Greetings!

Lake Region State College is a wonderful resource for its students, community and state. I am proud to have the opportunity to serve as LRSC’s president.

Our mission at Lake Region State College is to enhance lives and community vitality through quality education. As president, it is important to me that the college focuses on providing support and encouragement for students to remain enrolled and complete their educational goals; for the college to pursue education excellence; and for Lake Region State College to address educational and cultural needs of our community and state.

Lake Region State College is committed to being a progressive, diverse institution that prepares students for successful living and citizenship in a rapidly-changing local, national and world community.

Dedicated faculty and staff live the college’s mission daily to change lives for the better and provide keys to opportunities for bright futures. Students have the opportunity to enhance communication and leadership skills by engaging in numerous activities, organizations and clubs.

Whether you are at Lake Region State College to earn a certificate, diploma or associate degree – to study on-campus or via distance delivery – you have taken the first step toward a lifetime of success.

I hope you have a wonderful college experience and I look forward to meeting you.

Dr. Doug Darling, President
Mission Statement

We enhance lives and community vitality through quality education.

- Academic Education provides academic courses and programs which lead to an Associate in Arts or Associate in Science degree, meet North Dakota University System General Education requirements, and allow for seamless transfer to baccalaureate-granting institutions.
- Career and Technical Education provides courses and programs in career and technical training that lead to a certificate of completion, a certificate, a diploma or an Associate in Applied Science degree. Career and Technical Education provides technical skills and knowledge; cross-functional workplace skills such as teamwork, problem solving, and the ability to find and use information; and the context in which educational goals and academic skills can be enhanced.
- Workforce Training develops linkages with businesses, industries, and organizations to encourage economic and personnel development.
- Educational Outreach Opportunities provides opportunities for individuals who are time- and/or place-bound.
- Life-Long Learning provides opportunities for continuing and life-long learning in the form of cultural, educational, occupational, social, athletic, and technical programs, courses, workshops, and institutes.

Lake Region State College is committed to being a responsive, diverse institution that prepares students for successful living and citizenship in a rapidly changing local, national, and world community.

Governance and Accreditation

Lake Region State College is governed by the North Dakota State Board of Higher Education and its career and technical programs are approved by the North Dakota State Board for Career and Technical Education.

Lake Region State College is accredited by:
The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604

Lake Region State College is a member of the American Association of Community Colleges.

Contact Us

Lake Region State College
1801 College Dr. N.
Devils Lake, ND 58301
701-662-1600 800-443-1313
www.lrsc.edu
LRSC Philosophy of General Education

I. An educated person must have a critical appreciation of society and of self. This includes some understanding and experience in thinking about moral and ethical problems which enable an educated person to make discriminating moral choices—personal/interpersonal skills.

1. To understand how a human being behaves individually and how one is linked to one’s social and natural environment—know thyself
2. To understand the complexities and uncertainties of personal and social environments, to understand how individuals may be changed and controlled by their environments, and to develop skills to change and control environments—personal change and growth
3. To apply knowledge gained in the educational process and use that knowledge in everyday living—apply knowledge to the real world
4. To develop skills for designing and evaluating a personal mental and physical health program—mental and physical wellness
5. To recognize the importance of leisure and develop the use of leisure for positive life changes—importance of leisure
6. To develop the ability to make responsible decisions based upon understanding and experience in discussing moral and ethical problems in society—values and ethics
7. To develop work habits and ethics necessary to function effectively in the workplace—work-related skills

II. An educated person must be able to think, speak and write effectively—communication/thinking skills.

1. To develop a working knowledge of the English language to communicate effectively by writing and speaking clearly and concisely—present ideas
2. To develop the skills necessary to gather, integrate, synthesize, and analyze written and oral information in a critical manner—rational/critical/higher-order thinking
3. To use information objectively for solving problems and arriving at alternative solutions—problem-solving skills
4. To develop the critical listening and reading skills needed to interpret the messages of speakers and authors—reading/listening critically
5. To nurture creative thinking and intellectual curiosity through opportunities and incentives and to encourage attempts at different, divergent solutions to open-ended questions, problems, and situations—creativity/intellectual curiosity
6. To conceptualize links between events, entities, and ideas and the large context in which they occur—integrate ideas of the world

III. An educated person must have an understanding of other cultures to enable one to conduct life with reference to the wider world within which one lives—global/multi-cultural experiences.

1. To gain knowledge of Western and non-Western cultures and other times in order to better understand the world and its people—the world/Eastern/Western civilizations
2. To recognize that world events are interdependently linked, are affected by the social environment, and are influenced by institutions created within an interactive society, and to understand that impact on one event has ramifications for other events and for the whole—understand world events from differing disciplines
3. To nurture a philosophy that asserts the dignity of humanity while understanding the value of world diversity in race, ethnicity, and culture—global culturalism
4. To encourage development of a working knowledge of a second language—communication and understanding

IV. An educated person must have an appreciation for and an informed acquaintance with the arts and humanities. Experiencing the aesthetics of literature, the arts, and history will provide enrichment in a variety of diverse fields and life experiences— aesthetic/intellectual experiences.

1. To develop a knowledge of and appreciation for human accomplishments in art, music, literature, and history—appreciation for the arts and humanities
2. To understand the connectedness and inter-dependency between events, entities, and ideas and the large context in which they exist—inter-disciplinary understanding
3. To understand literary concepts presented through literary works in the humanities, history, and English—understanding literary concepts
4. To develop a consciousness of history and an understanding of the common heritage of Western civilization—understand social, economic, and political structures
5. To foster an understanding of the benefits and responsibilities of living in a democratic society—citizenship/leadership

V. An educated person must have an informed acquaintance with and an appreciation for science and mathematics and their contributions to society—mathematics/sciences applications.

1. To develop a conceptual understanding of mathematics and a practical knowledge of mathematical application—numerical
2. To understand and appreciate the natural physical environment of the planet Earth, thus promoting an ethic of stewardship and ecology—environment
3. To gain knowledge of the properties of the universe for understanding and application—physical
4. To foster an attitude of intellectual inquiry and methodology which will expand one’s view of the universe and the place of humanity within it—scientific method/inquiry
5. To provide a general knowledge of the human body and its systems—biological

VI. An educated person must be literate in current and future technologies—technology/computers/information applications.

1. To explore the nature, role, and impact of technology on the environment and society—technology literacy
2. To develop a working knowledge of computers and computer programs and their functions—computer literacy
3. To apply current technologies to access and utilize information—application of technology
4. To develop the skills necessary to locate and gather information from both print and non-print resources—library/information literacy

VII. An educated person must have a continued commitment to life-long learning—life-long learning experiences/skills.

1. To develop a pattern of intellectual curiosity and inquiry which promotes life-long learning—value of life-long learning
2. To nurture and promote the ability to adapt to an ever-changing society—adapt to the future
3. To develop an interest in serving the community—community service
LRSC History

Lake Region State College, located in northeastern North Dakota, is a two-year community college founded in the fall of 1941 as an extension of the public school system of Devils Lake. Known as Devils Lake Junior College and Business School, the college developed gradually over the next two decades into a junior college offering liberal arts and business programs.

Since 1959, the college has received support from the Community College Foundation, a group of local citizens dedicated to the advancement of the college. Their support includes funds for scholarships, construction and renovations, endowments, athletics, and staff development programs. In 1960, the college was renamed Lake Region Junior College.

In the early 1960’s, a dramatic change occurred in the mission and size of the institution. In response to regional economic needs, a wide variety of technical and career-oriented programs were introduced. At the same time, the college preparatory program developed considerably to meet standards acceptable for transfer to baccalaureate-granting colleges and universities.

Rapid increases in enrollment resulted in a building project, and the college moved to its present campus in 1966—a one-story, two-building complex. Skillfully designed for the northern climate, the classrooms, residence halls, library, student union, recreation room and gymnasium are all under one roof. Several additions have been added to the original structures.

The name of the college was changed from Junior to Community College in August of 1981. On July 1, 1984, the college joined the North Dakota state system of higher education. Administrative supervision was transferred to the North Dakota State College of Science in Wahpeton in 1985.

The college became affiliated with the University of North Dakota in 1987, operating as a branch campus under the name of UND - Lake Region. It maintained that affiliation until July 1, 1999, when the college attained independent status within the North Dakota University System as Lake Region State College, charged with addressing workforce training needs in the northeast region of North Dakota along with academic, career and technical education, outreach, and life-long learning. This change was interpreted as a vote of confidence, providing recognition and autonomy on par with other independent colleges within the University System. Lake Region State College now reports directly to the University System Chancellor and the State Board of Higher Education.

In 2013, a project was funded for technical education. The project included a suite of new classrooms, new mechanical systems, and improvements to the educational resources and classroom areas in the existing Erlandson Building. Opened in September 2014, the new technical education center was named Bergstrom Technical Center.

Our Campus

Recognizing the weather conditions of North Dakota, the planners of Lake Region State College designed a central campus where students have access to residence halls, dining, student union, recreation room, bookstore, library, auditorium, gymnasium, computer labs, academic classrooms, and some technical classrooms without going outside. The new Bergstrom Technical Center is a short walk from the main building. Passages are ramped and multiple story areas of the main campus are equipped with elevators for the convenience of students and others with disabilities.

Precision Agriculture students have a majority of classes at the Dakota Precision Ag Center, sometimes called North Campus, because it is located 1.5 miles north of the
main LRSC campus site.

Prospective students and any other interested persons are invited to visit the campus at any time. Schedule a tour through the Admissions Office; appointments with instructors can be arranged.

Community

Devils Lake is a city with pride in the past and faith in the future. Besides Lake Region State College, the region boasts an excellent public school system, the North Dakota School for the Deaf, Four Winds Community School and Cankdeska Cikana Community College at Fort Totten.

Devils Lake is rich in historic and scenic sights such as Sully's Hill Wildlife Refuge, Fort Totten State Historic Site and Grahams Island State Park.

Devils Lake is also rich in the fine quality of its people who work hard to provide well-rounded cultural, religious, educational and four-season recreational opportunities. Devils Lake derives its name from the Native American name Miniwaukan. Early explorers incorrectly translated the word to mean "Bad Spirit". Bolstered by the many legends of drowned warriors and lake monsters, the name evolved into Devils Lake. Devils Lake is the largest natural body of water in North Dakota covering more than 100,000 acres and containing hundreds of miles of shoreline. This very fertile prairie lake grows large numbers of walleye, northern pike, white bass and it has earned the reputation of being the "Perch Capital of the World". In the fall, hundreds of thousands of waterfowl migrate through the area and give both local and visiting hunters outstanding hunting opportunities.

There is always plenty to see and do in Devils Lake and the entire Lake Region—the opportunities in Devils Lake are "As Endless

Policies

Definitions, policies and procedures are subject to change. For the most complete and current definitions, policies, and procedures, refer to the Policy and Procedure Manual located on the LRSC website.

Catalog Use - The North Dakota State Board of Higher Education states: "Institutions shall publish electronic and/or hard copies of catalogs and bulletins for the purpose of furnishing prospective students and other interested persons with information about the institutions. Announcements contained in such printed or electronic material are subject to change without notice, and may not be regarded in the nature of binding obligations on the institutions and the State."

Complaints and Grievances - When safety is not an issue, students having an informal complaint or formal grievance of alleged improper, unfair, arbitrary or discriminatory treatment should first discuss the grievance with the college official who was involved in the disputed action. If the grievance is not resolved, on-campus adjudication is conducted through the Director of Student Services. Reference Section 800.31 of the Lake Region State College Policy and Procedure Manual for full policy.

Email - Lake Region State College, recognizing the growing need for timely, efficient and consistent communication with students, has established email as an official means of communication with students. Students are expected to check their official LRSC email on a frequent and consistent basis.

When students forward email from that account to another account, vital information may not be conveyed. Unopened email or having email redirected does not relieve a student of the responsibilities associated with
communication sent to their official LRSC email address.

The Student Email Policy is found in section 900.09.02 of the Lake Region State College Policy and Procedure Manual.

More information regarding student email can be found on the college website.

**Equal Opportunity** - Lake Region State College is an equal opportunity institution that does not discriminate on the basis of race, color, national origin, religion, sexual orientation, gender identity, genetic information (GINA), sex, age, creed, marital status, veteran's status, political belief or affiliation or disability in its admissions, student aid, employment practices, education programs or other related activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Sandi Lillehaugen, Human Resource Manager, Lake Region State College, (701) 662-1543 or the Office of Civil Rights/HHS, 601 12th Street East, Rm 353, Kansas City, MO 64106.

LRSC is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request an accommodation or to request this document in an alternate format, please contact Sandi Lillehaugen, Human Resource Manager, Lake Region State College, (701) 662-1543. One week advance notice appreciated.

Sandi Lillehaugen, Title IX Coordinator
1801 N College Dr. Office 121A
Devils Lake ND 58301
(701) 662-1543
sandra.lillehaugen@lrsc.edu

**Sexual Misconduct & Title IX Compliance Policy** - Lake Region State College strives to create a campus community free from interpersonal abuse including sexual misconduct. The Title IX Coordinator is responsible for compliance with federal and state discrimination and sexual harassment laws, including Title IX.

Individuals are encouraged to immediately report violations of this policy. However incidents may be reported regardless of how much time has passed. The report must be made to or forwarded to the Title IX Coordinator or a vice president. Anonymous complaints will be accepted, however, LRSC's ability to investigate and resolve could be limited. The full policy is found in section 1500.09 of the Lake Region State College Policy and Procedure Manual.

**Equity in Athletics Disclosure Act** - The purpose of this policy is to disclose athletic participation rates and financial data related to athletics. The report is available from the Athletic Department.

**Faculty Communications Proficiency** - A process for verifying communication skills for all personnel whose appointments include classroom instruction.

Communication, both oral and written, is, by definition, an interchange involving both the sender and the receiver. Both sender and receiver were taken into account when developing communication skills verification.

The policy affirms the college commitment to cultural diversity, as articulated by the Lake Region State College mission statement and general education outcomes. The complete policy can be found in section 700.03.01 of the Lake Region State College Policy and Procedure Manual.

**Immunization** - Students enrolled in credit-bearing courses at Lake Region State College must prove documentation of immunity to measles, mumps and rubella. Students enrolled only in distance learning or other courses taught off campus and students enrolled only in continuing education or non-credit courses are exempt from this policy. Documentation of immunity means:

- Evidence of two (2) doses of measles, mumps and rubella vaccine no less than one month apart from a licensed physical or health department official.
• Evidence of meningococcal immunization for new students entering housing.
• Blood testing which proves immunity exists.
• A birth date prior to 1957.

Exceptions to the policy may be granted only when a licensed physician certifies that a student should not be immunized for measles, mumps, or rubella, or if a student’s religion prohibits immunization. A complete copy of this policy is available in the Student Services Office.

Emergency Notifications - All North Dakota University System campuses, including Lake Region State College, provide campus-wide emergency notifications. In the event of a threat, such as weather warnings, police or fire emergencies, alerts will be sent directly to the student via voice mail, email and/or text message. All registered students are automatically enrolled, but it is important to keep your contact information updated in Campus Connection.

Privacy of Records (FERPA) - The disclosure of student educational records is governed by policies developed by Lake Region State College in compliance with state law and the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). Lake Region State College maintains the following educational records that contain information directly related to students:
• Application material submitted by the student or sent at the student’s request
• Financial Aid material submitted by the student or sent at the student’s request
• Account payment cards and receipts
• Records pertaining to academic or training achievement including transcripts and grade reports
• Instructor recommendations

Student records are on file in appropriate Lake Region State College offices and are accessible only to persons having legitimate interests as defined in Public Law 93-380. The content of each record falls into one of two categories: public directory information and non-public information. Non-public student record information may not be released without written consent from the student or from a parent of a dependent student. As allowed by law, the college may release the public directory information listed here:
• Name, addresses and telephone listings
• Name and address of parents
• Date and place of birth
• Major field of study
• Participation in officially recognized activities
• Weight and height of members of athletic teams
• Dates of attendance
• Degrees and awards received
• Most recent previous institution attended
• Classification as freshman or sophomore or special student
• Email addresses

Directory information concerning a particular student will be removed from release upon written request from the student involved within 14 days of the beginning of a semester. Education records concerning a student may be reviewed upon request by the student. Education records, including but not limited to a student’s academic transcript, may be released by a North Dakota University System (NDUS) institution to a second institution without prior written consent, provided the student applied for admission. Additional information on student records management may be obtained by contacting the Student Affairs office.

Safety - Many students and their families are concerned about safety on a college campus. Lake Region State College understands that concern and accepts its responsibility to employ safety measures.
to ensure that students enjoy their campus experience as freely as possible from any threats to their safety or well-being.


LRSC publishes an annual security and fire safety report that provides crime statistics for the prior three years and campus crime prevention program descriptions. The report can be found on the LRSC website.

**Student Right to Know** - The purpose of the report is to disclose annual student completion, graduation, or transfer rates, including rates for student athletes. The report is available on the LRSC website.

**Admissions**

An open admissions policy applies to all programs with the exception of Nursing, Peace Officer Training, and Speech Language Pathology Assistant. Entrance requirements for each of these programs are found in their respective program descriptions. Admission of international students is also an exception that involves a selective process.

**Requirements and Procedures** - To be considered for admission, applicants must submit the following:

- Online Application for Admission form
- $35.00 non-refundable one-time application fee
- Proof of high school graduation or its equivalency - official transcripts of high school work completed or official copy of a General Educational Development (GED) Certificate must be provided. A student who has completed an AA or AS college degree is not required to provide a high school transcript.
- Official transcript(s) from all previous colleges attended
- Immunization records
- Scores for the ACT or other nationally recognized examination. Students are encouraged, but not required, to take the supplemental written component of the ACT test. Students exempt from the ACT requirement include:
  - Students who are 25 or older on the first day of class
  - International Students (excluding Canadians)
  - Students who transfer in 24 credits or more
  - Individual students granted exemptions by the institution- these exemptions must be approved by the Vice President of Student Affairs and will involve alternative testing.

The Application for Admission is available online at www.lrsc.edu.

Transcripts will not be released if a student has outstanding admission obligations.

**Collaborative Student** - The institutions of the North Dakota University System (NDUS) have entered into a collaborative agreement. This agreement allows students to enroll concurrently in courses at two or more NDUS institutions and select a home institution (the institution from which the student is pursuing a degree) of their choice. The home institution is responsible for degree requirements and financial aid if applicable. Students should contact the collaborative coordinator at their home institution to register as a collaborative student.

**High School Student** - High school students may enroll as non-degree seeking and are limited to part-time enrollment status (11 credits or fewer).
To gain admission students must:
- Have junior or senior status with a 3.0 GPA or higher
- Have sophomore status with a 3.5 GPA or higher
- Have written permission from high school administrator (dual credit form)
- Submit Application for Admission
- Pay $35.00 non-refundable one-time application fee
- Provide official documentation of two (2) doses of measles, mumps, and rubella vaccine no less than one month apart

**International Student** - The college is authorized under federal law to enroll non-immigrant alien students. International students seeking admission must submit admission items required of all new and transfer students; however, international students (excluding Canada) are not required to provide an ACT score. International students must also provide the following:
- Test of English as a Foreign Language (TOEFL) with a minimum score of 525 on the paper version or 65 on TOEFL ibt or IELTS of 6.0
- High school transcript, college transcript, and/or national exam score evaluated through WES or another evaluator approved by International Student Advisor
- Affidavit of financial support indicating their ability to cover costs of attending Lake Region State College
- Funds to cover the cost of North Dakota University System group health and accident insurance (excluding Canada)
- Application for campus housing with $50 deposit
- Students from countries identified by ND Department of Health are required to take a screening test for Tuberculosis within one week of arrival on campus

**Non-Degree Seeking Student** - Students enrolled as non-degree seeking are limited to part-time enrollment status (11 or fewer credits) and are not eligible for Federal Title IV Financial Aid. To gain admission students must submit:
- Online Application for Admission
- $35.00 non-refundable one-time application fee
- Documentation of two (2) doses of measles, mumps, and rubella vaccine no less than one month apart from a licensed physical or health department official

**Transfer Student** - A transfer student must meet admission requirements for new students. The student must provide an official transcript(s) from each prior college indicating that the student remains in good standing.

Transfer students suspended from other institutions will not be permitted to enroll until the required conditions for reinstatement are met at the suspending institution. Student may petition with the Director of Student Services for enrollment if they can document circumstances contributing to academic difficulty.

**Special Groups** - Occasionally LRSC agrees to train special groups. Entrance requirements may be waived or modified.

**Criminal History Background Check**
In conformance with the Crime Awareness and Campus Security Act of 1990 and State Board of Higher Education Policy 402, the college has implemented a criminal history background check policy, which can be found in Chapter 800 of the LRSC Policy and Procedure Manual.
Tuition and Fees

College Expenses - Basic costs usually fall into four categories: tuition and fees, housing and meals, books and supplies, and incidental or personal expenses. All rates are subject to change without notice. New rates are established each July for the upcoming academic year. Check the LRSC website for updated information.

The following information contains estimates only. Tuition and fees vary for different programs and different types of housing. Also, totals do not include expenditures for personal expenses such as transportation, weekend meals, clothing, laundry, etc. In estimating expenses, all of the above need to be considered.

Classes from LRSC are offered in a variety of formats and locations, i.e. on-campus, online, Grand Forks Air Force Base, Interactive Video Network, collaboratively with other institutions, dual credit at various school districts, etc. The method of class delivery and, in some instances, the delivery location, has a direct bearing on the tuition and fee rates charged. Students may register in more than one type of tuition and fee scenario at a time, but charges are calculated separately for each scenario and each scenario, except online, has a maximum tuition charge of 12 credit hours.

<table>
<thead>
<tr>
<th>Estimated Expenses (2017-2018)</th>
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</thead>
<tbody>
<tr>
<td>(For resident, full time, on campus student, double room, 10 meal plan)</td>
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<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
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<tr>
<td>Fees</td>
<td>876.96</td>
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<tr>
<td>Room &amp; Meal Plan</td>
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<tr>
<td>Books &amp; Supplies</td>
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<tr>
<td>Personal Expenses</td>
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<td><strong>Total</strong></td>
<td><strong>$14,453.12</strong></td>
</tr>
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Miscellaneous Fees: 

(may not apply to all students)

- $35 non-refundable one-time application fee
- Class Articulation Fee - $5 per credit
- Class Audit Fee - Regular tuition, lab, class and distance delivery fees. Note: senior citizens (65+) may audit classes (excluding online) free of tuition; however, all fees must be paid.
- Class Challenge Fee - $5 per class plus 50% of regular tuition
- Dakota Nursing Fee - $400/semester ($800 annual total for ADRN; $1,200 annual total for PN)
- Electrical outlet and reserved parking - $100/year limited availability
- Housing Application Fee - $50
- IVN Distance Ed Fee - $25 per credit
- Precision Agriculture Program Fee - $500/ semester (charged Fall and Spring semesters only)
- Registration reinstatement fee - $100

Insurance and Medical Services - Students are advised to carry their own individual health and accident insurance. Lake Region State College participates in a North Dakota University System insurance plan, which makes a group major medical policy available to all students at the student’s expense. Information packets are available in the Student Affairs office.

Student athletes are required to have their own health and accident insurance and must show proof of insurance to practice and participate in any sport. All international students (excluding Canadian) are required to carry North Dakota University System group health and accident insurance.

Students may access a variety of medical, dental and other services in the Lake Region. Major providers include Altru Clinic Lake Region, Premier Healthcare, Mercy Hospital, and Lake Region Human Service Center.
General Classes
Classes are offered in a variety of formats and locations. The method of class delivery and, in some instances, the delivery location, has a direct bearing on the tuition and fee rates charged. Tuition is capped at 12 credits per semester except for online classes, which have no tuition cap. All Basic Fees are capped at 16 credits per semester with the exception of the ConnectND Fee and ND Student Association Fee, which are capped at 12 credits per semester. Tuition and fees may be subject to change.

Below are the tuition and fees rates for the 2017-2018 academic year. Tuition and fees for the 2018-2019 academic year will be published on the website.

<table>
<thead>
<tr>
<th>Charge Per Credit Hour</th>
<th>Maximum Charge Per Semester</th>
<th>Maximum Charge Per Year</th>
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<tbody>
<tr>
<td>Tuition Rates</td>
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</tr>
<tr>
<td>Resident</td>
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</tr>
<tr>
<td>Nonresident (special rates below)</td>
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<tr>
<td>Minnesota Reciprocity</td>
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<tr>
<td>Contiguous States/Provinces</td>
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<td>WUE States</td>
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<td>$1,729.56</td>
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<tr>
<td>Nonresident Spouse &amp; Dependent</td>
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<td>MHEC States</td>
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<td>Foreign Students</td>
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| Basic Fee Rates        |                             |                         |
| Activity Fee I         | $5.00                       | $80.00                   | $160.00                   |
| Activity Fee II        | 5.00                        | 80.00                    | 160.00                    |
| Facilities Usage Fee   | 7.00                        | 112.00                   | 224.00                    |
| Technology Fee         | 6.25                        | 100.00                   | 200.00                    |
| ConnectND Fee          | 5.50                        | 66.00                    | 132.00                    |
| ND Student Association Fee | 0.04 | .48 | .96 |
| Total Basic Fees       | $28.79                      | $438.48                  | $876.96                   |
| Total Tuition and Basic Fees (except foreign students) | $172.92 | $4,762.44 | $4,336.08 |

Tuition maximums based on 12 credits per semester.
WUE States (AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, SD, UT, WA, WY)
MHEC States (IA, IL, IN, KS, MI, MN, MO, NE, OH, SD, WI)
# Early Entry and Hometown University

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<thead>
<tr>
<th></th>
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<th></th>
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<td></td>
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<td>Semester</td>
<td>Year</td>
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<td>ConnectND Fee*</td>
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<td>$127.53</td>
<td>$1,530.36</td>
<td>$3,060.72</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Maximums based on 12 credits per semester)

<table>
<thead>
<tr>
<th></th>
<th>Online</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Charge/</td>
<td>Maximum/</td>
<td>Maximum/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit Hour</td>
<td>Semester</td>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$172.92</td>
<td>No Maximum</td>
<td>No Maximum</td>
<td></td>
</tr>
<tr>
<td>Distance Delivery Fee</td>
<td>5.95</td>
<td>No Maximum</td>
<td>No Maximum</td>
<td></td>
</tr>
<tr>
<td>Technology Fee**</td>
<td>6.25</td>
<td>100.00</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>NDSA Fee*</td>
<td>0.04</td>
<td>0.48</td>
<td>0.96</td>
<td></td>
</tr>
<tr>
<td>ConnectND Fee*</td>
<td>5.50</td>
<td>66.00</td>
<td>132.00</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$190.00</td>
<td>No Maximum</td>
<td>No Maximum</td>
<td></td>
</tr>
</tbody>
</table>

* Maximums based on 12 credits per semester.
** Maximums based on 16 credits per semester.

**Online Classes** - Online class tuition rates are calculated per credit hours and have:
- No maximum tuition charge per semester or per year
- No maximum distance delivery fee per semester or per year
- A maximum technology fee of $100.00 per semester
- A maximum NDSA fee of $0.48 per semester
- A maximum ConnectND fee of $66.00 per semester
Lab/Class Fees - Generally applicable to classes subject to special testing or certifications, large volume supply usage, or special activities. The following table lists specific lab class fees effective Fall 2017. Tuition and fees may be subject to change.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 241 242</td>
<td>50.00</td>
<td>EC 297</td>
<td>100.00</td>
</tr>
<tr>
<td>AGRI 260 265 297</td>
<td>25.00</td>
<td>ELEC (All Other)</td>
<td>10.00</td>
</tr>
<tr>
<td>AGRI 275</td>
<td>85.00</td>
<td>ELEC 299</td>
<td>Variable</td>
</tr>
<tr>
<td>AGRI 285</td>
<td>55.00</td>
<td>HPER 101 102 Beginning Shotgun</td>
<td>50.00</td>
</tr>
<tr>
<td>AGRI 280 290</td>
<td>125.00</td>
<td>HPER 101 102 Body Conditioning</td>
<td>15.00</td>
</tr>
<tr>
<td>ART (All)</td>
<td>20.00</td>
<td>HPER 101 102 Ice Fishing</td>
<td>60.00</td>
</tr>
<tr>
<td>ASL 297</td>
<td>335.00</td>
<td>HPER 101 102 Open Water Fishing</td>
<td>10.00</td>
</tr>
<tr>
<td>ASM 130</td>
<td>35.00</td>
<td>HPER 101 102 Strength Training</td>
<td>20.00</td>
</tr>
<tr>
<td>AUTO 111 112 148 158 208</td>
<td>25.00</td>
<td>HPER 101 102 Yoga</td>
<td>20.00</td>
</tr>
<tr>
<td>AUTO 161</td>
<td>175.00</td>
<td>HPER 165</td>
<td>5.00</td>
</tr>
<tr>
<td>AUTO 162 221 222</td>
<td>15.00</td>
<td>HPER 210</td>
<td>5.00</td>
</tr>
<tr>
<td>AUTO 181 238 278 288</td>
<td>20.00</td>
<td>HPER 210 (online)</td>
<td>19.00</td>
</tr>
<tr>
<td>AUTO 182</td>
<td>100.00</td>
<td>HUMS 212</td>
<td>100.00</td>
</tr>
<tr>
<td>AVIA 126</td>
<td>150.00</td>
<td>NURS 100</td>
<td>237.00</td>
</tr>
<tr>
<td>AVIA 231</td>
<td>30.00</td>
<td>NURS 122 124 126 227 237</td>
<td>50.00</td>
</tr>
<tr>
<td>AVIA 288</td>
<td>30.00</td>
<td>PLSC 223</td>
<td>95.00</td>
</tr>
<tr>
<td>BADM 196 296</td>
<td>15.00</td>
<td>PLSC 235</td>
<td>10.00</td>
</tr>
<tr>
<td>BADM 295</td>
<td>60.00</td>
<td>SOIL 210</td>
<td>20.00</td>
</tr>
<tr>
<td>BIOL (All)</td>
<td>10.00</td>
<td>SOIL 222</td>
<td>10.00</td>
</tr>
<tr>
<td>CHEM (All)</td>
<td>20.00</td>
<td>TECH 238</td>
<td>181.00</td>
</tr>
<tr>
<td>CIS 105</td>
<td>87.00</td>
<td>WNDT 110</td>
<td>685.00</td>
</tr>
<tr>
<td>CIS 128 129</td>
<td>94.00</td>
<td>WNDT 215</td>
<td>250.00</td>
</tr>
<tr>
<td>CJ 155</td>
<td>1,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GFAFB Lab & Class Fees

Collaborative Classes - All rates are charged at the rates of the specific NDUS campus from which the student is receiving the class.

- ART (All) 10.00
- BIOL/CHEM (All) 10.00
- CIS/CSCI (All) 10.00
- HPER (bowling) 25.00
- HPER (golf) 35.00
- NURS 100 237.00
- PHYS (All) 10.00
- WELD 100.00

All GFAFB fees are per credits, except HPER, NURS, and WELD, which are per course.
Room and Board Plans - Room contracts require a Board Plan. Each plan requires a $50.00 non-refundable application fee per year. Standard and Premium board plans do not include Christmas break or spring break. Students should be sure to use their meal card; no refunds are given on meal card balances at the end of the semester.

