

SOUTHWESTERN CHRISTIAN COLLEGE

Terrell, Texas

*A Liberal Arts College offering Christian education in a Christian environment through a
Bible centered curriculum*



Established 1949

200 Bowser Circle
P.O. Box 10
Terrell, Texas 75160
Telephone (972) 524-3341
FAX (972) 563-7133
www.swcc.edu

Southwestern Christian College is committed to excellence in education – Christian education. Its primary role in the field of higher education is to offer a quality academic program in the context of commitment to moral and spiritual values. To this end, its curriculum is geared to the development of the “whole person” of each of its students. And it is the feeling of the Board of Trustees, administration and faculty of Southwestern Christian College that such a curriculum will give the student the necessary foundation on which to build for further study in senior colleges and universities, and for making a lasting contribution to the society in which he lives.

Mission

Southwestern Christian College reserves the right to make changes in the regulations, college cost, course fees, and other matters of policy and procedure as and when deemed necessary.

Students having questions not answered in this publication may obtain further information from the Office of Academic Affairs.

Southwestern Christian College does not discriminate against any person because of their race, ethnicity, religion, color, sex, disability, or national origin. Southwestern Christian College complies with all applicable federal and state nondiscrimination laws consistent with the Assurances of Compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246, as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 202 of the Americans with Disabilities Act of 1990; and Section 303 of the Age Discrimination Act of 1975.

A MESSAGE FROM THE PRESIDENT



Dr. E. D. Seamster, Jr.

An amazing transformation has swept across the campus of Southwestern Christian College. Our school slogan, “On the Move,” truly defines an exuberance that fuels the mission to restore, rebuild and rededicate ourselves to academic excellence as we put students first and preserve the great legacy of a most beloved institution. One that has placed ministers and musicians in pulpits and congregations across America and the world. The rigorous education students receive at Southwestern prepares the whole person—both spiritually and professionally—to succeed as world changers and critical thinkers. Our student-teacher ratio affords a village that has safe cultural spaces with the freedom to create, grow, and experience a plethora of unique offerings, from Daily Chapel to public service, from campus activities to intern opportunities. Southwestern is second to none with its gifted bible scholars who focus on a dual design of foundational coursework wed to challenging disciplines that frame the very core of the Southwestern educational philosophy: spiritual reformation and preparation. We faithfully guide students so that they are equipped for the next leg of their academic journey and possess the business acumen and communication skills to lead and learn. Students exit Southwestern with a heightened level of awareness and consciousness, eager to defend what is not only right, but what is most righteous.

With my whole heart, I personally invite you to visit the only HBCU in America supported by the black Churches of Christ, and by outstanding alumni across this nation.

ACCREDITATION

Southwestern Christian College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, to award Associate and Bachelor level degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southwestern Christian College. Southwestern Christian College is a member of the Association of Texas Colleges and Universities.

PRIVACY OF INFORMATION

Under the *Family Education Rights and Privacy Act of 1974* the following is designated as directory information and may be made public unless the student desires to withhold all or any portion of it. Directory information includes: Student's name, local address, home address, telephone listing, date and place of birth, major field of study, military service status, religious preference, participation in officially recognized activities and sports, dates of college attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Any student wishing to withhold any or all information is required to fill out, in person, the appropriate form, available to undergraduate students at the Registrar's Office within 10 days after the first day of class.

SEXUAL HARASSMENT

Southwestern Christian College prohibits sexual harassment in any form by any member of the faculty, staff, or students. The College is committed to creating and maintaining an environment for all College personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with the academic, living and working environment. Persons found in violation of the SwCC Sexual Harassment Policy will be subject to disciplinary action, which includes written warning, suspension, transfer, expulsion, dismissal, and/or arrest by appropriate agencies.

