WELCOME TO LRSC!

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 & ACCREDITATION
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. 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—integral 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 interdependency 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
LAKE REGION STATE COLLEGE

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

VI. 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

LAKE REGION STATE COLLEGE

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 Erdalson 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.

Prospective students and any other interested persons are invited to visit the campus at any time. Schedule a tour through the Admissions Office.

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.

NOTICES

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.”

NOTICE OF NONDISCRIMINATION

Lake Region State College is an equal opportunity institution that does not discriminate on the basis of race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, veteran’s status, marital status, political belief or affiliation, and economic or perceived social status 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, 1801 N. College Drive; Office #120, Devils Lake, ND 58301, (701) 662-1543, Sandi.Lillehaugen@lrsc.edu or the Office of Civil Rights/HHŠ, Citigroup Center 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544. The Office of Civil Rights also can be reached by calling (312) 730-1560, faxing (312) 730-1576, TDD (800) 877-8339 or by emailing ocr.chicago@ed.gov.
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.

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.

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
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.

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.

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 LRSC website.

ADMISSIONS
An open admissions policy applies to all programs with the exception of Nursing, Peace Officer Training, and Speech Language Pathology Paraprofessional. 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 gain admission to LRSC, a student must submit the following items to Admissions in Student Services:

- Online Application for Admission.
- $35.00 non-refundable fee.
- Proof of high school graduation or its equivalency - official transcript of high school or official copy of a General Educational Development (GED) transcript.
- Official transcript(s) of any previous college.
- Placement test scores.
- Immunization records with required immunizations.

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

Whether you are a transfer student, international, collaborative, or currently serving military veteran, Lake Region State College wants to make sure you are aware of the steps involved in becoming an LRSC student. Below you will find additional admissions information. More detailed information is available on the LRSC website. You can also connect with the Office of Admissions for questions or more information.

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

Transfer students are not eligible to enroll until they meet the required conditions for reinstatement as met at the preceding institution. Students may petition with the Director of Student Affairs for enrollment if they can document circumstances contributing to academic difficulty.

HIGH SCHOOL STUDENT

Lake Region State College offers students still in high school a way to challenge themselves and receive college and high school credit at the same time. 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.
- Take the ACT or ACCUPLACER as a placement assessment.

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 seeking admission must:
- Submit proof of English proficiency (TOEFL 525 or higher or IELTS score of 6.0 or higher).
- Have sophomore status with a 3.0 GPA or higher.
- Receive college and high school credit at the same time. High school students may enroll as non-degree seeking and are limited to part-time enrollment status (11 credits or fewer).
- Submit admission items required of all new students.

Military and Veteran Student

A military or veteran student must meet admission requirements for new students. If applying to VA for GI Bill® benefits, students will need to verify that their desired program is VA approved. Students will also need to provide copies of their Certificate of Eligibility and Form DD-214. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill.

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
- Immunizations record with required immunizations.

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.

Launch! Students

Launch! is a partnership between LRSC and the University of North Dakota (UND). The program is designed to serve students who are not eligible for admission to UND, but meet eligibility requirements for LRSC.

Students who choose to participate in the Launch! Program will enroll as full-time LRSC students, but will also take a limited number of prescribed UND classes. Classes will be held on the UND campus in Grand Forks, North Dakota.

Launch! students must meet admission requirements for new students.

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 Section 800.03 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.

PROGRAM AND MISCELLANEOUS FEES:

(Not applicable to all students)
- Automotive Technology Program Fee - $182.50/semester (total $365 annually)
- Dakota Nursing Program Fee - $400/semester ($800 annual total for ADN; $1,200 annual total for PN)
- Peace Officer Training Program Fee - $2,500 for all academies
- Precision Agriculture Program Fee - $600/semester ($1,200 annual total; charged Fall and Spring semesters only)
- Wind Energy Technician Program Fee - $175/semester (total $350 annually)
- $35 non-refundable one-time application fee
- $50 housing application fee
- 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
- Electrical outlet and reserved parking - $100/year limited availability
- NWC distance ed fee - $25 per credit
- 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, CHI St Alexius, and Lake Region Human Service Center.

ESTIMATED EXPENSES (2019-2020)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$3,778.08</td>
</tr>
<tr>
<td>Fees</td>
<td>876.96</td>
</tr>
<tr>
<td>Room &amp; Meal Plan</td>
<td>6,000.00</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>3,810.00</td>
</tr>
<tr>
<td><strong>ESTIMATED TOTAL</strong></td>
<td><strong>$15,465.04</strong></td>
</tr>
</tbody>
</table>

*For resident, full time, on campus, double room, 10 meal plan
**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 mandatory 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 2019-2020 academic year. Tuition and fees for the 2020-2021 academic year will be published on the website.

### TUITION RATES

<table>
<thead>
<tr>
<th>Resident</th>
<th>$157.42</th>
<th>$1,889.04</th>
<th>$3,778.08</th>
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</thead>
<tbody>
<tr>
<td>Nonresident (special rates below)</td>
<td>$157.42</td>
<td>$1,889.04</td>
<td>$3,778.08</td>
</tr>
<tr>
<td>Minnesota Reciprocity</td>
<td>$157.42</td>
<td>$1,889.04</td>
<td>$3,778.08</td>
</tr>
<tr>
<td>Canada</td>
<td>$157.42</td>
<td>$1,889.04</td>
<td>$3,778.08</td>
</tr>
<tr>
<td>WUE States</td>
<td>$157.42</td>
<td>$1,889.04</td>
<td>$3,778.08</td>
</tr>
<tr>
<td>Nonresident Spouse &amp; Dependent</td>
<td>$157.42</td>
<td>$1,889.04</td>
<td>$3,778.08</td>
</tr>
<tr>
<td>MHEC States</td>
<td>$157.42</td>
<td>$1,889.04</td>
<td>$3,778.08</td>
</tr>
<tr>
<td>Foreign Students (except Canada)</td>
<td>$393.55</td>
<td>$4,722.60</td>
<td>$9,445.20</td>
</tr>
</tbody>
</table>

### 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    | 0.48     | 0.96     |

**TOTAL BASIC FEES**

$28.79   $438.48   $876.96

**TOTAL TUITION AND BASIC FEES**

(Except foreign students)

$186.21   $2,327.52   $4,655.04

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)

### COLLABORATIVE CLASSES

All rates are charged at the rates of the specific NDUS campus from which the student is receiving the class. Contact the specific campus for applicable rates.

### DUAL CREDIT (INCLUDING ONLINE)

<table>
<thead>
<tr>
<th>UNSUBSIDIZED</th>
<th>CHARGE/ CREDIT HOUR</th>
<th>MAXIMUM/ SEMESTER</th>
<th>MAXIMUM/YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$131.94</td>
<td>$1,583.28</td>
<td>$3,166.56</td>
</tr>
<tr>
<td>NDSA Fee</td>
<td>0.04</td>
<td>0.48</td>
<td>0.96</td>
</tr>
<tr>
<td>ConnectND Fee</td>
<td>5.50</td>
<td>66.00</td>
<td>132.00</td>
</tr>
</tbody>
</table>

**TOTAL**

$137.48   $1,649.76   $3,299.52

**SUBSIDIZED** (Maximums based on 12 credits per semester)

<table>
<thead>
<tr>
<th>CHARGE/ CREDIT HOUR</th>
<th>MAXIMUM/ SEMESTER</th>
<th>MAXIMUM/YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$74.58</td>
<td>$894.96</td>
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<tr>
<td>NDSA Fee</td>
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</tr>
<tr>
<td>ConnectND Fee</td>
<td>5.50</td>
<td>66.00</td>
</tr>
</tbody>
</table>

**TOTAL**

$80.12   $961.44   $1,922.88

### ONLINE (EXCLUDING DUAL CREDIT)

<table>
<thead>
<tr>
<th>CHARGE/ CREDIT HOUR</th>
<th>MAXIMUM/ SEMESTER</th>
<th>MAXIMUM/YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$186.21</td>
<td>No Maximum</td>
</tr>
<tr>
<td>Distance Delivery Fee</td>
<td>6.00</td>
<td>0</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>6.25</td>
<td>100.00</td>
</tr>
<tr>
<td>NDSA Fee</td>
<td>0.04</td>
<td>0.48</td>
</tr>
<tr>
<td>ConnectND Fee</td>
<td>5.50</td>
<td>66.00</td>
</tr>
</tbody>
</table>

**TOTAL**

$204.00   NO MAXIMUM   NO MAXIMUM

### U.S. AIR FORCE BASE (EXCLUDING ONLINE CLASSES)

<table>
<thead>
<tr>
<th>CHARGE/ CREDIT HOUR</th>
<th>MAXIMUM/ SEMESTER</th>
<th>MAXIMUM/YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$186.21</td>
<td>No Maximum</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>6.25</td>
<td>100.00</td>
</tr>
<tr>
<td>NDSA Fee</td>
<td>0.04</td>
<td>0.48</td>
</tr>
<tr>
<td>ConnectND Fee</td>
<td>5.50</td>
<td>66.00</td>
</tr>
</tbody>
</table>

**TOTAL**

$198.00   NO MAXIMUM   NO MAXIMUM

### 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 per course effective Fall 2019. Tuition and fees may be subject to change.