<table>
<thead>
<tr>
<th>ROOM PLANS</th>
<th>Charge/Semester</th>
<th>Charge/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room</td>
<td>$1,780.00</td>
<td>$3,560.00</td>
</tr>
<tr>
<td>Double Room</td>
<td>$1,250.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Apartment (on Campus)</td>
<td>$2,450.00</td>
<td>$4,900.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEAL CARD PLANS (BOARD)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Silver Plan - 7 days/10 meals per week</td>
<td>$1,625.00</td>
<td>$3,250.00</td>
</tr>
<tr>
<td>Includes: Breakfast, Lunch and Dinner options during scheduled class days Monday through Friday. Brunch on Saturday and Sunday, including holiday weekends.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gold Plan - 7 days/15 meals per week</td>
<td>$1,850.00</td>
<td>$3,700.00</td>
</tr>
<tr>
<td>Includes: Breakfast, Lunch and Dinner options during scheduled class days Monday through Friday. Brunch on Saturday and Sunday, including holiday weekends.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Platinum Plan - 7 days/17 meals per week</td>
<td>$1,950.00</td>
<td>$3,900.00</td>
</tr>
<tr>
<td>Includes: Breakfast, Lunch and Dinner options during scheduled class days Monday through Friday. Brunch on Saturday and Sunday, including holiday weekends.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diamond Plan - 7 days/18 meals per week</td>
<td>$2,012.50</td>
<td>$4,025.00</td>
</tr>
<tr>
<td>Includes: Breakfast, Lunch and Dinner options during scheduled class days Monday through Friday. Brunch on Saturday and Sunday during Spring Break, Christmas Break and the period prior to the start of school. 5 guest meal tickets each semester in addition to 18-meal personal limit.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Athletic Travel Plan
(Mandatory for athletes living off-campus and not purchasing a Diamond Plan)
Includes: Meals provided during official travel as a participating team member.

Grand Forks Air Base Classes
Classes offered at the GFAFB are generally eight week sessions. Tuition rate maximums are based on 12 credits per semester. Tuition is the same rate, regardless of residency. Some classes have additional lab/class fees assessed. See table on page 15.
Payment of Tuition and Fees - All tuition, fees, room and board are payable in full each semester on an announced schedule. Registrations will be cancelled if payment is not received by the 12th day of class as per State Board of Higher Education policy. Students who have any financial obligations to the college will be prevented from registering until their bills are paid.

Refund Policy - Complete Withdrawals
- Any student who officially withdraws shall receive a refund of tuition and fees, room and board in accordance with North Dakota University System Policy 830.2.
- A student must withdraw officially from college within the stated refund period to be eligible for a tuition and fees refund.
- Students who discontinue attending classes must initiate and complete the formal withdrawal process to avoid failing grades.
- A completed withdrawal form must be submitted online. The withdrawal form is available on the LRSC website.
- A refund may be processed for room and board contracts when a student officially withdraws from college. Completed room check-out forms must be submitted to the Business Office before any refund will process. No refunds will be made to a student who is suspended, dismissed or expelled for breach of discipline.
- If a student is due a refund and has received financial aid, the institutional refunds will be used to reimburse Title IV financial aid.
- If the amount of a student’s refund is less than the total amount the institution is responsible for returning to the Title IV financial aid programs, the student will be billed by the institution for the difference.
- Students who receive Title IV financial aid and receive all failing grades for the semester will be responsible for repaying all unearned financial aid received.
- Unless a student withdraws from college, room or board contract releases will only be granted under special circumstances. Requests for such releases must be submitted in writing to the Vice President of Academic Affairs.
- If a resident requests and receives a room contract release, room and board refunds will be calculated on a per month basis; however, any used portion of a month requires a full month’s payment.
- If a resident is required to leave the residence halls for disciplinary reasons, she/he will not be entitled to a room or board refund.

Late Fees - Tuition and fees are due 12 days after a class begins. Students with a past due balance will be charged a late fee of 1.75%.

To avoid a late fee you can:
- Pay the balance due on your account prior to the due date.
- Keep your payments current for those that are on an approved payment plan. If the payments on your payment plan are late you will be charged a late fee.

Refund Policy - Class Changes (Drop/Add) - North Dakota University System Policy 830.2 states that any student who drops a class within the first 9% of calendar days of the term will receive a 100% refund of tuition & fees for the credit hours attributable to the class or classes dropped. There will be no refund for a class dropped after that period. Likewise, any student who has not paid for a class and drops the class after the 9% period will still be charged for the full cost of the class. (This section applies only to tuition and the ConnectND fee for hours dropped below 12 semester
hours and other fees dropped below 16 semester hours).

**Class Substitutions** - After the 9% period of the term, classes of the same or fewer credits may be substituted for the dropped class without incurring additional charges, except, in certain instances, special course fees associated with the added class or classes.

Substituting a dropped class with an added class is allowed only within the same location and session at the same institution. Otherwise, the student will be responsible to pay for both classes.

**Residence Requirement** - State law defines residence as “the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which he returns in seasons of repose.” The law further states an adult must make their permanent home in North Dakota for 12 consecutive months to meet time requirements for residency. Since attendance at an institution of higher education is normally considered a “special or temporary purpose,” students entering Lake Region State College from other states will not acquire North Dakota residency simply by attendance at the college.

**Reciprocity for Minnesota Residents** - Action taken by Minnesota and North Dakota legislatures allows residents of Minnesota to attend state supported institutions of higher education in North Dakota at special rates. Approval by the authorized agency of the student’s home state is required. Minnesota residents may obtain the Application for Reciprocity by contacting the Higher Education Coordinating Board. Application should be made at least six weeks prior to the beginning of the semester a student wishes to enroll.

**Contiguous States and Provinces** Residents of South Dakota, Montana, Manitoba, and Saskatchewan are not covered by reciprocity agreements; they pay North Dakota resident rates.

**Midwest Higher Education Consortium** - Lake Region State College participates in the Midwest Higher Education Consortium (MHEC) program. Students may enroll in designated programs at selected institutions in Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, Ohio, South Dakota, and Wisconsin at a special tuition level.

**Western Undergraduate Exchange Program** - Lake Region State College participates in the Western Undergraduate Exchange (WUE) program. Students may enroll in designated programs at selected institutions in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, South Dakota, Utah, Washington, Wyoming and Northern Mariana Islands at a special tuition level. Those attending Lake Region State College under the WUE program pay the North Dakota resident rate.

**Financial Aid**

**Student Financial Aid** - Is available to eligible students who, without such help, would be unable to attend Lake Region State College. It is the goal of Lake Region State College to provide adequate financial assistance to all students who demonstrate financial need. However, the primary responsibility for financing a college education rests with the student and family. Assistance offered by colleges, the government and other sources is viewed as supplemental to the efforts of the student and family.

**How to Apply** - [www.fafsa.gov](http://www.fafsa.gov)

For more information about federal financial aid go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov). In order to determine eligibility for federal financial assistance, a student must complete the Free Application for Federal Student Aid (FAFSA) available at [www.fafsa.gov](http://www.fafsa.gov). The
paper FAFSA can be printed from fasfa.gov if the student prefers to apply by mail. An application must be completed for each academic year. When completing the application, applicants must list Lake Region State College as a college they plan to attend. Prior to receiving any assistance, a student must be accepted and planning to pursue a degree from Lake Region State College. The college code for LRSC is 002991.

**Summer Financial Aid** - Financial aid is available to students enrolled in the summer term. Students seeking financial aid must have a current Student Aid Report on file in the Financial Aid office and must complete an LRSC Institutional Summer Financial Aid form.

**When to Apply** - To be considered for the maximum amount of financial aid the FAFSA should be completed after October 1 before the student plans to enroll. Allow 2 to 3 weeks to process the website FAFSA and 3 to 4 weeks to process the paper FAFSA. Due to the limited amount of campus-based funds (Perkins Loan, SEOG, Work Study), not all students eligible for these funds will receive them.

**Who May Apply** - Students applying for federal financial aid must meet the following criteria:
- Be a U.S. citizen or an eligible non-citizen
- Be enrolled or accepted for enrollment in a degree-granting program
- Maintain satisfactory academic progress toward completion of a course of study
- Not be in default or owe a repayment through the Federal Student Aid Programs
- Male students must be registered with Selective Services
- Not have a conviction for possessing or selling illegal drugs while receiving federal student aid
- Must have a high school diploma or recognized equivalent such as the GED

**How Eligibility is Determined** - Most student aid is awarded on the basis of need. Need is the difference between the cost of attendance (tuition, fees, room, board, books, supplies and other educational expenses) and the Expected Family Contribution (EFC). The EFC is the amount the family is expected to contribute toward the student’s college cost and is the result of the student submitting the FAFSA. Items such as parent income and assets (for dependent students) and student income, assets and family size are used in determining the EFC. If the cost of attendance exceeds the Expected Family Contribution, need will exist and every effort will be made to meet the needs with financial aid.

To be considered for federal financial aid (grants, loans or work study) students can complete the FAFSA shortly after October 1st each year.

Late applicants, as well as those who incorrectly filled out their application materials, may experience a considerable delay in receiving notification of their eligibility and subsequent delivery of any remaining financial aid funds.

Students whose files are completed will be notified during the spring regarding the action taken on their application. Recipients of financial aid must accept or reject the aid within 30 days of receiving notice of the award.

Financial aid is subject to change depending upon federal and state appropriation.

**Verification** - The Department of Education or Lake Region State College may ask students to document the information they provided on their application for financial aid (FAFSA) is correct. As a part of this process, students and/or parent may be asked to provide a copy of their Federal Tax Return Transcript and other requested documentation. Students can make a change to the FAFSA at www.
fafsa.ed.gov and request the IRS data be retrieved and included on the FAFSA. You may be asked to verify information such as income, federal income tax paid, household size, status as a dependent or independent student, citizenship, etc. If you have been selected for verification, Lake Region State College will send a request for required documentation through the mail. The list of required documents is also available in the To Do list on Campus Connection.

If information conflicts with the information reported on the student’s FAFSA, the student may be required to provide additional information. Failure to provide required documentation may result in cancellation of aid from all Title IV programs. The Financial Aid Office will make corrections to the information. Lake Region State College will notify the student of any changes to their award by sending a revised award letter or updating their Campus Connection Students are asked to provide verification documents in a timely manner (15 days) to avoid delay in financial aid.

Federal financial aid received because the student reported incorrect information is called an overpayment and will need to be repaid. LRSC works with the student to reconcile an overpayment by returning the funds on the student behalf. If the student fails to make payment the overpayment is reported to the Department of Education.

Verification documents and forms are available on the LRSC website at www.lrsc.edu, click on Paying for College, Financial Aid Forms and select the correct academic year.

Types of Financial Assistance
Lake Region State College provides four types of financial assistance:

- Grants
- Loans
- Employment
- Scholarships

Grants are gifts of money that do not have to be repaid. Loans MUST be repaid. Employment allows a student to earn money to offset educational expenses. Scholarships are gifts awarded to students on the basis of academic achievement, need or other criteria.

Non-Institutional Scholarships - Many students qualify each year for scholarships offered by private and public agencies, groups and organizations. Students are encouraged to research other possible scholarship sources with their high school counselors, principals and librarians.

Federal Pell Grant - This program is available to undergraduate students with need pursuing their first bachelor’s degree. A student can receive Federal Pell Grant for no more than 12 full time semesters or the equivalent of six years. The maximum Pell Grant for the 2015-2016 academic year is $5775. These funds are prorated based on enrollment status.

Federal Supplemental Educational Opportunity Grant (FSEOG) - These funds, enables the college to award a limited number of grants to undergraduate students with exceptional need and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be repaid.

Iraq and Afghanistan Service Grant
This grant is for students who are not Pell-eligible due only to having less financial need than is required to receive Pell funds; whose parents or guardian died as a result of military service in Iraq or Afghanistan after the events of 9/11; and who, at the time of the parent’s or guardian’s death, were less than 24 years old or were enrolled at least part-time at an institution of higher education.

Federal Work Study (FWS) - Federal Work Study is a form of federal aid based on financial need and awarded to students as a part of a total package. A FWS award is only an indication of a student’s eligibility
to seek employment, it is not a guarantee of employment. Wages are paid from a combination of federal and campus funds. Student employment helps minimize students’ indebtedness. Work assignments are designed to complement students’ learning experiences and allow the college to utilize students’ special talents.

**Federal Perkins Loan** - Students demonstrating need for financial aid may be eligible for a Federal Perkins Loan from the college. A Federal Perkins Loan is a low-interest 5% loan for students with exceptional need. The repayment period and interest do not begin until nine months after the student leaves college.

**Federal Direct Subsidized Loan Program** - This is a loan program available to students who are found to have a financial need. This low interest loan enables students to borrow from participating lending institutions to help pay their educational costs while attending college. Repayment does not begin until six months after the student graduates, leaves college, or is enrolled less than half time.

**Federal Direct Unsubsidized Loan** - Students who may not be eligible for any or all of the Stafford Loan may apply for the difference through the Unsubsidized Loan. This federal loan is a non-need based loan program and is designed to assist eligible students by providing additional funds to meet the cost of education. Contact the Financial Aid office for more information.

**Direct PLUS** - The Direct Parent Loan for Undergraduate Students (PLUS) enables parents with good credit histories to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time. Information on interest rates and repayment requirements are available by contacting the Financial Aid office. Form more information about Direct PLUS Loans go to studentaid.gov.

**Loan Counseling** - Students receiving a Federal Direct Loan or Perkins Loan must attend an entrance counseling session. Students may complete Direct loan counseling by logging on to www.studentloans.gov. Students receiving a Perkins Loan must complete entrance loan counseling at www.mappingyourfuture.org. When a student graduates, withdraws or goes less than half time, he/she must complete exit loan counseling to receive information pertaining to the repayment of the loans received.

**Alternative Loans** - A number of private lenders have education loans. A student may borrow up to the budget established for an academic year less any financial aid. This loan is in addition to those funds already awarded either on campus or from outside sources. A borrower must have a credit history or have a credit-worthy co-signer on the loan(s). If students are interested in pursuing an alternative loan, contact the Financial Aid office.

**State Aid** - The North Dakota University System administers grants, scholarships and other financial incentives to higher education students and graduates. More information is available online at www.ndus.edu/students/paying-for-college.

**Nursing Student Loan** - This loan is available for students majoring in Nursing. The maximum amount for the academic year is $2,000. Interest is 5% and begins to accrue nine months after a student graduates, withdraws, drops below half-time status, or changes majors. For more information go to www.ndbon.org.

**Tribal** - Native American students enrolled in a tribe should contact their local tribal agency concerning eligibility and awarding of Bureau of Indian Affairs funds.

**North Dakota National Guard** - Any active North Dakota National Guardsman presently serving in either the Army Guard or the Air Guard may have a large percentage of the tuition and fees per academic year waived. For information
on eligibility requirements, contact a local National Guard unit or the Office of Adjutant General, ATTN: MPO, P.O. Box 5511, Bismarck, ND 58506-5511.

**Veterans Administration (VA) Benefits** - Veterans may be able to receive special educational assistance. Benefits have also been extended to children, wives and widows of deceased or permanently and totally disabled veterans. The Student Services office can assist with VA-related questions. Applications and more information can also be obtained from any Veterans Administration Regional Office.

**Vocational Rehabilitation** - Students with physical limitations or health problems may be entitled to certain benefits such as tuition, fees and textbook reimbursement. Interested students should communicate with the Division of Vocational Rehabilitation at the nearest district or regional office.

**Waivers** - A limited number of waivers are available annually for Cultural Diversity, and International Students. Contact the Financial Aid Office for more information.

**Lender Reference List** - Lake Region State College respects a student’s right to choose their own lender for the purpose of obtaining a student loan. LRSC also recognizes that a student may need assistance when asked for a name of a lender. To provide that assistance, the Financial Aid Office has developed a reference list of some lenders that have made loans to our students in the past. Students are reminded that the list provided is a partial list and that lender websites should be visited in order to make an informed decision. The LRSC Lender Reference List is managed and distributed online by a maintenance application provided by Education Assistance Corporation. This application allows for a random viewing which is the viewing method used for this list.

Lenders on this partial list were selected because they have met most of the following criteria determined to meet the needs of students:

- serve local students as a local lender
- provide excellent customer service
- have maintained a good working relationship with the Financial Aid Office
- are members of the ND Association of Student Financial Aid Administrators (NDASFAA)

Since repayment benefits offered by lenders change often, the student is encouraged to do their own research to determine which lender provides the benefits that fit well for that particular student. It is felt that the student and the parent(s) are in the best position to decide which loan terms and conditions most benefit them. The purpose of providing a reference list of lenders is to help students understand what a lender is and that there are many options to consider in making their choice. The Financial Aid Office is monitoring events and information occurring on a national level and in Congress. The method used at LRSC to provide a reference list of lenders may change at any time depending on congressional action and/or Department of Education guidance concerning student loans.

The Financial Aid Office follows ethical procedures and practices in working with student loans and the lenders and service agencies that provide them. The Financial Aid Office does not:

- make automatic referrals to specific lenders
- deny application with any participating lender
- create an unreasonable delay in processing applications with any lender

Lender visits and gifts of nominal value that are offered may be accepted. Under no circumstance are lender offers to be accepted in exchange for preferring any particular lender. Lake Region State College
Enrollment Status

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>12 or more credits</td>
</tr>
<tr>
<td>Three-quarter time</td>
<td>9 to 11 credits</td>
</tr>
<tr>
<td>Half-time</td>
<td>6 to 8 credits</td>
</tr>
<tr>
<td>Less than half-time</td>
<td>5 or fewer credits</td>
</tr>
</tbody>
</table>

Return of Title IV Funds

Federal regulations require all institutions to establish policy that determines the amount of Title IV Financial Aid a student is eligible to receive if he/she withdraws from school. The Federal Student Aid (FSA) programs covered by these regulations include: Federal Pell Grants, Stafford Loans, Plus Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Perkins Loan and ACG Grant.

When a student withdraws before the end of a payment period (semester), the amount of assistance the student has “earned” (can receive) is determined by the Financial Aid Office. If it is determined that the student is eligible to receive additional funds, those funds will be disbursed. If it is determined that the student has received more funds than he/she is eligible to receive, the funds must be returned. Consistent with federal law, unearned funds must be returned to the student aid programs in the following order:

- Direct Unsubsidized Stafford Loan
- Direct Subsidized Stafford Loan
- Federal Perkins Loan
- Direct Plus Loans
- Federal Pell Grant
- Federal SEOG Grant
- TEACH Grant
- Iraq and Afghanistan Service Grant

In addition, LRSC returns funds to programs other than Title IV Funds. The amounts will be prorated to the original sources in proportion to the initial awards.

Official Withdrawal - A student who stops attending classes must formally withdraw from school to avoid failing grades. Procedures and forms for formal withdrawal...
are available on the LRSC website. At the time of withdrawal, the Financial Aid Office will determine, on a pro-rata basis, the amount of student aid the student has earned. For example, a student who completed 30% of the payment period (semester) will be determined to have earned 30% of the aid he/she was originally scheduled to receive. Once a student has completed more than 60% of a payment period, he/she is eligible to receive 100% of the FSA award.

**Unofficial Withdrawal** - A student who stops attending classes but does not officially withdraw is considered to have unofficially withdrawn from school. A recipient of Federal Student Aid who unofficially withdraws and receives no passing grades for the semester will be responsible for repaying all unearned financial aid received. A student must initiate and complete the formal withdrawal process to avoid failing grades. The Financial Aid Office will calculate the amount of financial aid “earned and unearned” based upon the midpoint of the semester or based on the student’s last day of participation in academically-related activity.

**Post-Withdrawal Disbursement** - After withdrawal, it may be determined that a student did not receive all funds earned. In such cases a post-withdrawal disbursement may be due. When a post-withdrawal disbursement includes student loans, the student may choose to decline the loan funds, keeping loan debt to a minimum. Post-withdrawal disbursement will be applied to tuition, fees, room and board charges owed the college. Any remainder is paid to the student.

Some FSA funds are not available to the student after he/she withdraws because of other special eligibility requirements. Some examples are below:

- A first-time, first year, undergraduate student who withdraws before the 30th day of classes will not earn aid that they would have received had they remained enrolled past the 30th day of the payment period.
- No portion of a second or subsequent disbursement may be disbursed to a student as a post-withdrawal disbursement.
- Students participating in the Federal Work Study Program are not eligible to earn work study funds after withdrawing from college.

Any amount of unearned grant funds the student must return is called an overpayment. The maximum amount of grant overpayment a student must repay is half of the grant funds the student received or was scheduled to receive. Students who owe overpayments as a result of a withdrawal will retain eligibility for Title IV funds for a maximum of 45 days from the earlier of: The date the school sends the student notice of the overpayment, or the date LRSC was required to notify the student of the overpayment. LRSC must notify the student that an overpayment must be repaid or make satisfactory arrangements to repay it within 30 days of determining a repayment is due.

Lake Region State College must return any unearned funds within 45 days from the date of the institution’s determination the student withdrew. All financial aid funds returned will be the responsibility of the student.

**Satisfactory Academic Progress**

In order to receive federal financial aid, students must meet certain academic requirements called Standards of Satisfactory Academic Progress (SAP). LRSC is required by federal and state regulations to determine whether a student is meeting SAP requirements. SAP evaluations apply to all terms, including summer, and to all students (both aid and non-aid recipients).
All credits, including transfer credits, will be used in calculating quantitative components of SAP. Transfer credits are entered on the student’s record and will be considered in the attempted credits. SAP requirements are measured in the following three areas:

1. GPA - In order to meet the grade point average requirements, a student will need academic standing consistent with the requirement for graduation from the program at the end of the first, second and third semesters. At the end of the fourth semester of attendance the student MUST have a cumulative GPA of C (2.0) or better. Below is a table that illustrates the academic requirements.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Minimum Cumulative GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1.50</td>
</tr>
<tr>
<td>2nd</td>
<td>1.60</td>
</tr>
<tr>
<td>3rd</td>
<td>1.75</td>
</tr>
<tr>
<td>4th</td>
<td>2.00</td>
</tr>
</tbody>
</table>

2. Credits Attempted - All students must complete two-thirds (66.67%) of the credits they attempt. This percentage will be calculated cumulatively each semester. The percentage is determined by dividing the total number of successfully completed credits by the total number of credits the student was registered for on the LRSC FA Census Date. The cumulative credits calculation includes all credits attempted even if they do not pertain to the current degree.

3. Maximum Time Frame - All students must complete their declared program within 150% of the published length of the program. A student who has attempted 140% of their program credits will receive a letter advising them they are reaching the maximum credits. i.e., if the program of student requires 60 credits to graduate than 90 is the maximum number of attempted credits allowed for a program. When the student has attempted 140% or 84 credits they would receive a warning notice. Students who have attempted 150% of their program credits will be suspended from financial aid and will be notified by letter.

Financial Aid Warning
Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures indicated above at the conclusion of the semester. A student assigned a Financial Aid Warning will be notified in writing. The student may continue to receive financial aid for one subsequent semester under this status despite the determination that the student is not making SAP.

Financial Aid Disqualification

Treatment of Non-Standard Credits

<table>
<thead>
<tr>
<th>Type of Credit</th>
<th>Included in GPA Calc</th>
<th>Included in 66.67% Calc</th>
<th>Included in Max Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Satisfactory/Unsatisfactory</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Transfer</td>
<td>No</td>
<td>Yes (excludes ASC courses and W grades)</td>
<td>Yes (excludes ASC courses and W grades)</td>
</tr>
<tr>
<td>Pass/Fail</td>
<td>Yes if failed</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Consortium/Collaborative</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Repeated Courses</td>
<td>Yes (most recent grade)</td>
<td>Yes (each attempt)</td>
<td>Yes (each attempt)</td>
</tr>
<tr>
<td>Developmental Courses (ASC)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Financial Aid Disqualification status is assigned to a student who fails to make SAP or does not fulfill the requirements set forth in his or her academic plan of study when placed on Financial Aid Probation. A student who is placed on Financial Aid Suspension may only receive financial aid if the student reestablishes eligibility by meeting the standards set forth in this policy.

Financial Aid Probation
Financial Aid Probation status is assigned to a student who has been placed on financial aid disqualification and who has successfully appealed and has had eligibility for financial aid reinstated. A student who is placed on financial aid probation may receive financial aid for one subsequent semester. They may be required to meet certain terms and conditions while on financial aid probation, such as taking a reduced course load or taking specific courses. A student assigned a Financial Aid Probation status will be required to submit an Academic Plan of Study, signed by an advisor. At the conclusion of the financial aid probation period, the student must either meet the SAP standards or fulfill the requirements specified in the SAP Academic Plan of Study.

Financial Aid Census Date
The financial aid census date is the first day after the last day to drop/add classes at 100% refund and is the date the financial aid office uses to lock in the enrollment status. Financial aid census date is the calendar date that corresponds to 8.99% of the semester.

Unofficial Withdrawals
Students who receive all failing or incomplete grades in a semester are considered to have unofficially withdrawn from the college and are immediately placed on Financial Aid Disqualification. This will be disqualification without a warning period first. Federal regulations require that a refund calculation be done for all students receiving state and federal funds, unless the institution can document an official last date of attendance beyond the 60% point in one of the student’s classes. The calculation and return of these funds may result in the student owing a balance to the college and/or the U.S. Department of Education. Pell recipients whose class activity cannot be verified may have to pay back all or a portion of their grant.

Successful Completion
Successfully completed credit hours include grades of A, B, C, D or S. Credit hours that are not considered successfully completed include blank grades, F (Fail), W (Withdrawal), U (Unsatisfactory) and I (Incomplete). Unsuccessfully completed hours are included as attempted hours.

Dropped Courses and Official Withdrawals
Classes that a student drops or withdraws from count toward the cumulative credits attempted if they are dropped or withdrawn from on or after the financial aid census date.

Repeated Courses
If a student has successfully completed a course and wishes to retake the course for a higher grade, the course can only be included in the enrollment status once more for financial aid purposes. Failed courses may be repeated and counted towards student’s enrollment status until it is passed. The repeated course would be counted as attempted credits.

Transfer credits/Major changes
Students who have changed their major, are pursuing a second degree, or are transfer students are more likely to reach the maximum time frame. If a student changes majors or has transfer credits, the credits earned will be included in the calculation of attempted credits, earned credits and maximum time frame. Through the appeal process the Financial Aid Office can adjust the maximum number of credits they are allowed to attempt in the pursuit of their degree. The student will be required to submit an academic plan that has been approved by an advisor.
Military
Students who are required to withdraw from LRSC after the financial aid census date for military reasons may be placed on Financial Aid Warning or Disqualification. The student should contact the Financial Aid Office to resolve any negative SAP status that resulted from their deployment.

Notification Process
The student will receive a written notification of their Satisfactory Academic Progress Warning and/or Disqualification status at the end of each semester after grades are posted. Applicable holds will be added to the student’s Campus Connection hold list.

Appeal Procedures
Financial aid appeal is the process by which a student who is not meeting SAP standards petitions the institution for reconsideration of eligibility for title IV financial aid. Title IV financial aid includes Federal Pell Grant, Teach Grant, SEOG Grant, WorkStudy, Perkins Loan, Direct Loans and Direct PLUS Loans. Students who fail one or more of the three measures of SAP are not eligible for federal, state and institutional financial aid. However, students failing SAP standard who had mitigating circumstance, such as death in the family, illness, involuntary military leave, etc., may request reinstatement of their financial aid eligibility by completing the Satisfactory Academic Progress Appeal Form. Contact the Financial Aid Office for an appeal form or access the form on the LRSC website.

The appeal should include:
1. Satisfactory Academic Progress Appeal Form.
2. Documentation to support the reason for failure should be included with the appeal form.
3. A copy of the Academic Plan of Study, signed by the student’s advisor, must be attached.

Financial Aid Committee and Decision
SAP Appeals will be handled on an individual basis. If the Director approves the petition, the student will be deemed to be making a satisfactory rate of progress for a period not to exceed one year. If during this time the student meets the established standards, satisfactory progress will be re-established. Students will be notified of the decision in writing within 30 days.

Appeal of a denied petition may be made in writing to the Vice President of Student Affairs within 15 days of the notification of denial. The request will be taken to the Financial Aid Committee who renders a final decision on all appeals within 30 days of receipt of the written appeal. If the appeal is approved, the student will be deemed to be making satisfactory academic progress for a period not to exceed one year. If during this time the student meets the established standards, satisfactory academic progress will be re-established. The decision of the Financial Aid Committee will be final.

Scholarships and Awards
To apply for scholarships at Lake Region State College, complete the scholarship application available in the Student Services Office or on the LRSC website. Preference is given to students who submit completed scholarship applications by March 1; however, applications are accepted after that date. Additional external scholarships may be available and will require separate applications, available in the Financial Aid Office.

Cultural Diversity Waivers - Up to 26 partial tuition waivers are available to members of culturally diverse groups, with special emphasis on service to Native American students. Recipients must assist with campus initiatives and encourage multicultural understanding.

International Scholar - These scholarships reduce tuition for students who meet eligibility criteria and live.
on campus. Recipients must assist with campus initiatives and encourage multicultural understanding.

**KeystOOpportunity Scholarships**

Provided by the Community College Foundation.

**Honor Scholarships** - Students who apply and submit ACT scores and/or class rank information by March 1 will receive priority consideration for honor scholarships. Recipients must enroll full time and maintain a GPA of 2.5 or higher.

**Florence Lake Presidential Scholarship** - This provides full tuition for four semesters to new high school graduates who have demonstrated leadership skills and ACT scores of 28 or higher, and submit an essay outlining how they expect to impact their community/world with their life goals. Recipients must enroll as full-time degree-seeking students and maintain a 3.0 GPA or higher.