AMERICANS WITH DISABILITIES ACT (ADA)

Southwestern Christian College is required by law to provide "reasonable accommodations" to students with disabilities so as not to discriminate because of his/her disability. Southwestern is committed to ensuring that these students receive reasonable and appropriate accommodations, outlined by the federal law, to have equal access to all institutional programs and services regardless of the type or extent of disability. Students' needs will be assessed, and reasonable accommodations provided so they have every opportunity to achieve academic success. If a student requires special individual services or equipment, the student is responsible for informing College officials of such needs, and the student will be responsible for the expenses related thereto. This policy includes the expense of providing personal attendants, medical technicians, and other special services.

Table of Contents

The College	6
<i>CAMPUS FACILITIES</i>	8
<i>Academic Calendars</i>	11
<i>ADMISSIONS.....</i>	13
<i>ACADEMICS.....</i>	20
<i>DISTANCE EDUCATION.....</i>	24
<i>WITHDRAWAL FROM COLLEGE</i>	27
<u>Formal complaints.....</u>	<u>30</u>
<u>FISCAL POLICIES.....</u>	<u>32</u>
<i>FINANCIAL ASSISTANCE.....</i>	37
<i>STUDENT LIFE.....</i>	44
<i>STUDENT SERVICES</i>	47
<i>REQUIREMENTS FOR GRADUATION.....</i>	49
<i>COURSES</i>	56

The College

THE COLLEGE HISTORY

The college, founded and sponsored by members of the Churches of Christ, is chartered as a private, religious, coeducational institution, known as Southwestern Christian College of Terrell, Texas.

In the fall of 1948, with some forty-five students attending, a small beginning was made in Fort Worth, Texas, under the name of Southern Bible Institute.

The Board intended to buy property in Fort Worth to erect a permanent campus, but in the summer of 1949, an opportunity was afforded to purchase the school property formerly owned by the Texas Military College in Terrell. When the military school closed and the property was offered for sale, the Trustees purchased it. At that time, the name was changed to Southwestern Christian College.

The campus is home to the first dwelling erected in Terrell, a round house, built by Robert A. Terrell and constructed in the shape of an octagon to provide protection against Native Americans. Today, this historical landmark remains one of the 20 roundhouses left in the nation listed by the Dallas Centennial as a place of interest to visit.

When the structure was finished, the house was an object of fascination as it contained the first glass windows in Kaufman County. The doors were typical of pioneer houses in that they were put together with wooden pegs. The original doors were removed long ago, and other rooms have been added near the rear, but the original logs used as supports in the house still sustain the building to this day.

The former administration building, destroyed by fire in January 2008, was originally used as a school. W.B. Toone, whose wife was born in the roundhouse to Mr. and Mrs. Terrell, operated a co-educational school from 1896 to 1904. Toone sold it to the Methodists, who returned the property to Toone around 1908, when it was then sold to Colonel Perry who operated it as a private military school.

After Colonel Perry's death, the school was run by his wife, daughter, and son-in-law, and later by the people of Terrell.

The Trustees of SwCC bought the property from the Perry estate in 1949 and began operating the following fall.

MISSION STATEMENT

Southwestern Christian College's purpose is to offer a holistic educational program that will motivate the student to value and achieve academic excellence within the context of commitment to moral and spiritual values: to assist students in making their transitions from high school to higher education on various levels; to assist students in preparation for varied vocations in life; to prepare future leaders for their distinct communities and the world at large.

GUIDING PHILOSOPHY

In establishing Southwestern Christian College, founders and educators were motivated by a mutual desire to provide students preparatory instruction for effective and successful Christian living. Each was keenly sensitive to the urgency of this need. To appreciate its importance, one must fully understand the concepts of "Christian living."

Man is a social being and, as such, must be prepared to adjust to his/her environment and fellow man. He must be able to participate fully in those social advances that characterize progress while attaining the ability to express effectively his own ideas, work cooperatively with others, and pursue a personally satisfying and socially constructive vocation free from the fears that crush initiative, frustrate ambition, and undermine self-reliance.