### MAIN CAMPUS

<table>
<thead>
<tr>
<th>CLASS</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 297</td>
<td>$350.00</td>
</tr>
<tr>
<td>AVIA 231</td>
<td>150.00</td>
</tr>
<tr>
<td>AVIA 288</td>
<td>30.00</td>
</tr>
<tr>
<td>BADM 295</td>
<td>60.00</td>
</tr>
<tr>
<td>CIS 105</td>
<td>100.00</td>
</tr>
<tr>
<td>CIS 128</td>
<td>100.00</td>
</tr>
<tr>
<td>CIS 129</td>
<td>100.00</td>
</tr>
<tr>
<td>ELEC 299</td>
<td>Variable</td>
</tr>
<tr>
<td>HP101/102 Beginning Shotgun</td>
<td>50.00</td>
</tr>
</tbody>
</table>

### ONLINE

<table>
<thead>
<tr>
<th>CLASS</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP101</td>
<td>20.00</td>
</tr>
<tr>
<td>HP102</td>
<td>240.00</td>
</tr>
</tbody>
</table>

### WUE STATES (AK, AZ, CA, CO, HI, ID, MT, NV, OR, SD, UT, WA, WY)

### MHEC STATES (IA, IL, IN, KS, MI, MN, MO, NE, OH, SD, WI)

### COLLABORATIVE CLASSES

All rates are charged at the rates of the specific NDUS campus from which the student is receiving the class. Contact the specific campus for applicable rates.
ROOM AND BOARD PLANS
Room contracts require a Board Plan. Each plan requires a $50.00 non-refundable application fee per year. Silver and Diamond board plans do not include Christmas break or spring break. 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>Housing Connectivity Fee</td>
<td>$25</td>
<td>$50</td>
</tr>
<tr>
<td>Single Room</td>
<td>$1,912.50</td>
<td>$3,825.00</td>
</tr>
<tr>
<td>Double Room</td>
<td>$1,325.00</td>
<td>$2,650.00</td>
</tr>
<tr>
<td>Triple Room</td>
<td>$1,225.00</td>
<td>$2,450.00</td>
</tr>
<tr>
<td>Apartment (available for 9 months only)</td>
<td>$2,575.00</td>
<td>$5,150.00</td>
</tr>
</tbody>
</table>

MEAL CARD PLANS (BOARD)
Silver Plan - 7 days/10 meals per week
Includes: Breakfast, Lunch and Dinner options during scheduled class days Monday through Friday. Brunch on Saturday, Brunch and Dinner on Sunday, including holiday weekends.

Gold Plan - 7 days/18 meals per week
Includes: Breakfast, Lunch and Dinner options during scheduled class days Monday through Friday. Brunch on Saturday, Brunch and Dinner on Sunday, including holiday weekends.

Diamond Plan - 7 days/18 meals per week
Includes: Begins two weeks prior to the start of school in August. Breakfast, Lunch and Dinner options during scheduled class days Monday through Friday. Brunch on Saturday, Brunch and Dinner on Sunday including holiday weekends. Spring Break weekend, Christmas Break weekend and Orientation weekend. Brunch only served on holidays falling on Monday through Friday. Breakfast and Lunch only served Monday through Friday during Spring Break, Christmas Break and the two weeks prior to the start of school in August.

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. Charges only apply to the semester or semesters during which the sport is predominantly active as follows:

<table>
<thead>
<tr>
<th>SPORTS</th>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>400.00</td>
<td>400.00</td>
</tr>
<tr>
<td>Volleyball</td>
<td>400.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Softball</td>
<td>0.00</td>
<td>400.00</td>
</tr>
<tr>
<td>Baseball</td>
<td>0.00</td>
<td>400.00</td>
</tr>
</tbody>
</table>

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.

MILITARY/VETERAN STUDENTS
Military or veteran students, or their dependents, who are entitled to educational assistance under chapter 31 (Vocational Rehabilitation and Employment) or chapter 33 (Post-9/11 GI Bill®) will be permitted to attend or participate in their courses beyond the date fee payments are due, providing they have provided the institution with:

1. A “certificate or eligibility” for entitlement to educational assistance under chapter 31 of 33, or
2. A “Statement of Benefits” obtained from the Department of Veterans Affairs (VA) website, eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes.

LRSC will not impose penalties, assess late fees, deny access to classes and institutional facilities, nor require an individual to borrow additional funds based on their inability to meet financial obligations due to delayed disbursement of funding from the VA under chapter 31 or 33 through the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution provided the VA certification of tuition and fees.

This section is effective August 1, 2019 in accordance with the requirements of 38 USC 3679(e).

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.

1. A student must withdraw officially from the college within the stated refund period to be eligible for a tuition and fees refund.
2. Students who discontinue attending classes must initiate and complete the formal withdrawal process to avoid failing grades.
3. 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 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.

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:

1. Pay the balance due on your account prior to the due date.
2. 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, NDSA fees, 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.  

RECIROCITY 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. Those attending Lake Region State College participates in 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  
For more information about federal financial aid go to 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. The paper FAFSA is available by calling the Federal Student Aid office at 1-800-433-3243. 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 federal financial aid the FAFSA should be completed after October 1 the year before the student plans to enroll in the fall. 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 (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  
• 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.  

WHAT IS VERIFICATION  
Verification is a quality-control method used by the U.S. Department of Education (DOE) to check the accuracy of information submitted on the FAFSA. All schools that disburse federal Title IV funds are required to participate in the verification process.  
It is the policy of Lake Region State College to verify all students selected for verification by the U.S. Department of Education (with the exception of those specifically excluded in 668.54(b) including applicants who die or who are only eligible for unsubsidized student financial assistance) in addition to any students selected for verification by Lake Region State College. Procedures published in the current Department of Education Federal Student Aid Handbook-Application and Verification Guide are used to verify, evaluate and correct errors.  

VERIFICATION STEPS  
1. The Financial Aid Office (FAO) will send students a request by letter and/or email outlining all forms and information that must be submitted to satisfy verification requirements. LRSC follows the guidance in the annual Verification Federal Register in regard to determining the acceptable documentation for verification based on the DOE’s verification categories.  
2. If selected for verification, students will have 30 days from the time of our first request to submit all required items to the Financial Aid Office. Students who fail to provide all required documents will be sent reminder emails on a regular basis.  
Verification must typically be completed prior to the end of the academic year or before the student ceases enrollment, whichever occurs first. Students who fail to comply with verification requirements, including submitting documentation within required timelines, will not have Federal Title IV funds disbursed and may have Federal Title IV funds cancelled.  

LAKE REGION STATE COLLEGE  
WWW.LRSC.EDU  
FINANCIAL AID
The U.S. Department of Education continues to move to a more individualized verification process where only certain elements of the verification are performed on particular students. This means that LRSC will not require the same documentation from each student. Instead, LRSC will require only documentation that is relevant to the individualized verification. Applicants will be notified by mail and email of the individual forms they will need to complete. Applicants can also view a list of required verification documents in Campus Connection under their “To Do” list. Lake Region State College Verification Forms are posted each year on the Financial Aid Office website at www.lrsc.edu – Admissions & Aid – Forms. Make sure you 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.

**FEDERAL PELL GRANT**

This program is available to undergraduate students with financial 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 Pell Grant 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 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**

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.

**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. For more information about Direct PLUS Loans go to studentaid.gov.

**LOAN COUNSELING**

Students receiving a Federal Direct Loan must attend an entrance counseling session. Students may complete Direct loan counseling by logging on to www.studentloans.gov; then 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.

**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.

**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 Guardsmen 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.
LAKE REGION STATE COLLEGE

**VOCAOTIONAL 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 does not enter into arrangements with any lender beyond the cooperation necessary to provide student loans and service to our students.

**FINANCIAL AID DISBURSEMENT**

Financial aid is disbursed during tuition and fee payment that usually occurs during the third week of class. Check the event calendar for specific dates. Financial aid disbursement is based on the student’s enrollment status as of the 10th calendar day of each semester. Students must be registered in all classes, in all sessions and terms for the semester before that date so financial aid eligibility can be accurately calculated. Students who register for classes after their financial aid has been disbursed are responsible for paying the tuition for that class. Credits dropped after financial aid has been disbursed but before the class begins will result in a recalculation in financial aid. The student may owe money back to the financial aid programs.

Most financial aid (grants, loans, scholarships, etc.) directly credits against the amount the student owes for direct costs such as tuition, fees, campus room and board, books, etc. Financial aid that exceeds the balance is “excess aid” and is disbursed to the student at the Business Office after direct costs are paid. Direct Loan funds received from the Department of Education or funds received from an alternative loan, via Electronic Funds Transfer, are credited directly to your college account. If after Title IV aid is disbursed there is a credit balance on the student’s account, a refund will be made within 14 days of that credit balance. Students may pick up excess aid in the Business Office. Students may direct deposit their excess financial aid directly into their bank account by completing the Direct Deposit Authorization Form.

**ENROLLMENT STATUS PER SEMESTER**

<table>
<thead>
<tr>
<th>Full time</th>
<th>12 or more credits</th>
</tr>
</thead>
<tbody>
<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
- Direct Plus Loans
- Federal Pell Grant
- Federal SEOG 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 they would receive had they remained enrolled past the 30th day of the payment period.

