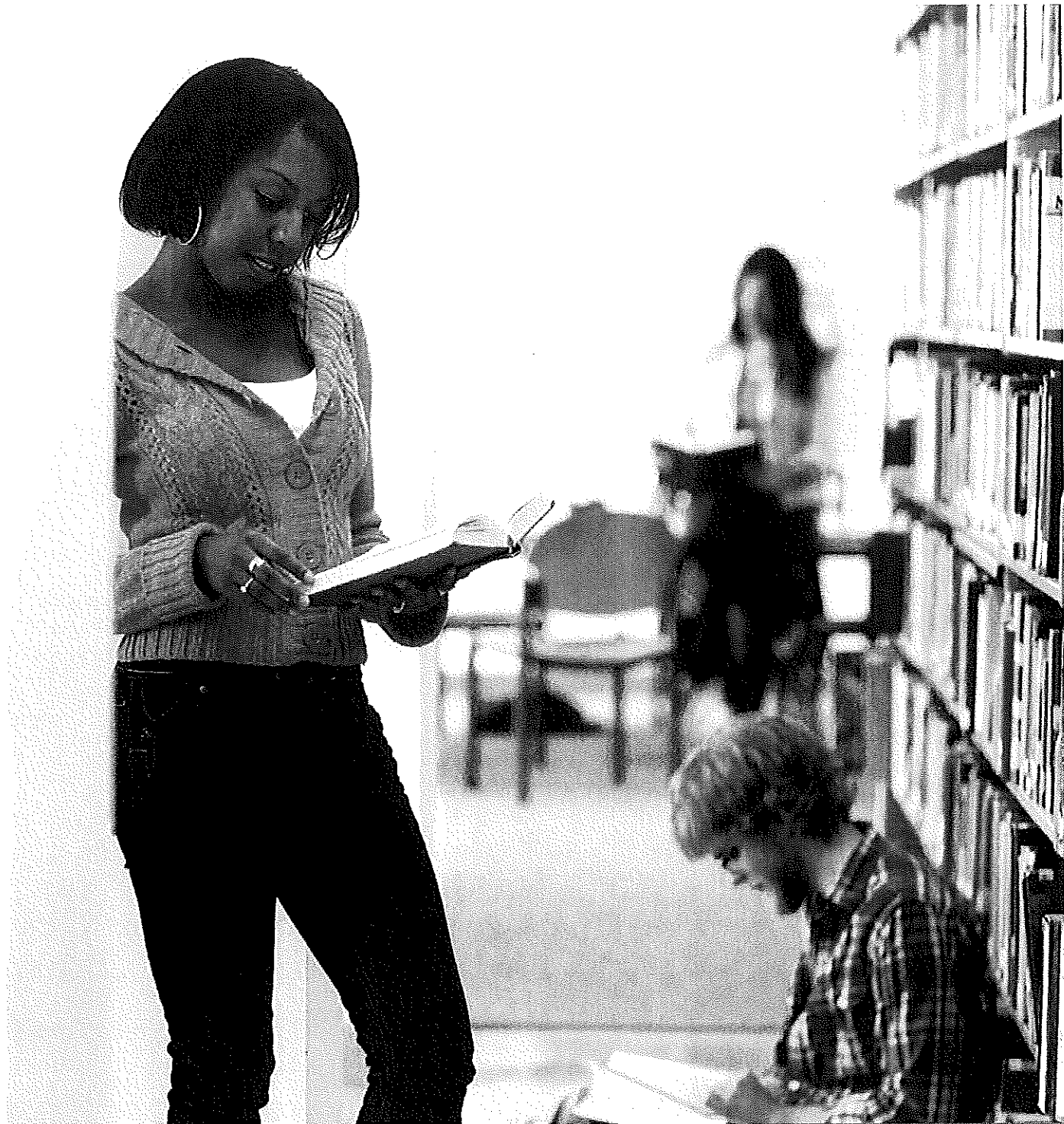
14/14 ✓ Ask ✓ Black

>> Ask

PROPOSED TSI RULES

§4.54 Exemptions, Exceptions, and Waivers

(c) ESOL Waiver--An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed prior to the student attempting 15 credit hours of developmental ESOL coursework or attempting entry-level freshman coursework, whichever comes first, at which time the student or would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, Section 51.3062(1)(1) and (2) for developmental education still apply.



Texas Success Initiative (TSI) Assessment

Interpreting Your Score

Congratulations on taking the TSI Assessment!

The TSI Assessment measures your strengths and weaknesses in mathematics and statistics, reading and writing, and is an indicator of how ready you are to handle college-level courses. The results of the assessment, in conjunction with your academic background, goals and interests, are used by academic advisers and counselors to place you in the appropriate course that matches your skill level. The goal is to help you become ready for college-level course work.

TSI Assessment

Once you complete the TSI Assessment, you have immediate access to your individual score report, which give you details on your test results. Use the score report to understand your academic strengths and areas for improvement. Your advisor, counselor or faculty member will also use this score report to help make the best recommendations for the courses or interventions that meet your individual needs.

How Is My Test Scored?

The individual score report indicates your score in the mathematics, reading and writing portions of the TSI Assessment and the appropriate course level in which you will be placed.

Your scores on the TSI Assessment determine if you are ready to take college-level courses. If you are college ready, you may enroll in any related entry-level college course without having to take developmental courses or interventions. You are considered college ready if **at the very least** you receive the following scores:

College-Readiness Cut-Scores

Mathematics: a score ranging from 350 to 390 in the multiple-choice section

Reading: a score ranging from 351 to 390 in the multiple-choice section

Writing: a score of 5 in the essay section. You can also place in a college course if you receive a 4 on the essay and a score ranging from 363 to 390 on the multiple-choice section.

For more information on assessment topics and scores refer to:

Page 5 for Mathematics and Statistics

Page 4 for Reading

Page 6 for Writing

What if I Don't Meet the College-Readiness Cut-Score?

If your TSI mathematics, reading or writing test score is lower than the college-readiness cut-score for that subject, you may be placed in either a developmental course or an intervention to improve your skills and prepare for success in college-level courses. In addition to other factors, your placement is determined through the results you get in the TSI Diagnostic Test, which measures how well you know the subjects. Your institution may use additional factors such as your high school grade point average/ class ranking, other test scores and courses from your high school or college transcripts.

Can I Retake the Test?

If you are not satisfied with your score, you may retake the TSI Assessment at any time. However, before you attempt to retest, it is strongly recommended that you set aside time for additional study. It is very unlikely that your score will improve greatly without additional review and study. Check with the testing center at your college or university for information concerning retesting.

TSI Diagnostic Test

If your score in the TSI Assessment is lower than the college-readiness cut-score, you will be asked to take the TSI Diagnostic Test, which determines your areas of strengths and areas that need improvement in mathematics, reading and/or writing. Many students who are not college ready may be provided the TSI Diagnostic Test as described below, while others may be given a different version of a diagnostic test to ensure accurate information related to their skill set. The results in the diagnostic test help the adviser place you in the appropriate level of a developmental course.

TSI Diagnostic Score Report

Once you complete the TSI Diagnostic Test, you will receive a diagnostic score report. This report outlines the topics on which you were tested, along with the score and the criteria used to determine that score.

Proficiency Level and Score	What this means to you
Needs Improvement	Indicates that your performance needs to improve significantly in this area.
Limited Proficiency	Indicates that while you have some skill in this area there is room for improvement.
Proficient	Indicates that you have well-developed skills in this area.

TSI Assessment Scenarios

1. Student has the following scores:

Test Portion	Assessment Score	Diagnostic Score
TSI – Math	343	4, 7, 5, 11
TSI – Reading	349	9, 12, 10, 9
TSI – Writing	360	4, 5, 8, 4
TSI – Writing Sample	5	

math 1214 - Lab

What would the student be placed in, this student is a First Time Student, graduated in 2013 from Hondo High School under the recommended program, and was in top 10% of class:

2. Student has the following scores:

Test Portion	Assessment Score	Diagnostic Score	ABE Skill Level
TSI – Math	332		3
TSI – Reading	341		5
TSI – Writing	351	2, 5, 7, 4	
TSI – Writing Sample	3		

What would the student be placed in, this student is a First Time Student, graduated in 2013 from Eagle Pass CC Winn under the minimum program and was in bottom half of class:

3. Student has the following scores:

Test Portion	Assessment Score	Diagnostic Score	ABE Skill Level
TSI – Math	335		2
TSI – Reading	344	12, 14, 13, 13	
TSI – Writing	358	8, 9, 6, 11	
TSI – Writing Sample	4		

What would the student be placed in, this student is a First Time Student, graduated in 2011 from Knippa under the recommended program and was in middle of class:

4. Student has the following score:

Test Portion	Assessment Score	Diagnostic Score	ABE Skill Level
TSI – Math	348	12, 15, 11, 13	
TSI – Reading	345	9, 8, 9, 10	
TSI – Writing	349		4
TSI – Writing Sample	4		

What would the student be placed in, this student is a First Time Student, graduated in 2013 from Uvalde under the recommended program and was in top 25% of class:

Course List - Least TSI Requirements

<i>TSI Math</i>	<i>TSI Read</i>	<i>TSI Write</i>	<i>Course Number</i>	<i>Title</i>	<i>Core</i>
0	1	1	DANC2303	Dance Appreciation I	*
0	1	1	DANC2304	Dance Appreciation II	*
0	1	1	DRAM1120	Theater Practicum I	
0	1	1	DRAM1121	Theater Practicum II	
0	1	1	DRAM1310	Introduction to Theater	*
0	1	1	DRAM1330	Stagecraft I	
0	1	1	DRAM1341	Makeup	
0	1	1	DRAM1351	Acting I	
0	1	1	DRAM2361	History of the Theater I	*
0	1	1	DRAM2362	History of the Theater II	*
0	1	1	KINE1100	Physical Activities	*
0	1	1	KINE1110	Required Physical	*
0	1	1	KINE2100	Physical Activities	*
0	1	1	KINE2110	Physical Activities	*
0	1	1	SPAN1411	Beginning Spanish I	
0	2	1	HIST1301	United States History I	*
0	2	1	HIST1302	United States History II	*
0	2	1	HIST2301	Texas History	
0	2	1	HIST2311	Western Civilization I	
0	2	1	HIST2312	Western Civilization II	
0	2	1	HIST2380	Mexican-American History	
0	2	1	PHIL1301	Introduction to Philosophy	*
0	2	1	PHIL2306	Introduction to Ethics	*
0	3	1	KINE1301	Introduction to Physical Fitness & Sport	
0	3	1	KINE1306	First Aid	
0	3	1	KINE1308	Sports Officiating I	
0	3	1	KINE1338	Concepts of Physical Fitness	
0	3	2	HUMA1315	Fine Arts Appreciation	*

<i>TSI Math</i>	<i>TSI Read</i>	<i>TSI Write</i>	<i>Course Number</i>	<i>Title</i>	<i>Core</i>
1	1	0	ECON2301	Principles of Macroeconomics	*
1	1	0	ECON2302	Principles of Microeconomics	*
1	1	1	BCIS1405	Business Computer Applications	*
1	2	1	AGRI1315	Horticulture	
1	2	1	AGRI1325	Marketing of Agricultural Products	
1	2	1	AGRI1329	Principles of Food Science	
1	2	1	AGRI1370	Range and Wildlife Ecology	
1	2	1	AGRI1419	Introductory Animal Science	
1	2	1	AGRI2303	Agricultural Construction I	
1	2	1	ARTS1311	Design I	*
1	2	1	ARTS1316	Drawing I	
1	2	1	ARTS1325	Drawing and Painting	
1	2	1	ARTS2316	Painting I	
1	2	1	ARTS2323	Life Drawing I	
1	2	1	ARTS2341	Art Metals I	
1	2	1	ARTS2346	Ceramics I	
1	2	1	ARTS2366	Watercolor I	
1	2	1	BUSI1307	Personal Finance	
1	2	1	COSC1401	Microcomputer Applications	*
1	2	1	CRIJ2313	Correctional Systems & Practices	
1	2	1	CRIJ2328	Police Systems & Practices	
1	2	1	MUSI1181	Piano Class I	
1	2	1	MUSI1192	Guitar Class I	
1	2	1	MUSI1301	Fundamentals of Music I - Keyboard-ba	
1	2	1	MUSI1304	Foundations of Music	
1	2	1	MUSI1306	Music Appreciation I	*
1	2	1	PSYC2301	General Psychology	*
1	2	1	PSYC2314	Lifespan Growth and Development	
1	2	1	SPCH1311	Introduction to Speech Communication	*
1	2	1	SPCH1321	Business and Professional Communicati	*

<i>TSI Math</i>	<i>TSI Read</i>	<i>TSI Write</i>	<i>Course Number</i>	<i>Title</i>	<i>Core</i>
1	2	2	AGRI1309	Computers in Agriculture	
1	2	2	EDUC1300	Learning Framework	
1	2	2	EDUC1301	Introduction to the Teaching Profession	
1	2	2	EDUC1325	Principles and Practices of Multicultural	
1	3	1	HECO1322	Nutrition & Diet Therapy	
1	3	2	ARTS1303	Art History I	*
1	3	2	ARTS1304	Art History II	*
1	3	2	ENGL1301	Composition I	*
2	2	1	AGRI1231	The Agricultural Industry	
2	2	1	AGRI1307	Agronomy	
2	2	1	AGRI2317	Introduction to Agricultural Economics	
2	2	1	AGRI2330	Wildlife Conservation and Management	
2	2	1	ENGR1201	Introduction to Engineering	
2	2	1	GEOG1300	Principles of Geography	
2	2	1	GEOL1403	Physical Geology	*
2	2	1	GEOL1404	Historical Geology	*
2	3	1	BIOL1413	General Zoology	*
2	3	1	CHEM1405	Introductory Chemistry I	*
2	3	2	BIOL2406	Environmental Biology	
2	3	2	PSYC2315	Psychology of Adjustment	
2	3	2	PSYC2319	Social Psychology	
2	3	2	SOCI1301	Introductory Sociology	*
2	3	2	SOCI1306	Social Problems	
2	3	2	SOCI2301	Marriage and the Family	
2	3	2	SOCI2306	Human Sexuality	
3	2	1	COSC1336	Programming Fundamentals I	*
3	2	1	ENGR2304	Programming for Engineers	*
3	2	2	PHYS1405	Elementary Physics I	*
3	3	2	ENGR2303	Engineering Mechanics	

Letter Cut Batch Process

Student Navigator

Student Name or ID

No criteria selected

Saved Lists

Retention Fall 2013

Graduation Fall 2013

Saved Criteria

Retention Query

Technical Folks

Graduated

Graduation

Lorena's Advisees 2014SP

Drop List 2014SP

Student Filters

Alerts

Cohort

Contacts

Cumulative Credits

Cumulative GPA

Enrolled in current term

(2014SP)

Enrolled by Term

Enrolled by Class

Enrolled by Term & Location

Enrolled by Term & Major

Financial Aid

Financial Aid (by need met)

Grades

Graduation & Retention

Student Attribute

Test Scores

Special Filters

All Students

Query Filter

Table Filter

- click on current term.