**Program Scholarships**

**Agriculture**
- Bundy, Thomas and Gillmore
- Citizens Community Credit Union
- Gebhard, Arlo
- Hanson, Helen and Walter
- Kavanaugh, Patrick
- Nienhuis, David and Jamie

**Athletics**
- Gerrells, Jay and Mavis
- Herda, Thomas F. Memorial
- Jerome, Aurelie and William Memorial
- Kirk, James
- Mertens Family
- Mertens, John A. Memorial
- Pederson, Randall (Petey)
- Play Hard (Target)
- Sager, Harold (Bob) I Memorial
- Southam Softball
- VFW

**Automotive Technology**
- Bergstrom, Candance and Renard
- Bryn, Colleen
- Clemenson, Clifford G. and Ann
- Hanson, Armin and Connie
- Hanson, Rudolf and Ann
- Nordic Fiberglass
- Summers, Harley and Viola (Toolbox Scholarship)

**Business / Office Management**
- Hagen, John M.
- LaBarre, James and Virginia
- Nistler, Tom and Regina
- Oehlke, Herman and Emma
- Praus, Christian Memorial
- Pung Girls
- Pung, Michael
- Wood, Albert and Janet

**Education**
- Brown, Rodney
- Piltigsrud, Herman Buttz, Inez

**Engineering**
- Fairgrieve, George Bruce

**Grand Forks Air Force Base Students**
- Grinolds, Donald E. Military Educator of the Year Scholarship

**Marketing/Management**
- Nistler, Tom and Regina
- Shark, Herman and Mae
Military
- American Legion #86
- Dakota Bull Session
- Kraft, Todd Memorial
- Slag, Mike Memorial
- Wakeford, H.K. (Kent)

Music
- Heustis, Kathlyn Memorial
- Horner, Andy
- Jones, Lloyd and Lois
- Oehlsen, Arnold and Dorthy
- Pine, Anita and Louis

Writing Excellence
- Pine, Anita and Louis Memorial

General Scholarships

Academic Excellence
- Pearson Family Scholarship

Student Support Services
- Berg, Merrill and Dorothy Trust
- Jerome, Peter and Pamela Helping Hands Fund
- Nistler, Keith Thomas

Family of LRSC Employee
- Campus Clan & Kin Fund

Gender
- American Association of University Women Scholarship
- Business and Professional Women*

Business Linkage
- Leevers Family Scholarship*
- Klemetsrud
- Montana Dakota Utilities
- North Dakota Telephone Company
- Ramsey National Bank

Students Facing Barriers
- Altringer Family
- Erlandson, Clarence and Ruth
- Haugen, Rodger and Connie Memorial
- Hahn, Everette A.
- Lions Club of Devils Lake
- Mahoney, Dr. James Memorial
- Pearson Family
- Wakefield, Daniel and Victoria
Exemplary Student

- Aronson, Terry
- Berg, Arne and Kristi
- Bryn, Colleen
- Crary All-School Reunion
- Dimmler, Merman and Margaret
- Fawcett Family
- Foughty Family
- Gate City Bank
- Greenleaf, Doris Memorial
- Greenleaf, Susan E. Memorial
- Halle, Delphia Memorial
- Hanson, Trish and Earl Memorial
- Hastad, Agnes Memorial
- Horner, Andy
- Huesgen Family
- Hyland, Frank Memorial
- Jerome, Chuck and Sherry Endowment
- Johnson, Leonard
- Kenner, Corry and Kristin
- Kienast, Shirley Memorial
- Laber Family
- Lake Region Winter Sports
- Larson, Beatrice
- Maxwell, Clarence and Ruth
- McCaughey, Theresa Herda
- Stromme, Debbie
- Summer, Lester and Elizabeth Memorial
- Target Roofing
- Toutges, Edmund E Memorial
- Tufte, Collette
- Turkula, Angela Memorial
- Wakefield, James Memorial
- Webster, Wilton and Shirly Family
- Western State Bank
- Woll, Professor Memorial

* Requires supplemental application - available in Student Affairs

Geographically-Based Scholarships

**Benson County**
- Olger Sandven Memorial

**Nelson County**
- Duchscherer, Brian Memorial Endowment

**Lake Region Area**
- Altru Clinic Lake Region Scholarship
- Darling Family
- Key Event Scholarship
- LaMotte, Cynthia Kuchar
- Rebekah Lodge Olive Branch #9*
- Rotary Club of Devils Lake

**Devils Lake High School Graduates**
- Cranna, Thomas Paulson Memorial
- Liere, Patrick Memorial
- Pesek, Travis Memorial
- Thompson, Scott Allan Memorial
- Wood, Matthew Memorial

**Walhalla Area**
- White, Frank

**PTK President/Travel Abroad**
- Darling, Doug and Teresa

**College Care For Kids**
- Wakefield, Thomas Family

Awards

**Who’s Who at Lake Region State College** - Each year Lake Region State College faculty and staff nominate graduating students for this award. Criteria for nomination include academic achievement, participation in college activities and service to the community. A committee selects Who’s Who recipients from the list of nominated students.
Richard D. Knoke Leadership Award - The Richard D. Knoke Award for Outstanding Leadership is provided through a memorial established in 1966 by his wife, children and parents. The recipient of each year’s award will be selected by a faculty, staff and student committee on the basis of student leadership in the Student Senate or in other student organizations.

Glenn H. Larson Memorial Drama Award - The Glenn H. Larson Memorial Drama Award is presented to a student who is selected by a faculty committee for having made the greatest contribution to drama in the Lake Region during the previous year.

Lloyd Jones Memorial Music Award - The Lloyd Jones Memorial Music Award is presented to the sophomore student who provides outstanding leadership in music.

English Department Writing Excellence Award - The English Department Writing Excellence Award was established in 1997 and is presented to any full- or part-time student at Lake Region State College for excellence in writing. Students submit writings of any genre and of any length, which are juried by a three-person panel. The winner makes a public presentation of the writing and is featured in “Shorelines”, the College’s annual magazine of the arts.

Academic Services

Helping students succeed is our number one priority. Lake Region State College provides educational outreach and life-long learning opportunities that encourage students to reach beyond their limitations.

New Student Orientation - The orientation process begins when students are invited to participate in the New Student Registration Day. ACT test scores, the results of alternative testing, and high school grades are used by advisors in a personal session to help prepare a plan of study consistent with each student’s individual needs, interests and abilities. New students are also required to attend an orientation program provided the weekend before classes begin.

Advisement - Lake Region State College is committed to providing all students with a series of advisement services that begin as soon as they are accepted and continue through to the time of job placement or transfer to another institution.

Each degree-seeking student is assigned an advisor who serves as a guide in the student’s progress. LRSC encourages continuing communication between advisor and student to enhance the advisement process. The student has final responsibility to meet the stated requirements for the degree sought as listed in the catalog or supplemental fact sheet.

Registration - Registration is the student’s personal responsibility. Students are encouraged to utilize additional advisement resources including academic and career counseling, a comprehensive career and transfer library, and/or a computerized guidance system.

Counseling Office - The Counseling Office provides a setting in which students may explore academic, career, technical and personal concerns in confidence. Professional assistance is offered in areas of adjustment to college life, self esteem, interpersonal relationships, goal setting, decision making, career selection, study skills and test anxiety. Referrals to appropriate community agencies are arranged when necessary. The Counseling Office is responsible for directing student academic advisement on campus and works directly with transfer students who are planning to attend four-year colleges.
upon graduation. Other services that can be accessed include American College Testing (ACT) and College Level Examination Program (CLEP) information.

**Information Technology Services** -
Lake Region State College’s Information Technology Services (ITS) emphasize student and faculty centeredness. Convenience and easy access to information are high priorities. College information is posted on the LRSC website.

Students are provided a computer account allowing access to technology resources. Campus email accounts are set up for all students which provides students with the full Microsoft Office Suite and file storage. Wireless access is available campus-wide, including residence halls. There are computer classrooms located in the business wing and academic wing. These computer classrooms may be used by students when classes are not in session. The New Horizons Lab, located near the library, is available 24 hours a day, seven days a week. The college also maintains several laptop computer carts for student use in the classrooms.

Technology staff is available to provide network support, user access and technical assistance to students.

ITS supports more than 900 computers linked via a Campus Area Network (CAN) and an encrypted wireless data network based on 802.11 a/b/g/n technology. Through state-of-the-art fiber optic and communication technology, computing facilities are linked to the North Dakota Higher Education Network.

**Library** - The Paul Hoghaug Library, located near the south parking lot in the main building, serves as a reference and research center for students, faculty and residents of surrounding communities. Its collection consists of 48,000 books, including more than 18,000 electronic books (downloadable through Ebscohost and Overdrive), audio-visual materials, newspapers and periodicals. A Native American studies collection, nursing resources, study room and reference materials both paper and electronic support all college curricula. Of special note is the library’s unique collection of regional history housed in the Collinson Room and the college’s archives. The library is an excellent resource for all types of research providing numerous full text databases. The library subscribes to Credo Reference eLibrary, World Cat, Facts on File, Global Warrior, Thompson/Gale, Ebsco and Proquest databases.

All materials can be accessed from the online catalog system through Online Dakota Information Network (ODIN). Students can access materials while in class, in their dorm room, or off campus. Through the ODIN interlibrary loan feature, students may request materials owned by more than 90 other North Dakota libraries. Students may access materials using their student ID number as their login and last name as their password.

**Bookstore** - The bookstore carries all required textbooks needed for classes offered at Lake Region State College on-campus, Grand Forks Air Force Base, online, Launch!, dual credit and hometown university. The bookstore has all required materials for each course posted on its website at least 30 days prior to the first day of class. The bookstore also carries school supplies, health and beauty items, fast food, clothing, greeting cards, balloons, and novelty items. Other services the bookstore offers include graduation regalia, postage stamps, UPS pick-up and delivery and gift certificates.

The bookstore accepts R-Bucks, cash, personal checks, money orders, VISA, Discover and Master Card. Other charging is allowed one week prior to the beginning of each semester with prior notification from the Business Office or third-party pay or agency funding.
The Royal Java Coffee Bar serves favorite coffee and specialty drinks.

The refund policy for return of books is the same as tuition refund policy deadlines as set by the institution. Returned merchandise must be accompanied by the original receipt and returned in original condition.

Book buyback (books are purchased from students) occurs late in the fall and spring semester, Tuesday through Thursday of final test week from 9:00 a.m. to 3:30 p.m. in the Student Union.

**Power Skills Center** - The Power Skills Center provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their post-secondary education.

Services include training in study skills, individual and small group tutoring, career exploration, financial literacy and financial aid support, academic advising, and remediation planning.

Students who are not enrolled in TRiO/Student Support Services are eligible for services through the Power Skills Center.

**TRiO Student Support Services** - TRiO-SSS is a federally-funded TRiO grant program designed to help eligible students succeed in earning their college degrees. Eligible students are those who are low income (as defined by the Health and Human Services poverty guidelines), are first-generation college students (neither parent has earned a bachelor’s degree), or have a disability (a physical or mental impairment that substantially limits their ability to participate in educational experiences or opportunities).

The TRiO staff assists students with basic skills in math, writing and English; provides tutoring, academic advising, help with financial aid applications and training in financial literacy; facilitates the transfer process; offers instruction in study skills and cultural enrichment; and provides counseling in career exploration. TRiO staff assists each student in developing an Academic Success Plan, a set of services tailored to meet each student’s needs each semester. TRiO-SSS provides a place for students to study in private or in small groups, to use computers, or to meet with their program coordinators and tutors in a peaceful, welcoming environment.

**Test Center** - The Test Center provides testing for CLEP, GED, Peace Officer Training entrance and psychological testing, nursing exams and special testing for individual college faculty. The test center is an approved Pearson VUE Testing Center able to provide tests for a variety of clients, such as Microsoft, Adobe, Novell and Cisco. See the Pearson VUE website for more information.

**Cooperative Education** - Cooperative Education enables students to integrate their course work with practical, related work experience. Cooperative Education credits are based on individual learning objectives and the number of hours worked per semester. A minimum of 90 hours at a work site is required to earn one credit.

**Laboratories and Shops** - The Bergstrom Technical Center houses the following labs: American Sign Language, Automotive Technology, Electronics/Simulation, Nursing, Peace Officer Training and Wind Energy. There are also well-equipped laboratories for the following: physics, chemistry, biology, computer technology and visual arts.

**Outreach Services**

**Baccalaureate Degree Programs** - Through a collaborative program with Mayville State University, baccalaureate degrees in Business Administration,
Elementary Education, Early Childhood and University Studies may be completed on the Lake Region State College campus via various delivery methods.

**Early Entry** - North Dakota House Bill number 1273 allows high school students who have obtained sophomore, junior and senior status to receive high school credit for the college courses they complete. Generally, a student who enrolls in a college course will earn three college credits and one-half high school unit for successfully completing the course. These courses may be offered on campus, off campus or online. The dual credit program is coordinated through the Center for Distance Education and Outreach Services. LRSC requires at least a 3.5 high school GPA for sophomores and 3.0 high school GPA for juniors and seniors for enrollment in dual credit courses. Students must also meet the Student Placement into College Courses requirements.

**Extended-Degree Programs** -
The college became involved with the Interactive Video Network (IVN) in 1990. Since that time, the college has established four fully-dedicated video conference classrooms. IVN uses video conferencing technology to combine multiple locations into a single classroom environment. Of all distance education technologies, this technology most closely replicates traditional classroom instruction. In 2001, the ND Legislature approved legislation to provide video conferencing capabilities in all high schools in North Dakota. Therefore, the IVN Network has expanded to include these entities, the new network is called STAGEnet.

**Grand Forks Air Force Base** - Lake Region State College has a site at the Grand Forks Air Force Base, which offers courses and programs at Grand Forks Air Force Base, Fargo Air National Guard, Cavalier Air Force Station and Thule Air Force Base. Students must meet the same standards and program requirements as on-campus students.

The American Association of Community Colleges identifies Lake Region State College as a Service Member’s Opportunity College (SOC) providing educational assistance to active duty servicemen. A SOC institution offers the following benefits for service members:

- Use of admissions procedures that insure access to higher education for academically qualified military personnel.
- Evaluation of learning gained through military experiences and academic credit awarded where applicable to the service member’s program of study.
- Evaluation of non-traditional learning and awarding of academic credit for such learning where applicable to the service member’s program of study.
- Institutional transfer of credits and acceptance of such credits whenever they are appropriate to the service member’s program and are consistent with the college’s curriculum. Flexibility to service members in satisfying residence requirements by making adjustments for military students who transfer when there are other assurances of program balance.
- Designation of personnel with appropriate academic qualifications and experience to administer and supervise SOC related activities and to develop policies and procedures appropriate to the scope of their voluntary education programs.
- Educational services for veterans.

The college is also a charter member of the Service Member’s Opportunity College Associate Degree Program (SOCAD) Network. The Network was established by the American Association of State Colleges...
Life-Long Learning

**Adult Learning Center** - The Adult Learning Center (ALC) provides free individualized instruction to students who are not enrolled in college, but who wish to improve their achievement level in basic skills. Students learn basic reading, math, and English skills. Many students achieve a level that enables them to complete the General Educational Development (GED) test successfully. Students who achieve a passing score on the GED test receive a high school equivalency certificate. This certificate is a requirement that must be met prior to enrollment in college. Students may design their own schedules to accommodate jobs and other responsibilities. The ALC can be reached at 701-662-1568 or 701-662-1536. Adult Learning Centers are funded with State and Federal Adult Education and Literacy Grants through the ND Department of Public Instruction.

**Launch!** - Students who are not yet eligible for University of North Dakota (UND) admission may participate in this partnership between Lake Region State College (LRSC) and UND. Launch! is a program for these students to participate in UND student and academic life.

Launch! propels students to achieve their college goals. Participants fully experience the UND student life, services, organizations, facilities, and activities available to UND students. Additionally, Launch! students enjoy the benefit of heightened academic support and unmatched personal attention.

**Online** - Many online courses and degree programs are available. These programs include Associate in Arts Degree in Liberal Arts, Associate in Arts Degree in Business Administration, and many Associate in Science Degrees including: Early Childhood Education, Fitness Trainer Technician, Law Enforcement, Marketing, and Speech Language Pathology Paraprofessional. Blackboard is the Learning Management System (LMS) used for the online courses.

**Outreach Services** - Online tutoring services are available for LRSC students in a partnership with Smarthinking. The Smarthinking Online Tutoring Service provides students with assistance in many subject areas including, but not limited to: English and Writing, Mathematics (Algebra, Calculus, and Statistics), Science (Biology, Chemistry, and Physics) and Business (Accounting and Economics).
graded for participation in the course. Courses such as Golf 101, Introduction to Photography, Word, Excel and Introduction to Computers are some examples of community education classes. These courses are coordinated through TrainND NE, the workforce training division of Lake Region State College. We welcome anyone who would like to share their skill or talent to be an instructor.

Workforce Training - TrainND serves North Dakota businesses as a provider for employee training and development courses, training needs assessment, customized training curriculum and group training facilitation. TrainND Northeast serves business and industry in 10 counties of Northeast North Dakota. Through an expanded array of services businesses can address their workforce training needs today to meet the challenges of tomorrow. TrainND is commissioned by the legislature to provide any training, any time, any place. As part of the North Dakota University System, the largest network of industry, technical and academic specialists are available—making virtually any type of training a reality.

TrainND Northeast offers several non-credit career training programs: Certified Nurse Assistant (face-to-face or blended with online), Qualified Service Provider and Health Information Technology (online), Commercial Driver Training and many online options in healthcare, management, business, skilled trades, hospitality and sustainable energy. For more information, contact TrainND at Lake Region State College at 1-800-443-1313 ext. 21578 or 701-662-1578.

Building Services

Campus Housing - Residence Halls provide double or single room housing to men and women, and apartments for family housing. Most housing units are connected to the dining room and to the main classroom building. Students in college residence halls are under contract for the academic year and are required to participate in a college meal plan. Charges for these services are listed in the tuition and fees section. Each room has high speed Internet, cable TV and telephone. Residence hall students may lease computers from Information Technology Services.

The residence hall policy mandates a smoke-free environment, including family apartments. According to state policy, alcohol is not allowed on campus. Students who are found to have alcohol on their person or in their rooms will face severe penalties that could include a fine, community service, notification of parents, and alcohol evaluation and eviction. According to the no tolerance policy with regard to the use of illegal drugs on campus, students will be evicted immediately if they are found to be in possession of drugs.

With the exception of varsity athletes and international students, campus housing is not a requirement.

Childcare Services - College Care for Kids, a privately-operated childcare center, provides quality care for children in a safe learning and social setting. Children learn through academically-structured play. Activities are designed to stimulate healthy development in cognitive, social, physical, emotional and language areas.

Openings are based on availability. For more information, contact College Care for Kids at 701-662-1592.

Dining Services - Dining services is centrally located in the same building as the residence halls. A board contract is required of all students residing in the residence halls (see tuition and fees section).
Activities

Lake Region State College offers students an opportunity to grow socially, physically, and intellectually. A wide range of activities are offered to appeal to a variety of interests. There are a number of specialized student organizations as well as groups organized to promote artistic, religious or other interests and fellowships:

- Business Club
- Campus Crusade for Christ
- Collegiate DECA
- Drama Club
- Hands on Campus (ASL)
- International Students Club
- Law Enforcement Club
- Phi Beta Lambda
- Phi Theta Kappa
- Residence Hall Association
- Royal Ambassadors
- Sim Tech Club
- Skills USA
- Student Nurse Organization (SNO)
- Student Senate

Student Senate - Student Senate is the governing body for Lake Region State College students and the Campus Activities Board (CAB). Student Senate is made up of senators appointed by the advisor and is open to all students who seek involvement in college decision-making processes and communication with college administration. The Senate and CAB are responsible for allocation of student activity funds and provide for student programs in the areas of education, culture, social activity and student welfare. CAB accepts applications from clubs and faculty for programming costs that benefit the student body at LRSC. Student clubs and organizations on campus must be officially recognized by the Student Senate. The Student Senate outlines the structure for this recognition.

Intramural Recreations Program -
Recreational activities provide an excellent opportunity for students to further their physical development and social interaction. Such activities provide an avenue for students to expand their focus beyond academics. Participation in intramural activities enhances the total educational experience. Event schedules are posted during the semester. All LRSC students are eligible to participate in the Intramural Recreations Program. Recreational activities include basketball, softball, volleyball, skating, bowling, billiards, darts, dodge ball, board games, soccer, flag football, video games and more.

Intercollegiate -
The athletic program is a major extracurricular activity. The varsity sports on campus are men’s and women’s basketball and golf, women’s volleyball, women’s fast pitch softball and men’s baseball. These teams are members of the Mon-Dak Conference. The athletic programs are affiliated with the National Junior College Athletics Association (NJCAA).

Photos, Videos and Other Media Coverage -
Lake Region State College occasionally photographs and videos individuals and/or groups on campus, in public venues, and at other college-sponsored events. This statement is public notification of such practice. By participating in a program of LRSC’s, a student (or their parent/guardian if the student is under the age of 18) gives LRSC the right to use and publish in whole, or in part, any recorded footage in which the student’s name, likeness, image and/or voice may be included. Should the student object to the use of any of these, they may withhold release by filling out a form in the Registrar’s Office located in Student Services.
Student Conduct

Students are expected to obey local, state and federal laws, to show respect for properly constituted authority, to meet contractual obligations, to maintain academic integrity in scholastic work and to observe standards of conduct appropriate for an institution of higher learning. Students are expected to be responsible for their actions, whether acting individually or in groups. Failure to meet acceptable standards of conduct may result in disciplinary action, suspension or expulsion. The College will ensure due process and define routes of appeal. These policies apply to the conduct of all students, student organizations, teams, and clubs. They also apply when off campus in connection with internships, academic activities, and any activity sponsored or authorized by Lake Region State College. Lake Region State College will also hold students accountable for behavior that occurs off campus when an offense threatens the safety or security of any individual or institution.

Reference section 800.30 in the Lake Region State College Policy and Procedure Manual for the full student conduct policy.

Academic Integrity

Statement- Lake Region State College is committed to an environment of integrity. The college values academic achievement and expects students to be truthful, ethical and responsible in their academic work. Commitment to academic integrity is the responsibility of every Lake Region State College student and employee. The Academic Integrity Code is established to encourage students to be responsible for their own learning by completing assignments, preparing for lessons, and participating in class in ethical and honest ways.

Definition - Academic integrity is intellectual honesty, responsibility, and ethical behavior in scholastic conduct from use of information to actions in a classroom. It is the guide for the “pursuit of knowledge and understanding within a community of inquiry” (American University).

Examples - Examples of academic dishonesty include, but are not limited to the following:

1. Cheating is receiving or sending, or attempting to receive or send information, answers, data, etc. not otherwise permitted by the instructor.
   • Receiving, sharing, or transmitting information before or during an exam to someone who will be or is taking the exam
   • Looking at another student’s test during an exam or allowing another students to look at your exam
   • Copying from another student’s test or homework assignment with or without the other student’s permission
   • Working with another student on a test or an assignment without authorization
   • Using unauthorized material (texts, calculators, smart phones, paper, websites, notes on computer) to obtain answers or information for a test
   • Using passwords or electronic signatures of other individuals for any reasons, including to take a test for another person
   • Sharing answers for an assignment

2. Plagiarism is using someone else’s work in part or whole and passing it off as the student’s own whether intentionally or not intentionally.
   • Using exact words or phrases without citing the source
   • Buying a paper from an online source or a person
   • Using a paper someone else has done either for you specifically or for another class
   • Without documenting the source, modifying the information or combining
the information from more than one source to make it appear original

3. Collusion is the unauthorized collaboration with another person in preparing any academic work offered for credit.

4. Fabrication is falsifying data, research, sources, statistics, as well as information or verification.
   - Citing a statistic from a source without being sure if the numbers are correct
   - Combining sources but claiming only one of the sources
   - Forging of signatures on any form requiring another person’s verification
   - Misrepresenting situations such as
     - claiming a member was present on a group project when he or she was absent or left early
     - claiming you handed in work, implying the teacher lost it or the LMS didn’t accept it
     - claiming a family event, illness, emergency or funeral when, in fact, there is none

**Consequences** - Instructors have the authority to determine how an incident of scholastic dishonesty will affect a student’s grade. Situations may differ in severity and consequences as determined by individual instructors.

If a student has an academic grievance, the grievance must be submitted in writing by following the appeals procedure found in policy 800.31.

**Academic Affairs**

Academic Affairs provides an academic leadership support system for the delivery of on-campus and off-campus instruction of the highest quality. The mission of Academic Affairs at Lake Region State College encompasses leadership, management, support and informational services that include the following functions: Computer Services, Community Education, TrainND, Distance and Outreach Education, Academic Skills Center, Adult Basic Education and Library/Media Services.

In addition, Academic Affairs provides leadership and support for course development and delivery, provides assistance to faculty in their effort to deliver instruction, procures outside resources and recognition for faculty and students, delivers community and inter-institutional courses, maintains institutional computer networks and systems, provides for the professional development of faculty and staff, and manages institutional records and reporting requirements.

**Statement of Purposes:**

- Promote instructional excellence in all programs
- Sustain quality educational standards
- Facilitate and deliver courses and programs via appropriate alternative modes
- Provide adequate learning resources, physical environment, and equipment
- Serve as a resource center for the community
- Offer a broad range of relevant remedial and developmental programs
- Maintain an environment that promotes logical reasoning and creative thinking
- Deliver customized workforce training in the region
- Identify highly-qualified instructors and trainers
- Enhance learning through the effective use of technology
- Provide professional development opportunities for faculty and staff
- Offer library and media services that support and enhance the curricula
- Provide curricula that give the student a foundation for life-long learning and personal development
- Endorse a general education philosophy
- Provide curricula that prepare the student to succeed today and to meet the challenges of tomorrow
- Provide courses that enable the
student to fulfill the general education requirements set forth by the North Dakota University System
- Develop and provide short-term training that meets the needs of business and industry
- Deliver educational outreach opportunities to meet the needs of the region
- Provide effective and supportive leadership and management to all departments and individuals working under the direction of Academic Affairs
- Assess societal trends and standards continuously in order to develop new courses and programs or alter existing programs

Mission - Academic Affairs provides leadership and support to instructional faculty from the academic, business, and trade and technical divisions. The three divisions have the following missions:

Academic Division Mission - The Academic Division focuses on the student, providing high-quality, accessible educational opportunities in the liberal arts. The division strives to maintain an educational environment in which students learn to think critically and creatively and to express themselves cogently, broadening their understanding of life and their ability to function successfully and to their full potential in a complex and changing society.

Career and Technical Education Division Mission - The Career and Technical Education Division offers various specialized programs. The division frequently assesses industry trends and standards and alters curricula to ensure the quality of its programs. It is the mission of the Trade and Technical Division to provide students with current knowledge and training necessary for immediate entry into various specialties within the job market.

Student Affairs

Student Affairs encourages and assists students seeking access to Lake Region State College by supporting successful college experiences for a diverse student population. The function of Student Affairs is to implement a strong enrollment program, carry out efficient admissions procedures, provide financial aid services, collaborate with faculty in student advisement, provide resources for career counseling, develop activity programming, provide quality on-campus housing facilities, maintain educational records, and provide a wide range of placement services.

Statement of Purposes:
- Counsel students effectively to meet their personal goals in their choices of education and/or careers consistent with their interests and aptitudes
- Encourage development of a positive learning environment campus-wide
- Provide supportive services for at-risk students
- Provide educational services for parents, students, and counselors regarding the benefits of a community college education
- Provide social and recreational activities which enhance the quality of student life
- Instill in students a commitment to community service
- Provide efficient admissions and registrar procedures
- Provide effective student advisement services
- Provide placement services for students through Job Service North Dakota
- Enhance and expand recruiting efforts to include the non-traditional, diverse student
- Provide leadership to the campus diversity initiative
- Maintain quality on-campus housing facilities
- Provide financial aid services consistent
with federal regulations
• Educate service regions regarding financial aid services

Mission - The Mission of the Student Affairs Division is to provide encouragement and assistance to students seeking access to Lake Region State College and to support successful college experiences for a diverse student population.
• Implement a strong enrollment management program which provides the information students need for good decision-making throughout their college experience
• Carry out efficient admissions procedures which offer guidance and assistance to students as they complete the process of enrolling in college
• Provide financial aid services which are student-friendly and compliant with federal and state regulations
• Collaborate with faculty to support the delivery of effective student advisement
• Provide resources for career counseling and assist students in accessing appropriate personal counseling when needed
• Develop activity programming which provides a range of opportunities for students to become involved in the campus community outside the classroom, to include: varsity sports, intramural sports, campus clubs, student governance, entertainment, arts and humanities programming
• Provide resident life programming which promotes positive experiences and personal growth opportunities for all residents
• Provide a safe campus community through education involving domestic violence, sexual assault, date rape, and stalking
• Provide the campus community direct advocacy services for victims
• Provide auxiliary services which meet students' needs including food service, bookstore, library, and technology resources
• Maintain educational records for all students
• Provide services for students who need to access and update their records as allowed by policy
• Provide a wide range of placement services for students and graduates

Administrative Affairs

Administrative Affairs effectively manages all activities relating to financial reporting, budgeting, purchasing, accounts payable and receivable, student loan collections, equipment inventory, motor pool, payroll, personnel functions in accordance with applicable policies, regulations, and laws, oversees fiscal responsibility of grants, and coordinate marketplace stores. This service area provides management oversight for physical plant operations and auxiliary functions of bookstore and dining services.

Statement of Purposes:
• Manage college resources in a cost-effective manner, consistent with the goals of the college
• Provide and manage effective auxiliary services for students
• Maintain a safe and pleasant work and living environment for employees and students
• Provide a supportive environment that is conducive to academic, social, and personal growth
• Manage recruitment of faculty and staff members committed to excellence in education
Academic Information

**Academic Year** - Consists of a fall and spring semester, each approximately 17 weeks long, and one summer semester. Academic courses are designed for a full semester or a half semester. For example, a three credit course normally meets for three, 50-minute sessions. The academic year at the Grand Forks Air Force Base consists of five, eight-week terms.

**Credits** - The college awards credits as semester hours. A semester hour represents contact hours that may be accumulated over varying periods of time. Most academic classes are scheduled for a semester and one hour of credit is earned for each 50-minute period of class per week for the semester. Laboratory, studio, or shop sessions may be required in addition to the classroom work.

**Student Load** - The average student load for the fall and spring semesters is 16 credit hours per semester. A minimum of 12 hours is required to be considered a full-time student. A student must obtain a signed petition from the Registrar's Office to enroll in more than 19 credit hours.

<table>
<thead>
<tr>
<th>Full time</th>
<th>12 or more credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part time</td>
<td>Fewer than 12 credit hours</td>
</tr>
<tr>
<td>Freshman</td>
<td>Fewer than 24 credit hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>24 or more credit hours</td>
</tr>
</tbody>
</table>

Students receiving financial aid must be enrolled in at least 12 semester credit hours and be pursuing a degree in order to be classified as full-time. The student load requirement to receive financial aid is different for the summer semester. Contact the Financial Aid Office for information.

**Grade Point Average - (GPA)** is computed by dividing the total number of honor points earned by the total number of semester hours with honor points. Credits with grade of W, I, P, S or AU are not included in computing the GPA. Transfer courses and Academic Skills Center courses are not counted in the cumulative GPA.

**Grading** - All study for credit is recorded with the following grade designations:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th># of Honor Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 hp/cr hr</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3 hp/cr hr</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 hp/cr hr</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1 hp/cr hr</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory</td>
<td>0 hp/cr hr</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Not Included</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not Included</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>Not Included</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0 hp/cr hr</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0 hp/cr hr</td>
</tr>
</tbody>
</table>

**Incomplete** - At the discretion of the instructor, an “I” (Incomplete) may be granted when students are unable to complete course requirements for reasons beyond their control and when arrangements have been made with the instructor before the end of the term. Incompletes not removed by the end of the next term will be converted to the grade assigned for the work completed at the end of the term when the incomplete was issued.

**Repeating a Course** - Students may repeat courses to improve their grades. The record of both the original and the repeated course grades will be retained on the student’s record, but only the honor points earned and the credits gained in the retaking will be used in computing the grade point average.

**Competency Based Education** - This is an educational concept whereby progress is based on mastery of material. This approach is extremely flexible as it allows students to begin instruction at their mastery level and continue at their own pace within broad
time frames. Students proceed through packaged materials, utilizing tests, visuals, performance and instructor expertise as required.

Honors: President’s and Dean’s List Recognition - Degree seeking students completing 12 semester hours or more of 100- or 200-level Lake Region State College classes with no incompletes and receiving a 4.0 GPA are included on the President’s List. Students completing 12 semester hours or more of 100- or 200-level Lake Region State College classes with no incompletes and receiving a GPA of 3.25 or better, but not a 4.0, are included on the Dean’s List. Lists are calculated fall and spring semesters, but not summer semester.

Student Placement into College Courses - North Dakota University System policy 402.1.2 requires ACT subtest scores, or an equivalent assessment approved by the chancellor, for placement into college-level English and mathematics courses. Contact Student Services for details.

The State Board of Higher Education recommends that all students take the ACT exam in their junior year. This provides students with the senior year and the summer before and after the senior year to address any academic deficiencies at the high school level before entering college.

UNIV 101 Introduction to College Life
All first-year, degree-seeking students are required to complete UNIV 101 Introduction to College Life. Students are advised to register for the course during their first semester at LRSC to learn the tools and receive the support needed to succeed in college.

Interstate Passport
The Interstate Passport enables successful transfer of a block of lower-level general education learning to other institutions participating in the Interstate Passport Network. Students who earn their Passport from LRSC will not be required to repeat or take additional coursework to meet lower-division general education requirements in the Interstate Passport’s nine areas when they transfer to any other Interstate Passport Network member institution. Students with an interest in achieving the Passport Lower-Division General Education should contact the Registrar or their advisor.