These virtues do not entirely constitute the concept of "Christian living." Women and men attain their true significance in the pattern of human conduct only when founded upon a sincere and conscientious pursuit of the spiritual development of the individual. One must know, understand, and follow the divinely inspired pattern for this growth. There is a responsibility to God that supersedes all others, and God has stated the terms by which that responsibility must be met. Since the Bible is God's revelation of the pattern of spiritual development, daily instruction in His Word is a fundamental aspect of SwCC.

To the founders and supporters of Southwestern Christian College, this is the most significant aspect of the whole pattern of human growth and development. In keeping with this concept of Christian living, Southwestern is dedicated to the purpose of offering such academic instruction that will prepare students to effectively take their places in the business and social world, well rooted and grounded in the Word of God.

CAMPUS FACILITIES

Southwestern Christian College is in Kaufman County, located in the city of Terrell, Texas, which is situated about thirty miles east of Dallas from Highway 80.

The college grounds cover 25 acres and the physical campus includes 21 buildings. The grounds are beautifully landscaped and have room for future expansion.

FOSTER-HOWIE-MAXWELL ADMINISTRATION BUILDING

Named for Dr. Ben Foster, Dr. Douglas Howie, and Dr. James Maxwell, administrators at the college, the one-story structure completed in 2009, houses administrative offices, the President's Office, VP for Student Affairs, VP for Institutional Advancement, Business Office, Campus Security Office and Comptroller's Office, and executive conference room.

HOGAN-STEWARD LEARNING CENTER

The **Doris Johnson Library**—named for the head librarian—is located inside the Hogan-Steward Learning Center constructed in 1974. All library materials are on open shelves, arranged according to the Dewey Decimal system. Books and other resources are selected to support the college curriculum. The fully automated Learning Center provides interlibrary loan access, current periodicals, newspapers, and online research materials. The library also contains offices, a reading room, and conference room.

Also included in the Hogan-Steward Learning Center are several classrooms, instructors' offices, electronic classroom, the Basic Skills Center and Computer Science laboratory. It is named for the late R.N. Hogan and G.E. Steward, gospel preachers and Board of Trustees members.

JACK AND PATRICIA EVANS FOUNDATIONAL ARTS CENTER

Completed in the 2012, the Jack and Patricia Evans Foundational Arts Center is a complex that houses classrooms, offices, mailroom, conference room, the James Maxwell Biblical Studies Resource Center, and the Ben Foster, Jr. Memorial Chapel Auditorium.

WASHINGTON-SAMS FINE ARTS BUILDING

Named for two former academic deans and board members, Grover C. Washington and Roosevelt Sams, the Fine Arts Building is the hub of activities and programs for the Humanities division of the college. This beautiful structure provides classroom facilities; faculty offices, lounge; printing room, individual practice rooms, band and choral rehearsal hall; and a sound recording studio.

WILSON TIMOTHY HUNT SCIENCE BUILDING

Dedicated in November 1996, this building is named for Wilson Timothy Hunt, a former Science professor at Southwestern. The two-story, contemporary-styled building provides facilities for instruction in the Biological, Natural, and Social Sciences. The building features well-equipped science classroom/laboratories, faculty offices and a conference room. The Admissions Office, Financial Aid and Default Management Offices are also located in this building.

THELMA HOLT DINING HALL

This facility, built in 1971, is named for the late Thelma Holt, daughter of G.P. Bowser, founder of Southwestern Christian College. The Hall is equipped with modern food service equipment and a renovated large dining area, which includes state-of-the-art technology for Internet service and cable television. There is also a new Presidential Dining Room for special private events.

G.P. BOWSER MEMORIAL PHYSICAL EDUCATION BUILDING

Completed in 1970, the facility is named for the founder of Southwestern Christian College and provides ample space for indoor physical education. Along with a balanced program of intramural sports and intercollegiate activities, the gymnasium is also equipped with an excellent weight conditioning room, faculty offices, and a multimedia study facility. There are also two regulation size, lighted tennis courts that were built in 1976 and refurbished in 2017. The courts are used for instruction and leisure.