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 then 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
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 Disqualification 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. See page 25 for Treatment of Non-standard Credits.

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. Credits earned 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...
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 reestablished. 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 require tuition for students who meet eligibility criteria and live on campus. Recipients must assist with campus initiatives and encourage multicultural understanding.

**KEYS TO OPPORTUNITY 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.

**FLORENC E 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**

- CHS Foundation
- Children of Archie and Doris Borstad
- Thomas and Gillmore Bundy
- Citizens Community Credit Union
- Arlo Gehlard
- Julin and Bonnie Hagen
- Helen and Walter Hanson
- Darrel and Connie Heins
- Patrick Kavanagh
- Darwin and Ruth Kenner
- David and Jamie Niemnhuis
- Maurice and Carol Olson
- Arvin and Donna Ankenbauer
- Wilton and Shirley Webster
- Greg and Janet Westlind
- Jack and Kathy Wilhelmi

**ATHLETICS**

- Kelly Burckhard Anderson
- Lance Anderson
- Kevin and Donna Ankenbauer
- Samantha and Deslee Brekke
- Freije Farms
- Jay and Mavis Gerrells
- Duane and Renae Hendrickson
- Thomas F. Herda
- Adrian and Jamie Hoffner
- Aurelie and William Jerome
- Jorgenson Farms
- James Kirk
- John A. Mertens
- Neathery Simensen VWF Post #756
- Harold (Bob) Sager
- George Shipley and Steve Brekke
- Southam Softball
- Subway/ Sleep Inn and Suites

**AMERICAN SIGN LANGUAGE & INTERPRETING STUDIES**

- Nicki and Marcie Henke

**AUTOMOTIVE TECHNOLOGY**

- Candace and Renard Bergstrom
- Clifford G. and Ann Clementson
- C. Rudolph and Ann Hanson
- Nordic Fiberglass
- Harley and Viola Summers Toolbox

**BUSINESS / OFFICE MANAGEMENT**

- John H. Hagen
- James and Virginia LaBarre
- Tom and Regina Niester
- Herman and Emma Oehlke
- Christian Paus
- Pung Girls
- Michael Pung
- Albert and Janet Wood

**EDUCATION**

- Rodney Brown
- Darling Family
- Laber Family
- Inez Herman Buttzing Piltingsrud
- Debbie Blomme

**ENGINEERING**

- G. Bruce Fairgrieve

**FIREFIGHTING CAREER**

- Devils Lake Volunteer Fire Department

**GRAND FORKS AIR FORCE BASE STUDENTS**

- Donald E. Grinolds Military Educator of the Year
- John and Ruth Hau gland

**MARKETING/MANAGEMENT**

- Rodney Brown
- Tom and Regina Niester
- Herman and May Shark

**MILITARY**

- Dakota Bull Session
- Gunnar Dietrich American Legion #86
- Todd Kraft
- Jeremiah Santos
- Mike Slag
- H.K. “Kent” Wakeford

**MUSIC**

- Kathryn Ann Heustis
- Andy Horner
- Arnold and Dorothy Oehlsen
- Anita and Louis Pine

**PEACE OFFICER TRAINING**

- Valerie Pascal
- Perry Horner
- Leon A. Timboe

**HEALTH CARE**

- Cutler-Maetzold Family
- Hanson, C. Rudolph and Anne Hanson
- Darrel and Connie Heins
- Hofstad, Annette and Curtis Hofstad
- Jan’s Annual Nursing Scholarship
- Mosbaken Family
- Murray and Beth Johnson
- Blanche Allicic Jonas
- Izzy and Gwen Lauter
- Teresa Herda McCaughy
- David and Jamie Niemnhuis
- Herman and Emma Oehlke
- Marilyn Pederson
- Melvin and Margaret Peterson
- Arvin and Jeanette Rohrer
- Greg and Janet Westlind
- Frank White

**SIMULATION TECHNOLOGY**

- Edwin L. Carpenter
- VAdm John S. Disher
- Science and Technology Careers
- Patricia and Willis Calderwood
- Clifford G. and Ann Clementson
- John Philip Kenner
- Toofaen Simhai

**WIND ENERGY**

- Greg Haugen
- Otter Tail Power Company
- Arvin and Jeanette Rohrer

**GENERAL SCHOLARSHIPS:**

**ACADEMIC EXCELLENCE**

- Susan E. Greenleaf

**BUSINESS LINKAGE**

- Klemm and Levers Family
- Montana Dakota Utilities
- North Dakota Telephone Company
- Ramsey National Bank

**FAMILY OF LRSC EMPLOYEE**

- Campus Clan and Kin

**EXEMPLARY STUDENT**

- Albrecht Family
- Altru Clinic-Lake Region
- American Bank Center
- Terry Aronson
- Arne and Kristi Berg
- K-B Denny and Betty Besse Family
Rebekah Lodge Olive Branch #9
Arvin and Jeanette Rohrer
Rotary Club of Devils Lake

DEVILO LAKE HIGH SCHOOL GRADUATES
Thomas Paulson Cranra
Kathy Eisenzimer
Patrick Liere
Carol McLaurin
Travis Pesek
Christian Praus
Scott Allan Thompson
Matthew Wood

WALHALLA AREA
Frank White

OTHER:
PTK PRESIDENT/TRAVEL ABROAD
Darling Family
Lyder and Boots Tande

COLLEGE CARE FOR KIDS
Thomas Wakefield Family

WRITING EXCELLENCE
Anita and Louis Pine

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.

LOYD JONES MEMORIAL MUSIC AWARD
The Loyd Jones Memorial Music Award is presented to the sophmore student who provides outstanding leadership in music.

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 judged by a three-person panel. The winners writing 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.

ADVICE
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 priority. Lake Region State College provides help prepare a plan of study consistent with the student’s educational and career goals. The student’s educational and career goals are used by advisors in a personal session 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.

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 computers 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 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-LEARNING COMMONS
The Paul Hoghaug Library-Learning Commons, 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.

The Library-Learning Commons has recently been renovated and contains the following: 14 desktop computers, 2 laptops for checkout, a big screen television, a color printer, 2 study rooms, 1 classroom with smart board, 3 individual study pods, 2 adjustable desks, white boards, AirMedia television, an art presentation monitor, and Virtual Reality.

Its collection consists of 87,519 books, including more than 75,983 electronic books.

WWW.LRSC.EDU

STUDENT INFORMATION

Colleen Bryn
Crazy All-School Reunion
Perman and Margaret Dimmer
Brian Duchscherer
George and Mary Jane Eidsness
Clarence and Ruth Erlandson
Fawcett Family
Foughty Family
Gate City Bank
Doris Greenleaf
Susan E. Greenleaf
Everett A. Hahn
Robert and JoEllen Hall
Delphia Halle
Agnes Hastad
Rodger and Connie Haugen
Andy Hamer
Huesgen Family
Frank Hyland
Chuck and Sherry Jerome
Leonard Johnson
Corry and Kristin Kenner
Shirley Kienast
Hazel and Gus Kirchoffner
Dorothy Kitterman
Laber Family
Lake Region Winter Sports
Beatrice Larson
Marvin Linde
Dr. James Mahoney
Masonic Lodge #21 AF & AM of Devils Lake
Clarence and Ruth Maxwell
Anita and Louis Pine
Harold “Bob” Sager
Gary and Rita Senson
Lester and Elizabeth Summer
Tabelt Family
Target Roofing
Edmund T. Tougte
Michael and Daniel Tufte
Angela Turkula
Daniel and Victoria Wakefield
James Wakefield
Wilton and Shirley Webster Family
Western State Bank
Professor Woll

GENDER
American Association of University Women
Rebekah Lodge Olive Branch #9
Toofawn Simhai

STUDENT SUPPORT SERVICES
Menril and Dorothy Berg
Pete and Pam Jerome Helping Hands
Keith Thomas Nistler

GEORGICALLY-BASED SCHOLARSHIPS:
BENSON COUNTY
Olger Sandven Memorial
NELSON COUNTY
Brian Duchscherer
TOWNER COUNTY
Greg and Janet Westlind
LAKE REGION AREA
Altru Clinic Lake Region Scholarship
Crazy All-School Reunion
Darling Family
Agnes and Edward Halvorson
Cynthia Kuchar LaMotte

LAKE REGION STATE COLLEGE

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Students) occurs late in the fall and spring returned in original condition. Returned merchandise must be by the institution. Returned merchandise must be returned in original condition. The Royal Java Coffee Bar serves favorite coffee and specialty drinks. 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 teacher pay or agency funding. The bookstore offers graduation regalia, postage stamps, UPS 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 can request materials owned by more than 90 other North Dakota libraries. Students can access materials using their LRSC email login and 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!, and dual credit. 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.

TRIO SSS / POWERSKILLS CENTER
TRIO Student Support Services and Power Skills Center provide opportunities for academic development, assist students with basic college requirements, and serve 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 receive assistance in developing an Academic Success Plan, a set of services tailored to meet each student’s needs each semester. A supportive, welcoming environment encourages students to study in and private or in small groups, access computers, or meet with their program coordinators and tutors.

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. The main building has well-equipped laboratories for the following: biology, chemistry, physics, 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, and Early Childhood 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.