Academic Progress Standards - All students must meet or exceed the following cumulative grade point average standards to remain in good standing:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Cumulative GPA</th>
<th>TERM GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 cr hrs</td>
<td>1.50</td>
<td>1.50</td>
</tr>
<tr>
<td>20 cr hrs</td>
<td>1.60</td>
<td>1.50</td>
</tr>
<tr>
<td>35 cr hrs</td>
<td>1.75</td>
<td>1.50</td>
</tr>
<tr>
<td>50 cr hrs</td>
<td>2.00</td>
<td>1.50</td>
</tr>
</tbody>
</table>

Students who fail to maintain the minimum cumulative GPA will be placed on probation for the following semester of enrollment. A student on probation will generally be restricted to 12 credits and will be assisted by an advisor to determine an appropriate schedule of classes. A student who fails to maintain the minimum cumulative GPA for two consecutive grading periods will be suspended for one semester, subject to student appeal. A student wishing to re-enroll after a period of suspension from this college, or any institution of higher education, must petition for conditional reinstatement. Failure to meet minimum grade point and completion rate standards may affect financial aid eligibility.

Policy -
A former student, who has not been in attendance at LRSC for four or more years, but who is presently enrolled at LRSC, may request to exclude from GPA calculations all grades earned in selected semesters completed at LRSC prior to the four-year interval. The following criteria must be met:

• The student must be enrolled in class(es) at LRSC at the time the
request is made
• The student must have completed a minimum of 12 semester hours in one term or in consecutive terms (summer sessions excluded) with a minimum GPA of 2.25 immediately prior to the request.

Students may exercise this option only once by submitting a written request to the Registrar. All academic work would continue to be shown on the student transcript, but the entire semester(s) grades would be removed for GPA purposes. None of the credits earned in the excluded semester(s) can be used to satisfy any academic or graduation requirements. Once a semester(s) has been excluded, it can never be reinstated on the student’s academic transcript at a later date.

Changes in Registration - After registration, students should consult with their faculty advisors before making changes. Students should be aware that changes to their registration during the term could affect financial aid eligibility in future terms.

Students may drop and/or add courses to their schedule using Campus Connection available on the LRSC website. Some special circumstances require students to request assistance from the Registrar’s Office such as course conflict messages, overload notification and restricted enrollment. Students desiring to make changes in their registration should do so as early in the semester as possible because tuition and fee adjustments are determined by the date that changes occur. Classes may be added or dropped during the first ten days of the semester without the change appearing on the academic record. For a standard 16-week semester, the last day to add or drop a course without a record is the tenth calendar day in the fall term and the eleventh calendar day in the spring term. The last day to drop an individual class(es) or withdraw from all classes is the last day of the twelfth week of classes. Add, drop and withdrawal dates for summer terms or other sessions not 16 weeks in length shall be proportionate to the standard 16-week term. Orientation Day is the first day of a standard 16-week academic term.

Withdrawal from College - Students considering withdrawal from college are strongly encouraged to contact their advisor and the Financial Aid Office (if appropriate) prior to finalizing a decision. Students who withdraw from college must provide written notice to the Registrar’s Office using the form available on the LRSC website. Any tuition refund or credit will be determined by the date that the withdrawal form is completed and filed with the Registrar. Failure to officially withdraw from the college may result in a grade of “F” recorded on the transcript for all courses enrolled.

Attendance - Regular attendance is required of Lake Region State College students. Instructors will explain their attendance policy in each course. When absence from class becomes necessary, it is the student’s responsibility to contact the instructor (prior to the absence whenever possible) to request an excused absence. Students are responsible for mastery of material and completion of assignments missed. Failure to do so may affect grades regardless of the reason for the absence. Students who have not attended class during the first seven days of the session may be administratively dropped from the course. When the number of absences exceeds double the credit hours for the course, students may be administratively dropped at the request of the instructor. Students who fail to attend and have not been dropped will receive a grade of “F” in the course.

Students who have been administratively dropped have the right to appeal the action. An appeal for re-admittance from students dropped for excessive absences must be presented in written form within
five days of the postmark date on the students’ notification to the Vice President of Academic Affairs. The College’s academic appeals procedure will be followed.

**Academic Appeals Procedure** - Students with an academic grievance concerning grading, attendance, testing, incompletes, or withdrawals should first discuss the grievance with the faculty person involved with the request to resolve the grievance. If the grievance is not resolved at the faculty level, students should bring their concern to the Vice President of Academic and Student Affairs. If this informal discussion does not achieve resolution of the grievance, students should request a formal interview of the grievance by the Curriculum and Academic Standards Committee. This grievance must be submitted to the committee in writing. The committee will consider the grievance as formally presented by the student, and will consult with all parties significantly involved in the grievance. The committee will document its findings and render the disposition of the grievance within 20 school days upon receipt of the student’s formal written grievance. The student will then be notified of the committee’s decision. It is the student’s responsibility to initiate and advance the grievance.

**Establishing Prior Credit**

Lake Region State College seeks to recognize and give credit for education and knowledge that students have acquired prior to enrolling at Lake Region State College. There are several means of establishing credits toward a certificate or degree.

**Transfer of Credits to LRSC** - Credits earned at regionally-accredited institutions are eligible for transfer. Students with credit from institutions that are not regionally-accredited may petition for special consideration.

**College Level Examination Program (CLEP) Credit** - This is one of the accepted means by which students may establish college credit. A national program that affords students an opportunity to obtain college recognition for their formal or informal preparation prior to attending college. Generally, colleges and universities accept CLEP credit; however, students who plan to transfer should contact the receiving school to clarify limitations. Lake Region State College will permit a total of 15 semester credit hours from alternate credit earning options toward any program, including CLEP and/or life experience credits. Students must be enrolled at LRSC as a degree-seeking student to receive CLEP credit. Students may not take CLEP subject exams after enrolling in the equivalent.

Lake Region State College is an open test center site and will test anyone who is properly registered.

**Advanced Placement Credit** - Students who have completed certain Advanced Placement (AP) courses in high school and who have earned a minimum score of three on the Advanced Placement Examination will be awarded college credit according to the policy of the North Dakota University System.

**Table of Accepted Courses** - An explanation and table of accepted courses and scores for CLEP and AP appears on the NDUS website.

**Articulation Credit** - The intent of articulation is to provide students with previously completed secondary career and technical course work the opportunity to receive credit for this knowledge and ability at the post-secondary level. Articulated credits may not transfer to other post-secondary institutions. To articulate a high school course, a student will need the
appropriate signatures as requested on the articulation form obtained in Academic Affairs. Generally, students who are enrolled full-time and have completed course work in computer science, keyboarding, sign language and early childhood may wish to articulate these courses.

Military Service Experience -
Enrolled students who have earned additional college level work for credit in the United States Armed Forces Institute Programs may request that their scores be presented to the Registrar in the Student Affairs office. The credit will be evaluated using the "Guide to the Evaluation of Educational Experiences in the Armed Services."

Challenge - This is designed to free students from taking courses where content has already been mastered. Students enrolled in good standing may request to challenge certain courses listed in the college catalog. The Vice President of Academic Affairs and the course instructor determine whether a challenge is appropriate on an individual course basis; and they determine the type of examination to be given. A non-refundable fee is assessed for each challenge. Challenge credits may not transfer to other post-secondary institutions.

Life Experience - Students who have documented military or industrial training and/or life experience may request an evaluation to determine if college credit can be assigned. It is the student’s responsibility to provide documentation of learning experiences that is complete and sufficient for assessment.

The Registrar’s Office uses a number of nationally-recognized resources as guides to the process of evaluating and assigning credits to student learning experiences. Life experience credits are limited to 15 credits for all degrees with the exception of Technical Studies which has a limit of 22 credits.

Graduation Requirements
Lake Region State College awards Certificates, Diplomas and Associate degrees.

All candidates for graduation must:
• Satisfy all admissions requirements
• Complete a prescribed course of study
• Achieve a minimum cumulative 2.0 GPA
• Earn the last 15 semester hours of credit at Lake Region State College
• File an “Intent to Graduate” form prior to registration for the final semester
• Clear all college obligations
• Complete assessment obligations

Associate in Arts (AA) Degree -
Consists primarily of diverse, introductory level courses in academic and professional areas with an emphasis in arts and social science. This degree prepares students for transfer to baccalaureate programs. Requirements include:
• Minimum of 60 semester hours
• Communications - nine credits, COMM 110 is required
• Math, Science, and Computer Science - ten credits in a minimum of two departments, a lab science is required
• Health, Physical Education and Recreation - two credits
• Social Science - nine credits in a minimum of two departments
• Arts/Humanities - nine credits in a minimum of two departments

Associate in Science (AS) Degree
Consists primarily of diverse, introductory level courses in academic and professional areas with an emphasis in math, science and health science. This degree prepares students for transfer to baccalaureate programs.
• Minimum of 60 semester hours
• Communications - nine credits, COMM 110 is required
• Math, Science, and Computer Science - 16 credits in a minimum of two departments, MATH 103 or higher, and eight credits of lab science
• Health, Physical Education and Recreation - two credits
• Social Science - six credits in a minimum of two departments
• Arts/Humanities - six credits in a minimum of two departments

**Associate in Applied Science (AAS) Degree** - This degree combines career and technical course work with academic course work. In the career and technical specialty field, the degree prepares students for employment. The academic area provides a broader education than would be available in a certificate or diploma program but less than in the Associate in Arts and Associate in Science degrees.

- English 110 and one of the following ENGL 120, COMM 110, ENGL 105, BOTE 214 or ENGL 125 - six credits
- Humanities and/or Social Sciences - six credits
- Math, Science, or Computer Science (other than MATH 100) - six credits
- Health, Physical Education and Recreation - two credits

See pages 50-55 for a list of courses that meet the requirements for an AA, AS, and AAS Degrees.

**Double Degree** - To earn two associate degrees, students must meet all requirements for both degrees plus an additional 10 semester hours of credit above the minimum for one degree.

**Diploma** - A diploma is awarded upon successful completion of a two-year career and technical program with some academic course work. The candidate for the Diploma must complete 60 semester hours with a cumulative GPA of 2.0 in a prescribed career and technical curriculum.

**Certificate** - The certificate is awarded upon successful completion of a career and technical program. Certificate programs provide career and technical skills training, require little academic course work and can be completed in one year or less.

The candidate for the Certificate must complete a minimum of 16 semester hours for a one semester certificate and a minimum of 30 semester hours for a two semester certificate with a cumulative GPA of 2.0 in a prescribed career and technical curriculum. The number of required credits varies by program.

**Certificate of Completion** - The certificate of completion is awarded upon successful completion of a customized training program including 15 credits or less.

**Participation in Commencement** - Lake Region State College holds two commencement ceremonies during Spring Semester each year—one at Lake Region State College and one in Grand Forks for students completing programs at the Grand Forks Air Force Base. All students who complete their program of study during the semester of the ceremony, previous fall semester, or during the subsequent summer session are encouraged to participate. Traditional garb is required and may be purchased from the bookstore.

**Intent to Graduate** - All students planning to graduate must complete an Intent to Graduate form and submit it to the Registrar's Office prior to their final semester regardless of whether or not the student participates in the commencement ceremony.

**Transcripts** - Lake Region State College subscribes to a transcript ordering service provided by the National Student Clearinghouse. This service allows students...
to order official transcripts securely via the Internet. In addition to the automated ordering service, students will also be able to track order status, receive timely email notices regarding the transcript request, and review order status history.

Current Students
Currently enrolled LRSC students may order official transcripts directly from the National Student Clearinghouse site through Campus Connection. An unofficial transcript may be obtained free of charge anytime via Campus Connection.

Former Students
Former LRSC students may log on to the National Student Clearinghouse secured site by going to www.getmytranscript.com. First-time visitors will need to create a personal profile and user ID/password, which may be used for future orders.

Note: A transcript will not be issued if a student has outstanding financial, library or admission obligations to the college. The outstanding obligation must be satisfied within 30 days of the receipt of the request. After 30 days the order will be cancelled and students will need to place a new transcript request.

Transcript fee: $5 per transcript (extra charges may apply for special services)
Requestors who do not have both a credit/debit card and a valid email address may request transcripts using the transcript request form located on the Lake Region State College website.

Transfer Credits from LRSC
Students attending Lake Region State College generally are pursuing one of two educational purposes; a career and technical track or an academic transfer track with the intention of completing a baccalaureate degree at another institution. Students in an academic transfer track should plan their curriculum in light of the curriculum requirements at the baccalaureate degree granting institution. Students changing their educational track should expect that some credits previously completed may not apply in the new educational program.
Lake Region State College is accredited by the Higher Learning Commission. Credits are transferable to colleges and universities throughout the United States. Students, with the counseling of their faculty advisor, should consult baccalaureate college catalogs in order to select from the various departments elective courses which will best satisfy the requirements of the specific institution to which they intend to transfer. A grade of "D" may disqualify credit in a given subject upon transfer.

North Dakota University System
General Education Requirement
Transfer Agreement (GERTA)

The North Dakota University System, (NDUS) Transfer Agreement was developed to assist students who transfer within the NDUS. This agreement states that students who transfer to a NDUS institution after completing their general education coursework at any other NDUS institution will be deemed to have met all lower division general education requirements at the transfer school. A minimum of 36 semester hours must be completed in the areas of communication; arts and humanities; social sciences; and mathematics, science and technology. If all general education courses have not been completed before transferring, courses will be applied to the general education requirements of the NDUS institution being transferred to on a course-by-course basis.

The following matrix indicates which class offerings meet the General Education Requirement (GER) for the Associate in Arts degree, Associate in Science degree, and Associate in Applied Science degree at Lake Region State College. Courses included in the NDUS GER column are approved by the NDUS institutions as meeting the requirements of GERTA. For more information on GERTA, consult the NDUS website.
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## Degrees & Programs

The list to the right displays the list of credentials a student may earn, subject to completion of requirements prescribed by the North Dakota University System.

### Academic Transfer Degrees
- Business Administration*
- Associate in Arts*
- Associate in Science*
- Associate in Applied Science
- American Sign Language and Interpreting Studies
- Administrative Assistant and Office Management
- Automotive Technology
- Early Childhood Education*
- Fitness Trainer Technician*
- Information Technology
- Law Enforcement*/**
- Marketing*
- Nursing ADN
- Precision Agriculture
- Speech Language Pathology
  - Paraprofessional*
- Simulation Technology
- Wind Energy Technician

### Certificate of Completion
- Adult Farm Management
- Nurse Assistant
- Administrative Assistant and Office Management
- American Sign Language & Interpreting Studies
- Automotive Technology
- Early Childhood Education
- Marketing
- Nursing PN
- Peace Officer Training**
- Welding & Basic Machining***
- Wind Energy Technician

### Certificate
- Diploma
  - Automotive Technology
  - Simulation Technology

* Online degree programs
**POTP is campus based and a part of the Law Enforcement Degree
***Offered at the Grand Forks Air Force Base campus only
Institutional Articulation Agreements

**Mayville State University**
- Business Administration
- Early Childhood Education
- Elementary Education
- Nursing

**Minnesota State University**
- Automotive Technology to Operations Management
- Information Technology to Operations Management
- Information Technology to Project Management
- Marketing to Project Management
- Simulator Maintenance Technician to Operations Management
- Speech Language Pathology to Speech Language Hearing Sciences
- Wind Energy Technician to Operations Management

**Minot State University**
- American Sign Language
- Criminal Justice
- Nursing

**North Dakota State University**
- Early Childhood

**North Dakota University System**
For a list of statewide agreements, view the Articulation Agreements on the NDUS website.
University of North Dakota
For a complete list, view the Articulation Agreements on the LRSC website.

Valley City State University
Art/Art Education
Computer Information Systems
Elementary Education
Music Education

**Liberal Arts Transfer** - Students with the expectation of entering a baccalaureate college should consult the catalog of the degree-granting college and should examine the prerequisites for the college studies in the fields in which they are interested. Students should confer with their advisor and plan their entire community college course early in their college career.

The following pages contain suggested curricula which attempt to meet the requirements of many different baccalaureate colleges. The following curricula are aids in planning the student’s program. In many instances, substitutions or changes may be made, depending upon the needs and background of the student and the specific requirements of the baccalaureate college to which the student intends to transfer.

*LRSC reserves the right to modify course offerings in accordance with current conditions.*
Suggested Curricula for Liberal Arts Transfer Options

Accounting, Business Administration & Finance

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Agriculture

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*At least 2 departments

Aviation

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- **HUMS 252**: 3
- **MATH 103 or 104**: 3
- **PHIL 101**: 3
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- **MATH 165**: 4
- **MATH 166**: 4
- **MATH 265**: 4
- **PHYS 211**: 4
- **PHYS 212**: 4
- **PSYC 111**: 3
- **SOC 110**: 3

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- **ENGL 120 or 125**: 3
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- **HUMS 252**: 3
- **MATH 103**: 3
- **MATH 165**: 4
- **PSYC 111**: 3
- **Lab Science**: 4

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- ENGL 220 | 3
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- HPER 102 | 1
- HUMS 251 | 3
- HUMS 252 | 3
- MATH 103 | 3
- PSYC 111 | 3
- SOC 110 | 3
- PHIL 101 | 3
- Lab Science | 4
- Social Science Elective | 3

### Health, Physical Education & Recreation
- BIOL 150 | 4
- BIOL 220 | 4
- BIOL 221 | 4
- COMM 110 | 3
- ENGL 110 | 3
- ENGL 120 | 3
- HPER 101 | 1
- HPER 102 | 1
- HPER 208 | 2
- HPER 210 | 2
- MATH 103 | 3
- NUTR 240 | 3
- HPER Electives | 12
- Humanities Electives | 9
- Social Science Electives | 9

### Mathematics
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- CHEM 122 | 5
- COMM 110 | 3
- ECON 201 | 3
- ENGL 110 | 3
- ENGL 120 | 3
- HPER 101 | 1
- HPER 102 | 1
- HUMS 251 | 3
- HUMS 252 | 3
- MATH 103 | 3

### Marketing
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- ACCT 201 | 3
- BADM 201 | 3
- BADM 202 | 3
- BADM 210 | 3
- BADM 240 | 3
- BADM 241 | 3
- BADM 260 | 3
- BIOL 150 | 4
- BUSN 170 | 3
- COMM 110 | 3
- CSCI 101 | 3
- ECON 201 | 3
- ECON 202 | 3
- ENGL 110 | 3
- ENGL 120 | 3
- HPER 101 | 1
- HPER 102 | 1
- MATH 103 | 3
- POLS 115 | 3
- SOC 110 | 3
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- HIST elective | 3

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**Mortuary Science**

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**Pre-Medicine**

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Lake Region State College

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HPER 102 1
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HUMS 252 3
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MATH 165 4
MATH 166 4
MATH 210 3
PHYS 211 4
PHYS 212 4
PSYC 111 3
PSYC 250 3
SOC 110 3

Pre-Pharmacy
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BIOL 202 5
BIOL 220 4
BIOL 221 4
CHEM 121 5
CHEM 122 5
COMM 110 3
CSCI 101 3
ENGL 110 3
ENGL 120 3
HIST 101 3
HIST 102 3
HIST 103 3
HIST 104 3
HPER 102 1
HUMS 251 3
HUMS 252 3
MATH 103 3
MATH 165 4
MATH 166 4
PHIL 101 3
PHYS 211 4
PSYC 111 3
SOC 110 3

Psychology
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COMM 110 3
ENGL 110 3
ENGL 120 3
HPER 101 1
HPER 102 1
MATH 103 or 104 3
MATH 210 3

Social Science
COMM 110 3
CSCI 101 3
ECON 201 3
ENGL 110 3
ENGL 201 3
ENGL 120 3
HIST 101 3
HIST 102 3
HIST 103 3
HIST 104 3
HPER 101 or 102 2
HUMS 251 & 252 6
MATH 103 or 104 3
MATH 210 3
PHIL 101 3
POLS 115 3
POLS 116 3
PSYC 111 3
SOC 110 3
SOC 115 3
Lab Science 4

Social Work
COMM 110 3
CSCI 101 3
ECON 201 3
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ENGL 120 3
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HPER 102 1
HUMS 251 3
HUMS 252 3
MATH 103 or 104 3
PHIL 101 3
POLS 115 3
POLS 116 3
PSYC 111 3
SOC 110 3
SOC 235 3
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ECON 202 3
ENGL 110 3
ENGL 120 3
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HPER 102 1
MATH 103 or 104 3
PSYC 111 3
POLS 115 3
POLS 116 3
SOC 110 3
SOC 115 3
SOC 252 3
General Electives 3
Humanities Electives 12
Lab Science 4

Career and Technical Programs

Indicates online offerings.

The primary purpose of all career and technical training is to equip students with the necessary skills for immediate employment as well as prepare students for advanced positions of responsibility. Many of the programs in the career and technical division can be integrated into a college program to permit advanced placement if students decide to earn a professional degree. The semester hours listed for each course indicate the number of credits given and usually do not correspond to the number of hours a class meets each week. Courses of study in the career and technical areas include:

Career and Technical Education Division

Administrative Assistant and Office Management
Adult Farm Management
American Sign Language & Interpreting Studies
Automotive Technology
Business Administration
Early Childhood Education
Fitness Trainer Technician
Information Technology
Law Enforcement
Marketing
Nurse Assistant
Peace Officer Training
Practical Nursing
Precision Agriculture
Registered Nursing
Simulation Technology
Speech Language Pathology
Paraprofessional
Technical Studies
Welding and Basic Machining
(Grand Forks Air Force Base Only)
Wind Energy Technician

LRSC reserves the right to modify course offerings in accordance with current conditions.
Administrative Assistant and Office Management

The Administrative Assistant and Office Management program prepares graduates to fulfill the duties of a professional assistant. Employment opportunities for such skilled administrative professionals are many and diverse. The Certificate can be earned in two semesters and will open doors to entry-level positions in word processing centers and general offices. The Associate in Applied Science Degree includes strong skill-building courses and the 20-credit general education requirement for an AAS degree. Many employers believe the broad knowledge provided by the general education courses is important and they may give preference to job applicants who have completed this higher degree program.

Note: Students must be able to keyboard at the rate of 35 words per minute as indicated by a proficiency test. Those not attaining this level must successfully complete BOTE 102. Completers of BOTE 102 may substitute 3 program elective credits for BOTE 201 for certificate only.

Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOTE 112</td>
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<td>BOTE 115</td>
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<td>BOTE 116</td>
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<td>BOTE 127</td>
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<td>BOTE 147</td>
<td>3</td>
</tr>
<tr>
<td>BOTE 152</td>
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<td>BOTE 201</td>
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<tr>
<td>BOTE 214</td>
<td>3</td>
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<tr>
<td>BOTE 217</td>
<td>3</td>
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<td>BOTE 275</td>
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<tr>
<td>BUSN 192</td>
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<tr>
<td>BUSN 282</td>
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<tr>
<td>Program Electives</td>
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</table>

Associate in Applied Science

First Year

<table>
<thead>
<tr>
<th>Course</th>
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Second Year

<table>
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<td>BOTE 209</td>
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<td>Electives</td>
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<tr>
<td>Humanities/Social Science Electives</td>
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<tr>
<td>MATH/SCNC/CSCI Electives</td>
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<tr>
<td>Physical Education Electives</td>
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</tbody>
</table>

Adult Farm Management

The Adult Farm Management program provides area farmers with the opportunity to gather information and develop the skills necessary to understand their farm business.

Areas of instruction include farm records, enterprise analysis, and analysing decisions relating crop insurance and government programs. Contact the Agriculture Department for further information.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AGRI 241</td>
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<td>AGRI 242</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 299</td>
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</tbody>
</table>
American Sign Language & Interpreting Studies

The American Sign Language and Interpreting Studies (ASLIS) program is delivered through a partnership between Lake Region State College (LRSC), Minot State University (MiSU) and the North Dakota School for the Deaf/Resource Center for Deaf/Hard of Hearing (NDSD/RCDHH). This innovative “2+2” program offers students the opportunity to complete an Associate of Applied Science degree in ASLIS with LRSC and then transfer to MiSU to complete the Interpreting and Sign Language Studies (ISLS) Bachelor of Applied Science degree (BAS). Students may take the entire four-year program from either campus or from a remote location where courses are delivered live via interactive video network (IVN). This degree is unique as it 1) provides continuous ASLIS coursework throughout all four years of study, 2) supplements core coursework with special education and disability related content, and 3) allows students flexible general education and elective options that fulfill both humanities and foreign language credits.

Located one block from NDSD/RCDHH, Lake Region State College is ideally situated to offer the program. Students have opportunities to participate in a sign language environment on campus at NDSD/RCDHH and to associate with members of the deaf community who reside in the Lake Region area.

The ASLIS program provides three levels of training:

1. Students who complete the Certificate in ASLIS have the opportunity to develop fluency in American Sign Language and learn about deaf culture. The certificate is intended for students who want to learn how to communicate using ASL but are not interested in becoming professional interpreters. The certificate program may be completed in one year. This program may also benefit students who are enrolled in related programs such as Early Childhood Education and Practical Nursing.

2. Students who complete the Associate in Applied Science (AAS) degree begin preparation to become professional ASL interpreters. The program of study for the AAS degree includes observation and experience in the field. Participants train with professional interpreters who work with individuals who are deaf. Students will complete the written portion of the Educational Interpreter Performance Assessment (EIPA) as a program exit evaluation.

3. Students who complete the 2+2 program in conjunction with MiSU will earn their BAS degree in ISLS and will have entry-level skill as American Sign Language interpreters. Interpreters may work in a variety of settings such as: education (pre-school through college), medical, human service, legal, and performance arts. Students will complete the performance portion of the Educational Interpreter Performance Assessment (EIPA) as a program exit evaluation.

Certificate

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
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Second Semester

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<th>Course</th>
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<td>Electives**</td>
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Associate in Applied Science

First Semester

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<td>ASL 110</td>
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<tr>
<td>ASL 150</td>
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</tbody>
</table>
Certificate

First Year
AUTO 111 6
AUTO 112 6
AUTO 148 4
AUTO 158 4
AUTO 161 3
AUTO 162 6
AUTO 181 3
AUTO 182 3
MATH 100 or above 3

Diploma

Students must complete the required credits with a 2.0 GPA to successfully complete the diploma requirements.

First Year
Same courses as required for certificate.

Second Year
AUTO 208 4
AUTO 221 4
AUTO 222 4
AUTO 238 6
AUTO 278 3
AUTO 288 6
ENGL 105 3
TECH 238 2

Associate in Applied Science

The AAS Degree requires successful completion of the career and technical courses required for the diploma plus 20 hours of general education.

Business Administration

Employers tell us that their most successful employees communicate well and understand how their organization works. They know how the functions of marketing, management, finance and operations...
connect and how human behavior impacts the effectiveness of an organization. The Business Administration curriculum at Lake Region State College introduces students to the free enterprise system. It offers a fundamental knowledge of business functions and processes, and an understanding of business organization and operation in today’s global economy. Coursework includes business concepts such as accounting, economics, management, and marketing. The program is designed to provide students with a 360 degree view of business from the perspective of various stakeholders.

Whether you are mid-career or beginning your career, the Business Administration program at Lake Region State College will help you develop the skills and knowledge that employers are looking for. The Business Administration program has three options:

### Associate in Arts

**Core Curriculum**
- ACCT 200 3
- ACCT 201 3
- BADM 202 3
- COMM 110 3
- ECON 201 3
- ECON 202 3
- ENGL 110 3
- ENGL 120 or 125 3
- MATH 103 3
- MATH 210 3
- Arts and Humanities Electives 9
- Lab Science 4
- Social Science 3
- Physical Education 2
- Subplan Credits 15

**Management Subplan**
- BADM 201 3
- BADM 240 3
- BADM 241 3
- BADM 280 3
- BUSN 170 3

**Marketing Subplan**
- BADM 201 3
- BADM 210 3
- BADM 240 3
- BADM 260 3
- BADM 265 3

### Early Childhood Education

The Early Childhood Education program is designed to prepare students to work with children in child care facilities, recreation centers, schools, private homes, and children’s institutions. Students plan learning experiences for children, gain knowledge of the principles of human growth and development, and practice skills in guiding the behavior of children.

Program goals are as follows:
- To provide learning experiences for development of work skills, including behaviors, attitudes, and values necessary for entry-level employment
- To provide information about the principles of growth and development
- To provide exploration of careers
- To provide an opportunity to develop skills in areas of literature, art, music, language, science, and math
- To provide information about the importance of health and safety
- To provide opportunities to practice guiding the behavior of children
- To provide students with the opportunity to use the knowledge and skills acquired in a work experience setting
- To integrate communication skills necessary for positive relationships with children, parents, and co-workers
• To integrate appropriate skills associated with operating a child care facility

Certificate
A total of 30 credits and a 2.0 GPA are required for certification in this program. Students may also earn an Associate in Applied Science Degree in Early Childhood Education.

First Semester
HPER 210 2
EC 233 5
EC 210 or EC 220 4
Program Electives* 4

Second Semester
EC 222 3
EC 236 3
EC 297 5
Program Electives* 4

*Program Elective Choices are: EDUC 250, EDUC 298, ENGL 238, NUTR 240, PSYC 111, PSYC 250 or SOC 220.

Associate in Applied Science
EC 210 4
EC 220 4
EC 222 3
EC 233 5
EC 236 3
EC 297 5
EDUC 250 2
EDUC 290 3
EDUC 298 1
ENGL 110 3
ENGL 120 or COMM 110 3
HPER 205 2
HPER 210 2
PSYC 111 3
PSYC 250 3
SOC 220 3
NUTR 240 3
MATH/SCNC/CIS Gen Ed Electives 3

Note: HPER 205 is taught alternate years.

Fitness Trainer Technician
The Fitness Trainer Technician program provides the training required to work as a personal trainer. This program is available online to maximize access and flexibility for students. The program offers marketable skills for employment opportunities and foundation courses and general education course work for transfer and articulation into baccalaureate programs.

The program is designed to meet the following objectives:
• Promote recreational fitness and health activities in the community
• Assess fitness levels through evaluating, recommending and monitoring client exercise programs
• Instruct individuals and groups in a variety of activities by describing and demonstrating acceptable practices in the industry including the safe use of equipment, body mechanics and modification strategies
• Provide leadership by serving as a role model, establishing program direction and maintaining professional ethics
• Stay on the leading edge of current nutrition and physical fitness research
• Be skilled in assisting clients in implementing a basic dietary plan and understand how to use this skill to enhance their employer’s services
• Incorporate nutrition education effectively into a physical fitness plan to assist clients in changing behaviors

Associate in Applied Science
A total of 65 credits is required for completion of this degree.

First Semester
CSCI 101 3
ENGL 110 3
HPER 100 3
Information Technology

Due to society’s increased utilization of various information technologies, there is a growing demand for people to support the hardware, software, communications, and training needs of a business organization. Many businesses, especially smaller companies, are looking for individuals who have the computer skills and technical training to provide this support while also increasing the productivity and efficiency of the organization.

This program is designed to provide students with the business application and technical skills for entry-level positions in business and also help prepare them for leading certification exams.

All students enrolled in Information Technology are expected to have basic Windows skills and keyboard at approximately 35 words per minute. It is strongly recommended that students without basic keyboarding skills take a basic keyboarding class or those without Windows skills take CIS 162—Operating Systems (Windows) in preparation for beginning this curriculum.