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Student Navigator

Criteria

Do appear as enrolled in current term (5,113)

no sql sql

5,113 students match all criteria

[Save Selection](#) [Clear Criteria](#) [Add Batch Contact](#) [Open Report](#) [Send Email](#)

1-15 of 5,113

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Drop List 2014SP
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Abera, Noah	0185275
Abraham, Elvira	0103893
Abrego, Axochitzin	0167862
Abrego, Delilah	0112786
Abrego, Gerardo	0168447
Acosta Cruz, Cecilia	0176671
Acosta, Adriana	0184398
Acosta, Crystal	0136733
Acosta, Joeben	0150970
Acosta, Miranda	0177507
Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Zachary	0186778
Adame, Brandie	0123522
Adame, Cresencio	0174500

click on table filter

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Student Navigator

Criteria

Do appear as enrolled in current term (5,113)

no sql sql

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[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,113

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Acuna, Zachary	0186778
Adame, Brandie	0123522
Adame, Cresencio	0174500

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
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- Graduation
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- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores

- Special Filters
- All Students
- Query Filter
- Table Filter

*click on
Select Table and
click on "students"*

[Empty search box]

Student Navigator

Student Name or ID

Criteria

Do appear as enrolled in current term (5,113)

no sql sql

5,113 students match all criteria

- Saved Lists
 - Retention Fall 2013
 - Graduation Fall 2013
- Saved Criteria
 - Retention Query
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 - Graduation
 - Lorena's Advisees 2014SP
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 - Grades
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 - Student Attribute
 - Test Scores

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,113

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Acuna, Zachary	0186778
Adame, Brandie	0123522
Adame, Cresencio	0174500

- Special Filters
 - All Students
 - Query Filter
 - Table Filter

Students

[Add Column](#) ←

Apply Filter **Cancel**

select students

click Add column

Student Navigator

Criteria

Do appear as enrolled in current term (5,113)

no sql sql

5,113 students match all criteria

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Drop List 2014SP
- Student Filters
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- Cumulative GPA
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- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,113

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Acuna, Cristian	0169111
Acuna, Zachary	0186778
Adame, Brandie	0123522
Adame, Cresencio	0174500

- Special Filters
- All Students
- Query Filter
- Table Filter

Students

Select Column

Add Column

Apply Filter **Cancel**

click on select column and select "Advisor name"

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Student Navigator

Criteria

Do appear as enrolled in current term (5,113)

no sql sql

5,113 students match all criteria

[Save Selection](#) [Clear Criteria](#) [Add Batch Contact](#) [Open Report](#) [Send Email](#)

1-15 of 5,113

- Saved Lists
 - Retention Fall 2013
 - Graduation Fall 2013
- Saved Criteria
 - Retention Query
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Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Zachary	0186778
Adame, Brandie	0123522
Adame, Cresencio	0174500

i.e. (Cerna, Stephanie, Nunez, Jess)

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[Add Column](#)

← click Apply filter



Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
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- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in current term (5,113)

Do appear in table pvt_Students with Advisor Name matching "Lopez, Lorena" (187)

no sql
sql

133 students match all criteria

Save Selection Clear Criteria Add Batch Contact Open Report Send Email

↑ *click on save selection*

1-15 of 133

<u>Gracia, Nicole</u>	0167029
<u>Granado, Lenise</u>	0179190
<u>Grelle, Bryan</u>	0178802
<u>Guerrero Vester, Alison</u>	0175210
<u>Guerrero, Alexis</u>	0164132
<u>Guerrero, Alicia</u>	0155566
<u>Guerrero, Elvia</u>	0155537
<u>Guerrero, Irma</u>	0155552
<u>Guerrero, Melodie</u>	0153666
<u>Guerrero, Sonny</u>	0124268
<u>Guevara, Bianca</u>	0150285
<u>Guitierrez, Sergio</u>	0164888
<u>Gutierrez, Daniela</u>	0149656
<u>Gutierrez, Humberto</u>	0099454
<u>Gutierrez, Jessica</u>	0172411

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Drop List 2014SP
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
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- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in current term (5,113) no sql
 Do appear in table pvt_Students with Advisor Name matching "Lopez, Lorena" (187) sql

133 students match all criteria

Save Selection Clear Criteria Add Batch Contact Open Report Send Email

1-15 of 133

Gracia, Nicole	0167029
Granado, Lenise	0179190
Grelle, Bryan	0178802
Guerrero Veste, Anson	0175210
Guerrero, Alexis	0164132
Guerrero, Alicia	0155566
Guerrero, Elvia	0155537
Guerrero, Irma	0155552
Guerrero, Melodie	0153666
Guerrero, Sonny	01242
Guevara, Bianca	01502
Gultierrez, Sergio	01648
Gutierrez, Daniela	01496
Gutierrez, Humberto	0099454
Gutierrez, Jessica	0172411

Lorena's Advisees 2014

Description:

Save Cancel

*Click on Save Criteria
 Name your Query
 click Save*

**First
Time
Letter
Process**

Search bar with a dropdown arrow icon.

Student Navigator

Student Name or ID

- Saved Lists
 - Retention Fall 2013
 - Graduation Fall 2013
- Saved Criteria
 - Retention Query
 - Technical Folks
 - Graduated
 - Graduation
 - Lorena's Advisees 2014SP
 - Identify students with no assigned advisor
 - Drop List 2014SP
 - Mr. Merritt's Advisees 2014SP
 - First Time Enrolled SP14
- Student Filters
 - Alerts
 - Cohort
 - Contacts
 - Cumulative Credits
 - Cumulative GPA
 - Enrolled in current term (2014SP)
 - Enrolled by Term
 - Enrolled by Class
 - Enrolled by Term & Location
 - Enrolled by Term & Major
 - Financial Aid
 - Financial Aid (by need met)
 - Grades
 - Graduation & Retention
 - Student Attribute
 - Test Scores
- Special Filters
 - All Students
 - Query Filter
 - Table Filter

Criteria

no sql sql

Do appear as enrolled in current term (5,133)

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

Abera, Noah	0185275
Abraham, Elvira	0103893
Abrego, Axochitzin	0167862
Abrego, Delilah	0112786
Abrego, Gerardo	0168447
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Acosta, Miranda	0177507
Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Tonya	0155104
Adame, Brandie	0123522
Adame, Cresencio	0174500

Click on Enrolled in Current term

Search bar with a dropdown arrow on the right.

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Students whose first enrolled term is 2014SP
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in current term (5,133)

no sql sql

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

Abera, Noah	0185275
Abraham, Elvira	0103893
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Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Tonya	0155104
Adame, Brandie	0123522
Adame, Cresencio	0174500

Students whose first enrolled term is 2014SP

Click on Cohort

Select first enrolled term

Click on Apply filter

Search bar with a dropdown arrow icon.

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
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- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

no sql sql

- Do appear as enrolled in current term (5,133)
- Do have a first enrolled term of "2014SP" (387)

387 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 387

Adames, Anton	0178155
Aguilar, Laura	0140411
Aguilera, Audrey	0145771
Aguillon, Jose	0172292
Aguirre, Araceli	0167202
Alamillo, Marina	0171578
Alejandro, Elizabeth	0186255
Alvarado, Gabriel	0173379
Alvarado, Jeffrey	0148771
Alvarez, Crystal	0186414
Alvarez, Tiffany	0170124
Angeles, Geronimo	0182508
Aranda, Erika	0184336
Aranda, Javier	0181059
Aranda, Veronica	0185591

click on your Advisee List

▼

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have a first enrolled term of "2014SP" (387)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

no sql
sql

16 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 16

Gray, Savannah	0185493
Green, David	0179359
Greene, Brianna	0187121
Gutierrez, Juan	0160755
Horner, Danita	0186685
Iturbe, Anabel	0172104
Jurak, Ashley	0178847
Knighten, Jermal	0187173
Landa, Cynthia	0178547
Ledesma, Justin	0185122
Lopez, Antonio	0152840
Maddox, Forrest	0174273
Mahler, Marlaina	0184731
Martinez, Alyssa	0167504
Martinez, Cj	0184602

Only your letter cut students will appear

Search bar with a dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
 - Retention Fall 2013
 - Graduation Fall 2013
- Saved Criteria
 - Retention Query
 - Technical Folks
 - Graduated
 - Graduation
 - Lorena's Advisees 2014SP
 - Identify students with no assigned advisor
 - Drop List 2014SP
 - Mr. Merritt's Advisees 2014SP
 - First Time Enrolled SP14
- Student Filters
 - Alerts
 - Cohort
 - Contacts
 - Cumulative Credits
 - Cumulative GPA
 - Enrolled in current term (2014SP)
 - Enrolled by Term
 - Enrolled by Class
 - Enrolled by Term & Location
 - Enrolled by Term & Major
 - Financial Aid
 - Financial Aid (by need met)
 - Grades
 - Graduation & Retention
 - Student Attribute
 - Test Scores
- Special Filters
 - All Students
 - Query Filter
 - Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have a first enrolled term of "2014SP" (387)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

no sql sql

16 students match all criteria

[Save Selection](#) [Clear Criteria](#) [Add Batch Contact](#) [Open Report](#) [Send Email](#)

1-15 of 16

- [Gray, Savannah](#)
- [Green, David](#)
- [Greene, Brianna](#)
- [Gutierrez, Juan](#)
- [Horner, Danita](#)
- [Iturbe, Anabel](#)
- [Jurak, Ashley](#)
- [Knighten, Jermal](#)
- [Landa, Cynthia](#)
- [Ledesma, Justin](#)
- [Lopez, Antonio](#)
- [Maddox, Forrest](#)
- [Mahler, Marlaina](#)
- [Martinez, Alyssa](#)
- [Martinez, CJ](#)

Below are the email addresses of the selected students. Copy these addresses to the bcc field of your email client to mail the group.

Comma Semicolon Line Break

aslopez@swtjc.edu,jgutierrez25138@swtjc.edu,artinez27961@swtjc.edu,aiturbe@swtjc.edu,arturbe@swtjc.edu,celanda@swtjc.edu,aajurak@swtjc.edu,degreen@swtjc.edu,csmartinez@swtjc.edu,mpmartinez@swtjc.edu,jlledesma@swtjc.edu,sdgray@swtjc.edu,cwmcdonald@swtjc.edu,danita_horner@yahoo.com,bmgreene@swtjc.edu,kjermal@yahoo.com

0185493
0179359
0187121
0160755
01866
01861
01788
01871
01788
01851
01528
0174273
0184731
0167504
0184602

[Open Email](#) [Close](#)

Copy email addresses and paste to your portal and email letter

Search bar with a dropdown arrow.

Student Navigator

Student Name or ID

- Saved Lists
 - Retention Fall 2013
 - Graduation Fall 2013
- Saved Criteria
 - Retention Query
 - Technical Folks
 - Graduated
 - Graduation
 - Lorena's Advisees 2014SP
 - Identify students with no assigned advisor
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 - Enrolled by Term & Major
 - Financial Aid
 - Financial Aid (by need met)
 - Grades
 - Graduation & Retention
 - Student Attribute
 - Test Scores
- Special Filters
 - All Students
 - Query Filter
 - Table Filter

Criteria

no sql sql

- Do appear as enrolled in current term (5,133)
- Do have a first enrolled term of "2014SP" (387)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

16 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

New Batch Contact

1-15 of 16

Gray, Savannah	Tutor/Advisor	Lopez, Lorena	0185493
Green, David	Type	E-mail	0179359
Greene, Brianna	Reason	Other	0187121
Gutierrez, Juan			0160755
Hornor, Danita			0186685
Iturbe, Anabel	Date	01/30/2014	0172104
Jurak, Ashley	Time	04:22 PM	0178847
Knighthen, Jermal			0187173
Landa, Cynthia	Term	2014SP	0178547
Ledesma, Justin	Duration	in minutes	0185122
Lopez, Antonio			0152840
Maddox, Forrest	Notes	First Time Student Letter	0174273
Mahler, Marlaina			01847
Martinez, Alyssa			01675
Martinez, Cj			01846

***Core
Completers
Initiative**

▼

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
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- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)**
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

no sql sql

Do appear as enrolled in current term (5,133)

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

Abera, Noah	0185275
Abraham, Elvira	0103893
Abrego, Axochitzin	0167862
Abrego, Dellilah	0112786
Abrego, Gerardo	0168447
Acosta Cruz, Cecilia	0176671
Acosta, Adriana	0184398
Acosta, Crystal	0136733
Acosta, Joeben	0150970
Acosta, Miranda	0177507
Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Tonya	0155104
Adame, Brandie	0123522
Adame, Cresencio	0174500

Search bar with dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
 - Retention Fall 2013
 - Graduation Fall 2013
- Saved Criteria
 - Retention Query
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 - Graduation
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 - Enrolled by Term & Major
 - Financial Aid
 - Financial Aid (by need met)
 - Grades
 - Graduation & Retention
 - Student Attribute
 - Test Scores
 - Special Filters
 - All Students
 - Query Filter
 - Table Filter

Criteria

no sql sql

Do appear as enrolled in current term (5,133)

no sql sql radio buttons

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

Abera, Noah	0185275
Abraham, Elvira	0103893
Abrego, Axochitzin	0167862
Abrego, Dellilah	0112786
Abrego, Gerardo	0168447
Acosta Cruz, Cecilia	0176671
Acosta, Adriana	0184398
Acosta, Crystal	0136733
Acosta, Joeben	0150970
Acosta, Miranda	0177507
Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Tonya	0155104
Adame, Brandie	0123522
Adame, Cresencio	0174500

Click on table filter
 Select Program Audit Overall
 Click Add Column

Search bar with dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
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- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attributes
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

no sql sql

Do appear as enrolled in current term (5,133)

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

Abera, Noah	0185275
Abraham, Elvira	0103893
Abrego, Axochitzin	0167862
Abrego, Delilah	0112786
Abrego, Gerardo	0168447
Acosta Cruz, Cecilia	0176671
Acosta, Adriana	0184398
Acosta, Crystal	0136733
Acosta, Joeben	0150970
Acosta, Miranda	0177507
Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Tonya	0155104
Adame, Brandie	0123522
Adame, Cresencio	0174500

Select Percent Complete
75
Click Apply Filter

Program Audit Overall

Percent Complete equal to 75

[Add Column](#)

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Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
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- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in current term (5,133) no sql
sql
Do appear in table pvt_ProgramAuditOverall with Percent Complete equal to 75 (1,501)

104 students match all criteria

[Save Selection](#) [Clear Criteria](#) [Add Batch Contact](#) [Open Report](#) [Send Email](#)

1-15 of 104

Adams, Lindsey	0153135
Aguilar, Juan	0116320
Aguirre, Marisol	0155557
Asmussen, Catherine	0162219
Aviles, Juan	0164243
Bertelsen, Grace	0173880
Bonilla, Brittany	0151510
Bonilla, Magaly	0129826
Cahero, Arturo	0118652
Cahero, Stephen	0159148
Calvillo, Sergio	0168369
Canela, Epi	0161574
Cardenas, Manuel	0146845
Castillo, Jonathan	0150966
Cerde Fruto, Nelson	0175629

Click on your Advisee List

Search bar with a dropdown arrow icon.