GRAND FORKS AIR FORCE BASE
Lake Region State College offers a wide variety of classes and degree programs at its campus on the Grand Forks Air Force Base. Everyone is welcome at our GFABF Campus. Classes are open to all area civilians, active military members and their dependents, and veteran 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

LAUNCH!
Launch! is a partnership between LRSC and the University of North Dakota (UND). The program is designed to serve students who are not eligible for admission to UND, but meet eligibility requirements for LRSC.

Students who choose to participate in the Launch! Program will enroll as full-time LRSC students, but will also take a limited number of prescribed UND classes. Classes will be held on the UND campus in Grand Forks, North Dakota.

Launch! students may participate in student life, housing, student services, organizations, facilities and activities, except Division I sports, available to every degree-seeking UND student. The program offers heightened academic support and unmatched personal attention. Courses are small in size, offering an opportunity for the instructor to assist students. Tutoring times are built into the schedule and additional tutoring is available by the Student Success Center on the UND campus. Intensive advisement is offered to each of the student and the Launch! Coordinator is located on the UND campus to offer assistance to students.

A Launch! student must meet admission requirements for new students and complete the UND Health Form.

Students who successfully complete 24 transferable credits and earn a 2.0 grade point average may be considered for admission as a degree-seeking transfer student to UND.

INTERACTIVE VIDEO NETWORK
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.
**STUDENT INFORMATION**

**ONLINE**

Many online courses and degree programs are available. These programs include Associate in Arts in Liberal Arts, Associate in Science Degree in Liberal Arts, Associate in Arts in Business Administration, and many Associate in Applied Science Degrees including: Early Childhood Education, Fitness Trainer Technician, Law Enforcement, Marketing, and Speech Language Pathology Paraprofessional. Blackboard is the learning management system used for the online courses.

**OUTREACH SERVICES**

Online tutoring services are available for LRSC students in 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 adn Statistics), Science (Biology, Chemistry and Physics) and Business (Accounting and Economics).

**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. The 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.

**COLLEGE FOR KIDS**

College for Kids is a fun, enriching summer program that encourages children to use their imaginations, ask questions, think creatively, experiment, meet new friends and experience a taste of college. The courses are designed to be fun and educational.

**COMMUNITY EDUCATION**

Community education is non-credit courses offered for skill development, social activity or life enrichment. These courses are less costly than credit courses and are offered in a shorter time frame allowing participants to learn a subject without dealing with “homework” or worrying about getting 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.

**BUILDING SERVICES**

**CAMPUS HOUSING**

Residence halls provide double or single room housing to men and women, and apartments for family housing. All housing units are connected to the dining room and to the main classroom building. Students in 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.

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 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.

**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. Charges for these services are listed in the 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:

- Campus Crusade for Christ
- Collegiate DECA
- Drama Club
- Hands on Campus (ASL)
- International Students Club
- Law Enforcement Club
- Phi Theta Kappa
- Residence Hall Association
- Royal Ambassadors
- Sim Tech Club
- 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 (building manager/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 should contact the Student Activity Office at LRSC.

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LAKE REGION STATE COLLEGE

**STUDY ABROAD PROGRAM**
Between spring and summer terms, students have the opportunity for a short term (8-14 days) to study abroad. Location varies but are tied into some aspect of humanities classes.

**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 academic 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 in receiving or sending, or attempting to receive or send information, answers, data, etc. not otherwise permitted by the instructor.
2. Receiving, sharing, or transmitting information before or during an exam to someone who will be or is taking the exam.
3. Looking at another student’s test during an exam or allowing another student to look at your exam.
4. Copying from another student’s test or homework assignment with or without the other student’s permission.
5. Working with another student on a test or an assignment without authorization.
6. Using unauthorized material (texts, calculators, smart phones, paper, websites, notes on computer) to obtain answers or information for a test.
7. Using passwords or electronic signatures of other individuals for any reasons, including to take a test for another person.
8. Sharing answers for an assignment.
9. 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.
10. Misrepresentation of 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 following the appeals procedure found in policy 800.31.

**ACADEMIC AFFAIRS**
Academic Affairs provides an academic leadership support system for the delivery 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: Adult Basic Education, Community Education, Distance and Outreach Education, Information Technology Services, Institutional Research, Library (Learning Commons), PowerSkills Center/Disability Services, TRIO Student Support Services, TrainND.

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.
- Offer developmental courses.
- Maintain an environment that promotes logical reasoning and creative thinking.

**MISSION**
Academic Affairs provides leadership and support for 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.

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

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, develop activity programming, and maintain educational records.

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 admissions and registrar procedures
• Provide student advisement services
• Provide leadership to the campus diversity initiative
• Provide financial aid services consistent with federal regulations

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
• 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 a safe campus community through education involving domestic violence, sexual assault, date rape, and stalking
• Maintain educational records for all students
• Provide services for students who need to access and update their records as allowed by policy

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.

FULL TIME
12 or more credit hours

PART TIME
Fewer than 12 credit hours

FRESHMAN
Fewer than 24 credit hours

SOPHOMORE
24 or more credit hours

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)
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.

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
in the nine knowledge and skill areas, which that a student has achieved learning outcomes requirements. Earning a Passport recognizes to satisfy lower-division general education not have to repeat or take additional courses members. Students who transfer with a Passport in a seamless and efficient process among its general education requirements as a block institutions that agree to transfer completed Network, a network of regionally-accredited.

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 and Students 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 Students 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.

The following apply to transfer credits:
- Remedial courses are not accepted for college credit, but may fulfill prerequisites.
- Common numbered courses will transfer as a direct equivalent course if LRSC offers the course; or will be applied to General Education subject area requirements. Otherwise, the course will transfer as a general education elective credit(s).
- North Dakota University System (NDUS) institutions streamlined the transfer process with the General Education Requirement Transfer Agreement (GERTA). The GERTA guide is available online at www.ndus.edu.
- Credits from institutions on the quarter system will be converted to semester hour credits.
- Credit by examination, life experience, or any credit awarded by another institution will be excluded in transfer credit evaluations. (Additional documentation must be provided for evaluation.)
- Graduate level courses, as defined on the transferring institution’s transcript legend, will not be considered for transfer.
- Students intending to graduate from LRSC must earn their final 15 semester hours of credit at LRSC.
- Transfer credits will not be included in the student’s institutional or cumulative GPA at LRSC.

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 coursework 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 whose 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, 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 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, BOT 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.

DOUBLED 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 candidate for the Certificate must complete a minimum of 9 semester hours with a cumulative GPA of 2.0 in an approved program. The number of required credits varies by program.
The receipt of the request. After 30 days the order obligation must be satisfied within 30 days of obligations to the college. The outstanding orders.

Note: user ID/password, which may be used for future visitors will need to create a personal profile and going to www.getmytranscript.com. First-time National Student Clearinghouse secured site by Former Students Connection. Obtained free of charge anytime via Campus Connection. An unofficial transcript may be obtained from 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 (GERA)
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 table indicates which course offerings meet the General Education Requirement (GER) for the Associate in Arts degree, Associate in Science degree, and Associate in Applied Science degree. 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.
### DEPT  TITLE  CR  AA  AS  AAS  NDUS GER

#### CIS  Operating Systems – Unix  3  X  X
#### CIS  Networking  3  X  X
#### CIS  Data Communications  3  X  X
#### CIS  Graphics Design  3  X  X  X
#### CIS  Networking II  3  X  X
#### CIS  Web Server Management  3  X  X
#### CIS  Advanced Web Design  3  X  X
#### CSCI  Introduction to Computers  3  X  X  X  ND:COMPSC
#### CSCI  Beginning Basic/Visual Basic  3  X  X
#### CSCI  Beginning C++/Visual Basic  3  X  X
#### CSCI  Beginning Java/J++  3  X  X  X  ND:COMPSC
#### CSCI  Computer Science I  3  X  X  X  ND:COMPSC
#### CSCI  Computer Science II  3  X  X  X  ND:COMPSC
#### CSCI  Intermediate Basic/Visual Basic  3  X  X

#### MATH  Intermediate Algebra  3  X
#### MATH  College Algebra  3  X  X  X  ND:MATH
#### MATH  Finite Math  3  X  X  X  ND:MATH
#### MATH  Trigonometry  2  X  X  X  ND:MATH
#### MATH  Pre-Calculus Math  4  X  X  X  ND:MATH
#### MATH  Applied Algebra  3  X
#### MATH  Applied Calculus I  3  X  X  X  ND:MATH
#### MATH  Calculus I  4  X  X  X  ND:MATH
#### MATH  Calculus II  4  X  X  X  ND:MATH
#### MATH  Elementary Statistics  3  X  X  X  ND:MATH
#### MATH  Calculus III  4  X  X  X  ND:MATH
#### MATH  Math for Elementary Teachers  3  X  X  X
#### NUTR  Nutrition  3  X  X  X
#### PHRM  Introduction to Pharmacology  3  X  X  X  ND:SCI
#### PHYS  Introductory Astronomy  3  X  X  X  ND:SCI
#### PHYS  College Physics I  4  X  X  X  ND:LABSC
#### PHYS  College Physics II  4  X  X  X  ND:LABSC
#### PHYS  University Physics I  4  X  X  X  ND:LABSC
#### PHYS  University Physics II  4  X  X  X  ND:LABSC