Associate in Applied Science

Upon completion, the graduate will be able to do the following:

- Understand the basic principles of Local Area Networks and Wide Area Networks
- Perform network management activities, and work with communications, protocols, security, and directory structures
- Understand the role of information systems within a business organization
- Utilize the advanced features of application software

First Semester

CIS 104 3
CIS 128 3
CIS 164 Main Campus or
CIS 227 GFAFB 3
CSCI 122 3
ENGL 110 3

Second Semester

CIS 129 3
CIS 220 3
CSCI 101 3
HPER 101 or 102 1
MATH 103 3
Credits from Subplan 1,2 or 3 3

Third Semester

CIS 255 3
ENGL 120 or 125 3
HPER 101 or 102 1
Humanities/Social Science Electives 3
Credits from Subplan 1,2 or 3 6

Fourth Semester

BADM 291 2
CIS 202 3
COMM 110 3
Humanities/Social Science Electives 3
Credits from Subplan 1,2 or 3 3

Students must choose 12 credits from one subplan. Instructor may approve electives from CIS, COOP or CSCI.

**Subplan 1 - Web Design/Computer Support**
- ART 212 3
- CIS 147 3
- CIS 165 3
- CIS 180 3
- CIS 181 3
- CIS 211 3
- CIS 224 3
- CIS 233 3
- CIS 243 3
- CIS 267 3
- CIS 268 3

**Subplan 2 - Cyber Security**
- CIS 141 3
- CIS 142 3
- CIS 147 3
- CIS 241 3
- CIS 242 3

**Subplan 3 - VCSU Bachelor degree**
- CIS 105 3
- CIS 229 3
- CIS 269 3
- CIS 281 3

**Subplan 4 - Office Technologies (GFAFB campus only)**
- BOTE 147 3
- BOTE 218 3
- CIS 105 3
- CIS 130 3
- CIS 161 2
- CIS 162 2
- CIS 224 3
- CIS 243 3
- CSCI 124 3
- CSCI 160 3
- CSCI 161 3

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**Law Enforcement and Peace Officer Training**

The Peace Officer Training Program is a comprehensive law enforcement training course designed to give students the education necessary for a career in law enforcement. Graduation from the program prepares students for licensure as a North Dakota Peace Officer pursuant to CH. 12-63-06 of the North Dakota Century Code. Successful completion of this rigorous program satisfies the training requirements for an entry level peace officer in North Dakota.

The program is approved by the North Dakota Peace Officer Standards and Training Board (POST Board) and the courses are taught by POST certified instructors from every facet of North Dakota Law Enforcement.

Much of the course work is taught in a “hands-on” manner, providing the candidate with a working knowledge of the performance of police tasks.

Applicants for the program are carefully screened to provide law enforcement agencies the best possible candidates for employment. To qualify for the Peace Officer Training Program, candidates MUST fulfill sections 1 through 4 of CH. 12-63-06 of the North Dakota Century Code in the following order:

- Complete the Peace Officer Training application form provided by Lake Region State College
- Complete a ND POST approved psychological exam and medical/physical examination through a personal physician
- Undergo a background investigation, including interviews with employers,
teachers, and associates. An extensive criminal history and traffic record investigation is conducted. Candidates may not have any points against their driver’s license by the time they graduate from the program and must meet the criminal history guidelines for admission.

- Be able to satisfy all of the requirements to apply for a peace officer license under chapter 12-63 of the North Dakota Century Code

Course work includes the following:
- Law of Arrest/Search/Seizure
- Crime Scene Processing
- Drug Crimes
- DUI Detection/Apprehension
- Emergency Vehicle Operations
- Evidence Collection
- Fingerprinting
- Firearms
- Hazardous Materials
- High Risk Traffic Stops
- ND Criminal Law
- Photography
- Physical Fitness
- Police Ethics
- Police Tactics
- Radar/Ladar
- Radio Telecommunications
- Report Writing
- Rules of Evidence
- Traffic Law

### Associate in Applied Science

The Associate in Applied Science in Law Enforcement Degree is designed to serve individuals seeking a career in law enforcement. Course work is designed to meet entrance requirements of several law enforcement agencies in North Dakota that require a two year college education. Students that graduate from the Peace Officer Training Program first, can complete the Associate in Applied Science in Law Enforcement either on campus or online. Individuals who declare Law Enforcement as a major must begin the application process for the Peace Officer Training program during their third semester at Lake Region State College.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Program Electives</td>
<td>9</td>
</tr>
<tr>
<td>Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

Following is a list of suggested electives to complete the requirements for the Associate in Applied Science Degree. Lake Region State College requires a minimum of 60 semester hours of credit to complete this degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 160</td>
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<td>HPER 100</td>
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<td>MATH 103</td>
<td>3</td>
</tr>
<tr>
<td>POLS 236</td>
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</tr>
</tbody>
</table>
Marketing

The marketing industry offers exciting job opportunities for students who have acquired a sound fundamental knowledge of the field through advanced study. The Marketing curriculum prepares individuals for careers in sales, inventory control, merchandising and direct marketing.

The Marketing program provides a required program of core courses which stresses fundamentals and allows students to pursue topics of special interest through elective choices. Students may enroll in the Certificate program or the Associate in Applied Science Degree plan. The Certificate will be awarded upon completion of the core curriculum and other required courses. The AAS Degree will be awarded upon completion of the core curriculum and other required courses.

Students may obtain relevant work experience under the institution’s cooperative education program or the internship program. Supervision is provided jointly by the marketing faculty and the employer for students in work placements through these programs.

Students who plan to transfer marketing courses to a baccalaureate institution are advised to consult the receiving institution about course selection.

Certificate

Upon completion, the graduate will be able to do the following:

- Demonstrate knowledge of the marketing functions to include definitions, terminology, process, and channels of distribution
- Identify personal characteristics and competencies necessary for success in the marketing field
- Demonstrate selling competencies
- Understand the elements of sales promotion and prepare a sales promotion plan
- Apply visual merchandising principles to retail marketing
- Apply knowledge of basic current computer technology to the retail business and marketing environment
- Demonstrate an understanding of the free enterprise system
- Develop an understanding of the importance of customer relationship building
- Demonstrate an understanding of basic retailing perspectives including the magnitude of retailing and the nature of changes in retailing
- Demonstrate an understanding of retail promotions
- Identify employment opportunities and apply employment seeking skills

BADM 201 3
BADM 210 3
BADM 240 3
BADM 260 3
BADM 265 3
BADM 291 2
BADM 294 2
COMM 110 or BOTE 214 3
CSCI 101 3
ENGL 110 3
PSYC 100 or PSYC 111 3
Electives 3

Associate in Applied Science

Upon completion of the Associate in Applied Science Degree in Marketing, in addition to the competencies mentioned above, the graduate will be able to do the following:

- Demonstrate an understanding of the nature of management
• Understand the challenges of the business world with regard to global competition, environmental concerns, human resource issues, and technological advancements
• Understand the process of problem solving as it relates to management
• Develop target market strategies
• Examine factors involved in making distribution decisions
• Conduct research for strategy development and understanding the consumer
• Develop media strategy and present an advertising and sales promotion plan
• Complete accounting assignments related to small business management
• Implement a small business marketing program

Nursing

Nurse Assistant - Training for home or institutional care has become increasingly important throughout the nation. As home health agencies continue to grow, the need for trained professionals increases. The Nurse Assistant program was developed to meet the growing demand for trained Nurse Assistants to work in health care settings such as home health care programs, health care facilities, developmental disabilities care facilities, respite care services, etc.

The course consists of classroom/lab instruction and hands-on clinical practice at local nursing homes. The training, provided by a Registered Nurse, is conducted in small groups, allowing time for intensive and individualized instruction. The course is usually completed by attending full time for two weeks.

Upon completing the training program, students become eligible to take the state certification test. After successful completion of that test, students are Certified Nurse Assistants (CNA).

Dakota Nursing Program - Offered in collaboration between four colleges - Lake Region State College, Williston State College, Bismarck State College, and Dakota State College at Bottineau. The Dakota Nursing Program is approved by the North Dakota State Board of Nursing. Applicants for the Dakota Nursing Program are carefully screened to provide healthcare facilities with the best possible candidates for employment.

Practical Nursing - Designed to provide the knowledge and skills necessary for students to enter a challenging career in nursing. This high-quality education meets the requirements for a Certificate in Practical Nursing.

Students in the Practical Nursing Program will receive classroom study and supervised...
experience in caring for patients in a variety of health care settings including hospital, long-term care, home care agencies, and clinics. Students are taught to practice within the scope of a practical nurse while under the supervision of a registered nurse. They are taught to use the nursing process at the practical-nursing level.

North Dakota requires all Practical Nurses to pass a licensing exam after completing a state approved practical nursing program. Graduates are eligible to apply to take the National Council Licensure Examination™ (NCLEX-PN), which is required for practice as a Licensed Practical Nurse. Employment opportunities include clinics, acute practice, long-term care practice, and community-based practice. Graduates may continue in the Associate Degree Nursing Program if they meet continuation criteria. Graduates may also transfer many of the credits earned to another higher education institution.

Prerequisites for the Certificate in Practical Nursing Program:

- High School Diploma or GED
- Students must be 18 years of age by December 31st of the year they start the program
- Current CPR card for Health Care Providers
- Proof of Math Skill Readiness. Students must have completed at minimum the developmental math courses with “C” or better so they are prepared to enter MATH 103 College Algebra (or higher math course), or equivalent scores for ACT (21 OR HIGHER), PLAN-Math (19 or higher), SAT Critical Reading + Math (990 or higher), COMPASS in Algebraic Domain (52 or higher), or Accuplacer (116 or higher)
- Proof of Academic Readiness with an ACT composite score of 19 or completion of 12 credits of nursing program coursework (this includes any program pre-requisites and program required general education courses) with GPA of 2.75 or higher
- Overall cumulative GPA for all college courses completed must be 2.50 or higher
- Application and admission to the college is required before applying to the nursing program, there is an application for the college and an application to the nursing program
- Experience working in a healthcare environment is encouraged before submitting an application to the nursing program

Guidelines for approval include:

- High School GPA of 2.5 or greater or
- If a student has completed 12 credits of college level courses included in the program requirements, the college GPA will be considered instead of the high school GPA. Nursing GPA for any completed required nursing program courses must be 2.75 or higher
- No required course may have a grade lower then 2.0 (C)
- If a student repeats a required science course, a grade of 2.0 (C) or higher must be obtained in the first repeat (BIOL 202, BIOL 220, or BIOL 221)
- Critical courses completed more than seven years prior to program application must be repeated (BIOL 221, PSYC 111, and PSYC 250)

To be considered for admission to the pre-licensure program, English as a second language (ESL) applicants must achieve minimum scores on the TOEFL internet-based test (TOEFL iBT).

**Certificate**

**Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
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</table>
NURS 121 3  
NURS 122 3  
**Spring**  
BIOL 221 4  
ENGL 110 or PSYC 250 3  
NURS 124 3  
NURS 127 2  
NURS 145 2  
PHRM 215 3  

**Summer**  
NURS 126 3  
NURS 129 3  
PSYC 250 or ENGL 110 3  

Upon successful completion, students graduate with a Certificate in Practical Nursing. Students then become eligible to apply to take the NCLEX-PN™.  
*Students must have an LRSC email account. Some courses/components may be offered in online format.*

(ADN) -  
The program is designed to be a 1 + 1 nursing program in which completion of the first year of the program meets the requirements for a practical nursing certificate and completion of the second year of this program meets the requirements for Associate Degree Nursing (ADN). First year students in the Practical Nursing Program may continue to the ADN program if they meet continuation criteria. The program also accepts advanced standing students with practical nursing licensure.

The ADN curriculum prepares individuals with the knowledge, abilities, and skills to practice nursing independently and interdependently through application of the nursing process and provide safe nursing care to individuals and families across the lifespan in a variety of settings. Students in the ADN program will receive classroom instruction and clinical practice in adult health, maternal/child, community health, and psychosocial nursing.

North Dakota requires all registered nurses to pass a licensing exam after completing a state approved nursing program. Graduates of the Associate Degree Nursing Program are eligible to apply to take the National Council Licensure Examination™ (NCLEX-RN), which is required for practice as a Registered Nurse. Employment opportunities include acute care centers, long-term care facilities, clinics, outpatient offices, industry, and community agencies. Graduates may transfer many of the credits earned in the Associate Degree program to a Baccalaureate Nursing Program.

The ADN program is offered in collaboration between four colleges: Lake Region State College, Williston State College, Bismarck State College, and Dakota College at Bottineau. The Dakota Nursing Program is approved by the North Dakota State Board of Nursing.

Prerequisites for the Associate in Applied Science in Associate Degree Nursing:
- Copy of unrestricted LPN License (United States) or a student in the Dakota Nursing Program Practical Nursing Certificate Program
- Current CPR Certification for Health Care Providers
- Minimum grade of 2.0 (C) in each of the following core academic courses:
  » ENGL 110
  » PSYC 111
  » BIOL 220
  » BIOL 221
  » PHRM 215
  » PSYC 250
  » 2.75 or higher GPA for core academic courses with a grade of “C” or higher for each course
- PHRM 215 - Introduction to Pharmacology must have been taken within seven years of admission to the program
- If students have completed Microbiology, that grade must be a
minimum of C and will be computed into the cumulative GPA for Nursing Program courses

- GPA minimum of 2.50 for all completed college courses

Guidelines for approval include:
- Cumulative GPA for any completed required courses must be 2.75 or higher
- No required course may have a grade lower than 2.0 (C)
- If a student repeats a required science course, a grade of 2.0 or higher must be obtained in the first repeat

Program application and admission process:
- Complete all requirements for admission to Lake Region State College
- Complete all requirements for entry into the Dakota Nursing Program and submit the application packet
- Students currently in the first year of the program have the first opportunity to progress to the second year
- Qualified students are accepted into the program on a competitive basis until all spaces are filled. Qualified applicants are then placed on a waiting list and admitted as space becomes available

Application forms for admission to the ADN Program may be obtained from the Dakota Nursing Program website at www.dakotanursing.org. The admissions committee will review the application and qualifications of each individual. Students will be notified in writing of their acceptance status. Enrollment is limited.

### Associate in Applied Science

#### Fall
NURS 224  2  
NURS 225  3  
NURS 226  3  
NURS 227  4  
BIOL 202  4  

#### Spring
NURS 228  4  
NURS 229  2  

NURS 237  5  
NURS 259  1  
COMM 110, ENGL 120, or ENGL 125  3  

NURS 122 fulfills the HPER requirement for the AAS-ADN.

*The ratio of credit hours to clinical hours is 1:3.

Upon successful completion, students graduate with an AAS-ADN become eligible to apply to take the NCLEX-RN™.

Students must have an LRSC email account.

Some courses/components may be offered in online format.

The program is approved and regulated by the State Board of Nursing. Several Lake Region area agencies participate in providing students for the program. For more information on those agencies, or to enroll individually, contact Lake Region State College.

### Paramedic to Nursing

A grant from the Dakota Medical Foundation has created LRSC’s Paramedic to Nurse Program. The experienced paramedic will need to successfully complete the three bridge nursing courses and the general education courses listed below with a C or higher, to be eligible for the Associate Degree Registered Nursing License in the State of North Dakota.

**Prerequisite skills:**
- Alegebra Prep III (ASC 093) or higher
- CPR certification for Health Care Provider
- Two years of experience as a paramedic
- TOEFL required for ESL applicants verified by test scores
- TEAS exam with a score of 41.2% or higher

**Bridge Program Courses:**
NURS 201  3  
NURS 202  3  
NURS 203  3

**General Education Courses:**
BIOL 220  4
Once accepted into the ADN program curriculum will follow that of the ADN program.

### Precision Agriculture

The Precision Agriculture program offers core classes in basic agronomy and crop production, soils and soil fertility, precision technology, data analysis, GIS and extensive lab and hands on training. Graduates are employed as precision technicians at implement dealerships, agronomy centers, independent precision service providers, plus many more.

The program requires students to complete core program and general education courses. These courses include both theory and practical application and are designed to provide students with the skills, knowledge and abilities necessary for working in this field.

### Associate in Applied Science

#### First Semester
- **AGRI 275** 3
- **ASM 130** 2
- **CHEM 117** 4
- **MATH 103** 3
- **SOIL 210** 3

#### Second Semester
- **AGRI 285** 2
- **ASM 220** 2
- **PLSC 223** 4
- **PLSC 225** 3
- **SOIL 222** 3

#### Summer Semester
- **AGRI 297** 3

#### Third Semester
- **AGEC 242** 3

#### Fourth Semester
- **AGEC 250** 3
- **AGRI 290** 3
- **COMM 110** 3
- **Humanities/Social Science Electives** 6

### Simulation Technology

Technicians troubleshoot, repair, and maintain the electronic and mechanical components of simulator trainers. Competencies include using appropriate tools to analyze simulator malfunctions, testing equipment, and analyzing technical data to localize, isolate, and otherwise determine the location of a faulty component or system problem. Technicians must also be prepared to remove, replace, and/or repair faulty components.

The program requirements include basic electronic, computer, and simulator course work. Students are encouraged to participate in an elective two/three month on site cooperative education experience with a simulator maintenance crew.

Introductory classes in aviation are required and offered with the cooperation of commercially licensed services in Devils Lake. A private pilot’s license is not required. Upon completion of the core simulator maintenance course work and the 20 semester hours of general education components, students are awarded the Associate in Applied Science Degree. These courses prepare students to communicate proficiently with pilots as Simulation Technologists.

### Diploma

#### First Semester
- **AVIA 200** 3
- **AVIA 201** 1
Lake Region State College and Williston State College (WSC) are offering an Associate in Applied Science Degree in Speech Language Pathology Paraprofessional. The degree program is offered online through a collaborative effort of Lake Region State College and Williston State College. The online, two-year program provides students with an opportunity to complete the degree at home while continuing their current employment status.

A Speech Language Pathology Paraprofessional (SLPP) works under the direct control of a Speech Language Pathologist. This degree allows the assistant to provide the following services: screen without interpretation following specified protocols; perform established tasks; document student progress; prepare materials; create scheduling; and maintain equipment. This career choice is for people who possess good communication skills, are patient, can follow directions, have good observation skills, and like working with students.
This program follows the certification requirements of the North Dakota Department of Public Instruction and requires 63 credits. The American Speech-Language Hearing Association (ASHA) is not currently accrediting or certifying programs; however, the program is based on ASHA guidelines to be in line for accreditation should ASHA resume accrediting programs. Applications for the SLPP program are reviewed once each year in November. A limited number is admitted into the program each spring.

Prospective students must complete all requirements for admission to the SLPP program as outlined in the SLPP packet, available from the Student Affairs office. Requirements include:

- Application letter
- Two letters of reference
- Transcript(s) for courses completed (in progress) to meet the following prerequisite requirements. Prerequisite GPA minimum 2.5
  - CD 110
  - ENGL 110
  - CSCI 101
  - BIOL 111 or BIOL 115
- Cumulative college GPA minimum 2.25

### Academic Information

#### First Semester - Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 111 or 115</td>
<td>4</td>
</tr>
<tr>
<td>CD 110</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 101</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>3</td>
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#### Second Semester - Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CD 210</td>
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<tr>
<td>CD 221</td>
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<tr>
<td>ENGL 120</td>
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<tr>
<td>HPER Elective</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 111</td>
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#### Third Semester - Summer

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>CD 220</td>
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#### Fourth Semester - Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CD 224</td>
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<tr>
<td>CD 225</td>
<td>3</td>
</tr>
<tr>
<td>MATH 100 or above</td>
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<tr>
<td>PSYC 250</td>
<td>3</td>
</tr>
<tr>
<td>SPED 110</td>
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#### Fifth Semester - Spring

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CD 241</td>
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</tr>
<tr>
<td>COMM 110</td>
<td>3</td>
</tr>
<tr>
<td>SOC 110</td>
<td>3</td>
</tr>
<tr>
<td>CD 242</td>
<td>2</td>
</tr>
<tr>
<td>SPED 120</td>
<td>3</td>
</tr>
</tbody>
</table>

### Technical Studies

The Associate in Applied Science Degree in Technical Studies is an instructional program that honors specific competencies gained through non academic training. The program provides a structure for evaluating and organizing credit for prior learning and for identifying additional academic requirements for completing an AAS Degree. The goals of the program are to:

- Provide an opportunity for military, business, and industry to implement an organized educational program
- Make the resources of the college more readily available to military and industry
- Allow a rapid mastery of competencies required for changing technology
- Prepare the under employed for advancement and career development
- Provide an opportunity to combine technical skills with organized instruction

This program offers the opportunity to combine skills with course work from the instructional divisions of the college into one program designed to enhance and upgrade performance. Involvement in the program is cooperatively developed by the participant, the college, and the employer (as appropriate).
Sixty-four credits including 20 in general education and 44 hours of course work in the technical area is required for the degree. The technical course work can be a combination of college/technical school transfer, evaluation of military training, industry training, documented life experience, and or college course work.

Welding and Basic Machining

Hosted by the Grand Forks Air Force Base, this program is open to all military personnel, families, and interested area residents. All welding courses are offered five times a year for eight weeks.

The program is designed to train students to become proficient in all common welding processes. Upon successful completion of the required 39 credits of curriculum with a 2.0 average, students will receive a Certificate in Welding and Basic Machining.

Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>WELD 100</td>
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</tr>
<tr>
<td>WELD 101</td>
<td>3</td>
</tr>
<tr>
<td>WELD 102</td>
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<td>WELD 103</td>
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<td>WELD 104</td>
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<td>WELD 105</td>
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<td>WELD 106</td>
<td>3</td>
</tr>
<tr>
<td>WELD 108</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110, 105 or 125</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 111 or PSYC 100</td>
<td>3</td>
</tr>
<tr>
<td>MATH Elective</td>
<td>3</td>
</tr>
<tr>
<td>WELD Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Wind Energy Technician

The Wind Energy Technician Program at Lake Region State College is the first in the state. Rapid growth in the wind energy industry has sparked a burgeoning need for technicians. Lake Region State College anticipated the emergence of this workforce need and has worked closely with industry representatives to design a curriculum that will prepare students for careers in the wind energy industry.

Graduates will have a strong background in the operation and maintenance of wind turbines. They will possess appropriate safety training; problem-solving skills; effective oral and written communication skills; and proper record-keeping techniques.

Students will have the option of completing a one-year Certificate and then entering the workforce, or continuing for a second year, earning the Associate in Applied Science and qualifying for higher levels of responsibility on the job.

Certificate

First Semester
- HPER 210 2
- WNDT 100 5
- WNDT 101 3
- WNDT 110 3
- WNDT 150 2
- WNDT 201 2

Second Semester
- COMM 212 3
- WNDT 200 5
- WNDT 205 2
- WNDT 215 2
- WNDT 220 2
- WNDT 240 2

Associate in Applied Science

First Semester
- HPER 210 2
- WNDT 100 5
- WNDT 101 3
- WNDT 110 3
- WNDT 150 2
- WNDT 201 2

Second Semester
- COMM 212 3
- WNDT 200 5
- WNDT 205 2
- WNDT 215 2
WDNT 220  2  
WDNT 240  2  

**Third Semester**  
CIS 224  3  
ENGL 110  3  
PSYC 100  3  
Gen Ed Elective: Hums/SS  3  
Electives*  3  

**Fourth Semester**  
CIS 243  3  
COMM 110  3  
Electives*  6  

*Work closely with your advisor to choose electives.  

**COURSE DESCRIPTIONS**  

- **ACCT**—  

  **ACCT 200 Elements of Accounting I**  
  Basic principles of the complete accounting cycle. (3 cr) 🌼زهراء🌼  

  **ACCT 201 Elements of Accounting II**  
  Special emphasis on corporate accounting and the use of accounting information by managers. (3 cr) 🌼زهراء🌼  

  **ACCT 207 Managerial Accounting**  
  Interpretation of financial statements, budgeting, and accounting reports used for administrative control. (3 cr) 🌼زهراء🌼  

  **ACCT 211 Financial Forecasting and Budgeting**  
  Intermediate to advanced use of spreadsheets, databases, and other current and relevant software applications with an emphasis on forecasting and budgeting. (3 cr) 🌼زهراء🌼  

  **ACCT 212 Payroll Accounting**  
  Introduction to study of payroll, property, and sales taxes. (2 cr) 🌼زهراء🌼  

  **ACCT 215 Business in the Legal Environment**  
  Legal environment of business, governmental regulation, contracts, and property. (3 cr) 🌼زهراء🌼  

  **ACCT 218 Computer Applications in Business**  
  Study of accounting applications using computer software, technology, and tools currently used in the business working environment. (3 cr) 🌼زهراء🌼  

  **ACCT 231 Income Tax Procedures**  
  Federal income tax relating to individuals and partnerships. (3 cr) 🌼زهراء🌼  

  **ACCT 299 Special Topics**  
  Approval of instructor. (1-3 cr) 🌼زهراء🌼  

**AGEC—Agricultural Economics**  

- **AGEC 242 Introduction to Agricultural Management**  
  An introduction to the financial management of farm and agriculture related businesses. Emphasis on business types and systems, tools for making financial decisions, financial statement analysis, budgeting business operating and capital expenses, obtaining credit, depreciation and other business tax concerns. Student will learn how complete a business plan to secure credit and manage business operations. (3 cr) 🌼زهراء🌼  

  **AGEC 250 Agribusiness Sales**  
  Introduction to the process of agribusiness sales and marketing. Topics include recognizing potential customers and building a positive customer relationship, designing a marketing plan, using marketing and sales databases, and developing a marketing presentation for a food or agricultural product. (3 cr) 🌼زهراء🌼
AGRI—Adult Agriculture

AGRI 188 Professional Development: Interpersonal Skills for the Ag Industry
Focus on the development of skills for a Precision Ag employee to thrive in the workplace. Lectures and readings will highlight the importance of communication, team cohesion and acceptance of cultural differences. In-class activities, brief presentations, reflection papers and thorough discussion will be the basis for coursework. (1 cr)

AGRI 241 Farm Management Education
Practical study of the farming business for farm families currently engaged in managing their farms or ranches. (3 cr)

AGRI 242 Advanced Adult Farm Management
Continue application of farm management principles for decision making. Prerequisite: AGRI 241. (3 cr)

AGRI 243 Agriculture Data Management
Analyzing, organizing, storing, and evaluating producer acquired agriculture data. (1-2 cr)

AGRI 265 Agricultural Electronic Devices and Systems
Focus on the application and use of electronic testing equipment and troubleshooting direct current electrical systems used in precision agriculture equipment. Students install new equipment, diagnose and replace damaged equipment, and perform the calibrations necessary to return the equipment into service. (3 cr)

AGRI 275 Introduction to Precision Agriculture
An introduction to precision farming applications. Students will be in the field using various GPS equipment in mastering the tasks associated with using today GPS/GIS. (3 cr)

AGRI 280 Advanced Precision Agriculture: Fall Operations
Emphasis on maximizing the use and implementation of common precision agricultural equipment used in the planting, tillage, fertilization and other applications of inputs of today's production of row crops. Safe operations, setup, maximizing the efficient use of precision agricultural equipment for tillage, planting equipment, GPS data management systems and guidance systems will be covered. (3 cr)

AGRI 285 Precision Agriculture Systems - Software
An introduction to various precision farming software packages in real-world applications. Discussion of how GPS is used to analyze data and create interpretive maps. Focus on initial setup of software, data management and evaluation, proper transfer data between computers and controllers using data cards, USB devices and Wi-Fi. Particular focus will be on processing field data and the creation of prescription application maps. (2 cr)

AGRI 290 Advanced Precision Agriculture: Spring Operations
Emphasis on maximizing the use and implementation of common precision agricultural equipment used in the planting, tillage, fertilization and other applications of inputs of today's production of row crops. Safe operations, setup, maximizing the efficient use of precision agricultural equipment for tillage, planting equipment, GPS data management systems and guidance systems will be covered. (3 cr)

AGRI 297 Internship
Internship, paid or unpaid, with employers of cooperatives, crop consultants, implement dealers, farms and other instructor approved placements. The focus is to gain life experiences using skills acquired from the program and to find a fit to help achieve life time employment goals. (1-3 cr)
AGRI 299  Special Topics
Approval of instructor. (1-3 cr)

ART—

ART 110  Introduction to Visual Art
Study and analysis of past and present artistic methods and meaning in the visual arts. (3 cr)

ART 122  Two-Dimensional Design
Study of two-dimensional work for the studio artist. Topics include drawing, painting, color theory, and print making. (3 cr)

ART 130  Drawing I
Introduction to the fine art of drawing using the tools of pencil, charcoal, and pen to creatively and skillfully express oneself. Composition, form, and value emphasized. (3 cr)

ART 140  Crafts I
Introduction to fine art crafts. Includes floor cloths, stitchery, book binding, batik, silk painting, and coiled basketry. (3 cr)

ART 210  Art History I
Survey of Western art from Paleolithic to the Renaissance. (3 cr)

ART 211  Art History II
Survey of Western art from the Renaissance to the present. (3 cr)

ART 212  Principles of Graphic Design
Introductory course in the use of graphic design software. Studies the methods employed in solving communication problems in graphic design, advertising, illustration, computer graphics, photography, and video presentations. Prerequisite: ART 122 (3 cr)

ART 214  Non-European Art History
Survey of global, non-European art history from the Paleolithic to the present. (3 cr)

ART 220  Painting I
Exploration of basic creative problems in painting with emphasis upon the pictorial organization. Includes course work in watercolor, oil, and acrylics. (3 cr)

ART 230  Drawing II
In-depth exploration of the techniques learned in Drawing I but with renewed emphasis on theme and mood in compositions. Introduces pen and ink and colored pencil techniques. Prerequisites: ART 130. (3 cr)

ART 250  Ceramics I
Introductory course in hand building techniques, surface decoration, glazing, and the firing process. (3 cr)

ART 251  Ceramics II
Additional study of the production avenue of pottery. Designing and pouring molds, tile design, and throwing on the potter’s wheel are taught. Prerequisite: ART 250. (3 cr)

ART 280  Photography I
Introduction to the use of a digital camera, editing software, and tools. Designed to teach technical and aesthetic basic photographic principles to the novice. (3 cr)

ART 281  Photography II: Photoshop Elements
This is a beginning level course emphasizing manipulation of digital photography; specifically relating to aesthetic, design and compositional aspects. The course objective is to enhance the understanding of Photoshop Elements and to create a greater comprehension of photographic fine art. (3 credits)

ART 299  Special Topics
Independent study designed for the self-motivated learner. Approval of instructor. (1-3 cr)
ASC—Academic Skills

ASC 067  English as a Second Language I
Help for students who speak English as a second language to communicate effectively in daily life. Areas of concentration include speaking, listening, reading, and writing. Upon recommendation of the instructor, this course may be repeated for additional credit. (3 cr)

ASC 068  English as a Second Language II
Help for students who speak English as a second language to communicate effectively in daily life. Emphasis is on grammar, sentence structure, speaking and expanding vocabulary. (1-3 cr)

ASC 086  Preparatory English
Rules of grammar, punctuation, word usage, basic paragraph structure and techniques needed to write and read effectively. Designed for students whose test scores indicate a lack of basic English skills. Requisite: Student Placement into College Courses. (3 cr)

ASC 088  Composition Lab
Supplemental and developmental instruction taken concurrently with a first year English course. Instruction based on student need with time allowed for application to English course assignments. Requisite: Student Placement into College Courses. (1 cr)

ASC 091  Algebra Prep I
This course begins the development of the fundamental skills required for the successful completion of studies in college level mathematical courses. Topics include operations with whole numbers and fractions, orders of operation, simplification and evaluation of expressions, and evaluation of one and two step linear equations. Study skills will be incorporated throughout. Requisite: Student Placement into College Courses. (2 cr)

ASC 092  Algebra Prep II
This course continues the development of the fundamental skills required for the successful completion of studies in college level mathematics courses. Topics include solutions of linear equations and inequalities, formula manipulation, Cartesian geometry and the graphing of linear equations and inequalities, systems of equations, and an introduction to functions. Study skills will be incorporated throughout. Prerequisite: ASC 091 or Student Placement into College Courses. (3 cr)