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
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- Cohort
- Contacts
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- Cumulative GPA
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- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

no sql
sql

- Do appear as enrolled in current term (5,133)
- Do appear in table pvt_ProgramAuditOverall with Percent Complete equal to 75 (1,501)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

7 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-7 of 7

Iturbe, Enrique	0126508
Landry, Nathan	0158344
Lara, Jaclyn	0069666
Loney, Meaghan	0168851
Lopez, Amanda	0157502
Luevano, Alfonso	0134403
Mata, Margot	0002002

Search bar with dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
 - Retention Fall 2013
 - Graduation Fall 2013
- Saved Criteria
 - Retention Query
 - Technical Folks
 - Graduated
 - Graduation
 - Lorena's Advisees 2014SP
 - Identify students with no assigned advisor
 - Drop List 2014SP
 - Mr. Merritt's Advisees 2014SP
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- Student Filters
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- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
 - All Students
 - Query Filter
 - Table Filter

Criteria

- Do appear as enrolled in current term (5,133) no sql
- Do appear in table pvt_ProgramAuditOverall with Percent Complete equal to 75 (1,501) sql
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

7 students match all criteria

Save Selection New Batch Contact Clear Criteria Add Batch Contact Open Report Send Email

1-7 of 7	Tutor/Advisor	Type	Reason	Date	Time	
	Lopez, Lorena	E-mail	Other	01/30/2014	04:19 PM	0126508
	Iturbe, Enrique					0158344
	Landry, Nathan					0069666
	Lara, Jaclyn					0168851
	Loney, Meaghan					0157502
	Lopez, Amanda					0134403
	Llevano, Alfonso					0002002
	Mata, Margot					

New Batch Contact

Tutor/Advisor:

Type:

Reason:

Date:

Time:

Term:

Duration:

Notes:

Add Batch Contact

***Develop-
mental
Initiative**

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
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- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)**
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

no sql sql

Do appear as enrolled in current term (5,133)

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

Abera, Noah	0185275
Abraham, Elvira	0103893
Abrego, Axochitzin	0167862
Abrego, Delilah	0112786
Abrego, Gerardo	0168447
Acosta Cruz, Cecilia	0176671
Acosta, Adriana	0184398
Acosta, Crystal	0136733
Acosta, Joeben	0150970
Acosta, Miranda	0177507
Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Tonya	0155104
Adame, Brandie	0123522
Adame, Cresencio	0174500

Search bar with a dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
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- Cumulative GPA
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- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in current term (5,133)

no sql sql

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

Abera, Noah	0185275
Abraham, Elvira	0103893
Abrego, Axochitzin	0167862
Abrego, Delilah	0112786
Abrego, Gerardo	0168447
Acosta Cruz, Cecilia	0176671
Acosta, Adriana	0184398
Acosta, Crystal	0136733
Acosta, Joeben	0150970
Acosta, Miranda	0177507
Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Tonya	0155104
Adame, Brandie	0123522
Adame, Cresencio	0174500

Students taking a class section similar to

- 2014SP
- 2013FA
- 2013S2
- 2013S1
- 2013SP
- 2012FA
- 2012S2

Only match classes for the selected terms

math - 0303

Select current term

click on apply filter

Search bar with a dropdown arrow icon.

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
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- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have a record with class section similar to "math-0303" in the following terms "2014SP" (297)

no sql
sql

297 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 297

Acuna, Tonya	0155104
Adams Jr, Jesus	0154415
Aguinaga, Jose	0140916
Aguirre, Ariel	0177825
Aguirre, Juan	0176072
Alejos, Nazario	0156528
Almazan, Linda	0162848
Almazan, Nallely	0184494
Alvarado, Abraham	0156341
Alvarado, Deandra	0171099
Alvarez, Angelica	0181121
Arellano, Julia	0172264
Arellano, Lizeth	0179348
Arroyo, Jose	0160890
Arzola, Laura	0171566

Click on your Advisee List

▼

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have a record with class section similar to "math-0303" in the following terms "2014SP" (297)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

no sql
sql

11 students match all criteria

<u>Save Selection</u>	<u>Clear Criteria</u>	<u>Add Batch Contact</u>	<u>Open Report</u>	<u>Send Email</u>
---------------------------------------	---------------------------------------	--	------------------------------------	-----------------------------------

1-11 of 11

<u>Gracia, Nicole</u>	0167029
<u>Gray, Savannah</u>	0185493
<u>Guerrero, Jovoni</u>	0139314
<u>Gutierrez, Jessica</u>	0172411
<u>Hernandez, Maritza</u>	0137609
<u>Hurtado, Cristina</u>	0172632
<u>Kiesel, Thomas</u>	0178851
<u>Lamb, Eric</u>	0179773
<u>Lozano, Jesse</u>	0172049
<u>Maddox, Forrest</u>	0174273
<u>Martinez, Luis Manuel</u>	0180943

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
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- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
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- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have a record with class section similar to "math-0303" in the following terms "2014SP" (297)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

no sql
sql

11 students match all criteria

Save Selection Clear Criteria Add Batch Contact Open Report Send Email

1-11 of 11

- [Gracia, Nicole](#)
- [Gray, Savannah](#)
- [Guerrero, Jovoni](#)
- [Gutierrez, Jessica](#)
- [Hernandez, Maritza](#)
- [Hurtado, Cristina](#)
- [Kiesel, Thomas](#)
- [Lamb, Eric](#)
- [Lozano, Jesse](#)
- [Maddox, Forrest](#)
- [Martinez, Luis Manuel](#)

Below are the email addresses of the selected students. Copy these addresses to the bcc field of your email client to mail the group.

Comma	Semicolon	Line Break	0167029
			0185493
			0139314
mhernandez6723@swtjc.edu,jguerrero7947@swtjc.edu,nmgracia@swtjc.edu,jesse_lozano18@yahoo.com,jrgutierrez30477@swtjc.edu,churtado30772@swtjc.edu,flkmaddox@swtjc.edu,takiesel@swtjc.edu,eelamb@swtjc.edu,lmartinez34359@swtjc.edu,sdgray@swtjc.edu			01724 01876 01726 01728 01729
			01720
			01742
			0180943

Open Email Close

Send email
Copy email addresses
paste to your portal
and email letter

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)
- Do have a record with class section similar to "MATH-0303" in the following terms "2014SP" (297)

no sql
sql

11 students match all criteria

Save Selection Clear Criteria Add Batch Open Send
New Batch Contact Report Email

1-11 of 11	Tutor/Advisor	Type	Reason	Date	Time	Term	Duration	Notes	
	Lopez, Lorena	E-mail	Other	01/30/2014	04:25 PM	2014SP	in minutes	MATH 0303 Initiative Letter	
	Gracia, Nicole								0167029
	Gray, Savannah								0185493
	Guerrero, Jovoni								0139314
	Gutierrez, Jessica								0172411
	Hernandez, Mari								0137609
	Hurtado, Cristina								0172632
	Kesel, Thomas								0178851
	Lamb, Eric								0179773
	Lozano, Jesse								0172049
	Maddox, Forrest								0174273
	Martinez, Luis Manuel								0180943

Save Cancel

Search bar with a dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
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- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in current term (5,133)

no sql sql

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

Abera, Noah	0185275
Abraham, Elvira	0103893
Abrego, Axochitzin	0167862
Abrego, Delilah	0112786
Abrego, Gerardo	0168447
Acosta Cruz, Cecilia	0176671
Acosta, Adriana	0184398
Acosta, Crystal	0136733
Acosta, Joeben	0150970
Acosta, Miranda	0177507
Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Tonya	0155104
Adame, Brandie	0123522
Adame, Cresencio	0174500

Search bar with a dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
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- Graduated
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- Test Scores
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- All Students
- Query Filter
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Criteria

Do appear as enrolled in current term (5,133)

no sql sql

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

Abera, Noah	0185275
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Abrego, Dellilah	0112786
Abrego, Gerardo	0168447
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Acosta, Adriana	0184398
Acosta, Crystal	0136733
Acosta, Joeben	0150970
Acosta, Miranda	0177507
Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Tonya	0155104
Adame, Brandie	0123522
Adame, Cresencio	0174500

Students taking a class section similar to ENGL-0302

- 2014SP
- 2013FA
- 2013S2
- 2013S1
- 2013SP
- 2012FA
- 2012S2

Only match classes for the selected terms.

▼

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
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- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have a record with class section similar to "ENGL-0302" in the following terms "2014SP" (188)

no sql
sql

188 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 188

Aguilar, Ernesto	0107923
Aldaco Lopez, Viviana	0177109
Alejos, Nazario	0156528
Aleman, Arren	0184156
Aleman, Saul	0181789
Almazan, Linda	0162848
Alvarado, Jeffrey	0148771
Alvarez, Angelica	0181121
Alvarez, Domingo	0181767
Arellano, Alissa	0156382
Arellano, Lizeth	0179348
Auces, Ruby	0162983
Avila, Becca	0168887
Avila, Stephen	0172184
Ayala, Giovanni	0175357

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
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- Test Scores
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Criteria

- Do appear as enrolled in current term (5,133)
- Do have a record with class section similar to "ENGL-0302" in the following terms "2014SP" (188)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

no sql
sql

10 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-10 of 10

Guerrero, Jovoni	0139314
Hernandez, Pedro	0171436
Iturbe, Anabel	0172104
Jaime, Jacob	0175681
Kiesel, Thomas	0178851
Lopez, Antonio	0152840
Maldonado, Kaleb	0179086
Martinez, Jessica	0172131
Martinez, Katherine	0173244
Mauricio, Raymond	0177264

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
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no sql
sql

10 students match all criteria

[Save Selection](#) [Clear Criteria](#) [Add Batch](#) [Contact](#) [Open Report](#) [Send Email](#)

1-10 of 10

- [Guerrero, Jovoni](#)
- [Hernandez, Pedro](#)
- [Iturbe, Anabel](#)
- [Jaime, Jacob](#)
- [Kiesel, Thomas](#)
- [Lopez, Antonio](#)
- [Maldonado, Kaleb](#)
- [Martinez, Jessica](#)
- [Martinez, Katherine](#)
- [Mauricio, Raymond](#)

Below are the email addresses of the selected students. Copy these addresses to the bcc field of your email client to mail the group.

Comma	Semicolon	Line Break	0139314
			0171436
			0172104
jguerrero7947@swtjc.edu,aslopez@swtjc.edu,ph... ndez30111@swtjc.edu,aiturbe@swtjc.edu,jmma... z30382@swtjc.edu,kmmartinez35892@swtjc.edu... ob@swtjc.edu,ramauricio@swtjc.edu,takiesel@swtj... edu,kjmaldonado@swtjc.edu			01721
			01732
			01772

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
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- Test Scores
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Criteria

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- Do have a record with class section similar to "ENGL-0302" in the following terms "2014SP" (188)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

no sql
sql

10 students match all criteria

Save Selection Clear Criteria Add Batch Contact Open Report Send Email

1-10 of 10	Tutor/Advisor	Type	Reason	Date	Time	Term	Duration	
	Lopez, Lorena	E-mail	Other	01/30/2014	04:24 PM	2014SP	in minutes	0139314
	Guerrero, Jovoni							0171436
	Hernandez, Pedro							0172104
	Iturbe, Anabel							0175681
	Jame, Jacob							0178851
	Kiesel, Thomas							0152840
	Lopez, Antonio							0179086
	Maldonado, Kaleb							0172131
	Martinez, Jessica							0173244
	Martinez, Katherine							0177264
	Mauricio, Raymond							

Notes

ENGL 0302 Initiative Letter

Save Cancel

***Develop-
mental
Initiative**

Search bar with a dropdown arrow icon.

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
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- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

no sql sql

Do appear as enrolled in current term (5,133)

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

Abera, Noah	0185275
Abraham, Elvira	0103893
Abrego, Axochitzin	0167862
Abrego, Delilah	0112786
Abrego, Gerardo	0168447
Acosta Cruz, Cecilia	0176671
Acosta, Adriana	0184398
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Acosta, Joeben	0150970
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Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Tonya	0155104
Adame, Brandie	0123522
Adame, Cresencio	0174500

Search bar with a dropdown arrow on the right.

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
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- Query Filter
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Criteria

Do appear as enrolled in current term (5,133)

no sql sql

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

Abera, Noah	0185275
Abraham, Elvira	0103893
Abrego, Axochitzin	0167862
Abrego, Delilah	0112786
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Acosta, Crystal	0136733
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Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Tonya	0155104
Adame, Brandie	0123522
Adame, Cresencio	0174500

Students taking a class section similar to

- 2014SP
- 2013FA
- 2013S2
- 2013S1
- 2013SP
- 2012FA
- 2012S2

Only match classes for the selected terms

math - 0303

Select current term

click on apply filter

Search bar with a dropdown arrow icon.

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
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- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have a record with class section similar to "math-0303" in the following terms "2014SP" (297)

no sql
sql

297 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 297

Acuna, Tonya	0155104
Adams Jr, Jesus	0154415
Aguinaga, Jose	0140916
Aguirre, Ariel	0177825
Aguirre, Juan	0176072
Alejos, Nazario	0156528
Almazan, Linda	0162848
Almazan, Nallely	0184494
Alvarado, Abraham	0156341
Alvarado, Deandra	0171099
Alvarez, Angelica	0181121
Arellano, Julia	0172264
Arellano, Lizeth	0179348
Arroyo, Jose	0160890
Arzola, Laura	0171566

Click on your Advisee List

▼

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
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Criteria

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- Do have a record with class section similar to "math-0303" in the following terms "2014SP" (297)
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no sql
sql

11 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-11 of 11

Gracia, Nicole	0167029
Gray, Savannah	0185493
Guerrero, Iovoni	0139314
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Hernandez, Maritza	0137609
Hurtado, Cristina	0172632
Kiesel, Thomas	0178851
Lamb, Eric	0179773
Lozano, Jesse	0172049
Maddox, Forrest	0174273
Martinez, Luis Manuel	0180943

Search bar with dropdown arrow

Student Navigator

Student Name or ID

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no sql
sql

11 students match all criteria

[Save Selection](#) [Clear Criteria](#) [Add Batch Contact](#) [Open Report](#) [Send Email](#)

1-11 of 11

- [Gracia, Nicole](#)
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- [Guerrero, Jovoni](#)
- [Gutierrez, Jessica](#)
- [Hernandez, Maritza](#)
- [Hurtado, Cristina](#)
- [Kiesel, Thomas](#)
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- [Lozano, Jesse](#)
- [Maddox, Forrest](#)
- [Martinez, Luis Manuel](#)

Below are the email addresses of the selected students. Copy these addresses to the bcc field of your email client to mail the group.

0167029
0185493
0139314

Comma Semicolon Line Break

mhernandez6723@swtjc.edu,jguerrero7947@swtjc.edu,nmgracia@swtjc.edu,jesse_lozano18@yahoo.com,jrgutierrez30477@swtjc.edu,churtado30772@swtjc.edu,fkmaddox@swtjc.edu,takiesel@swtjc.edu,eelam@swtjc.edu,lmartinez34359@swtjc.edu,sdgray@swtjc.edu

01722
01876
01726
01788
01715
01720
01742
0180943

Open Email Close

Send email
Copy email addresses
paste to your portal
and email letter

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
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- Special Filters
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- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)
- Do have a record with class section similar to "MATH-0303" in the following terms "2014SP" (297)

no sql
sql

11 students match all criteria

Save Selection **New Batch Contact** Clear Criteria Add Batch Contact Open Report Send Email

1-11 of 11

Tutor/Advisor	Type	Reason	Date	Time	Term	Duration	Notes	
Lopez, Lorena	E-mail	Other	01/30/2014	04:25 PM	2014SP	in minutes	MATH 0303 Initiative Letter	0167029
Gracia, Nicole								0185493
Gray, Savannah								0139314
Guerrero, Jovoni								0172411
Gutierrez, Jessica								0137609
Hernandez, Mari								0172632
Hurtado, Cristina								0178851
Kesel, Thomas								0179773
Limb, Eric								0172049
Lozano, Jesse								0174273
Maddox, Forrest								0180943
Martinez, Luis Manuel								

Save Cancel

Search bar with a dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
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- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

no sql sql

Do appear as enrolled in current term (5,133)

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

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Acosta, Miranda	0177507
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Acuna, Tonya	0155104
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Search bar with a dropdown arrow icon.