### HEALTH, PHYSICAL EDUCATION AND RECREATION

#### HPER  Concepts of Fitness & Wellness  3  X  X  X
#### HPER  Activity – Introduction Level  1  X  X
#### HPER  Activity – Intermediate Level  1  X  X
#### HPER  Beginning Fitness Conditioning  1  X  X
#### HPER  Sports Officiating  2  X  X  X
#### HPER  Introduction to Coaching  3  X  X
#### HPER  Varsity Athletics  1  X  X
#### HPER  Varsity Athletics  1  X  X  X

### SOCIAL SCIENCE

#### CJ  The Legal System  4  X  X  X  ND:SS
#### CJ  Introduction to Criminal Justice  3  X  X  X  ND:SS
#### CJ  Criminal Law  4  X  X  X
#### CJ  Community Based Corrections  3  X  X  X
#### ECON  Prin of Microeconomics  3  X  X  X  ND:SS
#### ECON  Prin of Macroeconomics  3  X  X  X  ND:SS
#### POLS  American Government  3  X  X  X  ND:SS
#### POLS  State and Local Government  3  X  X  X  ND:SS
#### POLS  International Politics  3  X  X  X  ND:SS
#### POLS  Comparative Politics I  3  X  X  X  ND:SS
#### POLS  American Constitution-Civil Liberties  3  X  X  X  ND:SS
#### PSYC  Human Relations in Organizations  3  X  X  X  ND:SS
#### PSYC  Introduction to Psychology  3  X  X  X
#### PSYC  Human Sexuality  3  X  X
#### PSYC  Developmental Psychology  3  X  X  X  ND:SS
#### PSYC  Abnormal Psychology  3  X  X  X  ND:SS
#### SOC  Introduction to Sociology  3  X  X  X  ND:SS
#### SOC  Social Problems  3  X  X  X  ND:SS
#### SOC  The Family  3  X  X  X  ND:SS
#### SOC  Intro to Women’s Studies  3  X  X
#### SOC  Cultural Diversity  3  X  X  X  ND:SS
#### SOC  Criminology  3  X  X  X  ND:SS

### ARTS AND HUMANITIES

#### ART  Introduction to Visual Arts  3  X  X  X  ND:HUM
#### ART  Two Dimensional Art  3  X  X  X  ND:FA
#### ART  Drawing I  3  X  X  X  ND:FA
#### ART  Crafts i  3  X  X  X  ND:FA
#### ART  Art History I  3  X  X  X  ND:HUM
#### ART  Art History II  3  X  X  X  ND:HUM
#### ART  Principles of Graphic Design  3  X  X  X
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<th>AA</th>
<th>AS</th>
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<td>ART</td>
<td>214 Non-European Art History</td>
<td>3</td>
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<td>ART</td>
<td>220 Painting I</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>3</td>
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<td>280 Photography</td>
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<td>X</td>
<td>X</td>
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<td>X</td>
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<td>ASL</td>
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<td>3</td>
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<td>ASL</td>
<td>160 Finger Spelling and Numbers</td>
<td>3</td>
<td>X</td>
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<td>4</td>
<td>X</td>
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<td>ASL</td>
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<td>4</td>
<td>X</td>
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<td>ASL</td>
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<td>3</td>
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<td>ASL</td>
<td>251 NAD-RID National Interpreter Certification</td>
<td>3</td>
<td>X</td>
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<td>260 Classifiers &amp; Non-Manual Markers</td>
<td>3</td>
<td>X</td>
<td></td>
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<tr>
<td>ASL</td>
<td>261 American Sign Language V</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>ASL</td>
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<td>3</td>
<td>X</td>
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<td>ASL</td>
<td>271 English to ASL Interpreting</td>
<td>3</td>
<td>X</td>
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<tr>
<td>ASL</td>
<td>272 ASL to English Interpreting</td>
<td>3</td>
<td>X</td>
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<td>ASL</td>
<td>273 Linguistics of ASL</td>
<td>2</td>
<td>X</td>
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<td>ASL</td>
<td>297 Field Experience</td>
<td>4</td>
<td>X</td>
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<td>ENGL</td>
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<td>X</td>
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<td>211 Introduction to Creative Writing</td>
<td>3</td>
<td>X</td>
<td>X</td>
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<td>ENGL</td>
<td>213 Literary Publication</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>ND:hum</td>
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<td>ENGL</td>
<td>220 Introduction to Literature</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>ND:hum</td>
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<tr>
<td>ENGL</td>
<td>221 Introduction to Drama</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>ND:hum</td>
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<tr>
<td>ENGL</td>
<td>223 Introduction to the Novel</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>ND:hum</td>
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<td>ENGL</td>
<td>224 Introduction to Fiction</td>
<td>2</td>
<td>X</td>
<td>X</td>
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<td>ND:hum</td>
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<tr>
<td>ENGL</td>
<td>225 Introduction to Film</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>ND:hum</td>
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<tr>
<td>ENGL</td>
<td>231 Bible as Literature</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>ND:hum</td>
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<tr>
<td>ENGL</td>
<td>232 Mythology</td>
<td>3</td>
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<td>ENGL</td>
<td>238 Children's Literature</td>
<td>3</td>
<td>X</td>
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<td>ENGL</td>
<td>251 British Literature I</td>
<td>3</td>
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<td>ENGL</td>
<td>252 British Literature II</td>
<td>3</td>
<td>X</td>
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<td>ENGL</td>
<td>278 Alternative Literature</td>
<td>3</td>
<td>X</td>
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<td>HIST</td>
<td>101 Western Civilization I</td>
<td>3</td>
<td>X</td>
<td>X</td>
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<tr>
<td>HIST</td>
<td>102 Western Civilization II</td>
<td>3</td>
<td>X</td>
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<tr>
<td>HIST</td>
<td>103 United States to 1877</td>
<td>3</td>
<td>X</td>
<td>X</td>
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<td>ND:HIST</td>
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<tr>
<td>HIST</td>
<td>104 United States Since 1877</td>
<td>3</td>
<td>X</td>
<td>X</td>
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<td>ND:HIST</td>
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<tr>
<td>HIST</td>
<td>207 U.S. and Current World Affairs</td>
<td>3</td>
<td>X</td>
<td>X</td>
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<td>ND:HIST</td>
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<tr>
<td>HIST</td>
<td>208 United States: 1932 to Present</td>
<td>3</td>
<td>X</td>
<td>X</td>
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<td>ND:HIST</td>
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<tr>
<td>HIST</td>
<td>210 United States Military History</td>
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<td>X</td>
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<td>220 North Dakota History</td>
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<td>X</td>
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</table>
DEGREES & PROGRAMS

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

- Associate in Arts
- Associate in Science
- Associate in Applied Science
- Diploma
- Certificate
- Certificate of Completion

ACADEMIC TRANSFER DEGREES

Associate in Arts*
Associate in Science*
Business Administration*

ASSOCIATE IN APPLIED SCIENCE

American Sign Language & 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

CERTIFICATE

Administrative Assistant and Office Management
American Sign Language & Interpreting Studies
Automotive Technology
Early Childhood Education*
Information Technology
Marketing*
Nursing PN
Peace Officer Training
Welding & Basic Machining**
Wind Energy Technician

DIPLOMA

Automotive Technology
Simulation Technology

* Online degree programs
** Grand Forks Air Force Base campus only

The Peace Officer Training certificate is required for those seeking an Associate in Applied Science degree in Law Enforcement. The one-semester certificate is face-to-face. The remaining courses in the AAS in Law Enforcement degree can be completed online.

INSTITUTIONAL ARTICULATION AGREEMENTS

MAYVILLE STATE UNIVERSITY

Business Administration
Early Childhood Education
Elementary Education
Nursing

MINNESOTA STATE UNIVERSITY MOORHEAD

Automotive Technology to Operations Management
Business Administration to Global Supply Chain Management
Information Technology to Operations Management
Information Technology to Project Management
Marketing to Project Management
Simulation Technology 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
Precision Agriculture

NORTH DAKOTA UNIVERSITY SYSTEM

Early Childhood Education

UNIVERSITY OF MARY

Criminal Justice

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.
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

BOTE 112 ..................................1
BOTE 115 ..................................1
BOTE 116 ..................................1
BOTE 127 ..................................3
BOTE 147 ..................................3
BOTE 152 ..................................3
BOTE 201 ..................................3
BOTE 214 ..................................3
BOTE 217 ..................................3
BOTE 275 ..................................3
BUSN 192 ..................................3
BUSN 282 ..................................1
Program Electives ..........................3

SECOND YEAR

BOTE 209 ..................................3
BUSN 192 ..................................3
Program Electives ..........................6
Electives .....................................5
Humanities/Social Science Electives .......6
MATH/SCNC/SCSI Electives .............3
Physical Education Electives .............2

ADULT FARM MANAGEMENT

The mission of the Adult Farm Management program is, “To provide lifelong learning opportunities in economic and financial management for persons involved in the farming and ranching business”. This is accomplished by providing instruction to farmers on topics such as farm and family financial record keeping, crop and livestock enterprise analysis, financial planning, marketing, and tax management to provide them with the opportunity to gather information and develop the skills necessary to understand their farm business and make informed economic decisions for their farm. A farm business analysis that includes detailed financial statements is completed annually to assist students in making sound management decisions. Contact the Agriculture Department for further information.