ASC 093  Algebra Prep III
This course continues the development of the fundamental skills required for the successful completion of studies in college level mathematics courses. Topics include exponents and radicals, algebraic manipulation involving polynomial and rational forms, and unit analysis. Study skills will be incorporated throughout. Prerequisite ASC 092 or Student Placement into College Courses. (3 cr)

ASL—American Sign Language

ASL 101  I
Basic knowledge of American Sign Language (ASL) vocabulary and basic conversational skills. A study of linguistics, grammar, classifiers and non-manual markers. Fundamental aspects of deaf culture and the deaf community are incorporated. (4 cr)

ASL 102  American Sign Language II
Increased understanding of American Sign Language including linguistics, grammar, classifiers and non-manual markers. Vocabulary is also increased. Continuation of ASL I

= fall semester
= spring semester
= online course
with greater emphasis on expressive signing skills. Prerequisite: ASL 101. (4 cr)

**ASL 110 Fundamentals of Interpreting/Ethics**
Basics of interpreting and professional requirements for working as an interpreter. Lectures and activities address American Sign Language and various English based sign systems, the role of the interpreter, the code of ethics, situational assessment skills required for effective interpreting, and certification of interpreters. Training on ethical behaviors and the implications of non-ethical behaviors on consumers and the interpreting profession. Co-requisite: ASL 202. (3 cr)

**ASL 150 Specialized Vocabulary I**
Focus on vocabulary used in special settings such as educational, legal, medical, vocational rehabilitation, athletic, mental health and community events. Basics of ethical behaviors and professionalism while interpreting in different settings. Prerequisite: ASL 101 or 102 or at discretion of instructor. (2 cr)

**ASL 160 Finger Spelling and Numbers**
Fundamentals of fingerspelling and the complex number systems of American Sign Language. The study of lexicalized signs and distinctions between the various number systems. Tips provided for improving expressive and receptive skills. (3 cr)

**ASL 170 Specialized Vocabulary II**
Focus on vocabulary used in special settings such as educational, legal, medical, vocational rehabilitation, athletic, mental health and community events. Basics of ethical behaviors and professionalism while interpreting in different settings. Prerequisite: ASL 101 and 102 or at discretion of instructor. (2 cr)

**ASL 201 American Sign Language III**
Continuation of ASL 102 through further study of American Sign Language including linguistics, grammar, classifiers, non-manual markers and cultural features. Gain knowledge of ASL characteristics and its structural applications. Expands students use of face, eyes and head to convey grammatical information. Opportunities to develop competency and fluency in ASL. Prerequisite: ASL 101 and 102 or permission of instructor. (3 cr)

**ASL 202 American Sign Language IV**
Continuation of ASL 201 through further study of American Sign Language including linguistics, grammar, classifiers, non-manual markers and cultural features. Acquire in-depth knowledge of ASL characteristics and its structural applications. Students analyze the various parts of ASL such as hand shape, movement, location, repetition, palm orientation and non-manual grammatical signals for the purpose of strengthening and developing their skills. Opportunities to develop competency and fluency in ASL. Prerequisite: ASL 201. (3 cr)

**ASL 250 Survey of Deaf Culture**
Information that defines Deaf persons as members of a cultural minority exploration of the effect of language on the culture as well as Deaf culture values, traditions and norms. Addresses identity and membership in Deaf culture. Prerequisite: ASL 101 or per discretion of instructor. (3 cr)

**ASL 251 Interpreter Certification Preparation**
Registry of Interpreters for the Deaf set the standards for certification of interpreters. Focus on application of Code of Ethics, the interpreter’s role and responsibilities, and preparation for the RID written exam. Prepare to complete the Educational Interpreter Performance Assessment. Prerequisite: ASL 110. (2 cr)

**ASL 261 American Sign Language V**
Continuation of ASL 202 through further study of American Sign Language including linguistics, grammar and cultural features. Improve understanding of the fundamentals of ASL through a variety of in-class collaborative activities, discussions, lectures, videos and out-of-class practice. Develop the skills.
needed to effectively interpret from ASL to English and English to ASL. Increase competency and fluency in ASL, strong expressive and receptive abilities including the use of classifiers & non-manual grammatical signals in order to provide effective communication. Prerequisite: ASL 202. (3 cr)

**ASL 262 American Sign Language VI**
Continuation of ASL V with an emphasis on receptive skills. Students continue to further study American Sign Language and its linguistics, grammar and cultural features. Increase understanding of the fundamentals of ASL through a variety of in-class collaborative activities, discussions, lectures, videos and out-of-class practice. Challenge students to strengthen and practice expressive and receptive skills needed to effectively interpret from ASL to English and English to ASL. Prerequisite: ASL 261. (3 cr)

**ASL 271 English to ASL Interpreting**
Practical application of interpreting strategies with an emphasis on English to ASL interpreting practice. Experience interpreting in and out of the classroom in supervised settings. Study multiple meaning words and English idioms to understand their meanings and effectively convey the message into ASL. (3 cr)

**ASL 272 ASL to English Interpreting**
Practical application of interpreting strategies with an emphasis on ASL to English interpreting practice. Students work individually and as a group using audio and video to improve voicing skills. Students will learn the proper sign choice and appropriate register to use while interpreting. (3 cr)

**ASL 297 Field Experience**
Field experience and observation of professional interpreters and interpreting experiences in supervised educational and community settings. Students are required to keep a journal of their experiences and meet with the course instructor(s) on a weekly basis. (4 cr)

**ASL 299 Special Topics**
Independent study designed for the self-motivated learner. Approval of instructor. (1-3 cr)

**ASM—Agricultural Systems Management**

**ASM 130 Agriculture Industry Machinery Operation**
Students will learn the safe operation of skid and oscillating loaders, fork lifts, tractors, trucks, trailers, agriculture application equipment and other agri-business equipment. Assists students in preparing for a commercial driver's license, teaches defensive driving skills and studies equipment lease vs. ownership. (2 cr)

**ASM 220 Agriculture Systems Management Computer Science**
Focus on the application and use of the Microsoft Suite in agriculture environments. Students will create a resume, cover letter and networking card in Microsoft Word. In Excel students will complete budgeting and farm management spreadsheets. In PowerPoint students will create a sales presentation. (2 cr)

**AUTO—Automotive Technology**

**AUTO 111 Engine Fundamentals**
Introduction to fundamentals of automotive engines, engine principles, engine measurements, types of engine designs, basic engine construction, cylinder heads and valves, lubrication systems, and engine cooling systems. (6 cr)

**AUTO 112 Engine Overhaul**
Engine diagnosis, removal from chassis, disassembly, cleaning, and inspecting components for possible failure; cleanliness and attention to detail highly emphasized; fall semester = fall semester
spring semester = spring semester
online course = online course
all aspects of major overhaul demonstrated, including reconditioning and proper reassembly according to manufacturers’ specifications; practice, including cylinder head service, piston ring and cylinder preparation, camshaft installation, connecting rod and main bearing installation, methods for checking clearances, and proper torquing procedures. (6 cr)

AUTO 148 Suspension & Steering
Demonstration and performance course covering steering gears, power steering pumps, steering, linkage, suspension systems, two and four wheel alignment, and wheel balancing. Included in the course is a study of the operation, construction differences, diagnosing, and repair procedures of the steering, suspension and wheel alignment systems. (4 cr)

AUTO 158 Brakes
Introduction to brake hydraulics, operation of brake systems (drum and disc, power assist units, anti-lock systems, and related electrical and wiring circuits) factory specifications and procedures stressed. Practical application of the theory of brake systems. Hydraulic, mechanical & electrical-Anti-lock Brake System (ABS) diagnosis and repair in accordance with established rules and safety standards. (4 cr)

AUTO 161 Electronics
Basic electronics preparation for advanced training in diagnosis and repair of current automobile electronic- and microprocessor-controlled vehicle electrical systems and future multiple-microprocessor-controlled vehicle systems. (3 cr)

AUTO 162 Electrical Systems
Theory and fundamentals of electricity and electronics as it applies to the modern automobile. Includes cleaning, servicing, and testing batteries. Testing, diagnosing, and repairing of starting, charging, and ignition systems. Prerequisite: AUTO 161. (6 cr)

AUTO 181 Fuel Systems
Instruction in theory, construction, principles of operation, diagnosis, and repair of fuel supply systems, evaporative emission controls, fuel injection, and exhaust systems. Strong emphasis on fuel injection and computerized fuel system controls. (3 cr)

AUTO 182 Computer Controls
General description of the computer system and its features. Identification of fuel delivery systems and their operations, learning the inputs and outputs of the system, how the sensors and electronic signals are sent to the control module to control fuel timing and emissions, how to diagnose these systems using scan tools, built-in self-tests, special tools, and service codes and code charts. Prerequisite: AUTO 161. (3 cr)

AUTO 208 Hybrid and Light Duty Diesel Systems
Theory, construction, principles of operation, diagnosis and repair of hybrid and light duty diesel vehicles. Strong emphasis on safety measures and diagnosis of computer controlled fuel and emission systems. (4 cr)

AUTO 221 Automatic Transmission Fundamentals
Introduction to automatic transmissions and tranaxles. Includes basic principles of torque converter construction and operation, planetary gear set, construction and power flow. (4 cr)

AUTO 222 Automatic Transmission Diagnosis and Repair
Vehicle diagnosis procedures and common trouble shooting practices including computer control diagnosis, transmission remove and replace procedures, and transmission overhaul using manufacturer’s recommended reconditioning procedures. (4 cr)

AUTO 238 Manual Drivelines
Theory, construction principles of operation, overhaul of clutches, standard transmissions, differentials, axles, tranaxles, and
transfer cases. (6 cr)

**AUTO 278**  
**Heating & Air Conditioning**  
Air conditioning course on the theory of heat transfer, systems operation in controls, servicing systems, diagnosis of automotive and farm equipment, and automatic temperature control systems. (3 cr)

**AUTO 288**  
**Engine Performance II**  
Theory, construction, operation and new development in the tune-up electronics and emission control areas, including the use of the most modern special tools, scan tools and test equipment available. (6 cr)

**AUTO 299**  
**Special Topics**  
Hands-on work experience with live units. Practical application of theory. Approval of instructor. (1-7 cr)

**AVIA—Aviation**

**AVIA 200**  
**Ground School**  
Study of the topics needed to successfully complete the written component of the Federal Aviation Administration Private Pilot Examination. Corequisite: AVIA 201. (3 cr)

**AVIA 201**  
**Introduction to Flight**  
Introduction to flying techniques and procedures in preparation for Private Pilot Examination. Corequisite: AVIA 200. (1 cr)

**AVIA 126**  
**Introduction to Unmanned Aerial System Operations**  
Students will learn FAA policy, rules and regulations regarding unmanned aerial vehicles. This includes understanding U.S. airspace classifications, flight sectional charts, weather briefings, and NOTAMs. Students will recognize runway signs as well as other information needed to pass part 107 FAA exam for remote pilot airman certificate. (2 cr)

**AVIA 231**  
**Introduction to Unmanned Aerial System Flight**  
Students will learn and operate unmanned aerial systems. Students will complete preflight inspection check list before each flight including: weight, balance and hazards of flight. Students will conduct safe and professional flight control both manually and autonomously. Students will learn different UAV platforms, software and camera technologies. (1 cr)

**BADM—Business Administration**

**BADM 196**  
**Field Trip I**  
Field trips to businesses that employ the latest Marketing/Management techniques and procedures. Learning and observing techniques used in the competitive business world of today. (1 cr)

**BADM 201**  
**Principles of Marketing**  
Introduction to the types of business enterprises, channels of distribution, competition, coordination of promotional plans, pricing policies, market research, and marketing costs. (3 cr)

**BADM 202**  
**Principles of Management**  
Basic functions of the manager; planning, organizing, staffing, directing, and controlling activities at all levels. Designed to provide students with the information essential to develop a framework about management and to develop managerial knowledge and skill. Specific case problems reviewed. (3 cr)

**BADM 204**  
**Fundamentals of Buying**  
Emphasis on understanding the responsibility of the buyer to the contribution of company profits through day-to-day merchandising decisions and open-mindedness toward new merchandise ideas that may present profit potential. (3 cr)

= fall semester  
= spring semester  
= online course
**BADM 210 Advertising I**
Designed to familiarize students with the techniques used in advertising, principles and elements of designed advertising, study of media, advertising planning and budgeting, and effects of advertising. (3 cr)

**BADM 211 Advertising II**
Introduction to direct marketing and sales promotion strategy with a focus on integrated marketing techniques. Topics include electronic media, direct mail, catalogs, direct response advertising, and telemarketing. The student is involved in actual preparation of sales promotion activities. (3 cr)

**BADM 216 Visual Merchandising**
Principles of window and interior display and design, card copy and layout, color, and arrangement. This course also deals with the basic store plan including layout, fixtures, lighting plans, and merchandise presentation. (2 cr)

**BADM 240 Sales**
Basic principles and fundamentals of selling psychology, customer motivation, and sales steps through practical demonstrations and illustrations. Special emphasis on the development of poise, personality, and confidence in selling. (3 cr)

**BADM 241 Sales Management**
Insider’s view of the concepts and processes involved in the management operation, covering managerial topics of sales planning, staffing, training, directing, as well as analyzing and evaluating the sales force. (3 cr)

**BADM 260 Principles of Retailing**
History of retailing as well as current types of retail organizations, organizational structures, retailing activities, and retailing careers. (3 cr)

**BADM 265 Digital Marketing**
Topics include advertising, marketing, and promotional strategies within the scope of social media. Students are introduced to the contexts and forms of social media. Current media landscape and the strategic opportunity that it presents to marketers, managers, and consultants who are concerned with how to efficiently and effectively understand social media, how to build social media marketing strategies and how to track their effectiveness are covered. (3 cr)

**BADM 274 Project Management**
Students use the tools and techniques to organize, plan, implement, manage and evaluate short and long-term projects. Students identify developing indices and trends and learn how to handle them correctly. This course provides beginning-level practice in applying project management concepts and tools in practical exercises. Information technology-related project topics will be emphasized in this course. (3 cr)

**BADM 280 Personnel Management**
Basic principles of managing and supervising personnel including current policies and practices; techniques applicable to problems such as employee staffing, training, labor relations, wages, communications, evaluation, and retention. (3 cr)

**BADM 291 Career Seminar**
Focus on self-assessment, networking, and collecting information related to specific industries or businesses, learning about the labor market, and researching job opportunities. Projects include creating electronic résumés and applications, conducting information-gathering interviews, effective communication, writing résumés and letters, interviewing techniques, practice interviewing, follow-up strategies, portfolio development, and guaranteeing the product. (2 cr)

**BADM 294 Related Studies**
A project realistically related to the student’s future work is identified and designed by the student. Information pertinent to the problem is gathered and incorporated into a business format. The project provides a review of knowledge gained through previous course work. (2 cr)
BADM 295 Delta Epsilon Chi
Various topics in marketing including DECA competitive events. (1-3 cr)

BADM 299 Special Topics
Various topics in Marketing including DECA competitive events. Approval of instructor. (1-3 cr)

BIOL—Biology

BIOL 111 Concepts of Biology
Study of cells, cellular reproduction, genetics, DNA, ecology, DNA, human anatomy and physiology, evolution, population growth and ecosystems. Labs used to supplement concepts. (4 cr)

BIOL 115 Human Structure and Function
This course integrates the structure and function of the human body. Examines the structure and function of cells, tissues and the organ systems through models, preserved specimens and physiological tests. Note: This course is offered collaboratively by Williston State College. (4 cr)

BIOL 124 Environmental Science
Study of ecological principles as related to human involvement with nature, with emphasis on current ecological problems and possible solutions. Solutions will be emphasized by way of conversation techniques, renewable resources, recycling, reducing pollution and controlling overpopulation. Basic themes will include overpopulation, resource depletion, pollution, management and land-use planning. (4 cr)

BIOL 150 General Biology I
Basic concepts in biology, general chemistry, biochemistry, cellular biology, membrane transport, enzymes, photosynthesis, cellular respiration, cellular reproduction DNA, genetics and viruses. The course is broadly designed to satisfy the requirements for lecture/labatory curricula and biological/professional careers. (4 cr)

BIOL 151 General Biology II
Study of the unity and diversity of life with topics in botany, zoology, evolution and ecology. The course will relate organism structure and function to the environment and evolutionary processes. Botany involves the review of photosynthesis, phylogenetic classifications of plants and structure and function of higher plants. Zoology encompasses the classification of invertebrates and vertebrates with detailed examination of their structures, functions and ecology. Basic evolutionary processes will be defined and evaluated. Prerequisite: BIOL 150. (4 cr)

BIOL 202 Microbiology
Introduction to Microbiology primarily geared to nursing students and allied health careers with a basic background in chemistry and biology. The course is designed for a survey of all bacteria in general with emphasis in their structures, function, and growth factors. It also provides a background in bacterial diseases of humans, techniques, collecting, skills, and microbial agents used to control bacteria and viruses. Includes three laboratory hours per week. Prerequisite: BIOL 150 or BIOL 221. (4 cr)

BIOL 220 Anatomy and Physiology I
Basic concepts of body organization, cellular chemistry, cell and tissue biology, study of the integumentary, skeletal, muscular, nervous and endocrine systems. Special emphasis of study will be done in microscopical studies of cells and tissues, the skeleton, muscles, and brain of the human body. Includes three laboratory hours per week. (4 cr)

BIOL 221 Anatomy and Physiology II
Continuation of Anatomy and Physiology I with study of the Human Cardiovascular, Respiratory, Digestive, Lymphatic, Urinary, and Reproductive systems. Special studies

= fall semester
= spring semester
= online course
will be done on blood, cardiovascular blood pressure, ECG’s, digestion, exercise physiology, and urinanalysis. Includes three laboratory hours per week. Prerequisite: BIOL 220. (4 cr)

**BIOL 299  Special Topics**
Lower division topics in the biological sciences of contemporary or classical interest. Approval of instructor. (1-4 cr)

**BOTE—Business Office Technology & Education**

**BOTE 102  Keyboarding I**
Basic instruction and practice in using the alphanumeric keyboard. Emphasis on proper fingering for touch operation of the keyboard, development of speed and accuracy, and exploration of business document formatting. (3 cr)

**BOTE 112  Transcription and Editing**
Development of skills in operation of transcription machines; production of accurate keyboarded material; reinforcement of language arts skills. (1 cr)

**BOTE 115  Career Development**
Students explore employment opportunities and examine resources to advance their career. Development of classroom learnings and discussions through office and business visitations, guest speakers and related business job projects. (1 cr)

**BOTE 116  Student Leadership Practicum**
Introductory computer course covering provides students opportunity to develop leadership and professional networking skills through active participation in professional business student organizations. (1 cr)

**BOTE 127  Information Processing**
Introductory computer course covering terminology and concepts of computer use as well as software applications including word processing, database, spreadsheet, and Internet use. (3 cr)

**BOTE 131, 132, 231, 232**

**Related Learnings**
Development of classroom learnings and discussions through office and business visitations, speaker and film presentations, and actual related business projects. (1 cr each)

**BOTE 147  Word Processing**
Use of current word processing software to create professional business documents including letters, memos, reports, tables, forms, brochures, and graphic aids. Advanced features in printing, macros, and merging also practiced. Minimum basic keyboarding skill of 30 wpm. (3 cr)

**BOTE 148  Keyboard Speed Building**
Development of increased speed and accuracy, timed writings of straight and rough draft copy, improvement of keyboarding techniques, introduction to letter and memo writing, tabulation techniques, and manuscript preparation. (2 cr)

**BOTE 152  Keyboarding II**
Development of speed and accuracy in keyboarding straight copy and production activities. Emphasis placed on formatting and keying various business documents including memos, letters, reports, and tables from straight copy, rough drafts, and unarranged material. (3 cr)

**BOTE 171  Medical Terminology**
Study of prefixes, suffixes, and word roots of medical terms and their meaning, spelling, and pronunciation. Emphasis on building a working medical vocabulary based on body systems. (3 cr)

**BOTE 188  Computerized Accounting**
Use of microcomputers to perform accounting cycle functions, prepare financial statements, and maintain payroll records. (4 cr)

**BOTE 201  Keyboarding III**
Advanced skill development in business document production and straight copy speed and accuracy. (3 cr)
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BOTE 209</td>
<td>Office Management</td>
<td>Introduction of office management concepts and technology, including facilities development, office systems, human relations, office ethics and etiquette, and various administrative duties and responsibilities. (3 cr)</td>
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<tr>
<td>BOTE 214</td>
<td>Business Reports and Communications</td>
<td>Study of oral and written communication in business settings. Exploration of nonverbal and group communication, listening and research skills, cross-cultural communication, job search techniques, ethics, technology, and preparation of correspondence. (3 cr)</td>
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<tr>
<td>BOTE 217</td>
<td>Records Management</td>
<td>Study of the systematic control of business records through manual and electronic applications. Discussion of records, creation, distribution, utilization, retention, storage, protection, preservation, and final disposition. (3 cr)</td>
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<tr>
<td>BOTE 218</td>
<td>Desktop Publishing</td>
<td>Software application course providing students skill in layout, editing, and production of documents. (3 cr)</td>
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<tr>
<td>BOTE 222</td>
<td>Medical Transcription I</td>
<td>Course in medical keyboarding and transcription of pre-recorded dictation. Prerequisites: BOTE 102 and BOTE 171. (3 cr)</td>
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<tr>
<td>BOTE 223</td>
<td>Applied Medical Transcription II</td>
<td>Transcription of authentic physician-dictated reports organized by medical specialty. Emphasis on development of accuracy, speed, and medical knowledge for transcription of a variety of medical reports. Efficient use of reference materials and other resources. Application of editing and proofreading techniques, grammar, and punctuation. Prerequisite BOTE 222. (3 cr)</td>
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<tr>
<td>BOTE 251</td>
<td>Legal Transcription</td>
<td>Laboratory course in legal keyboarding and transcription of pre-recorded legal dictation. (3 cr)</td>
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<tr>
<td>BOTE 275</td>
<td>Administrative Office Procedures</td>
<td>Capstone course emphasizing duties, responsibilities, and personal qualities of office personnel in today’s automated office. Use of advanced computer applications and related office technology included. (3 cr)</td>
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<tr>
<td>BOTE 299</td>
<td>Special Topics</td>
<td>Approval of instructor. (1-6 cr)</td>
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**BUSN—Business**

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<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUSN 170</td>
<td>Entrepreneurship</td>
<td>Course for starting a business, assessing the possibility of new ventures, and solving problems of small business. Term project is an integral part of the course. (3 cr)</td>
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<td>BUSN 192</td>
<td>Customer Service</td>
<td>This course provides students with the basic concepts and current trends in the customer service industry. Special areas of emphasis include problem solving, development of a customer service strategy, creating customer service systems, coping with challenging customers, customer retention, and measuring satisfaction. (3 cr)</td>
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<tr>
<td>BUSN 254</td>
<td>Financial Statement Analysis</td>
<td>Develop analytical skills to understand and interpret financial statements and accounting data through the study of actual company financial statements, annual reports, and case studies. Course includes ratio and trend analysis and industry/peer benchmarking concepts. (3 cr)</td>
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<tr>
<td>BUSN 282</td>
<td>Professional Development</td>
<td>Roles of visual packaging, identifying personal assets and defects, personality traits, and appearance in the business world. Ad-</td>
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ditional topics include time management and social and business behavior. (1 cr)

**BVED—Business Vocational Education**

**BVED 217 Fundamentals of Management Information**
Introduction to management information systems (MIS), microcomputer applications in business, mainframe computer access and use, office automation systems, and systems analysis and design. MIS, as an academic field, provides the analytical framework and methodology to analyze, design, implement, and manage information decision systems. This includes technical background in hardware and software, understanding of organization functions and managerial processes, and an understanding of human factors in system design and implementation. MIS is a computer-based system providing information and decision support for operational activities and management. (4 cr)

**CD—Communication Disorders**

**CD 110 Survey of Communication Disorders**
Designed to help the student make a career decision. Introduction to the Speech-Language Pathology Paraprofessional program. Reviews the legal and academic guidelines for the Certificate of Completion, the scope of practice, various disorders, and basic terminology. (3 cr)

**CD 220 Applied Phonetics for the Speech Language Pathology Paraprofessional**
Study of the production and perception of speech sounds and learn to transcribe spoken language. Uses the International Phonetic Alphabet (IPA) to record normal and disordered articulatory production. (3 cr)

**CD 221 Language Theory & Treatment for the Speech Language Pathology Paraprofessional**
Study of events and processes which combine in relatively predictable and observable ways and are evidenced in the acquisition of language. (3 cr)

**CD 222 Articulatory Phonological Disorders for the Speech Language Pathology Paraprofessional**
Study of normal articulatory phonological development and the types, causes, and treatment of articulatory-phonological disorders. Ten hours of clinical observation are required. Prerequisites: CD 210 and CD 221. (3 cr)

**CD 224 Techniques for the Speech Language Pathology Paraprofessional**
Therapy approaches and techniques for planning and carrying out clinical practicum designed for assistants. Prerequisite: CD 220 and CD 222. (3 cr)

**CD 225 Language Disorders and Intervention for the Speech Language Pathology Paraprofessional**
The study of deviant language patterns in school-ages children and language differences among varied cultures. Evidence based intervention techniques and strategies for children with language impairments will be covered. Prerequisite: CD 221 and CD 222. (3 cr)
CD 241 Practicum
Twenty-five hours of supervised practicum in a clinical setting. Students must enroll for a minimum of 4 credits (100 hours). Maximum of 8 credits. Prerequisites: CD 224 and CD 225. (1-8 cr)

CD 242 Introduction to Audiology for the Speech Language Pathology Para-professional
The study of anatomy/physiology of the auditory system, basic auditory tests, administration/interpretation of these audiologic tests, causes/treatments for various types of hearing loss and hearing screening in the public schools. (2 cr)

CHEM—Chemistry

CHEM 115 Introductory Chemistry
Course on elementary principles and skills of inorganic chemistry. Designed to satisfy the requirements for certain health fields. Includes three laboratory hours per week. Recommended Prerequisites: MATH 103. (4 cr)

CHEM 116 Introduction to Organic and Biochemistry
Survey course in Organic and Biochemistry designed to satisfy the requirements in certain health fields. Includes three laboratory hours per week. Prerequisite: CHEM 115 or CHEM 121. (4 cr)

CHEM 117 Chemical Concepts and Applications
Introduction to general and organic chemistry, with application drawn from the agricultural, environments and materials sciences. (4 cr)

CHEM 121 General Chemistry I
Course on elementary principles and theories of chemistry, chemical elements, and their compounds. Atomic and molecular structure, periodicity, stoichiometry, states of matter, solutions and their reactions. Redox reactions included. Includes three laboratory hours per week. Corequisite: MATH 103. (5 cr)

CHEM 122 General Chemistry II
Course on liquids, solids, and gases; reaction rates, thermodynamics, solutions, acids, and bases. Includes three laboratory hours per week. Prerequisite: CHEM 115 or 121. (5 cr)

CHEM 241 Organic Chemistry I
This course will emphasize the nomenclature, structure, reactivity, methods of preparation, chemical behavior, and reaction mechanisms of carbon compounds together with fundamental principles and theories of organic spectroscopy. Some applications of carbon-based compounds include proteins, medicines, artificial flavorings, and polymers. By understanding relationships between structure and reactivity, you will be able to predict reactions and formations of compounds. Prerequisite: CHEM 122 (3 cr)

CHEM 241L Organic Chemistry Lab
This lab will support Organic Chemistry, CHEM 241, by emphasizing the nomenclature, structure, reactivity, methods of preparation, chemical behavior, and reaction mechanisms of carbon compounds together with fundamental principles and theories of organic spectroscopy. The experiments will consist of carbon-based compounds including proteins, medicines, artificial flavorings, and polymers. Corequisite: CHEM 241. (1 cr)

CHEM 260 Elements of Biochemistry
This course will emphasize many topics and principles of modern biochemistry, beginning with the chemical structure and function or proteins, carbohydrates and lipids. Enzyme chemistry, bioenergetics, metabolism and recombinant DNA technology will also be addressed. Prerequisite: CHEM 116. (4 cr)

= fall semester
= spring semester
= online course
CHEM 299  Special Topics
Lower division topics in chemistry. Approval of instructor. (1-5 cr)

CIS—Computer Information Systems

CIS 101  Computer Literacy
Basic understanding of the components of a computer and how these components work together for students not majoring in Information Technology. Hands-on training in the Windows environment, word processing, spreadsheet applications, Internet, and email communication. (3 cr)

CIS 104  Microcomputer Database
Practice of skills required to construct databases to be used for data analysis and reporting. Appreciation of in-depth concepts and features of database management software and the types of applications adaptable to this software. Students will take the Access MOS Certification Exam at the end of the semester. (3 cr)

CIS 105  Microcomputer Spreadsheet
Practice of skills required to construct a useful spreadsheet to be used for data analysis and reporting. Appreciation of in-depth concepts and features of an electronic spreadsheet and the types of applications adaptable to this software. Students will become prepared to take the MOS Excel Core Certification Exam. (3 cr)

CIS 115  Internet
Study of skills required to use various Internet software tools to access information. Brief history of the Internet, technical terminology, and practical application of creating Web pages provided. Concepts and applications of setting up and using modems and Network Interface Cards to access the Internet and other online information covered. (3 cr)

CIS 128  Microcomputer Hardware I
Lecture and lab course which introduces the development and maintenance of the personal computer. Participants upgrade and assemble personal computers, configure systems, and install operating systems. Prepares students for the A+ Essentials Certification Exam. (3 cr)

CIS 129  Microcomputer Hardware II
Continuation of CIS 128. Students gain a higher level of skills in the diagnosis of hardware and software faults and the upgrading of computer systems. Software adaption to hardware, installation, and troubleshooting of network hardware including modems, network interfaces, and peripheral connections and local area network hardware design covered. Prerequisite: CIS 128 (3 cr)

CIS 130  Presentations
This course is designed to teach the fundamentals of creating, editing, and working with electronic slide show presentations. The student will be provided with a working knowledge of PowerPoint. Students will be able to create professional slide shows for use during briefings and to effectively communicate ideas toward an audience. (3 cr)

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

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

CIS 147 Principles of Information Security
Provides information systems students with a thorough examination of the field of information security and prepares them to make decisions about securing information in a business environment. (3 cr)

CIS 161 Operating Systems—DOS
In-depth understanding of the disk operating system of a microcomputer. Teaching of fundamental concepts of DOS; as well as the powerful features DOS provides. (2 cr)

CIS 162 Operating Systems—Windows
Introduction to the Windows operating system. Concepts and procedures necessary to utilize the Windows environment covered. Exposure to multi-tasking and transferring data between applications using the operating software. (2 cr)

CIS 164 Networking Fundamentals I
The first level of a four-part series on computer networking. Participants learn current and emerging networking technology. Course covers safety, networking terminology and protocols, network standards, LANs, WANs, OSI, cabling, router configuration, typologies, IP addressing, and other general networking information. Successful completion prepares the student to take the industry certification exam, CCENT. (3 cr)

CIS 165 Networking Fundamentals II
The second level of a four-part series on computer routing. Participants will review what they learned in Level I and continue to learn about more advanced computer routing skills. Following a review of the basic concepts, participants will concentrate on router configuration and LAN switching. Beginning network management principles will be learned. Prerequisite: CIS 164. (3 cr)