Student Navigator

Student Name or ID

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- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in current term (5,133)

no sql sql

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

Abera, Noah	0185275
Abraham, Elvira	0103893
Abrego, Axochitzin	0167862
Abrego, Delilah	0112786
Abrego, Gerardo	0168447
Acosta Cruz, Cecilia	0176671
Acosta, Adriana	0184398
Acosta, Crystal	0136733
Acosta, Joellen	0150970
Acosta, Miranda	0177507
Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Tonya	0155104
Adame, Brandie	0123522
Adame, Cresencio	0174500

Students taking a class section similar to ENGL-0302

- 2014SP
- 2013FA
- 2013S2
- 2013S1
- 2013SP
- 2012FA
- 2012S2

Only match classes for the selected terms

▼

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in current term (5,133) no sql
sql

Do have a record with class section similar to "ENGL-0302" in the following terms "2014SP" (188)

188 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 188

Aguilar, Ernesto	0107923
Aldaco Lopez, Viviana	0177109
Alejos, Nazario	0156528
Aleman, Arren	0184156
Aleman, Saul	0181789
Almazan, Linda	0162848
Alvarado, Jeffrey	0148771
Alvarez, Angelica	0181121
Alvarez, Domingo	0181767
Arellano, Alissa	0156382
Arellano, Lizeth	0179348
Auces, Ruby	0162983
Avila, Becca	0168887
Avila, Stephen	0172184
Ayala, Giovanni	0175357

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have a record with class section similar to "ENGL-0302" in the following terms "2014SP" (188)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

no sql
sql

10 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-10 of 10

Guerrero, Jovoni	0139314
Hernandez, Pedro	0171436
Iturbe, Anabel	0172104
Jaime, Jacob	0175681
Kiesel, Thomas	0178851
Lopez, Antonio	0152840
Maldonado, Kaleb	0179086
Martinez, Jessica	0172131
Martinez, Katherine	0173244
Mauricio, Raymond	0177264

Search bar with dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have a record with class section similar to "ENGL-0302" in the following terms "2014SP" (188)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

no sql
sql

10 students match all criteria

[Save Selection](#) [Clear Criteria](#) [Add Batch Contact](#) [Open Report](#) [Send Email](#)

1-10 of 10

- [Guerrero, Jovoni](#)
- [Hernandez, Pedro](#)
- [Iturbe, Anabel](#)
- [Jaime, Jacob](#)
- [Kiesel, Thomas](#)
- [Lopez, Antonio](#)
- [Maldonado, Kaleb](#)
- [Martinez, Jessica](#)
- [Martinez, Katherine](#)
- [Mauricio, Raymond](#)

Below are the email addresses of the selected students. Copy these addresses to the bcc field of your email client to mail the group.

	0139314
	0171436
	0172104
jguerrero7947@swtjc.edu,aslopez@swtjc.edu,ph	01756
ndez30111@swtjc.edu,aiturbe@swtjc.edu,jmma	01768
z30382@swtjc.edu,kmmartinez35892@swtjc.edu	01782
ob@swtjc.edu,ramauricio@swtjc.edu,takiesel@sw	01790
edu,kjmaldonado@swtjc.edu	01721
	01732
	01772

Comma Semicolon Line Break

Open Email Close

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in current term (5,133) no sql
 Do have a record with class section similar to "ENGL-0302" in the following terms "2014SP" (188) sql
 Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

10 students match all criteria

Save Selection Clear Criteria Add Data Contact Open Report Send Email

New Batch Contact

1-10 of 10 Tutor/Advisor

Name	Type	Reason	ID
Guerrero, Iovoni	E-mail <input type="button" value="v"/>		0139314
Hernandez, Pedro			0171436
Iturbe, Anabel	Other <input type="button" value="v"/>		0172104
Jame, Jacob			0175681
Kiesel, Thomas	Date <input type="text" value="01/30/2014"/>		0178851
Lopez, Antonio	Time <input type="text" value="04:24 PM"/>		0152840
Maldonado, Kaleb			0179086
Martinez, Jessica	Term <input type="text" value="2014SP"/>		0172131
Martinez, Katherine			0173244
Mauricio, Raymond	Duration <input type="text" value="in minutes"/>		0177264

Notes

***Graduation Initiative**

Search bar with dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)**
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in current term (5,133)

no sql sql

5,133 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 5,133

Abera, Noah	0185275
Abraham, Elvira	0103893
Abrego, Axochitzin	0167862
Abrego, Delilah	0112786
Abrego, Gerardo	0168447
Acosta Cruz, Cecilia	0176671
Acosta, Adriana	0184398
Acosta, Crystal	0136733
Acosta, Joeben	0150970
Acosta, Miranda	0177507
Acosta, Sara	0146598
Acuna, Cristian	0169111
Acuna, Tonya	0155104
Adame, Brandie	0123522
Adame, Cresencio	0174500

Click on Enrolled in current term

Search bar with a dropdown arrow

Student Navigator

Student Name or ID

Criteria

Do appear as enrolled in current term (5,133)

no sql sql

5,133 students match all criteria

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013

- [Save Selection](#)
- [Clear Criteria](#)
- [Add Batch Contact](#)
- [Open Report](#)
- [Send Email](#)

- Saved Criteria
- Retention Query
- Technical Folks

1 15 of 5,133

Criteria	Student Name	ID
Students have any of the following alerts	Abrego, Noah	0185275
Student has had 3 or more Advises	Abraham, Elvira	0103893
Student received "F", "D" or "W" in current semester	Alvigo, Anthon	0167862
This is a developmental student	Alvigo, Delilah	0112786
Student has enrolled for next term but has no contact this term	Alvigo, Gerard	0168447
Student has at least 6 more registered credits than in previous long term	Acosta Cruz, Cecilia	0176671
Student has < 50% financial need met for current academic year	Acosta, Adriana	0184398
Student has at least one irregular attendance	Acosta, Crystal	0136733
First Time Enrolled SP14	Acosta, Joeben	0150970
	Acosta, Miranda	0177507
	Acosta, Sara	0146598
	Acuna, Cristian	0169111
	Acuna, Tonya	0155104
	Adame, Brandie	0123522
	Adame, Cresencio	0174500

Student Filters

- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

"Students may be close to graduation"

Search bar with dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in current term (5,133) no sql
Do have any of the following alerts "Student may be close to graduation" (232) sql

232 students match all criteria

Save Clear Add Batch Open Send
Selection Criteria Contact Report Email

1-15 of 232

<u>Adams, Lindsey</u>	0153135
<u>Aguirre, Rebeca</u>	0158755
<u>Ahlschlager, Elliot</u>	0176376
<u>Alaniz, Matthew</u>	0154455
<u>Arredondo, Maricela</u>	0161744
<u>Asmussen, Catherine</u>	0162219
<u>Balderas, Zenaida</u>	0164198
<u>Barrera, Crystal</u>	0141672
<u>Barrera, Jonathan</u>	0129393
<u>Belicek, Taylor</u>	0158950
<u>Bermea, Brian</u>	0157611
<u>Burchfield, Janet</u>	0001596
<u>Bustamante, Erica</u>	0150263
<u>Bustamante, Ernest</u>	0121794
<u>Cadena, Bianca</u>	0146064

Select Table

Apply Filter Cancel

Click on Table filter

Search bar with dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
 - Retention Fall 2013
 - Graduation Fall 2013
- Saved Criteria
 - Retention Query
 - Technical Folks
 - Graduated
 - Graduation
 - Lorena's Advisees 2014SP
 - Identify students with no assigned advisor
 - Drop List 2014SP
 - Mr. Merritt's Advisees 2014SP
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- Student Filters
 - Alerts
 - Cohort
 - Contacts
 - Cumulative Credits
 - Cumulative GPA
 - Enrolled in current term (2014SP)
 - Enrolled by Term
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 - Financial Aid
 - Financial Aid (by need met)
 - Grades
 - Graduation & Retention
 - Student Attribute
 - Test Scores
 - Special Filters
 - All Students
 - Query Filter
 - Table Filter

Criteria

Do appear as enrolled in current term (5,133) no sql
Do have any of the following alerts "Student may be close to graduation" (232) sql

232 students match all criteria

Save Selection Clear Criteria Add Batch Contact Open Report Send Email

1-15 of 232

<u>Adams, Lindsey</u>	0153135
<u>Aguirre, Rebeca</u>	0158755
<u>Ahlschlager, Elliot</u>	0176376
<u>Alaniz, Matthew</u>	0154455
<u>Arredondo, Maricela</u>	0161744
<u>Asmussen, Catherine</u>	0162219
<u>Balderas, Zenaida</u>	0164198
<u>Barrera, Crystal</u>	0141672
<u>Barrera, Jonathan</u>	0129393
<u>Belicek, Taylor</u>	0158950
<u>Bermea, Brian</u>	0157611
<u>Burchfield, Janet</u>	0001596
<u>Bustamante, Erica</u>	0150263
<u>Bustamante, Ernest</u>	0121794
<u>Cadena, Bianca</u>	0146064

Students

Add Column

Apply Filter Cancel

Select "students"
Click on Add Column

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
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- Student Filters
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- Cohort
- Contacts
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- Cumulative GPA
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- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attributes
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in current term (5,133)

Do have any of the following alerts "Student may be close to graduation" (232)

no sql
sql

232 students match all criteria

Save Selection Clear Criteria Add Batch Contact Open Report Send Email

1-15 of 232

<u>Adams, Lindsey</u>	0153135
<u>Aguirre, Rebeca</u>	0158755
<u>Ahlschlager, Elliot</u>	0176376
<u>Alaniz, Matthew</u>	0154455
<u>Arredondo, Maricela</u>	0161744
<u>Asmussen, Catherine</u>	0162219
<u>Balderas, Zenaida</u>	0164198
<u>Barrera, Crystal</u>	0141672
<u>Barrera, Jonathan</u>	0129393
<u>Belicek, Taylor</u>	0158950
<u>Bermea, Brian</u>	0157611
<u>Burchfield, Janet</u>	0001596
<u>Bustamante, Erica</u>	0150263
<u>Bustamante, Ernest</u>	0121794
<u>Cadena, Bianca</u>	0146064

Select Active Degree

Students

Active Degree Type value, then select from list

i.e. (ADVS, AAS)

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Search bar with dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attributes
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have any of the following alerts "Student may be close to graduation" (232)

no sql
sql

232 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-15 of 232

Adams, Lindsey	0153135
Aguirre, Rebeca	0158755
Ahlschlager, Elliot	0176376
Alaniz, Matthew	0154455
Arredondo, Maricela	0161744
Asmussen, Catherine	0162219
Balderas, Zenaida	0164198
Barrera, Crystal	0141672
Barrera, Jonathan	0129393
Belicek, Taylor	0158950
Bermea, Brian	0157611
Burchfield, Janet	0001596
Bustamante, Erica	0150263
Bustamante, Ernest	0121794
Cadena, Bianca	0146064

Select
AA
AS

Students

Active Degree Type value, then select from list

i.e. (ADVS, AAS)

AA

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[Add Column](#)

▼

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have any of the following alerts "Student may be close to graduation" (232)
- Do appear in table pvt_Students with Active Degree matching the following "AA, AS" (47,953)

no sql
sql

184 students match all criteria

Save Selection	Clear Criteria	Add Batch Contact	Open Report	Send Email
--------------------------------	--------------------------------	-----------------------------------	-----------------------------	----------------------------

1-15 of 184

Adams, Lindsey	0153135
Aguirre, Rebeca	0158755
Ahlschlager, Elliot	0176376
Alaniz, Matthew	0154455
Asmussen, Catherine	0162219
Balderas, Zenaida	0164198
Barrera, Crystal	0141672
Barrera, Jonathan	0129393
Belicek, Taylor	0158950
Bermea, Brian	0157611
Burchfield, Janet	0001596
Bustamante, Erica	0150263
Bustamante, Ernest	0121794
Cadena, Bianca	0146064
Canales, Cassandra	0156224

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have any of the following alerts "Student may be close to graduation" (232)
- Do appear in table pvt_Students with Active Degree matching the following "AA, AS" (47,953)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

no sql
sql

10 students match all criteria

[Save Selection](#)
 [Clear Criteria](#)
 [Add Batch Contact](#)
 [Open Report](#)
 [Send Email](#)

1-10 of 10

Guerrero, Melodie	0153666
Hernandez, Hector	0157681
Iturbe, Enrique	0126508
King, Reagan	0090784
Landeros, Kabrina	0149918
Lara, Jaclyn	0069666
Lee, William	0164711
Leos, Monica	0138851
Loney, Kathryn	0164624
McDonald, Morgann	0150452

Select your Advisee List

Search bar with dropdown arrow

Student Navigator

Student Name or ID

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have any of the following alerts "Student may be close to graduation" (232)
- Do appear in table pvt_Students with Active Degree matching the following "AA, AS" (47,953)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

no sql sql

10 students match all criteria

Save Selection Clear Criteria Add Batch Contact Open Report Send Email

1-10 of 10

- Guerrero, Melodie
- Hernandez, Hector
- Iturbe, Enrique
- King, Reagan
- Landeros, Kabrina
- Lara, Jaclyn
- Lee, William
- Leos, Monica
- Loney, Kathryn
- McDonald, Morgann

Below are the email addresses of the selected students. Copy these addresses to the bcc field of your email client to mail the group.

Comma Semicolon Line Break

j.lara@swtjc.edu,rkking@swtjc.edu,eaiturbe@swtjc.edu,moleos@swtjc.edu,kmlanderos@swtjc.edu,mcdonald@swtjc.edu,mdguerrero@swtjc.edu,hehernandez23950@swtjc.edu,kaloney@swtjc.edu,wlee@swtjc.edu

0153666
0157681
0126508
0090784
01495
00686
01647
01588
01646
01504

Open Email Close

Copy email addresses and paste to your portal to email

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Lorena's Advisees 2014SP
- Identify students with no assigned advisor
- Drop List 2014SP
- Mr. Merritt's Advisees 2014SP
- First Time Enrolled SP14
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014SP)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in current term (5,133)
- Do have any of the following alerts "Student may be close to graduation" (232)
- Do appear in saved criteria "Lorena's Advisees 2014SP" (181)

no sql
sql

15 students match all criteria

Save Selection New Batch Contact Report Email

1-15 of 15	Tutor/Advisor	Type	Reason	Date	Time	Term	Duration	Notes	
	Lopez, Lorena	E-mail	Other	01/30/2014	04:23 PM	2014SP	in minutes	Close to graduation letter	0153666
	Guerrero, Melodie								0157681
	Hernandez, Hector								0132176
	Hilderbran, Cecile								0150330
	Hill, Sarah								0172645
	Howell, Ashley								0126508
	Iturbe, Enrique								0090784
	King, Reagan								0142710
	Klein, Erick								0149918
	Linderos, Kabrina								0069666
	Lara, Jaclyn								0164711
	Lee, William								01388
	Leos, Monica								01648
	Loney, Kathryn								01428
	Martinez, Sandra								01504
	McDonald, Morgann								

Save Cancel

***Retention Initiative**

Retention Query

logged in as estudias\lore1100 (group reg)

Student Navigator

No criteria selected

- Saved Lists
 - Retention Fall 2013
 - Graduation Fall 2013
 - retention Spr14
- Saved Criteria
 - Retention Query
 - Technical Folks
 - Graduated
 - Graduation
 - Identify students with no assigned advisor
 - Drop List 2014SP
 - Merritt's Advisee List SP14
 - First Time Enrollled SP14
 - Needs Cols or Ori
 - Lorena's Advisee List SP14
 - TRIO Current Student
 - Jessica's Advisee List
 - Yesenia's Advisee List
 - Elsa's Advisee List
 - TRIO Applied / Wa
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credit
- Cumulative GPA
- Enrolled in current (2014S1)
- Enrolled by Term**
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Students enrolled for any of the following terms

- 2015SP
- 2014FA
- 2014S2
- 2014S1
- 2014SP
- 2013FA
- 2013S2

Apply Filter **Cancel**

logged in as estudios\lore1100 (group reg)

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Identify students with no assigned advisor
- Drop List 2014SP
- Merritt's Advisee List SP14
- First Time Enrolled SP14
- Needs Cols or Ori
- Lorena's Advisee List SP14
- TRIO Current Student
- Jessica's Advisee List
- Yesenia's Advisee List
- Elsa's Advisee List
- TRIO Applied / Waitlist
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credit
- Cumulative GPA
- Enrolled in current (2014S1)
- Enrolled by Term**
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in at least one of these terms
"2013FA" (5,469)

no sql
sql

5,469 students match all criteria

[Save Selection](#)
[Clear Criteria](#)
[Add Batch Contact](#)
[Open Report](#)
[Send Email](#)