AGRI 241 ..................................3
AGRI 242 ..................................3
AGRI 299 ..................................1-3

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 (MSU) 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 MSU 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 MSU 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

ASL 101 ..................................4
ASL 150 ..................................2
ASL 160 ..................................3
Electives** .................................6

SECOND SEMESTER

ASL 102 ..................................4
ASL 170 ..................................3
ASL 250 ..................................3
Electives** .................................6

ASSOCIATE IN APPLIED SCIENCE

FIRST SEMESTER

ASL 101 ..................................4
ASL 150 ..................................2
ASL 160 ..................................3
Electives** .................................6

SECOND SEMESTER

ASL 102 ..................................4
ASL 170 ..................................3
ASL 250 ..................................3
COMM 110 ..................................3

THIRD SEMESTER

ASL 201 ..................................3
ASL 271 ..................................3
ASL 272 ..................................3
MATH/SCNC/SCSI Electives ...........3
Electives* ....................................3

FOURTH SEMESTER

ASL 202 ..................................3
ASL 251 ..................................3
ASL 297* ..................................3
PSYC 100 ..................................3
HPER Electives .............................2

* Work closely with your advisor to select appropriate classes.
** Prior to ASL 297, students must complete ASL 201, ASL 271 and ASL 272 with a grade of B or better.

AUTOMOTIVE TECHNOLOGY

Technicians are trained in the latest testing equipment and special tools needed to repair all types of automobiles. The Certificate and the Diploma provide self paced, individualized instruction. Students may also receive an Associate in Applied Science in Automotive Technology Degree. The Automotive Technology program is certified by the National Automotive technicians Education Foundation (NATEF). The curriculum is structured to include training for the eight areas of skills as stated by the National Institution for Automotive Service Excellence (ASE). Voluntary certification testing with ASE upon completion of the program is strongly encouraged.

SECOND SEMESTER

ASL 102 ..................................4
ASL 170 ..................................2
ASL 250 ..................................3
Electives** .................................6

ASSOCIATE IN APPLIED SCIENCE

FIRST SEMESTER

ASL 101 ..................................4
ASL 150 ..................................2
ASL 160 ..................................3
Electives** .................................6

SECOND SEMESTER

ASL 102 ..................................4
ASL 170 ..................................3
ASL 250 ..................................3
COMM 110 ..................................3

THIRD SEMESTER

ASL 201 ..................................3
ASL 271 ..................................3
ASL 272 ..................................3
MATH/SCNC/SCSI Electives ...........3
Electives* ....................................3

FOURTH SEMESTER

ASL 202 ..................................3
ASL 251 ..................................3
ASL 297* ..................................3
PSYC 100 ..................................3
HPER Electives .............................2

* Work closely with your advisor to select appropriate classes.
** Prior to ASL 297, students must complete ASL 201, ASL 271 and ASL 272 with a grade of B or better.
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 the 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 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 202 ..................................... 3
ACCT 201 ..................................... 3
BADM 202 ..................................... 3
COMM 110 ..................................... 3
ECH 201 ..................................... 3
ECH 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

Students must choose 15 credits from one subplan.

ACCOUNTING SUBPLAN
ACCT 207 ..................................... 3
ACCT 211 ..................................... 3
ACCT 218 ..................................... 3
ACCT 231 or 215 .................................. 3
BUSN 254 or MATH 146 .................. 3

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, and schools. Students plan learning experiences for children, gain knowledge of the principles of human growth and development, and practice skills in guiding behavior.

LAKE REGION STATE COLLEGE

ASSOCIATE in APPLIED SCIENCE

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, ENGR 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 298 ..................................... 3
EDUC 299 ..................................... 1
ENGL 110 ..................................... 3
ENGL 120 or COMM 110 .................. 3
HPER 205 ..................................... 2
HPER 210 ..................................... 2

LAKE REGION STATE COLLEGE

CAREER AND TECHNICAL PROGRAMS

PSYC 111 ..................................... 3
PSYC 250 ..................................... 3
SOC 220 ..................................... 3
NUTR 240 ..................................... 3
MATH/SCNC/CIS Gen Ed Electives .............. 3

Note: Some courses are taught in alternate years. Contact an advisor for information.

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 coursework for transfer and articulation into baccalaureate programs. Lake Region State College’s Fitness Training Technician (FITT) Program is accredited under the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

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 61 credits is required for completion of this degree.

FIRST SEMESTER

CSCI 101 ..................................... 3
ENGL 110 ..................................... 3
HPER 100 ..................................... 3
HPER 108 ..................................... 1
MATH 103 ..................................... 3

LAKE REGION STATE COLLEGE
WWW.LRSC.EDU
Upon completion, the graduate will be able to keyboard at approximately 35 words per minute. All students enrolled in Information Technology are expected to have basic Windows skills and keyboard at approximately 35 words per minute.

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

CIS 281 ........................................ 3

SUBPLAN 4 - OFFICE TECHNOLOGIES (GFAFB CAMPUS ONLY)
BOTE 147 ........................................ 3
BOTE 218 ........................................ 3
CIS 105 ........................................ 3
CIS 130 ........................................ 2
CIS 161 ........................................ 2
CIS 162 ........................................ 2
CIS 224 ........................................ 3
CIS 243 ........................................ 3
CSCI 124 .................................. 3
CSCI 160 .................................. 3
CSCI 161 .................................. 3

LAWS 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 (POST) Board and the courses are taught by POST Board 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

CERTIFICATE
CJ 101 ........................................ 3
CJ 102 ........................................ 2
CJ 104 ........................................ 2
CJ 150 ........................................ 3
CJ 155 ........................................ 4
CJ 201 ........................................ 3
HPER 165 .................................... 1
HPER 265 .................................... 1

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
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.
- 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 245 ........................................ 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 ........................................ 9

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 245 ........................................ 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 ........................................ 9

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

ACCT 200 ........................................ 3
ACCT 201 ........................................ 3
BADM 201 ........................................ 3
BADM 202 ........................................ 3
BADM 210 ........................................ 3
BADM 240 ........................................ 3
BADM 241 ........................................ 3
BADM 260 ........................................ 3
BADM 265 ........................................ 3
BADM 280 ........................................ 3
BADM 291 ........................................ 2
BUSB 170 ........................................ 2
COMM 110 or BOTE 214 .................. 3
CSCI 101 ........................................ 3
ENGL 110 ........................................ 3
ENGL 120 or ENGL 125 .................... 3
PSYC 100 or PSYC 111 ...................... 3
Humanities/Science Electives ............. 3
HPER Electives ................................. 2
Math/Science/Computer Science ........ 3
ELECTIVES ........................................ 3

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 (DNP)

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 (PN)

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 development math courses with a "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 220, BIOL 221, 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**
- BIOL 220 ........................................... 4
- PSYC 111 ........................................... 3
- NURS 120 .......................................... 3
- NURS 121 .......................................... 3
- NURS 122 .......................................... 3

**SPRING**
- BIOL 221 ........................................... 4
- ENGL 111 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-RN.

Students must have an LRSC email account. Some courses/components may be offered in online format.

**ASSOCIATE DEGREE NURSE (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.

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
    - 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 then 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.

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LAKE REGION STATE COLLEGE

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CAREER AND TECHNICAL PROGRAMS

55
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:
• Algebra 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
Biol 221 .................................. 4
PSVC 111 .................................. 3
PSY 250 .................................. 3
ENGL 110 .................................. 3
PHRM 215 .................................. 3

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 have the option to continue their education at a higher institution or become employed at agronomy centers, independent precision service providers, implement dealerships 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
BIOL 130 .................................. 4
ENGL 110 .................................. 3
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 250 .................................. 3
AGRI 280 .................................. 3
ELEC 100 .................................. 3
MATH 210 .................................. 3
PLSC 235 .................................. 3

FOURTH SEMESTER
AGEC 242 .................................. 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.