CIS 180 Creating Web Pages I
The learner will create basic web sites by manually writing HTML/XHTML and Cascading Style Sheets (CSS) using a text editor. The student will learn the fundamentals of site layout and design, and how to upload complete web sites to a remote server. Other skills used include critical thinking by solving problems with coding syntax and viewing websites “live” on the World Wide Web. (3 cr)

CIS 181 Creating Web Pages II
Students create web sites using a current version of a graphical user interface (GUI) web authoring tool. (3 cr)

CIS 201 Cascading Style Sheets
Students will learn how to format Web pages using Cascading Style Sheets (CSS). Concepts covered are the anatomy of a CSS rule, inline, embedded and external style use, contextual selectors, classes, ids, pseudo-classes, font and text properties, style inheritance, the box model, and basic and advanced page layout. (3 cr)

CIS 202 Advanced Software Applications
In-depth study of database and spreadsheet applications. Students will learn to design, deploy, and manage applications. (3 cr)

CIS 207 Database for the Enterprise
This course provides students with a solid foundation in relational database theory, analysis and design. The student will obtain an understanding of database structure and relationships, data modeling, the design pro-
cess and retrieval of data. Tools such as MS Visio and MS SQL Server are used to provide hands-on learning activities. Prerequisite: CIS 104 or instructor consent. (3 cr)

**CIS 210 Database Technology: SQL Server**
This course provides students with a solid understanding of the capabilities and features found in Microsoft’s database product, SQL Server. The student will obtain hands-on experience with SQL Server, as well as related software tools that can be used in conjunction with this popular database. Prerequisite: CIS 104. (3 cr)

**CIS 211 Website Plan and Design**
An in-depth study of the planning and design processes that are utilized in the creation of a website. (3 cr)

**CIS 212 Microsoft Windows Operating System Client**
The course helps learners to gain knowledge and skills to install, configure, customize, optimize and troubleshoot the Microsoft Windows operating system in the stand-alone and network environment. (3 cr)

**CIS 215 Implementing a Microsoft Windows Server Environment**
Study of the Microsoft Windows Server operating system and its supporting networking technologies including the common tasks required for administration and support. (3 cr)

**CIS 216 Implementing MS Server Network**
The Active Directory will be discussed in this course and allow for the students to participate in projects dealing with configuring the system. The use of 2008 server will provide the users with a knowledge of services such as: Domain Name Service, Certificate Services, Active Director Rights, Management Services and others. The goal will be to prepare the students for the 70-640 exam. (3 cr)

**CIS 217 MS Exchange Server**
The course is intended to provide information about and working with Microsoft Exchange Server. The learner will know how to install and manage routing, client access and the backup and restore of databases. They will also learn how to manage addressing and recipient objects such as mailboxes, distribution groups and contacts. (3 cr)

**CIS 218 Planning Network Infrastructure**
This course is for professionals who will be responsible for installing, configuring, managing and supporting the primary networking services in the Microsoft Windows Server operating system. These core networking services include: Domain Name System (DNS), Windows Internet Naming Service (WINS), Routing and Remote Access Service (RRAS) and Networking Security Technologies. Prerequisite: CIS 216. (3 cr)

**CIS 220 Operating Systems—Unix**
Introduction to the Unix operating system from a user perspective. History of Unix, command syntax, environment configuration, graphical user interface, file management, and basic scripting covered. (3 cr)

**CIS 224 Networking**
Students gain a higher level of network management skills and strategies necessary to administer a local area network. Students will learn how to install a network operating system, perform appropriate procedures to prevent and recover from problems, how to analyze and improve network performance, multiple protocol support, advantages and considerations for using various utilities and functions, and advanced printing capabilities. Students will also be exposed to other network operating systems. (3 cr)

**CIS 227 Data Communications**
Introduction to concepts of communications and data transmission, communication hardware and protocols, communication channels, media, modems, communication software, and the introduction to,
performance and management of computer networks. Transmission Control Protocol/Internet Protocol (TCP/IP) and networking technologies concepts such as Open Systems Interconnection (OSI) layers, protocol suites, and network services covered. This course offered at GFAFB. (3 cr)

**CIS 229 Information Systems Management**
An introduction to managing information systems including user support issues and careers in a business environment. (3 cr)

**CIS 232 Graphic Design**
Students will learn how to edit photos and how to design composite images using Adobe Photoshop. (3 cr)

**CIS 233 Vector Images and Web Animation**
Students will learn how to design vector graphics for animation, presentation, applications and web sites. The course will provide students with experience in creating web forms in Adobe Acrobat. (3 cr)

**CIS 241 Introduction to Digital Forensics**
This course introduces students to digital forensics. Topics include the investigative process, preservation of evidence, computer and mobile forensics issues, and working with forensics. (3 cr)

**CIS 242 Incident Response and Disaster Recovery**
This course examines detailed aspects of incident response and contingency planning consisting of incident response planning, disaster recovery planning, and business continuity planning. Developing and executing plans to deal with incidents in the organization is a critical function in information security. This course focuses on the planning processes for all three areas of contingency planning, incident response, disaster recovery and business continuity, and the execution of response to human and non-human incidents in compliance with these policies. (3 cr)

**CIS 243 Networking II**
Advanced coverage of network management. Students gain a higher level of network management skills and strategies necessary to administer a local area network. The course includes lecture and lab activities which help students prepare for the Network+ Certification Exam. Prerequisites: CIS 215 or CIS 224. (3 cr)

**CIS 250 Advanced Web Design**
Continued coverage of Web design using more advanced Web page tools such as Java Script, Extensible Markup Language (XML), Common Gateway Interface (CGI), or Perl. Prerequisite: CIS 180. (3 cr)

**CIS 255 Computer and Network Security**
This course introduces students to the terminology and tasks required when dealing with securing computers and computer networks. Networking and operating system knowledge recommended before taking this course. (3 cr)

**CIS 267 Intermediate Networking I**
Third level of a four-part series. Focuses on configuring routers and switches and using network management techniques. Prerequisites: CIS 164 & CIS 165. (3 cr)

**CIS 268 Intermediate Networking II**
Fourth level of a four-part series. Focuses on student observation and participation in a computer networking project consisting of designing, building, implementing, and troubleshooting. Prerequisites: CIS 164, CIS 165 & CIS 267. (3 cr)

**CIS 269 Enterprise Systems**
An exploration of how enterprise systems help companies integrate business functions and improve business processes. (3 cr)

**CIS 280 Virtualization**
This course provides students with a solid understanding of the capabilities and
features found in popular virtualization software. The student will obtain hands-on experience with creating and maintaining virtualized systems. This popular technology is being used in industry to more efficiently use technology equipment and reduce costs. Prerequisite: CIS 128. (3 cr)

CIS 281 Project Management
An investigation of the project management techniques and appropriate software used to effectively manage projects. This course covers the nine knowledge areas and other topics as defined by the Project Management Body of Knowledge (PMBOK). (3 cr)

CIS 289 Simulation Technology Institution
This course introduces students to networking concepts, PC hardware and Unix/Linux fundamentals. Basic networking commands, topologies, equipment, and troubleshooting will be covered. Students will also gain an understanding of PC hardware components and diagnosis of technical problems. Students will be exposed to various components of Unix/Linux operating systems, as well as how to use tools available at the command line. (1-3 credits)

CIS 299 Special Topics
Approval of instructor. (1-4 cr)

CJ—Criminal Justice

CJ 101 Fundamentals of Law Enforcement
Basic subject matter knowledge necessary for the proper performance of police duties. Deals with the subjects consistently relied upon by the law enforcement officer in making the decisions associated with all law enforcement tasks. (3 Credits) ☒ ☒ ☒

CJ 102 Investigation Techniques
Fundamental principles and abstractions of investigations. Emphasis placed on the basics of criminal investigation, methods, and techniques. (2 cr) ☒ ☒ ☒

CJ 104 Defensive Tactics
Legal principles of the use of force and physical self-defense with hands on training including pepper spray, baton, Pressure Point Control Tactics (PPCT), and force on force simulation training. (2 cr) ☒ ☒ ☒

CJ 150 Patrol Procedures
Theories, procedures, and methods of operations associated with police patrol duties. Specifically, the course deals with the development of a working knowledge of traffic codes, traffic offenses, and the discretionary powers available to the working police officer. (3 cr) ☒ ☒ ☒

CJ 155 Police Skills
Extensive hands-on approach to learning the tasks commonly performed by the working police officer. Special emphasis placed on learning by doing and includes performance of several duties, such as searches, handcuffing, interviews, court testimony, report writing, and public speaking. (4 cr) ☒ ☒ ☒

CJ 160 The Legal System
Function and ethics in the law office and legal system. An introduction to the federal and state court systems, personnel in the legal field, and the historical development and nature of the law. (4 cr) ☒ ☒

CJ 201 Introduction to Criminal Justice
Study of the American criminal justice system emphasizing the system, its legal factors, and its political constraints. Designed for the students majoring in law enforcement, criminology, sociology, social work, legal secretary, political science, pre-law and/or those interested in the jurisprudence system. (3 cr) ☒ ☒ ☒ ☒
CJ 210 Introduction to Policing in America
Provides a solid foundation by tracking the historical development of policing in American from its English roots to the organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. (3 cr)

CJ 220 Criminal Law
In-depth study of criminal law and procedure. Development of an understanding of criminal jurisdiction and the elements of criminal offenses and issues. Study of criminal procedure including search and seizure, right to counsel, evidence motions, sentencing, and prisoner rights. (4 cr)

CJ 271 Community Based Corrections
Basic concepts, history, legislation, and practices used in work with juveniles and adults who have been placed on probation or parole; criteria of selection, methods of supervision, and elements of case reporting. (3 cr)

COMM—Communications

COMM 110 Fundamentals of Public Speaking
Basic principles of speech from the viewpoint of delivery and composition. Emphasis on student performance and self-evaluation. (3 cr)

COMM 120 Introduction to Mass Communications
An introduction to mass communication history, theory, and practice, through the exploration of print, audio-visual, and online forms of mass media, with an emphasis on the student as media consumer. (3 cr)

COMM 212 Interpersonal Communication
Introduction to fundamental concepts of communication between individuals. Explores aspects of self expression and relationship communication. (3 cr)

COMM 299 Special Topics
Approval of instructor. (1-3 cr)

COOP—Cooperative Education

COOP 197, 198, 297, 298 Cooperative Education
Educational program that enables students to integrate classroom learning with practical, professional, experience in their field of study. Students experience the working world through an educationally managed agreement between the employer, the student, and the institution. (1-3 cr each)

CSCI—Computer Science

CSCI 101 Introduction to Computers
Designed for the transfer student or the student in the Information Technology Curriculum. Provides the fundamental concepts and terminology related to hardware, software, communications, and the use of computers in society. Introduces and explains general computing concepts such as word processing, spreadsheets, database management, Internet usage, and the operating system. (3 cr)

CSCI 122 Beginning Basic/Visual Basic
Introduction to computer programming in a high-level language, with emphasis on problem solving and logical thinking. Students learn to design, implement, test, and debug programs for small-scale problems using elementary data types and control structures. (3 cr)
CSCI 124 Beginning C++/Visual C++  
Introduction to programming in the C++/Visual C++ language. Students learn problem solving, algorithm development, and structured programming in the C++ programming language. Emphasis on learning how to design, code, debug and document programs using techniques of good programming style. (3 cr)

CSCI 127 Beginning Java/J++  
Introduction to programming in the Java/J++ language. (3 cr)

CSCI 160 Computer Science I  
Introduction to the problem solving, algorithm development, and structured programming in a high level language. Emphasis on learning how to design, code, debug and document programs, using techniques of good programming style. (3 cr)

CSCI 161 Computer Science II  
A continuation of CSCI 160. Prerequisite: CSCI 160. (3 cr)

CSCI 172 Intermediate Basic/Visual Basic  
Advanced techniques in programming in a high-level language. Topics include recursion, pointers, and fundamental data structures and their use in developing small-to medium-scale programs. Prerequisites: CSCI 122 and MATH 103 or approval of instructor. (3 cr)

CSCI 299 Special Topics  
Approval of instructor. (1-3 cr)

EC—Early Childhood

EC 210 Introduction to Early Childhood Education  
Introduction to types of childcare programs and developmental and learning theories as they apply to the care and education of the teacher observing the child, guiding the child’s behavior, and selecting developmentally appropriate activities. (4 cr)

EC 220 Infants and Toddlers  
This course guides students through the best practice process in providing quality care for infants and toddlers involving the knowledge of the sequence of development in the physical, intellectual, language, social and emotional areas. Involves weekly participation in the routine of a child care facility and development of activities. (4 cr)

EC 222 Administration and Leadership in Early Childhood Education  
Includes the study of various models of Early Childhood Program Management. Students will develop a business plan including job descriptions, personnel policies, budget, record keeping, advertising, facility design, and employee evaluation. Involves weekly participation in the management of an early childhood facility. (3 cr)

EC 233 Pre K Methods and Materials  
Information on why activities should be incorporated as well as how to include them. Topics on creative environments, developmental needs of children, art, games, music/movement, language arts/books, math, science, career awareness, food, health, and safety activities for young children. Caregivers, teachers, parents, and future parents will find this class practical and informative. (5 cr)

EC 236 Social and Emotional Development and Guidance  
Social and emotional development of children 0 to 8 years of age is examined as a basis for understanding and working with children in early care and educational settings. Involves application of guidance principles in a laboratory setting. (3 cr)

EC 297 Early Childhood Internship  
The day-to-day experiences and responsibilities of a child care provider. This course will focus on providing a safe, healthy, learning environment, physical and cognitive development, and communication. The student will plan, implement, and evaluate activities.
appropriate to the developmental level of the children at the work site. (5 cr)

**EC 299 Special Topics**
Instruction in various early childhood education topics based on the needs and/or interests of students. Requires instructor approval. (1-10 cr)

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**ECON—Economics**

**ECON 201 Principles of Microeconomics**
Introductory study to the market economy and the determination of national income, output, and employment. Emphasis on the basic market factors, determinants of aggregate supply and demand, and the government’s role in the distribution of resources. (3 cr)

**ECON 202 Principles of Macroeconomics**
Emphasis on supply and demand and price-output determination in competitive and monopolistic markets. Study of production, exchange, and distribution. Value theory receives much discussion as do the functions of money and credit. (3 cr)

**ECON 299 Special Topics**
Approval of instructor. (1-4 cr)

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**EDUC—Education**

**EDUC 250 Introduction to Education**
Study of teaching as a profession, including historical, philosophical, social, and psychological foundations of education. Corequisite EDUC 298. Prerequisites: ENGL 110 and ENGL 120. (2 cr)

**EDUC 290 Preschool: Special Needs**
Focus on likenesses and differences among normally developing children, children with developmental disabilities, and gifted children. Includes public policy, early intervention, and early mainstreaming for young children with developmental disabilities. Emphasis on promoting the development of basic skills through individualized programming. Working with specific identifiable disabilities, managing behavior problems, and parent participation included. (3 cr)

**EDUC 298 Pre-Professional Experience**
30 hours of field-based observation of K-12 teaching. Corequisite EDUC 250. Prerequisites: ENGL 110 and ENGL 120. (1 cr)

**EDUC 299 Special Topics**
Approval of instructor. (1-4 cr)

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**ELEC—Electronics**

**ELEC 100 DC Analysis**
Concepts of direct current circuits. Topics include the basics of electricity, series and parallel circuits, conductors and insulators, resistors, batteries, and magnetism. Some coverage of network analysis techniques is also included. Corequisite: ELEC 170. (3 cr)

**ELEC 101 AC Analysis**
Covers AC Circuits with emphasis on magnetism, R, L, RC, and RCL circuits. Trigonometric functions are used to explain the details of AC circuits. Electromagnetic topics are covered as a lead to AC circuits. Corequisite: ELEC 180 Prerequisite: ELEC 100. (3 cr)

**ELEC 170 Electronics Laboratory I**
Electronic components, ohmmeters, voltmeters, Ohm’s law circuits and power supplies. Measuring/verifying electronic principles in circuits. Corequisite: ELEC 100 (3 cr)

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'= fall semester
'= spring semester
'= online course
ELEC 180  Electronics Laboratory II
Continuation of ELEC 170 with emphasis on application. Corequisite: ELEC 101. (3 cr)

ELEC 271 Emerging Technologies
This course provides a study of modern computer systems and will include, but may not be limited to the following topics: identifying computer components and operating systems, computer assembly/disassembly, network setup and configuration to include wireless systems. This course will also utilize the simulator computer systems. Prerequisite: ELEC 281. (3 cr)

ELEC 272 Introduction to Simulation
Introduction to simulation, emulation, and imitation techniques. Reviews of applicable physics, aerodynamics, and computer fundamentals. Topics include an introduction to environment creation techniques, simulator architecture, hardware/software interface, mission development, and maintenance related tasks and skills. (3 cr)

ELEC 275 Visual System/Graphics
Introduction to visual image generation and display systems. Topics include image generators, real-time processors, graphics processors, data and signal flow within the image generator, direct view displays, projector displays, diagnostics, troubleshooting, and alignments. (2 cr)

ELEC 281 Digital Integrated Circuits
Introduction to digital logic. Topics include number systems, logic gates, Boolean algebra, combinational logic, arithmetic circuits, flip flops, counters, registers, decoders, encoders, multiplexers, A/D and D/A conversion, and IC logic families. Corequisite: ELEC 287. Prerequisites: ELEC 100 and ELEC 101. (3 cr)

ELEC 282 Operational Systems/Technical Simulation
In-depth examination of navigation, navigational procedures, flight instrumentation, and methods for simulation their characteristics and effects. Topics include preflight, methods of navigation control and landing, instrumentation, communications, and environmental/special effects. Prerequisite: ELEC 272. (3 cr)

ELEC 283 Simulator Systems
A basic study of current systems utilization in simulators. Topics include hydraulics, motion systems, control-loading systems, simulator networking, aural cueing systems, and instructor operation stations. Prerequisite: ELEC 272. (3 cr)

ELEC 284 Semi-Conductor Devices
Analysis of active electronic devices to include transistors, thyristors, diodes, FET's, and IC's as the building blocks for Oscillators, Detectors, power supplies, multi-vibrators, and amplifiers. Prerequisites: ELEC 100 and ELEC 101. (4 cr)

ELEC 285 Electronic Circuits
Interpretation and understanding of schematic diagrams, electronic tables, data books, timing diagrams, and flow charts to facilitate expeditious identification, and repair of circuit malfunctions. Class utilizes all that has been learned to assist in troubleshooting. Prerequisites: ELEC 284, ELEC 281, and ELEC 272. (3 cr)

ELEC 287 Digital Integrated Circuits Laboratory
Hands-on application of concepts learned in ELEC 281. Digital circuits constructed to help in understanding the operation of basic logic gates, flip-flops, adders, multi-vibrators, and comparators; timing diagrams and the relationship of timing signals to system operation. Circuits analyzed using Oscilloscope, logic pulsers, and probes. Corequisite: ELEC 281. Prerequisites: ELEC 100 and ELEC 101. (3 cr)

ELEC 289 Simulation Technology Institute
This course is designed to take a simulator technician through a review of the basic electronics. The simulator technician will
utilize these basics to develop their simulator system troubleshooting techniques. Topics to be covered include, but are not limited to: direct current circuits, alternating current circuits, semi-conductor devices circuits, digital integrated circuits, simulator basics, simulated instrumentation, electronic circuit troubleshooting, visual systems, hydraulic systems, and simulator motion systems. (1-12 credits)

**ELEC 299 Special Topics**
Instruction in various topics related to Simulator Maintenance that require special permission. (1-3 cr)

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**ENGL—English**

**ENGL 105 Technical Communications**
Development of written and oral communication skills, instruction in writing applications, résumés, various types of letters, and oral expression. (3 cr) 📐

**ENGL 110 College Composition I**
Guided practice in college-level reading, writing, and critical thinking. (3 cr) 📐 📐

**ENGL 110 College Composition II**
Advanced practice in college-level writing and in applying rhetorical strategies. Prerequisite: ENGL 110. (3 cr) 📐 📐 📐

**ENGL 120 College Composition II**
Advanced practice in college-level writing and in applying rhetorical strategies. Prerequisite: ENGL 110. (3 cr) 📐 📐 📐

**ENGL 125 Introduction to Professional Writing**
Advanced practice in college-level writing which emphasizes writing and research in professional settings. (3 cr) 📐

**ENGL 150 Library Orientation**
Introduction to skills and concepts necessary for research. Basic understanding of reference materials, electronic and paper indexes, electronic data base resources, and a general knowledge of services offered by the library. (1 cr) 📐 📐

**ENGL 211 Introduction to Creative Writing**
Guided practice of writing skills related to the imaginative uses of language. (3 cr) 📐

**ENGL 213 Literary Publication**
Explores the methods and history of literary publication, with real-world application in the production of an annual literary and art magazine. Students will prepare the publication for printing, experience editing at a high level, and work collaboratively to produce a high-quality final publication. Additional activities include planning and hosting public readings, open mic nights, and other activities related to fostering the campus community’s involvement in the magazine. (3 cr) 📐

**ENGL 220 Introduction to Literature**
Reading and discussion of representative examples of poetry, drama and fiction, with emphasis on the use of common literary terminology. (3 cr) 📐

**ENGL 221 Introduction to Drama**
Survey of drama from Greek times to the present studied as a literary type and for critical appreciation. (2 cr) 📐

**ENGL 223 Introduction to the Novel**
Study of long works of fiction illustrating the history of the form, its purposes, and its audiences. (3 cr) 📐

**ENGL 224 Introduction to Fiction**
Study of representative short stories and novels and their historical and literary backgrounds. (2 cr) 📐

**ENGL 225 Introduction to Film**
A general introduction to film studies, including analysis of narrative and stylistic elements of film. (3 cr)

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= fall semester
= spring semester
= online course
ENGL 231  Bible as Literature
Examination of the Bible’s literature with an emphasis on biblical culture, history, and geography as well as comparisons of translations. (3 cr)

ENGL 232  Mythology
Study of representative myths, legends, and folklore from various cultures with emphasis upon the literary aspects of myths. (3 cr)

ENGL 238  Children’s Literature
Introductory survey of picture books, poetry, folklore, fantasy, realistic fiction, biography, and informational books for children from infancy through puberty. (3 cr)

ENGL 251  British Literature I
Survey of major works and writers in British Literature from the Anglo-Saxon Period through the Eighteenth Century. (3 cr)

ENGL 252  British Literature II
Survey of major works and writers in British Literature from the Romantic Age to the present. (3 cr)

ENGL 278  Alternative Literature
Examines literary works in genres frequently judged outside the literary canon, such as science fiction, detective stories, ethnic and beat literature, and focuses on the literary qualities they share in high literature. (3 cr)

ENGL 299  Special Topics
Varying areas of content, issues, or themes in study of language and literature. Approval of instructor. (1-3 cr)

FTT—Fitness Trainer Technician

FTT 220 Exercise Prescription
This course covers the general theory, principles and practice of exercise prescription for healthy and diseased individuals. Emphasis will be on aerobic and resistance exercise program design based on risk factor assessment, medical history and fitness assessment. (3 cr)

FTT 240 Techniques of Fitness Assessment
The course looks into the theory and practice of administering exercise and fitness tests to assess an individual’s health-related physical fitness. Students will learn how to perform the assessments and understand why each skill is important. (3 cr)

FTT 297 Fitness Trainer Internship
This capstone course is taken in the last semester of the program. This course integrates the students skills, knowledge, and abilities through hands-on application in a fitness environment. Students will complete this on-the-job training program in a pre-approved health, fitness or wellness setting that employs a variety of techniques common to the field. This is a 64 hour internship experience. (1 cr)

HIST—History

HIST 101  Western Civilization I
Introductory survey of the major economic, intellectual, political and social developments from the beginning of recorded Western history through the Persian, Greek, and Roman Empires to the Medieval and Renaissance eras. (3 cr)

HIST 102  Western Civilization II
Survey of the major economic, intellectual, political, and social developments in European history from 1500 to the present. Study includes the Reformation era, Absolutism and Constitutionalism, the Enlightenment, the Age of Revolution, and the Imperialistic Age leading to the Great War, Depression, World War II, and the present European unification movement. (3 cr)
HIST 103  United States to 1877
Survey of the intellectual, economic, political and social developments of our nation including colonial origins, the Revolution, early growth of the country, issue of sectionalism leading to the Civil War and the rebuilding of the South after the War. (3 cr) 📚

HIST 104  United States Since 1877
Survey of the major economic, political, intellectual, and social developments beginning with the post-Civil War industrialization and frontier period through the world wars. Emphasis is also placed on the social impact of the Roaring Twenties, the Depression, the Vietnam experience, and the Reagan revolution. (3 cr) 📚

HIST 207  The U.S. and Current World Affairs
Evaluation of current world issues in the context of present U.S. Society as well as its past history. Evaluates the effectiveness of the American government structure in relationship to such timely issues as the budget deficit, the health care cost question and the privacy issue. Emphasis on the role of the United States as a global power in relation to Russia and China, the Middle East and the trading blocks of the Pacific Rim, the North American Trade partners, and the European Community. (3 cr) 📚

HIST 208  United States: 1932 to Present
Study of the American economic, political, intellectual, and social developments since 1932. Study includes the Depression and the New Deal, the Cold War, the post-war consumer society, the Vietnam Conflict, the Watergate crisis to the Reagan revolution to discussion on America's role at home and in the world. (3 cr) 📚

HIST 210  United States Military History
The historical study of the ever-changing missions of the US Armed Forces from the formations of the first militias in December 1636 to the current War on Terror in a comprehensive eight-week accelerated course. (3 cr) 📚

HIST 220  North Dakota History
Survey of North Dakota history emphasizing Indian groups, exploration, settlement, trading posts, Indian, and ethnic groups and their contributions. This study also centers on the agrarian movement from territorial days, the Bonanza boom to the present proposed policy of the “Buffalo Commons.” (3 cr) 📚

HIST 221  History of the American Frontier
Study of the influence and role of “the frontier experience” in the development of American society from the colonial period to 1900 and the "closing" of the American frontier. Course also studies and evaluates the influence of the “frontier experience” in present American society. (3 cr) 📚

HIST 235  The U.S.: The Roaring 20’s
Focus on the social, economic, political, and intellectual aspects of America during the 1919 - 1932 period. Emphasis on the historical events of this period and the evaluation of this period in the context of “The Roaring Twenties” versus “The Restless Years.” (3 cr) 📚

HIST 239  The U.S. and the Vietnam War
Study of the chronological events of the military conflicts in Vietnam from World War II to the fall of South Vietnam in 1975, the decision making of American political leaders, and the societal effects of the peace movement in the United States. The course also studies the cultural and historical “Nam Viet,” and the effect of the “Vietnam Experience” on American society. (3 cr) 📚

HIST 299  Special Topics
U.S. history and European history offered on the basis of student interest. Approval of instructor. (1-3 cr) 📚
HPER—Health, Physical Education & Recreation

HPER 100  Concepts of Fitness & Wellness
Facts about exercise and physical fitness designed to teach students of all ages the role of physical activity in maintaining adequate health and improving quality of life as well as how to assess, develop, and implement a complete lifetime fitness and wellness program and its components incorporated through lecture and activity. (3 cr)

HPER 101 Activity Introduction Level
Physical education for freshmen. Classes include activities such as: yoga, weight-training, bowling, aerobics, badminton, golf, tennis, body conditioning, winter sports, and recreational games. (1 cr)

HPER 102 Activity Intermediate Level
Physical education for freshmen. Classes include activities such as: yoga, weight-training, bowling, aerobics, badminton, golf, tennis, body conditioning, winter sports, and recreational games. (1 cr)

HPER 108 Beginning Fitness Conditioning
This course contains personal workouts based on one’s fitness level. It includes a physical conditioning assessment, measurement of progress in fitness and the setting of realistic health goals and objectives. (1 cr)

HPER 111 Sports Officiating
Study of rules, interpretations and techniques of officiating following the guidelines of the National Federation of State High School Activities Association. (2 cr)

HPER 115 Introduction to Coaching
Introduction to the sport science principles of coaching. Content covered follows objectives of the National Standards of Athletic Coaches and will include coaching philos- phy, sport psychology, sport pedagogy, sport physiology, sport management and a realistic perspective of coaching. (3 cr)

HPER 150, 151 Varsity Athletics
Students participating in varsity sports may enroll for one credit hour for each sport each semester. (1 cr)

HPER 165 First Responder
Practical course in emergency first aid training designed to prepare the peace officer training student for accident and other emergency situations faced by law enforcement officers. Course includes certification in cardiopulmonary resuscitation and the automated external defibrillator. (2 cr)

HPER 170 Introduction to Exercise Science
This is an introductory course to the field of Exercise Science. This class will look into kinesiology, physiology, sport and exercise psychology and epidemiology. There will also be an investigation of the history of exercise science, professional organizations and certifications and job opportunities. (3 cr)

HPER 201 Activity Introduction Level
Physical education for sophomores. Activities include bowling, dance aerobics, archery, badminton, golf, tennis, body conditioning, team sports, winter sports, and recreational games. (1 cr)

HPER 202 Activity Intermediate Level
Physical education for sophomores. Activities include bowling, dance aerobics, archery, badminton, golf, tennis, body conditioning, team sports, winter sports, and recreational games. (1 cr)

HPER 205 Health and Physical Education for Elementary Children
= fall semester
= spring semester
= online course
Areas of study include activities and games for elementary school children and contemporary health issues and topics. (2 cr)

**HPER 207 Prevention and Care of Injuries**
This course covers common fitness injuries, their prevention, symptoms and treatments in medical and health club settings. This course provides students with the knowledge and skills necessary to prevent, recognize and care for fitness injuries. (3 cr)

**HPER 210 First Aid**
Instruction and laboratory practice in first aid procedures. CPR Certification is part of this course. (2 cr)

**HPER 212 Basic Self Defense**
Students will learn basic knowledge of how to avoid dangerous situations as well as hands on training to learn self defense techniques. The techniques that are taught are blocks, strikes, escapes, pressure points, and body movement utilizing unbalancing and evasive movements. Techniques taught are from traditional Japanese Martial Arts and will be taught in a manner to form a reactive means of defense. (1 cr)

**HPER 218 Personal Trainer Preparation**
This is a preparatory course on the ACSM personal trainer certification. This course combines all of the information from the previous semesters into a 3 credit review which will fully prepare the student to excel at the ACSM certification. (3 cr)

**HPER 219 Lifeguard Training**
American Red Cross techniques and methods of aquatic safety and life guarding. Meets Red Cross standards. (2 cr)

**HPER 220 Emergency Medical Technician I**
Lecture, practical experience, evaluation, and clinical experience in emergency medical training. Lecture topics include the different systems of the body, medical/legal and ethical issues, vital signs and patient history, patient assessment, caring for life threatening emergencies, diabetes/altered mental status, allergies, poisonings/overdose, environmental/behavioral emergencies, obstetrics/gynecology, bleeding and shock, soft tissue injuries, head and spine injuries, and infants/children. (3 cr)

**HPER 221 Emergency Medical Technician II**
A continuation of HPER 220. Prerequisite: HPER 220. (3 cr)

**HPER 225 Fitness Leadership**
This course helps to prepare students for a role in the fitness industry. Students will learn the importance of marketing, health promotion and community involvement. (2 cr)

**HPER 226 Physical Training for Peace Officer Trainees**
The units of instruction are required to be included as mandated by the ND POST Board as part of the Law Enforcement Basic Training Curriculum and additional requirements of the Peace Officer Training Program. Covers the principles of physical fitness for the law enforcement officer. Activities include exercise, running, flexibility, and weight lifting. (1 cr)

**HPER 299 Special Topics**
Approval of instructor. (1-3 cr)

**HUMS—Humanities**

**HUMS 199 Special Topics: International Student Experience**
Facilitation of positive adjustments for new International Students at Lake Region State College. (1 cr)