1-15 of 5,469

Abera, Noah	0185275
Abrajan, Gabriela	0166730
Abrego, Gerardo	0168447
Acevedo, German	0170383
Acosta Cruz, Cecilia	0176671
Acosta, Adriana	0184398
Acosta, Crystal	0136733
Acosta, Joeben	0150970
Acosta, Lazaro	0175247

Students enrolled for any of the following terms

2015SP

2014FA

2014S2

2014S1

2014SP

2013FA

2013S2

logged in as estudios\lore1100 (group reg)

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Identify students with no assigned advisor
- Drop List 2014SP
- Merritt's Advisee List SP14
- First Time Enrolled SP14
- Needs Cols or Ori
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- Jessica's Advisee List SP14
- Yesenia's Advisee List SP14
- Elsa's Advisee List SP14
- TRIO Applied / Waiting List
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014S1)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Click ON "Do" twice until "Don't appear" changes

Criteria

Do appear as enrolled in at least one of these terms

"2013FA" (5,469)

Don't appear as enrolled in at least one of these terms

"2014SP" (61,893)

no sql
sql

1,334 students match all criteria

Save Selection Clear Add Batch Open Send
Criteria Contact Report Email

1-15 of 1,334

<u>Abrajan, Gabriela</u>	0166730
<u>Acevedo, German</u>	0170383
<u>Acosta, Lazaro</u>	0175247
<u>Adame, Magaly</u>	0161203
<u>Adams, Lane</u>	0181580
<u>Adams, Preston</u>	0162069
<u>Aguado, Luis</u>	0171146
<u>Aguero, Megan</u>	0178672
<u>Aguilar, Hector</u>	0126305
<u>Aguilar, Jose</u>	0155363
<u>Aguilar, Joshua</u>	0171327
<u>Aguilar, Raymond</u>	0180179
<u>Aguilar, Veronica</u>	0176169
<u>Aguilera, Angelo</u>	0164826
<u>Aguilera, Pricilla</u>	0151915

logged in as estudios\lore1100 (group reg)

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Identify students with no assigned advisor
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- Yessenia's Advisee List SP14
- Elsa's Advisee List SP14
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- Student Filters
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- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attr
- Test Scores
- Special Filter
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in at least one of these terms
"2013FA" (5,469)

no sql
sql

Don't appear as enrolled in at least one of these terms
"2014SP" (61,893)

1,334 students match all criteria

[Save Selection](#)
[Clear Criteria](#)
[Add Batch Contact](#)
[Open Report](#)
[Send Email](#)

1-15 of 1,334

Abrajan, Gabriela	0166730
Acevedo, German	0170383
Acosta, Lazaro	0175247
Adame, Magaly	0161203
Adams, Lane	0181580
Adams, Preston	0162069
Aguado, Luis	0171146
Aguero, Megan	0178672
Aguilar, Hector	0126305
Aguilar, Jose	0155363
Aguilar, Joshua	0171327
Aguilar, Raymond	0180179
Aguilar, Veronica	0176169
Aguilera, Angelo	0164826
Aguilera, Pricilla	0151915

[Add Column](#)

[Apply Filter](#) [Cancel](#)

logged in as estudios\lore1100 (group reg)

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Identify students with no assigned advisor
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- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014S1)
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- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attr
- Test Scores
- Special Filter
- All Students
- Query Filter
- Table Filter

Criteria

no sql sql

- Do appear as enrolled in at least one of these terms "2013FA" (5,469)
- Don't appear as enrolled in at least one of these terms "2014SP" (61,893)

1,334 students match all criteria

[Save Selection](#) [Clear Criteria](#) [Add Batch Contact](#) [Open Report](#) [Send Email](#)

1-15 of 1,334

Abrajan, Gabriela	0166730
Acevedo, German	0170383
Acosta, Lazaro	0175247
Adame, Magaly	0161203
Adams, Lane	0181580
Adams, Preston	0162069
Aguado, Luis	0171146
Aguero, Megan	0178672
Aguilar, Hector	0126305
Aguilar, Jose	0155363
Aguilar, Joshua	0171327
Aguilar, Raymond	0180179
Aguilar, Veronica	0176169
Aguilera, Angelo	0164826
Aguilera, Pricilla	0151915

Students

Advisor Name

i.e. (Silva, Ysenia, Hoffman, Brenda)

Lopez, Lorena

[Add Column](#)

logged in as estudios\lore1100 (group reg)

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
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- Cumulative Credits
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- Enrolled in current term (2014S1)
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- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attr
- Test Scores
- Special Filter
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in at least one of these terms "2013FA" (5,469)
- Don't appear as enrolled in at least one of these terms "2014SP" (61,893)
- Do appear in table pvt_Students with Advisor Name matching "Lopez, Lorena" (330)

no sql
sql

70 students match all criteria

Save Selection Clear Add Batch Open Send
Criteria Contact Report Email

1-15 of 70

<u>Gagliardi, Angelina</u>	0111638
<u>Galindo, Ricardo</u>	0175784
<u>Galvan, Gustavo</u>	0070674
<u>Galvan, Isela</u>	0161293
<u>Galvan, Julian</u>	0180270
<u>Galvez, Nichole</u>	0136714
<u>Gamez, Jonathan</u>	0151463
<u>Garcia, Aide</u>	0173802
<u>Garcia, April</u>	0156793
<u>Garcia, Juan</u>	0180826
<u>Garcia, Shawn</u>	0151153
<u>Garza, Angelica</u>	0075699
<u>Garza, Jeanette</u>	0145403
<u>Garza, Monica</u>	0137436
<u>Garza, Rebekah</u>	0151150

Select Table

logged in as estudios\lore1100 (group reg)

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Identify students with no assigned advisor
- Drop List 2014SP
- Merritt's Advisee List SP14
- First Time Enrolled SP14
- Needs Cols or Orie
- Lorena's Advisee List SP14
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- Elsa's Advisee ListSP14
- TRIO Applied / Waiting List
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014S1)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attr
- Test Scores
- Special Filter
- All Students
- Query Filter
- Table Filter

Criteria

- Do appear as enrolled in at least one of these terms "2013FA" (5,469)
- Don't appear as enrolled in at least one of these terms "2014SP" (61,893)
- Do appear in table pvt_Students with Advisor Name matching "Lopez, Lorena" (330)

no sql
sql

70 students match all criteria

[Save Selection](#) [Clear Criteria](#) [Add Batch Contact](#) [Open Report](#) [Send Email](#)

1-15 of 70

Gagliardi, Angelina	0111638
Galindo, Ricardo	0175784
Galvan, Gustavo	0070674
Galvan, Isela	0161293
Galvan, Julian	0180270
Galvez, Nichole	0136714
Gamez, Jonathan	0151463
Garcia, Aide	0173802
Garcia, April	0156793
Garcia, Juan	0180826
Garcia, Shawn	0151153
Garza, Angelica	0075699
Garza, Jeanette	0145403
Garza, Monica	0137436
Garza, Rebekah	0151150

Student Degrees

Awarded Degree

- AA
- AAS
- AAT

logged in as estudios\lore1100 (group reg)

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
- Identify students with no assigned advisor
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- Elsa's Advisee List SP14
- TRIO Applied / Waiting List
- Student Filters
- Alerts
- Cohort
- Contacts
- Cumulative Credits
- Cumulative GPA
- Enrolled in current term (2014S1)
- Enrolled by Term
- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

click twice

Criteria

no sql
sql

- Do appear as enrolled in at least one of these terms "2013FA" (5,469)
- Don't appear as enrolled in at least one of these terms "2014SP" (61,893)
- Do appear in table pvt_Students with Advisor Name matching "Lopez, Lorena" (330)
- Do appear in table pvt_StudentDegrees with Awarded Degree matching the following "AA, AAS" (6,218)

10 students match all criteria

[Save Selection](#)
[Clear Criteria](#)
[Add Batch Contact](#)
[Open Report](#)
[Send Email](#)

1-10 of 10

Student who have graduated

Gagliardi, Angelina	0111638
Galvez, Nichole	0136714
Garza, Rebekah	0151150
Gomez, Reyna	0128314
Hernandez, Cristal	0137467
Hill, Eric	0125393
Kolos, Kashley	0157549
Lafuente, Mario	0065386
Magee, Gatlin	0162091
Mata, Catherine	0147049

logged in as estudios\lore1100 (group reg)

Student Navigator

- Saved Lists
- Retention Fall 2013
- Graduation Fall 2013
- Saved Criteria
- Retention Query
- Technical Folks
- Graduated
- Graduation
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- Enrolled by Class
- Enrolled by Term & Location
- Enrolled by Term & Major
- Financial Aid
- Financial Aid (by need met)
- Grades
- Graduation & Retention
- Student Attribute
- Test Scores
- Special Filters
- All Students
- Query Filter
- Table Filter

Criteria

Do appear as enrolled in at least one of these terms "2013FA" (5,469)

Don't appear as enrolled in at least one of these terms "2014SP" (61,893)

Do appear in table pvt_Students with Advisor Name matching "Lopez, Lorena" (330)

Don't appear in table pvt_StudentDegrees with Awarded Degree matching the following "AA, AAS" (60,840)

no sql
sql

60 students match all criteria

Save Selection Clear Add Batch Open Send
Criteria Contact Report Email

1-15 of 60

<u>Galindo, Ricardo</u>	0175784
<u>Galvan, Gustavo</u>	0070674
<u>Galvan, Isela</u>	0161293
<u>Galvan, Julian</u>	0180270
<u>Gamez, Jonathan</u>	0151463
<u>Garcia, Aide</u>	0173802
<u>Garcia, April</u>	0156793
<u>Garcia, Juan</u>	0180826
<u>Garcia, Shawn</u>	0151153
<u>Garza, Angelica</u>	0075699
<u>Garza, Jeanette</u>	0145403
<u>Garza, Monica</u>	0137436
<u>Gibbs, Olivia</u>	0076001
<u>Gomez, Marc</u>	0184767
<u>Gonzales, James</u>	0137459

List of your students

Student Planning

Student Planning

First you will need to log-in to your SWTJC WebAdvisor

Click the following icon on the SWTJC homepage



*If you have trouble logging in please contact the IT Helpdesk at (830)591-7323

After you log-in to the WebAdvisor you will select Student Planning from the "Academic Planning" section

The following links may display confidential information.
Only students are allowed access to this menu. If you are not a student, please log into the Registrar & Admissions web site for additional information.

User Account

- Log In to WebAdvisor
- My SWJTC User ID

Financial Information

- View Account and Make Payments
- Account Summary
- Account Summary by Term
- 1099 Electronic Consent
- View My 1098-T Forms
- Payment Account

Financial Aid

- Financial aid status by year
- FAHSA
- FAHSA
- FAHSA
- FAHSA
- FAHSA
- FAHSA

Registration

- Search for Classes
- Register for Sections
- Register and Drop Sections

Academic Profile

- Grades
- Grade Point Average by Term
- Transcript
- Program Evaluation
- Test Summary
- My educational plan
- My class schedule
- My profile

Academic Planning

- Plan Courses
- Program Evaluation
- Student Planning
- Program Customization
- Course Planning Worksheet
- Course Information
- Modify My Course Worksheet