ASSOCIATE IN APPLIED SCIENCE
FIRST SEMESTER
AVIA 200 .................................. 3
AVIA 201 .................................. 1
CIS 128 .................................. 3
ELEC 100 .................................. 4
ENGL 110 .................................. 4
MATH 103 .................................. 3

SECOND SEMESTER
CIS 129 .................................. 3
ELEC 101 .................................. 4
ENGL 120 or ENGL 125 .................. 3
HPER 210 .................................. 2
Humanities/Social Science Electives ........ 6

THIRD SEMESTER
CIS 224 .................................. 3
ELEC 272 .................................. 3
ELEC 281 .................................. 4
ELEC 284 .................................. 4
MATH 105 .................................. 3

DIPLOMA
FIRST SEMESTER
AVIA 200 .................................. 3
AVIA 201 .................................. 1
CIS 128 .................................. 3
ELEC 100 .................................. 4
MATH 103 .................................. 3

SECOND SEMESTER
CIS 129 .................................. 3
ELEC 101 .................................. 4
ENGL 120 or ENGL 125 .................. 3
HPER 210 .................................. 2
Humanities/Social Science Electives ........ 6

FOURTH SEMESTER
CIS 224 .................................. 3
ELEC 272 .................................. 3
ELEC 281 .................................. 4
ELEC 284 .................................. 4
MATH 105 .................................. 3

SPEECH LANGUAGE PATHOLOGY
PARAPROFESSIONAL
The Associate in Applied Science Degree in Speech Language Pathology Paraprofessional (SLPP) 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 children in a school setting.
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, by November 15.
Requirements include:
• Application letter
• Two letters of reference
ASSOCIATE IN APPLIED SCIENCE

FIRST SEMESTER

BIOL 111 or 115 ........................................... 4
CD 110 .................................................... 3
CSCI 101 .................................................... 3
ENGL 110 .................................................. 3
SPED 110 ................................................... 3

SECOND SEMESTER

CD 210 .................................................... 3
CD 221 .................................................... 3
ENGL 120 .................................................. 3
HPER Elective ............................................ 2
PSYC 111 .................................................. 3

THIRD SEMESTER

CD 220 .................................................... 3
CD 222 .................................................... 3

FOURTH SEMESTER

CD 224 .................................................... 3
CD 225 .................................................... 3
MATH 100 or above ..................................... 3
PSYC 250 .................................................. 3
SPED 110 ................................................... 3

FIFTH SEMESTER

CD 241 .................................................... 4
COMM 110 ................................................ 3
SOC 110 .................................................... 3
CD 242 .................................................... 2
SPED 120 .................................................. 3

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:
- 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, or college course work.

WELDING AND BASIC MACHINING

Offered only at the Grand Forks Air Force Base, this 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

WELD 100 .................................................. 3
WELD 101 .................................................. 3
WELD 102 .................................................. 3
WELD 103 .................................................. 3
WELD 104 .................................................. 3
WELD 105 .................................................. 3
WELD 106 .................................................. 3
WELD 108 .................................................. 3
ENGL 110, 105 or 125 ................................ 3
PSYC 111 or PSYC 100 ................................ 3
MATH Elective .......................................... 3
WELD Electives .............................. 6

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 240 ................................................ 3
WNDT 215 ................................................ 3
WNDT 200 ................................................ 3
WNDT 115 ................................................ 3
WNDT 101 ................................................ 3
WNDT 110 ................................................ 3
WNDT 100 ................................................ 3
WNDT 201 ................................................ 3

SECOND SEMESTER

COMM 212 ................................................ 3
WNDT 240 ................................................ 3
WNDT 201 ................................................ 3
WNDT 100 ................................................ 3
WNDT 101 ................................................ 3
WNDT 110 ................................................ 3
WNDT 150 ................................................ 2
WNDT 201 ................................................ 3

ASSOCIATE IN APPLIED SCIENCE

FIRST SEMESTER

HPER 210 .................................................. 2
WNDT 240 ................................................ 3
WNDT 215 ................................................ 3
WNDT 200 ................................................ 3
WNDT 115 ................................................ 3
WNDT 101 ................................................ 3
WNDT 110 ................................................ 3
WNDT 150 ................................................ 2
WNDT 201 ................................................ 3

SECOND SEMESTER

COMM 212 ................................................ 3
WNDT 240 ................................................ 3
WNDT 201 ................................................ 3
WNDT 100 ................................................ 3
WNDT 101 ................................................ 3
WNDT 110 ................................................ 3
WNDT 150 ................................................ 2
WNDT 201 ................................................ 3

COURSE DESCRIPTIONS

Fall Spring Online

ACCT 200 ELEMENTS OF ACCOUNTING I
Basic principles of the complete accounting cycle. (3 cr) (3 cr)

ACCT 201 ELEMENTS OF ACCOUNTING II
Special emphasis on corporate accounting and the uses of accounting information by managers. (3 cr) (3 cr)

ACCT 207 MANAGERIAL ACCOUNTING
Interpretation of financial statements, budgeting, and accounting reports used for administrative control. (3 cr) (3 cr)

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) (3 cr)

ACCT 212 PAYROLL ACCOUNTING
Introduction to study of payroll, property, and sales taxes. (2 cr) (2 cr)

ACCT 215 BUSINESS IN THE LEGAL ENVIRONMENT
Legal environment of business, governmental regulation, contracts, and property. (3 cr) (3 cr)

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) (3 cr)

ACCT 231 INCOME TAX PROCEDURES
Federal income tax relating to individuals and partnerships. (3 cr) (3 cr)

ACCT 299 SPECIAL TOPICS
Approval of instructor. (1-3 cr)
AGRI—AGRICULTURAL ECONOMICS

AGRI 240 HOLISTIC MANAGEMENT
Comparison of scientific and holistic thought models as applied to personal, organizational, and biological problem solving and goal setting. (2 cr)

AGRI 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 to complete a business plan to secure credit and manage business operations. (3 cr)

AGRI 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)

AGEC 274 COOPERATIVES
Theory, practice, and evaluation of cooperatives including principles, management, marketing, finance, taxes, legal issues, and adjusting to change. (3 cr)

AGEC 275 Applied Agricultural Law
Study of laws affecting agriculture and agribusiness including property ownership, financial relations, and environmental regulations. (2 cr)

AGRI—ADULT AGRICULTURE

AGRI 150 AGRICULTURE ORIENTATION
Seminar class that will discuss opportunities and issues in Agribusiness. (1 cr)

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 agribusiness. (2 cr)

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

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

AGRI 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, and video presentations. Prerequisite: ART 122. (3 cr)

AGRI 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 process of potter. 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 artistic expression. (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)

ANSC—ANIMAL SCIENCE

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

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

ART—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
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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 the solutions of linear equations and inequalities, systems of equations, and an introduction to functions. Study skills will be incorporated throughout. Requisite: 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. Requisite: ASC 092 or Student Placement into College Courses. (3 cr) ✨

ASC 201 AMERICAN SIGN LANGUAGE 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) ✨

ASC 202 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 with greater emphasis on expressive signing skills. Requisite: ASL 101. (4 cr) ✨

ASC 203 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) ✨

ASC 204 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) ✨

ASC 205 SPECIALIZED VOCABULARY I
Focus on vocabulary used in special settings such as educational, legal, medical, vocational rehabilitation, athletics, mental health and community events. Basics of ethical behaviors and professionalism while interpreting in different settings. Prerequisite: ASC 101 and 102 or at discretion of instructor. (2 cr) ✨

ASC 206 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) ✨

ASC 207 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) ✨

ASC 208 AMERICAN SIGN LANGUAGE V
Continuation of ASL 202 through further study of 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. 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) ✨

ASC 209 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) ✨

ASC 210 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) ✨

ASC 211 ENGLISH TO ASL 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) ✨

ASC 297 FIELD EXPERIENCE
Field experience and observation of professional interpreters and interpreting experiences in supervised educational and community settings.
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 transaxles. 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, transaxles, 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 216 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 to 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)
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 visitsations, 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 visitsations, 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)

BOTE 209 OFFICE MANAGEMENT
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)

BOTE 214 BUSINESS REPORTS AND COMMUNICATIONS
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)

BOTE 217 RECORDS MANAGEMENT
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)

BOTE 218 DESKTOP PUBLISHING
Software application course providing students skill in layout, editing, and production of documents. (3 cr)

BOTE 222 MEDICAL TRANSCRIPTION I
Course in medical keyboarding and transcription of pre-recorded dictation. Prerequisites: BOTE 102 and BOTE 171. (3 cr)

BOTE 223 APPLIED MEDICAL TRANSCRIPTION II
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)

BOTE 251 LEGAL TRANSCRIPTION
Laboratory course in legal keyboarding and transcription of pre-recorded legal dictation.

BOTE 275 ADMINISTRATIVE OFFICE PROCEDURES
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)

BOTE 299 SPECIAL TOPICS
Approval of instructor. (1-6 cr)

BUSN—BUSINESS

BUSN 170 ENTREPRENEURSHIP
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)

BUSN 192 CUSTOMER SERVICE
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)

BUSN 254 FINANCIAL STATEMENT ANALYSIS
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. Prerequisite: ACCT 200. (3 cr)

BUSN 282 PROFESSIONAL DEVELOPMENT
Roles of visual packaging, identifying personal assets and defects, personality traits, and appearance in the business world. Additional 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 210 INTRODUCTION TO SPEECH LANGUAGE PATHOLOGY PARAPROFESSIONALS
Discuss the legal duties and responsibilities of the SLPP working under the supervision of a master-level Speech-Language Pathologist (SLP). Course covers major communication disorders, including language, articulation, phonology, fluency, voice, hearing, cleft palate, neurological, and issues related to cultural diversity. Emphasis is placed on therapy procedures required by the SLPP. Prerequisite: CD 110. (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 the acquisition of language. Additional topics include time management and social and business behavior. (1 cr)

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COURSE DESCRIPTIONS

CD 222 ARTICULATORY PHONOLOGICAL DISORDERS FOR THE SPEECH 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-age 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)

CHEM—CHEMISTRY

CHEM 115 INTRODUCTION TO 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. (4 cr)

CHEM 117 CHEMICAL CONCEPTS AND APPLICATIONS
Introduction to general and organic chemistry, with application drawn from the agricultural, environmental 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 of proteins, carbohydrates and lipids. Enzyme chemistry, bioenergetics, metabolism and recombinant DNA technology will also be addressed. Corequisite: CHEM 116. (4 cr)