**HUMS 211 Integrated Cultural Excursion**
Enhances student perspectives of non-western cultures through first-hand experiences and instructional lectures. (1-3 cr)
HUMS 212 Integrated Cultural Enrichment (ICE)
Students attend a minimum of 15 hours of performances, lectures, visits to art exhibits and/or museums, and read books on related subjects. Upon completion of the minimum attendance at cultural events, each student prepares a capstone essay based on their responses to these events. (1 cr)

HUMS 251 Humanities Survey I
Integrated course in art, literature, and music from Early Civilization through the Middle Ages. (3 cr)

HUMS 252 Humanities Survey II
Integrated course in art, literature, and music from the Renaissance through the Modern Era. (3 cr)

HUMS 299 Special Topics
Approval of instructor. (1-3 cr)

LANG—Language

LANG 110 American Sign Language
Fundamentals of American Sign Language (1-3 cr)

MATH—Mathematics

MATH 100 Applied Mathematics
Introduction to measurements, common and decimal fractions, square root, surface, volume, and capacities. Principles of algebra including simple linear equations with applications in the technical field. (3 cr)

MATH 103 College Algebra
Relations and functions, equations and inequalities, complex numbers; polynomial, rational, exponential and logarithmic functions and systems of equations. Requisite: Student Placement into College Courses. (3 cr)

MATH 105 Trigonometry
Angle measure, trigonometric and inverse trigonometric functions, trigonometric identities and equations, parametric and polar coordinates, and general applications. Prerequisite: Student Placement into College Courses. (3 cr)

MATH 107 Precalculus
Equations and inequalities, polynomial, rational, exponential, logarithmic, trigonometric and inverse trigonometric functions; trigonometric identities and equations and applications. Prerequisite: Student Placement into College Courses. (4 cr)

MATH 137 Applied Algebra
Properties of real numbers, algebraic expressions, factoring, formula manipulation, graphing, linear equations, quadratic equations, solving systems of equations, simultaneous equations, exponents and radicals, and logarithmic equations. (3 cr)

MATH 146 Applied Calculus I
Limits, derivatives, integrals, exponential, logarithmic, and applications. Prerequisite: MATH 103. (3 cr)

MATH 165 Calculus I
Limits, continuity, differentiation, Mean Value Theorem, integration, Fundamental Theorem of Calculus, and applications. Prerequisite: MATH 103 and MATH 105, or MATH 107. (4 cr)

MATH 166 Calculus II
Applications and techniques of integration, polar equations, parametric equations, sequences and series, power series and applications. Prerequisite: MATH 165. (4 cr)

MATH 210 Elementary Statistics
An introduction to statistical methods of gathering, presenting and analyzing data. Topics include probability and probability dist-
tributions, confidence intervals, hypothesis testing, and linear regression and correlation. Prerequisite: MATH 103. (3 cr) 🇺🇸

**MATH 265 Calculus III**
Multivariate and vector calculus including partial derivatives, multiple integration and its applications, line and surface integrals, Green’s Theorem and Stoke’s Theorem. Prerequisite: Math 166. (4 cr) 🇺🇸

**MATH 266 Introduction to Differential Equations**
Solution of elementary differential equations by elementary techniques, Laplace transforms, systems of equations, matrix methods, numerical techniques, and applications. Prerequisite: Math 265. (3 cr)

**MATH 277 Mathematics for Elementary Teachers**
A mathematics content course for prospective elementary school teachers. Topics include problem solving, numeration systems, real numbers, and elementary number theory. Calculators, computers, and manipulatives are used in the course. Prerequisite: MATH 103. (3 cr) 🇺🇸

**MATH 299 Special Topics**
Lower division topics in mathematics. Approval of instructor. (1-3 cr)

**MUSC—Music**

**MUSC 100 Music Appreciation**
Introduction to the elements, genre, media, and historical and stylistic periods of music. (3 cr)

**MUSC 101 Fundamentals of Music**
Introduction to fundamental elements of music and functional musicianship for non-music majors. (3 cr) 🇺🇸

**MUSC 103 Introduction to Music History**
Introduction to the major works of music in the Western tradition which define the stylistic elements of musical periods in history. (3 cr)

**MUSC 104 Introduction to Music Literature to 1825**
Understanding and appreciating musical styles and composers up to circa 1825 with emphasis on the relationship of music to concurrent social and artistic trends. (3 cr)

**MUSC 105 Introduction to Music Literature: 1825 to Present**
Understanding and appreciating musical styles and composers from circa 1825 to the present with some emphasis on the relationship of music to concurrent social and artistic trends. (3 cr) 🇺🇸

**MUSC 115 Concert Band**
Dedicated to the rehearsal of a wide variety of music for one or two performances a semester. The band may play for athletic events and parades. (1 cr) 🇺🇸

**MUSC 122 Music Theory**
Understanding of musical elements and the theory of written music. Music notation, key relationships, rhythm and harmony are stressed. (3 cr) 🇺🇸

**MUSC 124 Music Theory II**
Topics covered include advanced chord structure, inversions, secondary dominants, chord progressions, voice-leading, suspen-
sions and cadences. Musical forms such as
the symphony, concerto and fugue will be
studies as well as compositional techniques
and form and analysis, atonal music, modu-
lation, figured bass and modes. The student
will be expected to identify major, minor,
augmented and diminished chords and ana-
lyze a major musical work. (3 cr) 📞

MUSC 145, 245
Individual Lessons-Vocal
Practical approach to voice training including
music theory and voice proficiency through
various vocal warm ups, proper voice place-
ment, and auditory coaching. (1 cr)

MUSC 272 Athletic/Marching Band
The band is open to all students and per-
forms at athletic and other events. (1 cr) ☀

MUSC 299 Special Topics
Study of current topics of interest. Approval
of instructor. (1-3 cr)

NURS—Nursing

NURS 100 Nurse Assistant
Designed to prepare the student for certi-
fication as a nurse assistant. Units of study
are introduction to long-term care, commu-
nication, infection control, safety, anatomy,
physiology of aging, nutrition, skin care,
and basic skills (personal care, transferring,
positioning, vital signs, elimination, bed
making). (4 cr)

NURS 120 Foundations of Nursing
Develop an understanding of the multi-di-
ensional base of nursing knowledge, in-
cluding basic human needs, nursing process,
nursing judgment, informatics, ethical and
professional, health promotion and disease
prevention concepts. Gain an understanding
of the role of the practical nurse within the
interdisciplinary team, the vital importance
of communication while providing safe and
quality client care, and how nurses use
evidence based information in their practice.
(3 cr)

NURS 121 Practical Nursing I
Explore three core concepts of health as-
essment, nutrition and mental health as
they relate to client care. Learn how the
nurse incorporates this knowledge in caring
for the diverse client from the moment they
begin care for an individual to any point
along the health-illness continuum. (3 cr)

NURS 122 Clinical Practice I
Apply the social, biological, behavioral and
nursing science principles to simulated and actual client care in the nursing lab and during clinical in health care facilities. Students will see, practice and perform demonstrations of basic nursing skills and procedures in a supervised setting. Includes the study of math and medical terminology and use of the nursing process and critical thinking skills to organize and provide safe and effective client care. (3 cr)

NURS 124 Clinical Practice II
Gain additional nursing skills in the laboratory and apply those advanced skills in the clinical setting. Utilize the tools of informatics, nursing process, clinical reasoning, therapeutic communication, evidence based practice, and management concepts to provide safe and culturally sensitive client care for individuals across the lifespan in a variety of medical facilities. (3 cr)

NURS 126 Clinical Practice III
Refine nursing knowledge, skills and ethical comportment in the role of a practical nursing student to provide safe and effective care for clients across the lifespan with stable or predictable health problems and assisting with those whose conditions are critical or unpredictable. Critical thinking, effective and therapeutic communication, nursing process, management of nursing care, and delegation of unlicensed assistive persons are incorporated into the clinical experience. (3 cr)

NURS 127 Practical Nursing II: Introduction to Medical Surgical Nursing
Examine safe and effective client care of the bio-psychosocial individual along the health-illness continuum. Students will be involved in teaching and learning activities that enhance critical thinking skills, examine aspects of self-determination, health promotion, disease prevention and evidence based practice. Students will increase their understanding of nursing process and prioritization in the care of culturally unique clients across the lifespan in an ethical and legal manner. (2 cr)

NURS 129 Practical Nursing III
Continue to examine evidence based nursing interventions, nursing process, nutrition and drug therapy for health promotion and disease prevention in the culturally diverse client across the lifespan along the health-illness continuum. Students will have access to additional knowledge in the areas of quality improvement, informatics, accountability, ethical, legal and professional issues of the practical nurse. (3 cr)

NURS 145 Practical Nursing II: Introduction to Maternal Child Nursing
Focus on the nursing care of the woman, newborn, child and families. Examine health maintenance and study the diseases and disorders affecting women, newborns, and children. Gain an understanding of pediatric growth and development and common illnesses. Use knowledge of family centered care, teaching and learning principles, and therapeutic communication while working within the interdisciplinary team to assist clients to use self-determination in decisions affecting their health. (2 cr)

NURS 201 Nursing Concepts Transition I for the Paramedic
Acquire an understanding of the multidimensional base of nurse knowledge including basic human needs, nursing process, nursing judgment, informatics, health promotion and disease prevention concepts. Gain knowledge of the role of the professional nurse within the interdisciplinary team, the vital importance of communication while providing safe and quality client care, and how nurses use evidence based information in their practice. (3 cr)

NURS 202 Nursing Concepts Transition II for the Paramedic
Investigate safe and effective client care of the diverse bio-psychosocial individual
Course Descriptions

along the health-illness continuum. Students will be involved in teaching and learning activities that enhance critical thinking skills, client management, evidence-based practice and quality improvement. Students will increase their understanding of nursing process and prioritization in the care of culturally unique clients across the lifespan in an ethical and legal manner. (3 cr)

**NURS 203 Nursing Practice Transitions for the Paramedic**
Gain nursing skills in the laboratory and apply those skills in the clinical and simulation setting. Utilize the tools of informatics, nursing process, clinical reasoning, therapeutic communication, evidence based practice, and management concepts to provide safe and culturally sensitive client care for individuals across the lifespan in a variety of medical facilities. (3 cr)

**NURS 224 Professional Role Development**
Investigate the role of the RN. Students will learn about historical trends, increase their knowledge of the background and current application of safety goals and competencies, and use previous skills in management to now refine leadership skills. Students will start the process of analyzing individual performance and system effectiveness. (2 cr)

**NURS 225 Alterations in Health I**
This course introduces concepts related to Explore the pathophysiology and nursing interventions used in caring for individuals experiencing acute and chronic alterations in health that build on concepts, knowledge and skills introduced in practical nursing courses and the supporting sciences. Utilize evidence based practice, nursing judgment, therapeutic communication, and the nursing process as a framework for providing and managing nursing care to diverse individuals along the health-illness continuum. (3 cr)

**NURS 226 Maternal Child Nursing**
Integrate prior learning while expanding knowledge of the neonate, developing child, women’s health, and childbearing family. Health maintenance and study of diseases and disorders affecting diverse neonates, children, women, and families along the health-illness continuum and during the end stages of life are examined. Emphasis is placed on therapeutic communication, the role of the registered nurse, ethical/legal issues, and health promotion and maintenance during life stages of growth and development for neonates, children and women. (3 cr)

**NURS 227 Clinical Applications I**
Participate collaboratively with members of the interdisciplinary healthcare team to provide safe and culturally sensitive client centered care in the lab, clinical area and simulation lab. Practice parenteral medication therapies and demonstrate professional and leadership competencies while incorporating evidence based practices and sound nursing judgment. (4 cr)

**NURS 228 Alterations in Health II**
Continue the study of acute and chronic alterations in health across a variety of healthcare environments. Discuss the principles of clinical judgment, leadership and delegation while prioritizing and providing safe, effective and culturally sensitive client care for individuals experiencing complex alterations in health. Analyze ethical health care, quality improvement processes, and effective work practices within the healthcare system. (4 cr)

**NURS 229 Health Promotion and Psychosocial Nursing**
Examine safe and effective client care in the areas of health promotion for individuals and groups in communities and in care of the client experiencing psychosocial issues. Expand skills in promoting a client’s self-determination, advocating for clients, and

= fall semester
= spring semester
= online course

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working within the interdisciplinary health-care team while making evidence based decisions to improve the safety and quality of client care. (2 cr)

**NURS 237 Clinical Applications II**  
Prioritize safe, effective, and culturally competent client care in acute and community settings during this clinical and simulation lab course. Clients with complex alterations in health and psychosocial issues are managed with a spirit of inquiry and collaboration to make evidence based clinical judgments. Quality improvement practices related to national safety goals are examined. Students will be challenged with a precepted activity during the latter part of this course. (5 cr)

**NURS 259 Role Transition**  
Examine the process of identifying and obtaining a position as a registered nurse. Explore nursing organizations, the legislative process, and lifelong learning. Investigate what it takes to prepare for and be successful in passing the NCLEX RN® examination. Be part of developing an evidence based research question, use technology to prepare a portfolio, and reflect on what it means to be accountable and responsible in the role of the RN. (1 cr)

**NURS 299 Special Topics**  
Instruction in various nursing topics based on the needs and/or interest of students. (1-5 cr)

**NUTR—Nutrition**

**NUTR 240 Principles of Nutrition**  
Study of basic nutrition principles and their application in the selection of foods for the well and ill. (3 cr)

**NUTR 241 Maternal and Child Nutrition**  
To present and discuss principals of human nutrition from conception through adolescence. Emphasis is placed on promoting health for pregnant and lactating mothers as well as for infants, children and adolescents. (2 cr)

**NUTR 242 Nutrition in the Aging Process**  
To present and discuss principals of human nutrition throughout the aging process. Emphasis is placed on the physiological, sociopsychological and educational aspects of nutrition as it impacts the health of aging adults. (2 cr)

**NUTR 260 Nutrition Promotion Strategies**  
This course focuses on the types of nutrition education services that fitness professionals can incorporate into their programs. This course provides students with the knowledge on how to incorporate nutrition education effectively to assist clients in changing behaviors. (2 cr)

**NUTR 270 Nutrition for the Fitness Specialist I**  
The course covers the principles of sound nutrition as it relates to the average individual in our society. The student will explore nutrition for a healthy lifestyle as well as clinical nutrition for those with health concerns. Topics include client recommendations in nutrition, food preparation, supplementation, and weight loss. This course will help the student recognize nutrition misinformation as well as the falsehood in nutrition product advertising and dispute “miracle diet” claims. Prerequisite: NUTR 240. (3 cr)

**NUTR 271 Nutrition for the Fitness Specialist II**  
This course introduces the student to energy production and performance as well as the ramifications of nutrition on sports activities. Students learn the principles of nutrition as they relate specifically to fitness, sports, and performance. Students also learn how to distinguish between fact and fallacy in the confusing world of sport nutrition and supplements. Prerequisite: NUTR 270. (3 cr)
PHIL—Philosophy

PHIL 101  
Introduction to Philosophy  
Basic problems, concepts, and methods of philosophy. (3 cr)  

PHIL 299  
Special Topics  
Exploration of Philosophy topics not covered by the standard curriculum. Approval of instructor. (1-3 cr)

PHRM—Pharmacology

PHRM 215  
Introduction to Pharmacology  
The course is designed to survey the terminology, drug laws, math, and drug dosages used in medication administration. A study of medications within each drug classification using the nursing process emphasizes safe, effective drug therapy. Prerequisites: BIOL 220 or anatomy equivalent and MATH 103 eligible; Prerequisite or corequisite: BIOL 221 or physiology equivalent. (3 cr)

PHYS—Physics

PHYS 110  
Introductory Astronomy  
This is an introductory astronomy class intended to give the student an appreciation of the universe in which we live. Topics covered will include: ancient astronomy and the Copernican Revolution, astronomical measurements and instruments, the solar system, stars and stellar evolution, galaxies, black holes, and cosmology. (3 cr)

PHYS 211  
College Physics I  
This non-calculus general physics course is recommended for pre-medical or pre-professional students. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat and thermodynamics. The laboratory is a corequisite of this course. A student may not receive credit for Physics 211, 211L, Physics 212, 212L and also Physics 161, 161L, and Physics 162, 162L. Prerequisite: MATH 103 or approval of instructor. (4 cr)

PHYS 212  
College Physics II  
This non-calculus general physics course is recommended for pre-medical or pre-professional students. Topics: vibrations and waves, electricity and magnetism, light and optics, and an introduction to modern physics. The laboratory is a corequisite of this course. A student may not receive credit for Physics 211, 211L, Physics 212, 212L and also Physics 161, 161L, and Physics 162, 162L. Prerequisite: PHYS 211. (4 cr)

PHYS 251  
University Physics I  
The calculus-based general physics course sequence for students majoring in chemistry, physics, or engineering. Topics: Newtonian mechanics and gravitation, work and energy, solids and fluids, heat and thermodynamics. The laboratory is a corequisite of this course. A student may not receive credit for Physics 251, 251L, Physics 252, 252L and also Physics 211, 211L, Physics 212, 212L or Physics 161, 161L, Physics 162, 162L. Prerequisite: MATH 165. (4 cr)

PHYS 252  
University Physics II  
The calculus-based general physics course sequence for students majoring in chemistry, physics, or engineering. Topics: vibrations and waves, electricity and magnetism, light and optics, and an introduction to modern physics. The laboratory is a corequisite of this course. A student may not receive credit for Physics 251, 251L, Physics 252, 252L and also Physics 211, 211L, Physics 212, 212L or Physics 161, 161L, Physics 162, 162L. Prerequisite: PHYS 251 and MATH 165. (4 cr)
PLSC—Plant Science

PLSC 223 Introduction to Weed Science
Identification principles of weeds, understanding herbicide groups and modes of action, the use of pesticides and understanding of Integrated Pest Management principles will be the focus of this class. Safe application of pesticide and earning a commercial pesticide applicators license will also be obtained. (4 cr)

PLSC 225 Principles of Crop Production
Introduction to basic principles of plant science and field crop production with emphasis on relationships of crops to their climate and production considerations as a means of managing resources and the environment. (3 cr)

PLSC 235 Field Scouting Techniques
Focus on field scouting practices for the common pests of corn, small grains and soybeans. (3 cr)

POLS—Political Science

POLS 115 American Government
Study of American government, political behavior, and institutions with emphasis on the U.S. Constitution, the democratic process, and the structures and powers of the executive, legislative, and judicial branches of government. (3 cr)

POLS 116 State and Local Government
Emphasis on state and local governmental structures as applied to North Dakota and many of the present problems confronting state governments, including the ongoing issues of federalism, the balancing of powers between the executive, legislative, and judicial branches, and the effectiveness of the political party power structures. (3 cr)

POLS 195 Student Senate
Credit for participation in Student Senate.

The Senate is the coordinating student body for meeting student needs in the area of education, culture, social activity, and student welfare. Student senators participate in college decisions, the allocation of student activity funds, and provide the communication lines between college administration and students. (1 cr)

POLS 220 International Politics
Study the struggle for power and order in the international system with emphasis on the nation-state and sovereignty, power politics, diplomacy, the network of economic, political, cultural, and technological interdependence of peoples, and the motivations and national interests of countries. Concentration on the specific factors that shape present American foreign policy, reviewing the sources of past and present international friction and cooperation. (3 cr)

POLS 225 Comparative Politics I
Comparative and analytical study of the constitutions, governmental structure, political dynamics, and social and economic issues confronting democratic countries. (3 cr)

POLS 236 American Constitution—Civil Liberties
Analysis of U.S. Supreme Court decisions and interpretations which focus on civil liberties, equal protection, due process, and First Amendment rights. (3 cr)

POLS 299 Special Topics
Topics such as “The Crisis of the Presidency,” “the Role of the Media in Government,” and “The Politician in the American Political System”. Based on student interest. Approval of instructor. (1-3 cr)

PSYC—Psychology

PSYC 100 Human Relations in Organizations
Study of building effective, successful work and social relationships. Topics covered include the impact of personal and organi-
zational values, motivation, self-awareness, goal setting, conflict management, communications, and stress management. (3 cr) 📚

**SCNC—Science**

**SCNC 299 Special Topic**
Lower division topics of science. Approval of instructor required. (1-3 cr)

**SOC—Sociology**

**SOC 110 Introduction to Sociology**
Study of human interaction within various social units. Emphasis on basic sociological concepts, principles, ideas, and theory. (3 cr) 🌎

**SOC 115 Social Problems**
Critical analysis of contemporary problems in the United States. Discussed with respect to sociological theories, issues include wealth distribution, racial inequalities, family problems, education environment, health care, mental illness, crime, and drugs. (3 cr) 🌎

**SOC 220 The Family**
Examination of contemporary families including cultural, economic, and historical influences. A critical evaluation of marriage, work, parenthood, dating, love, sexuality, and divorce examined from a sociological perspective. (3 cr) 🌎

**SOC 225 Introduction to Women’s Studies**
Introductory study of the creation and perpetuation of gender inequalities. Emphasis on the historical roots of such inequalities; contemporary issues affecting women, work and family; violence against women; and health, sexuality, economics and politics. This study will also give voice to a range of women’s experiences from a multicultural perspective. (3 cr) 🌎

**SOC 235 Cultural Diversity**
Awareness of diversity in its many forms including, but not limited to, ethnicity, race, gender, and age. Diversity examined mainly from a macro perspective, with exercises.

**PSYC 111 Introduction to Psychology**
Basic ideas, concepts, and perspectives of psychology. Course enables student to pursue upper level psychology courses. (3 cr) 📚

**PSYC 210 Human Sexuality**
This is a course about the biology of human sexuality. Sexuality is an integral part of life; knowledge and understanding of one’s sexuality are essential to make decisions regarding physiological and social aspects of one’s sexual life. In this class, we will discuss the anatomy and physiology of male and female reproduction, including a discussion of hormones, anatomy, menstruation, pregnancy, and birth. We will learn about birth control, STDs, sexual response, gender identification, love and attraction. We will also cover such topics as homosexuality and paraphilia. We will discuss not only the scientific aspects, but also the cultural, historical and legal issues that pertain to these topics. Prerequisite: PSYC 111. (3 cr) 📚

**PSYC 250 Developmental Psychology**
Study of human development from a life-span perspective, an on-going process from conception to death. Physical, cognitive, social, and personality changes examined throughout the life cycle. Prerequisite: PSYC 111. (3 cr) 🌎

**PSYC 270 Abnormal Psychology**
Multidimensional approach to study of mental disorders using the most current diagnostic information such as the DSM-IV-TR. Symptomatology, etiology, diagnosis, causes, and treatment of mental disorders emphasized. Prerequisite: PSYC 111. (3 cr) 📚

**PSYC 299 Special Topics**
Small group instruction in various aspects of psychology and its influence on human relationships. Approval of instructor. (1-3 cr)
designed to personalize the issues. Understanding, appreciating, and learning to communicate effectively with diverse people emphasis of this course. (3 cr)

**SOC 252  Criminology**
Overview of the criminal justice system and its effects on criminal behavior. Examination of crime from multiple theoretical perspectives which include sociology, biology, and psychology. Theories, concepts, nature, extent, and types of criminal behaviors studied in detail. Prerequisite: SOC 110 or approval of instructor. (3 cr)

**SOC 299  Special Topics**
Exploration of topics in sociology not covered by the standard curriculum. Approval of instructor. (1-3 cr)

**SOIL—Soil Science**

**SOIL 210  Introduction to Soil Science**
Introduction to basic principles of soil science and the study of soil properties such physical, chemical and biological and how each relates to the crop production resources and the environment. (3 cr)

**SOIL 222  Soil Fertility and Fertilizers**
Review of soil chemistry, plant required nutrients, soil testing, soil test interpretation, liming soils, soil fertilizers, fertilizer analysis, methods of fertilizer application, manure applications, environmental concerns about fertilizer applications and economics of fertilizer use. Emphasis on the profitable use of fertilizers in crop production. (3 cr)

**SPAN—Spanish**

**SPAN 101  First-Year Spanish I**
Pronunciation and fundamental grammatical principles introduced through the development of skill and listening comprehension and speaking, followed by practice in reading and writing. Language laboratory attendance required. (4 cr)

**SPAN 102  First-Year Spanish II**
Continued study of pronunciation and fundamental grammatical principles through the development of skill in listening comprehension and speaking, followed by practice in reading and writing. Language laboratory attendance required. Prerequisite: SPAN 101 with a grade of “C” or better. This course is offered collaboratively via IVN by Williston State College. (4 cr)

**SPAN 201  Second-Year Spanish I**
Review of the structure of the language, readings in Spanish, practice in oral and written expression. Prerequisite: SPAN 102 or approval of instructor. This course is offered collaboratively via IVN by Williston State College. (4 cr)

**SPAN 202  Second-Year Spanish II**
Review of the structure of the language, readings in Spanish, practice in oral and written expression. Prerequisite: SPAN 201 or approval of instructor. This course is offered collaboratively via IVN by Williston State College. (4 cr)

**SPED—Special Education**

**SPED 110 Introduction to Exceptional Children**
An introduction to special education and overview of children with special needs. (3 cr)

**SPED 120 Introduction to Positive Behavior Support**
Focus on principles of behavior intervention procedures, and designing and implementing behavior intervention procedures and programs. Learn how to write behavioral objectives, and measure and graph behavior. (3 cr)
TECH—Technology

**TECH 238 Basic Welding**
Broad overview of safe work habits and safe working conditions for welding as well as the basic principles and practices in the fundamentals of shielded metal arc welding and oxy-acetylene gas welding. (2-5 cr)

**TECH 299 Special Topics**
Students work on projects to increase their knowledge in a special area. Approval of instructor. (2-5 cr)

THEA—Theatre Arts

**THEA 161 Acting I**
Basic principles of acting with emphasis on movement; basic character development through improvisation and script. (3 cr)

**THEA 201 Theater Practicum**
Projects in all areas from acting in a production to technical areas, such as lighting, makeup, planning, publicity, and set construction. Approval of instructor. Maximum of four semester hours. (1 cr)

**THEA 251 Summer Theater**
Alignment with a summer production performed by the Fort Totten Little Theater. Students meet with the instructor and devise an individual plan of activity that may include acting or working on the technical side. (1-3 cr)

**THEA 299 Special Topics**
Instruction in various topics based on the needs and/or interest of students. (1-12 cr)

UNIV—University

**UNIV 101 Introduction to College Life**
Introduction to skills needed to succeed in college lectures, in-class exercises, communication with instructors and each other; understanding videos, guest speakers, learning modules, and textbooks. (1 cr)

WELD—Welding

**WELD 100 Orientation and Safety**
Broad overview of the various welding and machining processes as well as their applications; development of safe working habits and safe working conditions in the Welding and Machine Trades. (3 cr)

**WELD 101 Introduction to Welding, Brazing, Cutting**
Course on oxy-acetylene welding, flame cutting, brazing, hard surfacing and safety. Development of the manual skills necessary to produce high quality mild steel fillet and square groove welds and carbon steel pipe welds in all positions. Related information provided through lectures and audio visual material. (3 cr)

**WELD 102 Testing OA in Welding/Brazing**
Continuation of WELD 101. (3 cr)

**WELD 103 GMA & FCA Welding**
Course on thorough technical understanding of welding safety, gas metal arc welding fundamentals, gas metal arc equipment adjustments, metal transfer, and shielding gases. Development of the manual skills necessary to make high quality gas metal arc welds in all positions. (3 cr)

**WELD 104 SMA Welding I**
Course on thorough understanding of arc welding fundamentals, welding safety, arc welding machines, electrode selections and classifications. Development of manual skills necessary to make high quality welds in all positions on mild steel. (3 cr)

**WELD 105 SMA Welding II**
Continuation of WELD 104. (3 cr)

**WELD 106 GTA & PA Welding**
Course on thorough technical understanding of gas tungsten arc welding fundamentals, arc characteristics, and welding safety. Development of the skills necessary to make high-quality welds in all positions. (3 cr)
WELD 108  
**Symbols for Welding Blueprints**
Basic course in graphics and study of welding symbols. (3 cr)

WELD 299  
**Special Topics**
Students work on projects selected according to student interest. Approval of instructor. (1-6 cr)

WNDT—WindEnergyTechnician

WNDT 100  
**Electricity I**
Introduction to electricity and electrical generation. Includes a survey of electrical concepts from atoms and electrons to doubly fed induction generators. Studies of direct current and circuit analysis with a focus on Ohm’s law and alternating current including magnetism, inductance and rotating machines. (5 cr)

WNDT 101  
**Introduction to Wind Operations**
Introduction to wind turbine generator systems, operational control of those systems and wind site operations including an introduction to turbine technician’s roles and job duties. (3 cr)

WNDT 110  
**Wind Turbine Safety**
Study of the skills required to safety access and preform wind technician duties within a wind turbine generator. Topics includes practical training in fall protection, ladder and nacelle rescue. Provides an introduction to the OSHA Power Generation Standard, National Fire Protection Association 70E with an emphasis on lock out tag out skills, hazardous energy control techniques and a general understanding of how a culture of safety affects activities within wind site operations. (3 cr)

WNDT 150  
**Hydraulic Fundamentals**
Introduction to basic principles of fluid power. Subjects include theory, generation, storage and use of hydraulic energy. Includes study of flow rates, velocity, pressure, hydraulic components and circuit design. (2 cr)

WNDT 200  
**Electricity II**
Continued study of alternating current from WNDT 100. Emphasizes three phase power, alternating current motors and generators and resistive inductive and resistive capacitive circuits. Includes study of power generation transmission and distribution methods. (5 cr)

WNDT 201  
**Wind Operations: Troubleshooting and Maintenance**
A detailed study and application of the duties required to complete a yearly or semi-annual maintenance procedures for a wind turbine generator. Students will spend considerable time within a wind turbine generator and carry out the required maintenance activity for that turbine. Introduces students to wind turbine generator schematic reading and required record keeping of turbine maintenance activities. (2 cr)

WNDT 205  
**Motors and Generator Control**
Continuation of alternating current concepts. Provides a practical understanding of motor control wiring including interlocked circuits and motor starters. Includes a study of alternating current motors both single phase and three phase and generators and a study of doubly fed induction generators. (2 cr)

WNDT 215  
**Operations and Maintenance Site Support**
A detailed study and application of the duties required to complete yearly or semi-annual maintenance procedures for a wind turbine generator. Students will spend considerable time within a wind turbine generator and carry out the required maintenance activity for that turbine. Introduces students to procedure writing, transformer switching and grounding, balance of plant underground feeder systems, rigging and underground power line locating methods. (2 cr)
WNDT 220 Inventory
Provides students with an understanding of wind site inventory control concepts and practices including theories and best practices of purchasing, receiving, shipping, storage and picking. (2 cr)

WNDT 230 Advanced Troubleshooting
This course provides students an opportunity to continue to develop greater wind turbine system and component understanding. Much of the course will be spent in the actual environment of a turbine. Course includes training on pad mount transformer switching and related high voltage safety gear. (3 cr)

WNDT 235 Fault Analysis and Quality Improvement
This course offers students an opportunity to consider fault trends across site fleets. Students will then be introduced to quality improvement reporting and use the knowledge to construct a site specific quality improvement report based on collected data. (4 cr)

WNDT 240 Programmable Logic Controllers
Students will learn the operations and basic troubleshooting of programmable logic controllers including basic ladder programming and input and output concepts. (2 cr)
North Dakota University System

Dr. Mark Hagerott
Chancellor

Dr. Lisa Feldner
Vice Chancellor for Information Technology and Institutional Research and Chief of Staff

Tammy Dolan
Chief Financial Officer

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