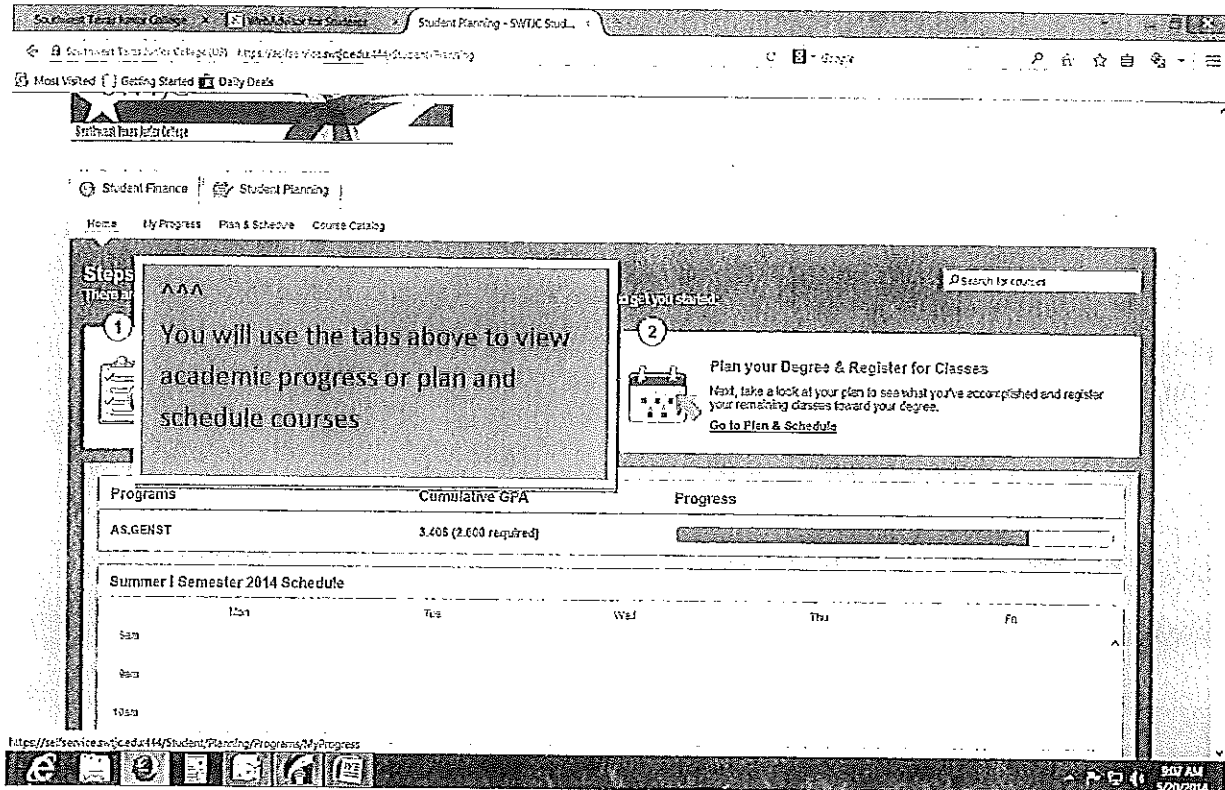
Select the Student Planning tab >

College Dashboard | Log Out | My Menu | Student Portal | Campus Life

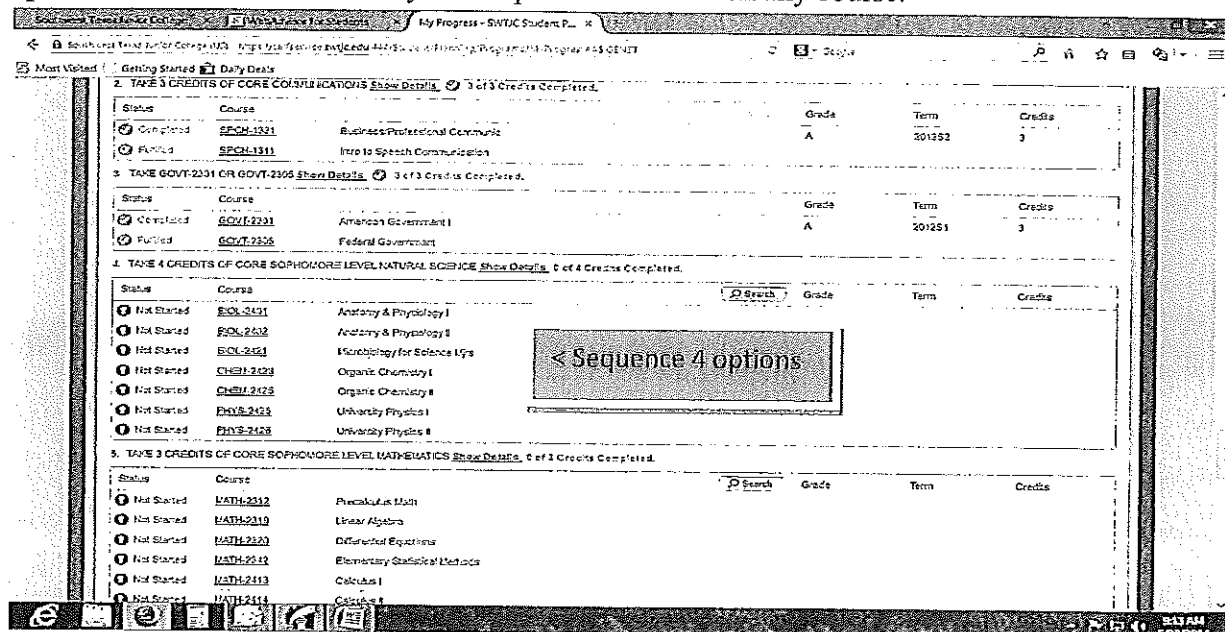
WebAdvisor

4:52 AM 5/20/2011

Once you're in the Student Planning program you will see the following menu

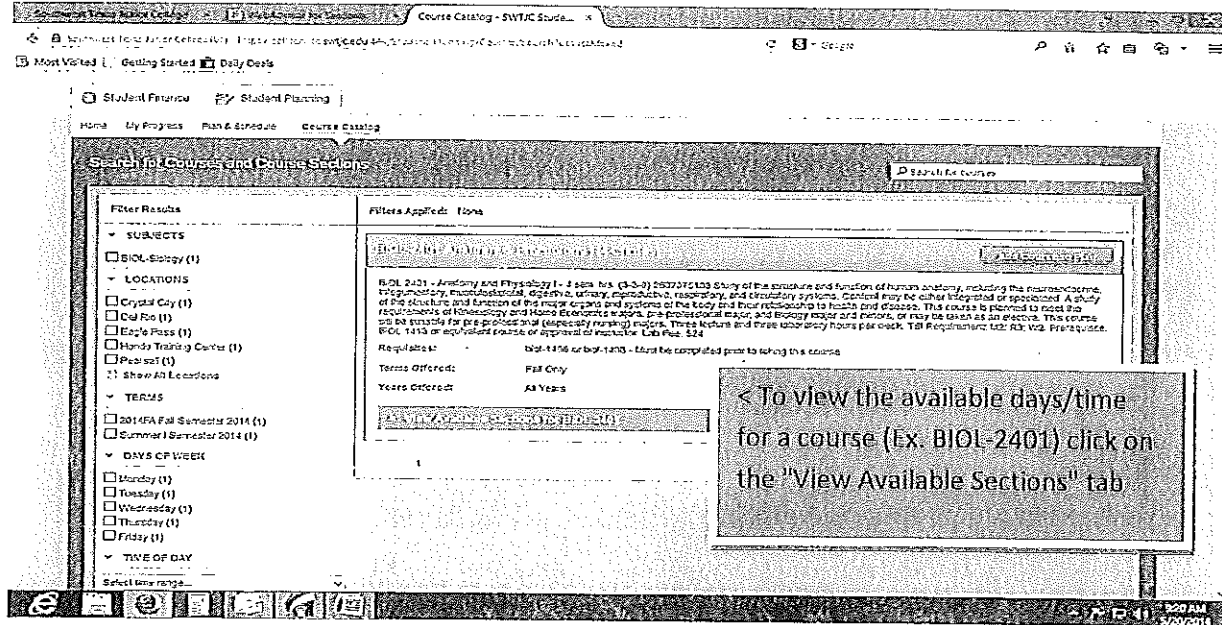


By selecting the "My Progress" tab you can see which courses on your degree plan have been completed and which courses are still pending to be completed as shown below. The courses that are still pending to be completed will be shown under each sequence. For example, sequence 4 from the menu shows "Take 4 credits of core sophomore level natural science". There are seven options to choose from to satisfy this requirement. Click on any course.

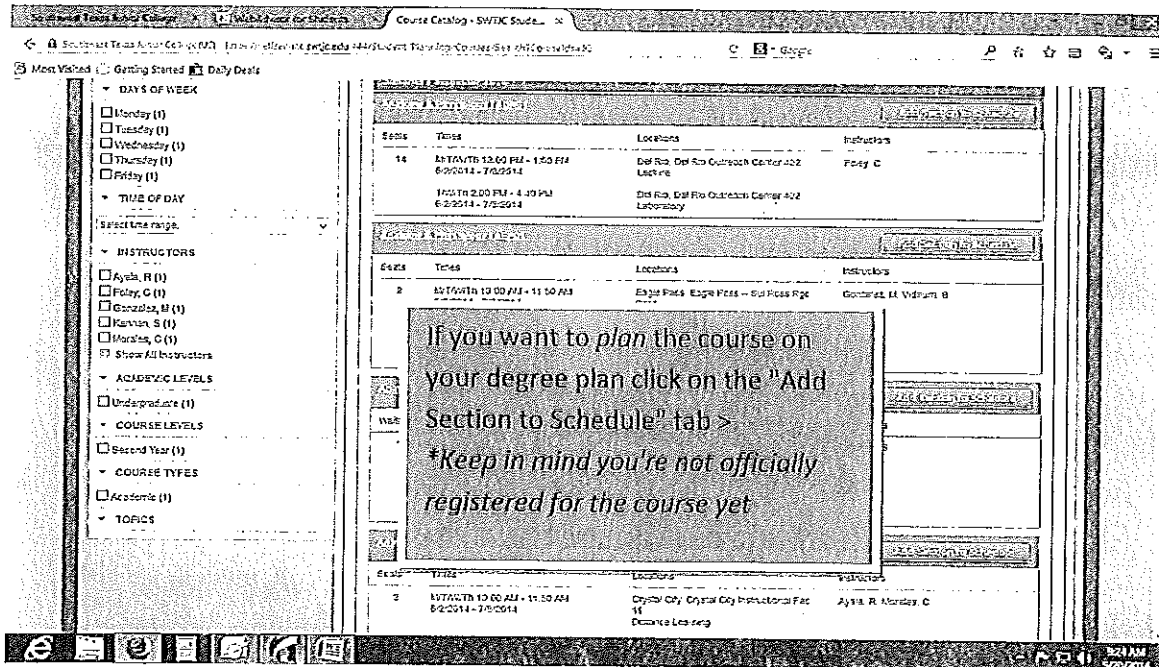


By clicking on any of the available courses you can plan or register a course if it's available for the current or a future semester.

*Please be aware that some courses must be taken in sequence or have pre-requisites; visit counseling center for more information



The following menu shows all available sections for the course you selected



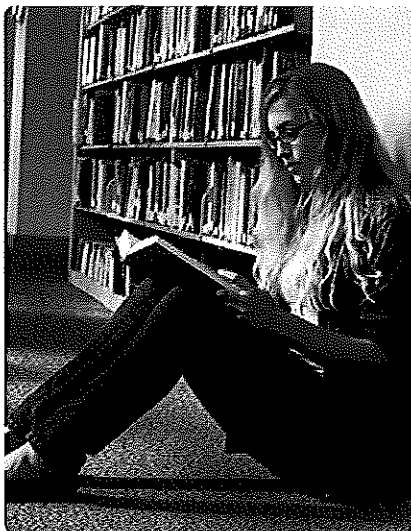
Now that you have *planned* the course you will have the option to officially register for the class selected. Select the "Plan & Schedule" tab from the toolbar.

This screenshot shows the 'Plan & Schedule Courses' page. The browser address bar indicates the URL is 'http://swtjc.edu/planandregister/planandregister/planandregister'. The page title is 'Plan & Schedule Courses - SW...'. The navigation menu includes 'Student Finance', 'Student Plan', 'Home', 'My Progress', and 'Plan & Schedule'. A callout box points to the 'Plan & Schedule' tab with the text: '< Click on the Plan & Schedule tab'. Below the navigation, there are tabs for 'Schedule' and 'Timeline'. A callout box points to the 'Summer' semester selection with the text: '< Use the arrows to switch to different semesters if you planned more than one semester'. A course card for 'Cradler 4' is visible, with a callout box pointing to an 'X' icon and the text: '< If necessary, you may remove any planned courses by clicking on the "X" icon'. At the bottom, a callout box points to the 'Register' button with the text: '^ Click on the "Register" tab to officially register for the course'. The system tray shows the time as 6:29 AM on 5/20/2016.

Repeat the process if planning/registering for multiple courses or semesters. Your final step after completing registration will be to process your payment using the "Student Finance" tab unless you have financial aid or other source of tuition funding.

This screenshot shows the 'Pay for Registration' page. The browser address bar indicates the URL is 'http://swtjc.edu/planandregister/planandregister/planandregister'. The page title is 'Pay for Registration - SWTJC Stu...'. The navigation menu includes 'Student Finance', 'Make a Payment', and 'Acad'. A callout box points to the 'Student Finance' tab with the text: '< Click on Student Finance'. A large callout box on the right contains the text: 'Follow the prompts below to complete payment for your registration'. The page shows a progress bar for 'Registration Complete' with steps: 'Registration Summary', 'Payment Options', 'Payment Review', 'Payment', and 'Payment Acknowledgment'. A message states: 'You have met your registration payment requirements. Please go to Make a Payment to pay any remaining balance.' A 'Make a Payment' button is visible at the bottom right. The system tray shows the time as 6:57 AM on 5/20/2016.

TSI Login Process



Welcome to **ACCUPLACER®**

ACCUPLACER is a suite of tests that quickly, accurately, and efficiently assess reading, writing, math, and computer skills.

If this is your first time visiting, you can learn more about the ACCUPLACER program at www.collegeboard.org/accuplacer.

Start a test using a student voucher

If you are proctoring a student who is taking a test with a voucher, please click the button below to begin.

[Use Voucher](#)



[New Institution Registration](#)

Request an account for your institution

If your institution does not have an account, and you would like to request access to the ACCUPLACER system, please click the New Institution Registration button below.




[System Requirements](#)

Verify that this computer meets system requirements

Check to see if this computer meets the minimum specifications required to administer ACCUPLACER tests.

What's New | Knowledge Base | System Requirements | Live Chat | Help | Logout

 CollegeBoard
ACCUPLACER

User ID: swjlc
User Role: Site Reporter

Home | Users | Test Setup | **Reports** | Resources | Order Tests

Welcome to ACCUPLACER, Extra.

Welcome Texas Institutions of Higher Education!

Please review the video on Remote Testing Network below.

Upcoming Platform Enhancement Videos:

[Student Interface](#)
[Export Voucher](#)
[Email Score Report](#)
[Custom Messages](#)
[Establish Remote Testing Network](#)
[Resume a Voucher Test Session](#)

Note on Testing Out-of-State Students:

Please refer to the Remote Proctoring guidelines published in the ACCUPLACER program manual under the Resources tab. You must create a temporary user name and password for the "other" proctor in order for that proctor to access your TSI Assessment branching profiles.

Information about Test Units and Unit Rebate

[TSI Order Form \(Online & Special Formats\)](#)

[TSI Special Formats Manual](#)
[TSI Program Manual](#)

Please remember that the only THECB-approved branching profiles are the ones provided in screenshots and for WritePlacer retesting.

[Training Recordings](#)

[Branching Profiles](#)
[Placement Rules](#)
[Test Administration](#)


[TSI Resources for Students.](#)

[TSI Sample Questions](#)
[WritePlacer Sample Essays](#)
[TSI Informational Brochure \(before testing\)](#)
[TSI Interpreting Your Score \(after testing\)](#)
[TSI Web-Based Study App](#)
[TSI//MyFoundationsLab](#)

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ACCUPLACER

User ID: swtjc
User Role: Site Reporter

Home Users **Reports** Resources Order Tests

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Reports

- › [Individual Score Report](#)
- › [Placement Roster Report](#)
- › [Course Roster Report](#)
- › [Score Roster Report](#)
- › [Demographic Information Reports](#)
- › [WritePlacer Response Report](#)
- › [Diagnostic Test Reports](#)
- › [Custom Reports](#)
- › [Report Queue](#)

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 User ID: swjlc
 User Role: Site Reporter

[Home](#) | [Users](#) | [Find a Query](#) | [Advanced Search](#) | **Reports** | [Resources](#) | [Order Tests](#)

[Home](#) > [Reports](#) > Individual Score Report

Individual Score Report

[← Back](#)

[Submit](#)

* Indicates required fields

Saved Query

Load a Query

[Delete Selected Query](#)

Find Student by Search Filter

Filter by Branching Profile

- < All >
- TSI-Scores Report Testing
- * Diagnostic-Accuplacer
- * ESL ONLY
- * Law Enforcement / EMT /EMS
- * Lineman

Filter by Site Name

* Date Range of Query (12 months max)

Common

Range

From

MM/DD/YYYY



To

MM/DD/YYYY



AND/OR Find Student by Name

Student ID

Student First Name

Student Last Name

Select Fields for Report

Available Fields

- Address
- Branching Profile
- City
- Email
- Exnum
- Home Phone
- Inst ID
- Middle Initial
- Site Name
- State/Province
- Test Mode
- Zip Code



Selected Fields

- Student ID
- Last Name
- First Name
- Birth Date
- Test Date

Move:



[Sort A - Z](#)

[Sort Z - A](#)

Score Report Settings

Conditional Standard Error of Measurement (CSEM):

Yes No

WritePlacer Dimension Statements:

Yes No

Standard Background Question Responses:

Yes No

If you want more info.

Local Background Question Responses:

Yes No

Time Record

Yes No

Generate QR code:

Yes No

Placement Information:

Yes No

Display Weighted Score in Placement Information:

Yes No

Custom Message:

Yes No

Background Question Text on the Individual Score Report:

Name Text

Test Scores on the Individual Score Report:


Yes No

Diagnostic Test Results on the Individual Score Report:

Yes No

Diagnostic CSEM on the Individual Score Report:

Yes No

If your Fast Reporting settings include an automatic email or automatic download of the Individual Score Report, check this box to enable the automatic generation of this data file when running these reports. 


Create New Query

TSI

Update the Saved Query

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User ID: swtjc
User:
Role: Site Reporter

Home Users Reports Resources Order Tests

[Home](#) > [Reports](#) > [Individual Score Report](#) > Individual Score Report Search Results

Individual Score Report Search Results

← Back
Rebuild Placement
Modify Your Search Criteria
Print

For optimal printing results, please ensure your browser is configured to print background colors and images.

Institution Name	Creation Time	Test Date Limit	
Southwest Texas Junior College	01/15/2014 16:21 CST	From : 12/01/2013	To : 01/15/2014

Export Options: [Delimited Text](#) | [CSV](#) | [Excel](#) | [XML](#)

1 to 1 out of 1 items

< Previous | **Page: 1** | Next >


	Student ID	Last Name	First Name	Birth Date	Test Date	Action
<input type="checkbox"/>	0185844	Rodriguez	Soraida	12/08/1986	12/05/2013	View

1 to 1 out of 1 items

< Previous | **Page: 1** | Next >

Export Options: [Delimited Text](#) | [CSV](#) | [Excel](#) | [XML](#)

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Rebuild Placement
Modify Your Search Criteria
Print



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 User ID: swjic
 User: Site Reporter
 Role:

Home
Users
Test Prep
Reports
Resources
Order Tests

Home > Reports > Individual Score Report > Individual Score Report Search Results > Individual Score Report

Individual Score Report

[← Back](#)

[Print](#)

For optimal printing results, please ensure your browser is configured to print background colors and images.