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 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...
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 188 APPLICATION DESIGN
An introduction to the field of human-computer interaction (HCI). Students will learn practical principles and guidelines needed to develop high quality interface designs—ones that users can understand, predict, and control. Students explore theoretical foundations, design processes, examples of direct manipulation, menu selection, and form fill-in to gain an understanding of excellence in design. Current HCI topics are explored with balanced emphasis on mobile devices, Web, and desktop platforms. It addresses the profound changes brought by user-generated content of text, photo, music, user interface, file management, and basic scripting covered. (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 participants 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 networking 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 235 DIGITAL VIDEO BASICS
An introduction to a digital video editing application. Students will learn how to gather loose artwork, video clips, bitmap images, and vector graphics and bring them together to create a new video product. Students will gain an understanding of how to work with transitions, clips, audio, titles, video effects and animating clips. Students will explore editing techniques and exporting options into a movie, frame, Edit Decision List, or a filmstrip. (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 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 JavaScript, 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)

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safety, networking terminology and protocols, network standards, LANs, WANs, OSI, cabling, router configuration, topologies, IP addressing, and other general networking information. Successful completion prepares the student to take the industry certification exam, CCENT. (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 284 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 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 policy 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)

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)
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 recorded, implementing and evaluating activities appropriate to the developmental level of the children at the work site. (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)

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)

ELEC—ELECTRONICS
ELEC 100 DC ANALYSIS/LAB
Concepts of direct current circuits emphasizing the basics of electricity, series and parallel circuits, conductors and insulators, resistors, batteries and magnetism. Some coverage of network analysis techniques is also included. Labs will include the handling of student electronic components, multi-meters, power supplies, and Ohm’s law circuits. Construction and measurement of circuits to verify electronic principles and theory. (4 cr)

ELEC 101 AC ANALYSIS/LAB
Concepts of alternating current (AC) circuits emphasizing magnetism, Resistive (R), Inductive (L), Capacitive (C), RC, RCL circuits. Trigonometric functions are used to explain the details of AC Circuits. Electromagnetic topics are covered as a lead into AC circuits. Labs include circuit construction to help in understanding the operation and testing of AC circuits. Circuits will be analyzed using Oscilloscopes, multi-meters, and other special test equipment. Prerequisite: ELEC 100. (4 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 actual literary 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)

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
Literature from the Romantic Age to the present. (3 cr)

ENGL 299 SPECIAL TOPICS
Study of representative myths, legends, and folklore from various cultures with emphasis upon the literary aspects of myths. (3 cr)

ENGL 301 INTRODUCTION TO DRAMA
Survey of drama from Greek times to the present studied as a literary type and for critical appreciation. (2 cr)

ENGL 302 INTRODUCTION TO THE NOVEL
Study of long works of fiction illustrating the history of the form, its purposes, and its audiences. (3 cr)

ENGL 304 INTRODUCTION TO FICTION
Study of representative short stories and novels and their historical and literary backgrounds. (2 cr)

ENGL 305 INTRODUCTION TO FILM
A general introduction to film studies, including analysis of narrative and stylistic elements of film. (3 cr)

ENGL 306 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 307 MYTHOLOGY
Study of representative myths, legends, and folklore from various cultures with emphasis upon the literary aspects of myths. (3 cr)

ENGL 308 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 312 BRITISH LITERATURE I
Survey of major works and writers in British Literature from the Anglo-Saxon Period through the Eighteenth Century. (3 cr)

ENGL 313 BRITISH LITERATURE II
Survey of major works and writers in British Literature from the Romantic Age to the present. (3 cr)

ENGL 315 ALTERNATIVE LITERATURE
Literature from the Romantic Age to the present. (3 cr)

ENGL 316 SPECIAL TOPICS
Varying areas of content, issues, or themes in study of language and literature. Approval of instructor. (1-3 cr)

FIT—FITNESS TRAINER TECHNICIAN
FIT 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)

FIT 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)

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 rebuidling 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) ☞

HORT—HORTICULTURE
HORT 121 INTRODUCTION TO AQUAPONICS
Provides an overview of aquaponics and its history, five different plant growth subsystems, fish and plant species, fish and plant health, and environmental control methods. (2 cr) ☞

HORT 248 GREENHOUSE STRUCTURES
This course identifies different greenhouse structures and will examine variables such as growing space desired, site architecture, available sites, and costs. (1 cr) ☞

HORT 249 GREENHOUSE OPERATIONS
The identification and study of greenhouse crops including potted ornamentals, bedding plants and tropical foliage plants. Production techniques such as watering, fertilizing, growth regulators, and insect and disease identification and control will be covered. (4 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 philosophy, sport psychology, sport pedagogy, sport physiology, sport management and a realistic perspective of coaching. (3 cr) ☞

HPER 150, 151 VARIETY 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
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...
MATH—MATHEMATICS

MATH 100 APPLIED MATHEMATICS
Introduction to measurements, common and decimal fractions, square root, surface, volumes, 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 207 INTRODUCTION TO LINEAR ALGEBRA
A computational treatment of systems of linear equations, finite dimensional vector spaces, linear transformations, determinants, matrices, eigenvalues, eigenvectors, and diagonalizability. Prerequisite: MATH 165. (2 cr)

MATH 210 ELEMENTARY STATISTICS
An introduction to statistical methods of gathering, presenting and analyzing data. Topics include probability and probability distributions, 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)

MATH—SCIENCE

MATH 101 INTRODUCTION TO THE HEALTH SCIENCES PROFESSION
Introduction to the roles, ethics, certification, education, employment, and fundamental knowledge and skills related to the health sciences professions. (1 cr)

MATH 205 INTRODUCTION TO MEDICAL TERMINOLOGY
An introduction to medical terminology used in the study of human developmental conditions and disease which may occur during the lifespan. (1 cr)

MATH 300 MUSIC APPRECIATION
Introduction to the elements, genre, media, and historical and stylistic periods of music. (3 cr)

MATH 301 FUNDAMENTALS OF MUSIC
Introduction to fundamental elements of music and functional musicianship for non-music majors. (3 cr)

MATH 303 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)

MATH 304 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)

MATH 305 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)

MATH 110 AMERICAN SIGN LANGUAGE
Fundamentals of American Sign Language (1-3 cr)
NURS 120 FOUNDATIONS OF PRACTICAL NURSING

Gain knowledge of the role of the practical nurse within 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 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-psycho-social 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. (3 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-efficacy in decision making 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-psycho-social individual 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

This course introduces concepts related to 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
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 PHYS 211, 211L, Physics 212, 212L and also Physics 161, 161L, Physics 162, 162L. Prerequisite: MATH 103. (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 PHYS 212, 212L and also Physics 211, 211L, Physics 212, 212L or Physics 161, 161L, Physics 162, 162L. Prerequisite: PHYS 211, 211L. (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 PHYS 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 PHYS 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 210 Horticulture Science
Principles of plant classification, structure, function, growth, propagation, culture and use of horticulture crops. Lab exercises will involve identification, propagation and culture of house, garden and landscape plants. (4 cr)

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)

PLSC 255 PLANT DISEASE MANAGEMENT
An introductory course to plant pathology. Students will learn which organisms cause plant
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 organizational values, motivation, self-awareness, goal setting, conflict management, communications, and stress management. (3 cr)

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.

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)

RNG—RANGE SCIENCE

RNG 236 INTRODUCTION TO RANGE MANAGEMENT
Principles of range management which include plant identification, range evaluation, and range improvement. (3 cr)

RELS—RELIGION

RELS 220 OLD TESTAMENT
Study of the religious, political, and social history of ancient Israel as reflected in the Hebrew Bible. (3 cr)

RELS 230 NEW TESTAMENT
An overview of the developments in the primitive Christian community as reflected in the New Testament. (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 American society. 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 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 253 JUVENILE DELINQUENCY
A critical evaluation of the role of family, school, community, and social agencies in delinquency and prevention. Theoretical explanations and a study of the juvenile justice system will be examined. (3 cr)

SOC 275 NATIVE AMERICAN STUDIES
A study of American Indian culture from historical and modern contexts. The concepts of tribal sovereignty, culture, tradition, religion, and social structures will be examined. (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 biologial 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—THEATER ARTS
THEA 100 INTRODUCTION TO THEATER ARTS
Basic orientation and historical perspective to theater arts. Study of the roles of playwright, director, actor, designer, producer, and audience members in current theater practice. Course will include attendance at area performances. (3 cr)

THEA 101 WELDING TECHNICIAN
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 102 TESTING O A IN WELDING/BRAZING
Continuation of WELD 101. (3 cr)

THEA 103 SMA WELDING II
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 gas metal arc welds in all positions. (3 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 ORIENTATION TO WELDING, BRAZING, CUTTING
Course on oxy-acetylene welding, flame cutting, brazing, high 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 O A IN WELDING/BRAZING
Continuation of WELD 101. (3 cr)

WELD 103 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 gas metal arc welds in all positions. (3 cr)

WNDT—WIND ENERGY TECHNICIAN
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. (3 cr)

WNDT 101 INTRODUCTION TO WIND OPERATIONS
Introduction to wind turbine generator systems, operational control of those systems and wind site
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