Student Name	Student ID	Date of Birth	Major Name
Soraida Rodriguez	0185844	12/08/1986	—Omitted—
Site Name	Date of Testing	Administered By	Voucher Number
Southwest Texas Junior College-Main Campus	12/05/2013	Zapata, Jimmy	-NA-

Time Record:

Test Started	Test Completed	Total Time
12/05/2013 09:15 AM CST	12/05/2013 03:23 PM CST	02Hr:25Min:53Sec

Test Results

Test Name	Score
TSI Mathematics Placement	339
TSI Reading Placement	348
TSI Writing Placement	346
Adult Basic Education Writing Placement	6
TSI WritePlacer 2013	4

Course Placements

ESL-Candidate

For further arrangements please contact Mr. Hector Lopez at (830) 758-4135 or email him at hlopez@swtjc.edu. - Also you can call the Testing Center (830) 591-7358, or (830) 591-2918.

Placement Determined on 12/05/2013

Diagnostic Test Results

--

TSI Mathematics Diagnostics				
Domain	Needs Improvement	Limited Proficiency	Proficient	Score
Elementary Algebra and Functions				6
Performs operations with integers and decimals, employing correct order of operations; evaluates algebraic expressions using substitutions; translates verbal statements and word problems into algebraic expressions; plots points on a rectangular coordinate system; solves basic ratio and proportion problems; interprets a line graph involving inequalities; uses non-algebraic methods to solve word problems.				
Intermediate Algebra and Functions				8
Factors polynomial expressions by GCF, grouping, and difference of squares, and factors trinomials with leading coefficient of 1; simplifies simple rational expressions; finds solutions to quadratic equations by substitution of values; solves quadratic equations (leading coefficient 1) in standard form by factoring; applies some rules of exponents with integer exponents; evaluates linear functions using function notation.				
Geometry and Measurement				6
Uses simple 2-D and 3-D representations; calculates perimeter, area and volume given formulas; computes area, perimeter, dimensions, length, width; uses ratios and proportions in geometric problems; uses the Pythagorean Theorem to solve problems without algebraic expressions; locates and identifies points in the coordinate system and solves problems involving distances; uses slopes, reflections, and lines of symmetry; converts measures, including in the metric system.				
Data Analysis, Statistics, and Probability				6
Performs operations on real numbers and variables with a calculator; given a complete set of values, calculates measures of center (mean, median, mode) and variability (range); calculates the probability of simple independent events; reads and interprets frequency distribution charts, line plots, line graphs, circle graphs, and bar graphs; applies simple fundamental counting principles; calculates percentages.				
TSI Reading Diagnostics				
Domain	Needs Improvement	Limited Proficiency	Proficient	Score
Main Idea and Supporting Details				8
Demonstrate an understanding of informational texts by identifying the stated or implied main idea of a passage and comprehending supporting details, as well as understanding the relationships between them.				
Author's Use of Language				8
Analyze the author's purpose, tone, organization, rhetorical strategies; determine the meaning of words using context; and analyze the use of evidence in the passage when the information is implied in the passage or the answer choices require simple synthesis.				
Inferences in a Text or Texts				5
Make basic inferences about informational texts, supporting the inferences with relevant textual evidence; demonstrate limited understanding by making few generalizations about paired texts.				
Literary Analysis				5
Analyze literary texts by recognizing universal themes and the ways in which literary devices contribute to the development of plots and characters; analyze occasionally how the author's use of diction and figurative language supports meaning in fiction or literary nonfiction.				

Learning Path

Welcome to ACCUPLACER/MyFoundationsLab! In order to boost your academic success and advance your educational plans, a customized curriculum plan has been assigned to you based on the results of the Diagnostic Test(s) administered at Southwest Texas Junior College-Main Campus. Go to the website listed below and register as a New User. Part of that process will require you to enter the additional information below and establish access credentials to log-in to your custom Learning Path in the ACCUPLACER/MyFoundationsLab Course. This has been created exclusively for you based on your strengths and weaknesses but will only be available after the account has been activated with the information provided below:

Website: <http://tsi.myfoundationslab.com>
Course ID: XL1D-M1AU-1020-6JY2
Locator Code: 8EFGH-9CD-10
Learning Path Type: Student Funded
Learning Path Term: 12 Months

Please contact an advisor or the test administrator in case of any questions.

Rebuild Course Placement Using Current Rules

Exnum: 13495628 | Branching Profile Name: TSI MRW ALL

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Student Name: Soraida Rodriguez
Student ID: 0185844

Individual Score Report

Date of Birth 12/08/1986	Major Name ---Omitted---	Site Name Southwest Texas Junior College-Main Campus
Date of Testing 12/05/2013	Administered By Zapata, Jimmy	Voucher Number -NA-

Time Record

Test Started	Test Completed	Total Time
12/05/2013 09:15 AM CST	12/05/2013 03:23 PM CST	02Hr:25Min:53Sec

Test Results

Test Name	Score
TSI Mathematics Placement	339
TSI Reading Placement	348
TSI Writing Placement	346
Adult Basic Education Writing Placement	6
TSI WritePlacer 2013	4

Course Placements - Determined on 12/05/2013

ESL-Candidate

For further arrangements please contact Mr. Hector Lopez at (830) 758-4135 or email him at hdlopez@swtjc.edu. - Also you can call the Testing Center (830) 591-7358, or (830) 591-2918.

Diagnostic Test Results

TSI Mathematics Diagnostics				
Domain	Needs Improvement	Limited Proficiency	Proficient	Score
Elementary Algebra and Functions				6
<p>Performs operations with integers and decimals, employing correct order of operations; evaluates algebraic expressions using substitutions; translates verbal statements and word problems into algebraic expressions; plots points on a rectangular coordinate system; solves basic ratio and proportion problems; interprets a line graph involving inequalities; uses non-algebraic methods to solve word problems.</p>				
Intermediate Algebra and Functions				8
<p>Factors polynomial expressions by GCF, grouping, and difference of squares, and factors trinomials with leading coefficient of 1; simplifies simple rational expressions; finds solutions to quadratic equations by substitution of values; solves quadratic equations (leading coefficient 1) in standard form by factoring; applies some rules of exponents with integer exponents; evaluates linear functions using function notation.</p>				
Geometry and Measurement				6
<p>Uses simple 2-D and 3-D representations; calculates perimeter, area and volume given formulas; computes area, perimeter, dimensions, length, width; uses ratios and proportions in geometric problems; uses the Pythagorean Theorem to solve problems without algebraic expressions; locates and identifies points in the coordinate system and solves problems involving distances; uses slopes, reflections, and lines of symmetry; converts measures, including in the metric system.</p>				
Data Analysis, Statistics, and Probability				6
<p>Performs operations on real numbers and variables with a calculator; given a complete set of values, calculates measures of center (mean, median, mode) and variability (range); calculates the probability of simple independent events; reads and interprets frequency distribution charts, line plots, line graphs, circle graphs, and bar graphs; applies simple fundamental counting principles; calculates percentages.</p>				

TSI Reading Diagnostics		
Domain	Needs Improvement Limited Proficiency Proficient	Score
Main Idea and Supporting Details	Proficient <input type="text"/>	8
Demonstrate an understanding of informational texts by identifying the stated or implied main idea of a passage and comprehending supporting details, as well as understanding the relationships between them.		
Author's Use of Language	Proficient <input type="text"/>	8
Analyze the author's purpose, tone, organization, rhetorical strategies; determine the meaning of words using context; and analyze the use of evidence in the passage when the information is implied in the passage or the answer choices require simple synthesis.		
Inferences in a Text or Texts	Needs Improvement <input type="text"/>	5
Make basic inferences about informational texts, supporting the inferences with relevant textual evidence; demonstrate limited understanding by making few generalizations about paired texts.		
Literary Analysis	Needs Improvement <input type="text"/>	5
Analyze literary texts by recognizing universal themes and the ways in which literary devices contribute to the development of plots and characters; analyze occasionally how the author's use of diction and figurative language supports meaning in fiction or literary nonfiction.		

Learning Path

Welcome to ACCUPLACER//MyFoundationsLab! In order to boost your academic success and advance your educational plans, a customized curriculum plan has been assigned to you based on the results of the Diagnostic Test(s) administered at Southwest Texas Junior College-Main Campus. Go to the website listed below and register as a New User. Part of that process will require you to enter the additional information below and establish access credentials to log-in to your custom Learning Path in the ACCUPLACER//MyFoundationsLab Course. This has been created exclusively for you based on your strengths and weaknesses but will only be available after the account has been activated with the information provided below:

Website: <http://tsi.myfoundationslab.com>

Course ID: XL1D-M1AU-1020-6JY2

Locator Code: 8EFGH-9CD-10

Learning Path Type: Student Funded

Learning Path Term: 12 Months

Please contact an advisor or the test administrator in case of any questions.

Exnum: 13495628 | Branching Profile Name: TSI MRW ALL

**Approved
Core
Curriculum**

Communication**Required Hrs.**

ENGL 1301	Composition I	
ENGL 1302	Composition II	6 HRS.

Mathematics

MATH 1314	College Algebra (3 SCH version)	
MATH 1324	Mathematics for Business & Social Sciences	
MATH 1332	Contemporary Mathematics I (Math for Liberal Arts Majors I)	
MATH 1342	Elementary Statistical Methods (3 SCH version, freshman level)	3 HRS.

Life and Physical Sciences

BIOL 1306	Biology for Science Majors I (lecture)	
BIOL 1307	Biology for Science Majors II (lecture)	
BIOL 1308	Biology for Non-Science Majors I	
BIOL 1309	Biology for Non-Science Majors II	
CHEM 1311	General Chemistry I (lecture)	
CHEM 1312	General Chemistry II (lecture)	
PHYS 1301	College Physics I (lecture)	
PHYS 1302	College Physics II (lecture)	
PHYS 2325	University Physics I (lecture)	
PHYS 2326	University Physics II (lecture)	6 HRS.

Language and Culture

ENGL 2322	British Literature I	
ENGL 2323	British Literature II	
ENGL 2327	American Literature I	
ENGL 2328	American Literature II	
ENGL 2332	World Literature I	
ENGL 2333	World Literature II	
PHIL 1301	Introduction to Philosophy	
PHIL 2306	Introduction to Ethics	
HUMA 1301	Humanities	3 HRS.

Fine Arts

ARTS 1301	Art Appreciation	
DRAM 2361	History of the Theater I	
MUSI 1306	Music Appreciation	3HRS.

History

HIST 1301	United States History I	
HIST 1302	United States History II	6 HRS.

Government/Political Sciences

GOVT 2305	Federal Government (Federal Constitution & topics)	
GOVT 2306	Texas Government (Texas Constitution & topics)	6 HRS.

Social and Behavioral Sciences

PSYC 2301	General Psychology	
SOCI 1301	Introductory Sociology	
ECON 2301	Principles of Macroeconomics	3 HRS.

Optional Component Area 1

SPCH 1311	Introduction to Speech Communication	
SPCH 1321	Business & Professionalism	3 HRS.

Optional Component Area 2

BCIS 1305	Business Computer Applications (3 SCH version)	
PHED 1304	Personal/Community Health I (may also be single-semester course)	
PSYC 2314	Lifespan Growth & Development	
BUSI 1307	Personal Finance	
COSC 1301	Introduction to Computing (3 SCH)	
HECO 1322	Nutrition & Diet Therapy	3 HRS.

Electives

* Excludes all Technical Voc. Courses (Exceptions can be approved by the Registrar)

* 3 hrs. of PHED courses can be used as elective hours.

* 4 hrs. BIOL, CHEM, and PHYS labs can be used as elective hrs.

Total Required Hours **60 HRS.**

General Studies Program Curriculum Matrix

Foundation Components	Communication				Math			Life & Physical Sciences						Language and Culture						Fine Arts			History		Govt Pol Sci		Soc/Bhv Sci			Optional Comp. Area 2		
	6 sch		3 sch*		3 sch			6 sch						3 sch						3 sch			6 sch		6 sch		3 sch			3 sch		
Required Credits (SCH)			from																	from							from					
Core Objectives	ENGL1301																															
	ENGL 1302																															
	SPCH 1311		from																													
	SPCH 1321																															
	MATH 1314																															
	MATH 1324																															
	MATH 1332																															
	MATH 1342																															
	BIOL 1306																															
	BIOL 1307																															
	BIOL 1308																															
	BIOL 1309																															
	CHEM 1311		from																													
	CHEM 1312																															
	PHYS 1301																															
	PHYS 1302																															
	PHYS 2325																															
	PHYS 2326																															
	ENGL 2322																															
	ENGL 2323																															
	ENGL 2327																															
	ENGL 2328																															
	ENGL 2332		from																													
ENGL 2333																																
PHIL 1301																																
PHIL 2306																																
HUMA 1301																																
ARTS 1301		from																														
MUSI 1306																																
DRAM 2361																																
HIST 1301																																
HIST 1302																																
GOVT 2305																																
GOVT 2306																																
PSYC 2301																																
SOC1 1301		from																														
ECON 2301																																
BCIS 1305																																
PHED 1304																																
PSYC 2314																																
BUSI 1307																																
COSC 1301																																
HECO 1322																																
1. Critical Thinking Skills - To	include creative thinking, innovation, inquiry, and analysis; evaluation, and synthesis of information																															
2. Communication Skills - To	include effective development, interpretation and expression of ideas through written or oral																															
3. Empirical & Quantitative Skills - To	include the manipulation and analysis of numerical data and observable facts resulting in informed conclusions																															
4. Teamwork - To	include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal																															
5. Personal Responsibility - To	include the ability to connect choices, actions, and consequences to ethical decision making																															
6. Social Responsibility - To	include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities																															

Revised: 11/20/2013 RBW

Notes: * Optional Component Area 1 X Core objective addressed in course

Changed from "Social Responsibility"

Saving an Estudios Group List as a Microsoft Excel file

1. Navigate to your Group List in Estudios.
2. At the top right of the screen, click on the green Open Report link. A drop down menu will appear.
3. In the drop down menu, click on Student Address/Email. The Student Address/Email screen will appear.
4. Click on bold CSV button at the top middle of your screen.

Reporting on 152 students who match all of the following criteria:
Do appear in table pvt_Students with Advisor Name matching "Perez, Patricia"

Show/Hide 1-15 of 152 • **CSV**

Student ID	First Name	Last Name	Address	Address 2	Address 3	City	State	Zip	Email	Phone
						Uvalde	TX	78801		
						Uvalde	TX	78301		
						Uvalde	TX	78301		
						Uvalde	TX	78801		
						Uvalde	TX	78801		
						Sabinal	TX	78881		
						Uvalde	TX	78801		
						Eagle Pass	TX	78852		
						Eagle Pass	TX	78852		
						Uvalde	TX	78801		
						Uvalde	TX	78801		
						Uvalde	TX	78801		
						Uvalde	TX	78301		
						Del Rio	TX	78840		
						Uvalde	TX	78801		

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5. A small, yellow window will appear at the bottom of your screen.

Do you want to open or save this report as an excel spreadsheet?

Open Save Cancel

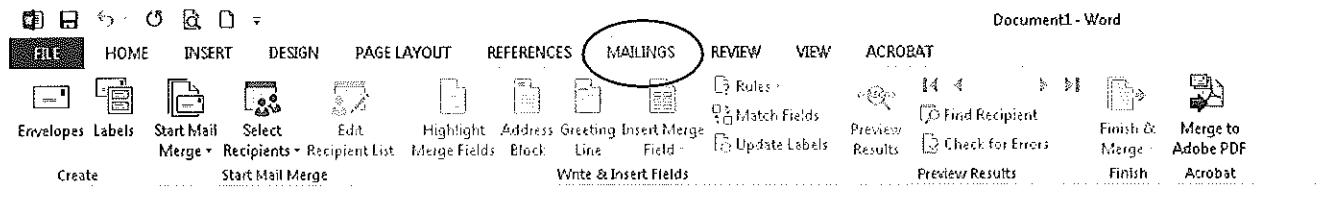
6. Click the Open button.
 7. An Excel file containing the student information will open.
 8. Save the Excel file as an Excel Workbook under your choice of name and location.
- You can use this Excel file as a Data Source for Mail Merging personalized emails and letters.*

Mail Merge Process

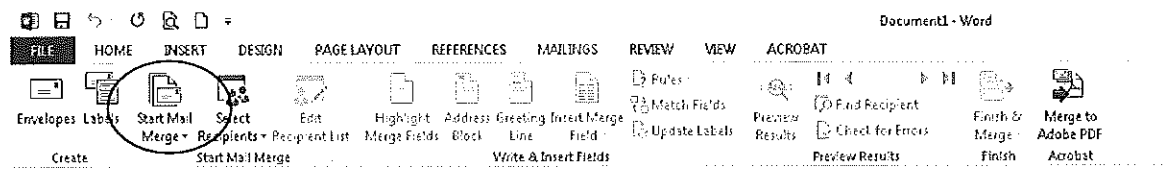
Mail Merge

Creating a personalized e-mail message through Microsoft Outlook

1. Open a Microsoft Word document. Click on the Mailings tab at the top of the page.

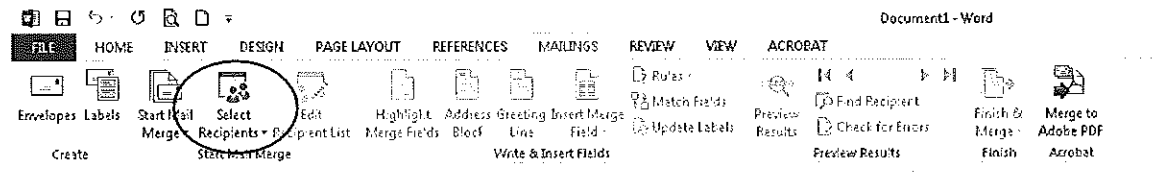


2. Then click on the Start Mail Merge button at the left of the screen. You will see a drop down list.



3. On the drop down list, select E-Mail Messages. (The white part of the screen that you type on will re-format and look larger.)

4. Then click on the Select Recipients button which is directly to the right of the Start Mail Merge button. You will see a drop down list.



5. Click on Use an Existing List. A “Select Data Source” screen will appear.

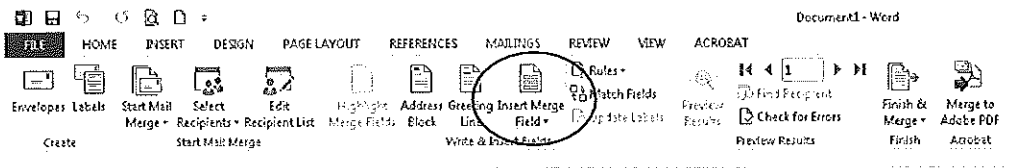
6. From that window, search for the list that you saved from Estudios. When you find it click on it and click the Open button.

7. Another window will pop on to your screen. Click OK to verify the data source.

8. Now you can type your email on the screen.

9. Start by typing the date at the top left corner of the page. Press the Enter button on your keyboard twice.

10. Then click on the Insert Merge Field button in the top ribbon on the page. Insert the First Name of the recipient, the press the Space Bar button on your keyboard once.



11. Go back to the Insert Merge Field button in the top ribbon and insert the Last Name of the recipient, then press the Enter button on your keyboard once.

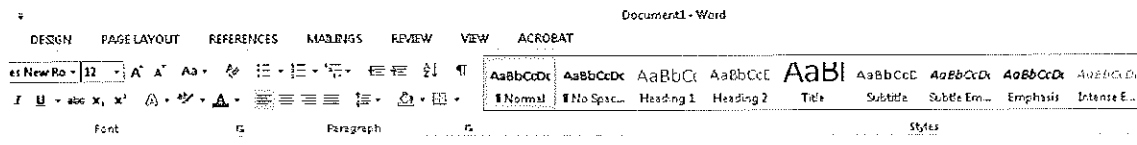
12. Go back to the Insert Merge Field button in the top ribbon and insert the Address of the recipient, then press the Enter button on your keyboard once.

13. Go back to the Insert Merge Field button in the top ribbon and insert the City of the recipient, then use your keyboard to type a comma, then press the Space Bar on your keyboard once. Go back to the Insert Merge Field button in the top ribbon and insert the State of the recipient, then press the Space Bar button on your keyboard twice. Go back to the Insert Merge Field button in the top ribbon and insert the Zip Code of the recipient, then press the Enter button on your keyboard once.

14. Use your keyboard to type the word "Dear" and press the Space Bar button once.

15. Go back to the Insert Merge Field button in the top ribbon and insert the First Name of the recipient, then use your keyboard to type a colon (:) then press the Enter button on your keyboard once. Use your regular formatting tools to change spacing, font, and font size as you see appropriate.

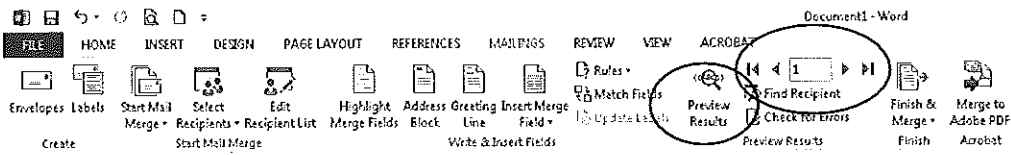
Your screen should look like this:



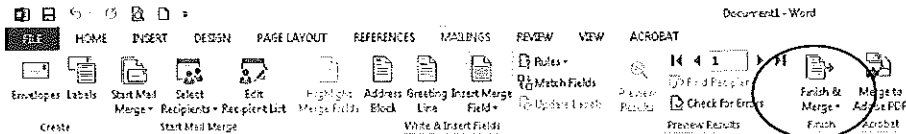
February 11, 2014
 «First_Names «Last_Names
 «Address
 «City», «State» «Zip»
 Dear «First_Names»:

16. Now type your letter or copy and paste it from one of the form letters we were given.

17. Go up to the top ribbon and click on the Preview Results button. You will notice your screen change to include the first recipient's information. Then you can use the right and left arrow buttons immediately to the right of the Preview Results button to scroll through all of the emails. Make sure you review them all!

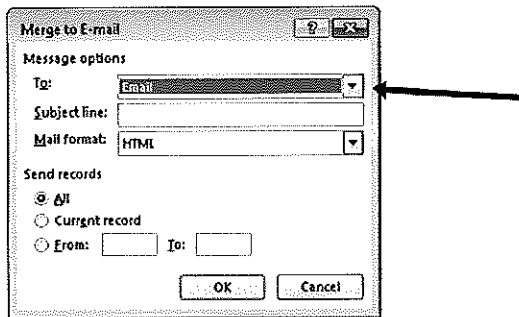


18. Go up to the top ribbon and click the Finish & Merge button. You will see a drop down menu.

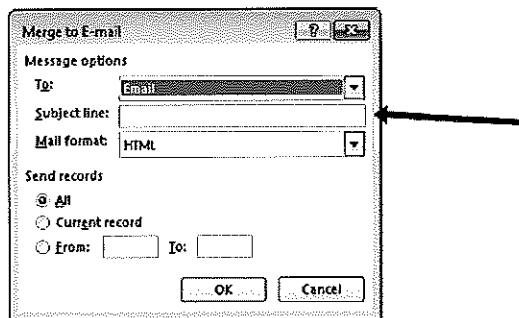


19. From the drop down menu, click on Send Email Messages.

20. A small window will pop onto your screen. In that window, use the drop down next to the word "To:" in order to click on the word Email.



21. In the field next to the words "Subject line:" type a subject for your email.



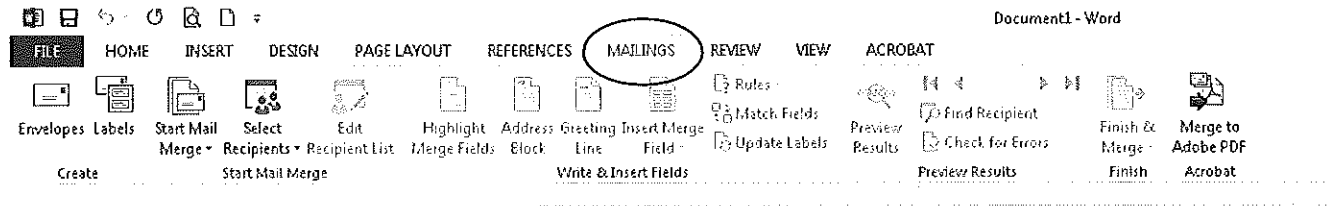
22. Finally, click on the OK button.

Your email messages will send through your Microsoft Outlook account.

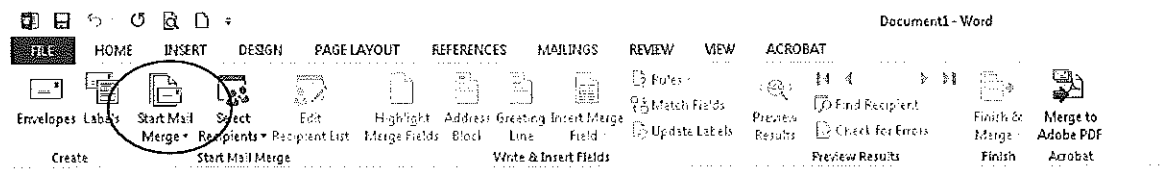
Mail Merge

Creating a personalized letter.

1. Open a Microsoft Word document. Click on the Mailings tab at the top of the page.

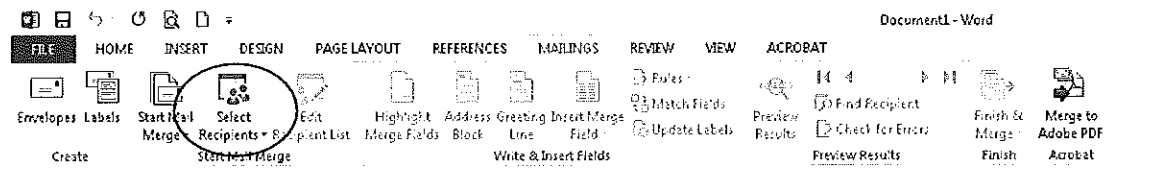


2. Then click on the Start Mail Merge button at the left of the screen. You will see a drop down list.



3. On the drop down list, select Letters.

4. Then click on the Select Recipients button which is directly to the right of the Start Mail Merge button. You will see a drop down list.



5. Click on Use an Existing List. A “Select Data Source” screen will appear.

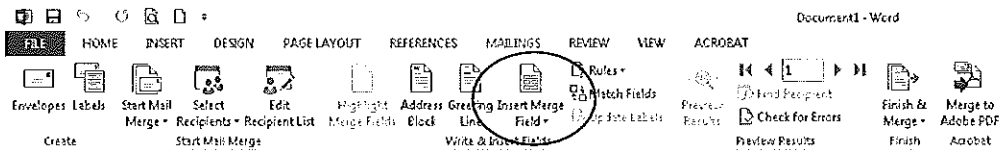
6. From that window, search for the list that you saved from Estudios. When you find it click on it and click the Open button.

7. Another window will pop on to your screen. Click OK to verify the data source.

8. Now you can type your letter on the screen.

9. Start by typing the date at the top left corner of the page. Press the Enter button on your keyboard twice.

10. Then click on the Insert Merge Field button in the top ribbon on the page. Insert the First Name of the recipient, the press the Space Bar button on your keyboard once.



11. Go back to the Insert Merge Field button in the top ribbon and insert the Last Name of the recipient, then press the Enter button on your keyboard once.

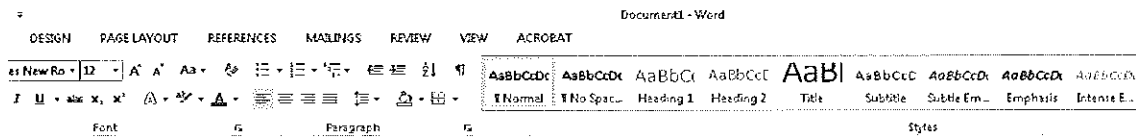
12. Go back to the Insert Merge Field button in the top ribbon and insert the Address of the recipient, then press the Enter button on your keyboard once.

13. Go back to the Insert Merge Field button in the top ribbon and insert the City of the recipient, then use your keyboard to type a comma, then press the Space Bar on your keyboard once. Go back to the Insert Merge Field button in the top ribbon and insert the State of the recipient, then press the Space Bar button on your keyboard twice. Go back to the Insert Merge Field button in the top ribbon and insert the Zip Code of the recipient, then press the Enter button on your keyboard once.

14. Use your keyboard to type the word “Dear” and press the Space Bar button once.

15. Go back to the Insert Merge Field button in the top ribbon and insert the First Name of the recipient, then use your keyboard to type a colon (:) then press the Enter button on your keyboard once. Use your regular formatting tools to change spacing, font, and font size as you see appropriate.

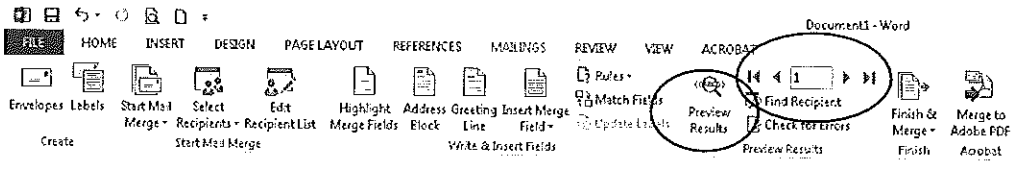
Your screen should look like this:



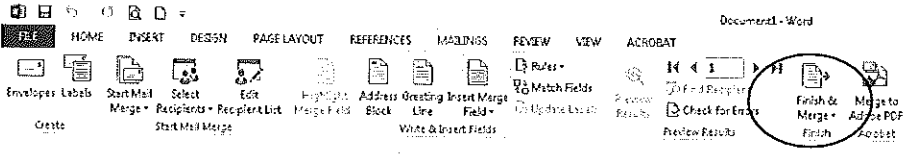
February 11, 2014
 «First_Name» «Last_Name»
 «Address»
 «City», «State» «Zip»
 Dear «First_Name»:

16. Now type your letter or copy and paste it from one of the form letters we were given.

17. Go up to the top ribbon and click on the Preview Results button. You will notice your screen change to include the first recipient’s information. Then you can use the right and left arrow buttons immediately to the right of the Preview Results button to scroll through all of the emails. Make sure you review them all!



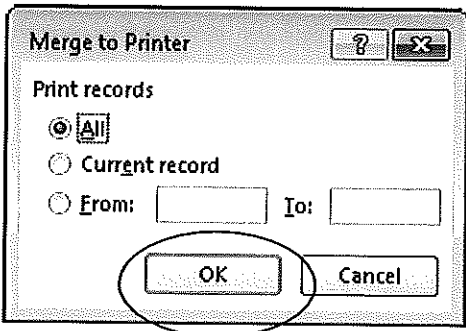
18. Go up to the top ribbon and click the Finish & Merge button. You will see a drop down menu.



19. From the drop down menu, click on Print Documents.

20. A small “Merge to Printer” window will pop onto your screen. In that window, select all or certain recipients.

21. Finally, click on the OK button. Your letters will print.



You can either use window envelopes or use these same steps to print labels.