GRAHAM-KENNEDY-FARMER AUDITORIUM

This beautiful structure, which seats maximum of 1500 persons, was constructed in 1975, and contains in its foyer the Marshall Keeble Memorabilia room. The auditorium is named for the late A. Hugh Graham, former choral director and instructor, the late Levi Kennedy, a former board member, and Guss Farmer, a retired Southwestern Christian College Bible chair and instructor.

BETHEL SMITH-RUBY HOLLAND STUDENT CENTER

The old Alamo Hall is now the location of Southwestern Christian College student center. This complex has three floors that provide spacious accommodations for a game room, snack bar, television and lounge area, bookstore and counseling center. It is named for the late Bethel Smith, a former board member, and Ruby Holland, both of Los Angeles, California and both long-time supporters of Southwestern Christian College.

In addition, there are other structures on the campus that serve as offices and dormitories. Under the attention of a year-round maintenance staff, these buildings and grounds furnish an ideal setting for constructive study and serene living.

On Campus Housing

MARY CARPENTER RESIDENCE HALL

This modern, air-conditioned, two-story dormitory accommodates ninety-six young ladies. It has a large and beautifully furnished lounge which is ideal for informal gatherings and reflective study. It was completed in 1970 and named after the late Mary Carpenter, the college's first Dean of Women.

J.S. WINSTON RESIDENCE HALL

Male students are presently housed in this modern, air-conditioned, two-story dormitory that accommodates ninety-six young men. It has a large and beautifully furnished lounge that is used for informal gatherings and study. It was completed in 1972 and named after the late J.S. Winston, who was the college's first president, and later a member of the Board of Trustees.

RESIDENTIAL COTTAGES

Limited student housing is also available in residential cottages for special student circumstances. The cottage living concept was the inspiration of Dr. James Maxwell and brought to fruition by the J.S. Winston Sound Doctrine Foundation. The first cottage was dedicated in 2006 and named for the late Dr. J.S. Winston. Subsequent cottages have been named for college constituents and college staff.

Academic Calendars

SOUTHWESTERN CHRISTIAN COLLEGE

TERRELL, TEXAS

FALL 2022 SEMESTER CALENDAR

SOUTHWESTERN CHRISTIAN COLLEGE

Terrell, Texas

Academic Calendar - Fall 2022

July	13-15	Wednesday-Friday	Faculty Staff Institute
July	29	Friday	Resident Assistants Check-in (9 a.m. – 12:00 p.m.)
July	31	Sunday	Residence Halls Open for New Students
July	31	Sunday	Dining Hall Opens
August	1-3	Monday-Wednesday	New Student Orientation Week
August	2	Tuesday	Accuplacer Testing- Placement Examination for New Students
August	3	Wednesday	Residence Halls Open for Returning Students
August	3	Wednesday	Faculty Meeting – 3:00 p.m.
August	4	Thursday	Registration for New Students 8:00 a.m. – 7:00 p.m.
August	5	Friday	Registration for Returning Students 8:00 a.m. – 7:00 p.m.
August	6	Saturday	Registration 8:00 a.m. – 12:00 p.m.
August	8	Monday	Classes Begin. Late Registration Fee of \$50.00 Begins
August	23	Tuesday	Last Day of Registration and Adding Courses – 12th Class Day
August	26	Friday	Last Day to Remove an Incomplete “I” Grade
September	5	Monday	Labor Day Holiday
October	3-5	Monday – Wednesday	Mid-semester Exams
October	7	Friday	Last Day for Sophomores and Seniors to Apply for Graduation
October	7	Friday	Last Day to Drop a Course to Receive a “W” Grade
October – November	28-2	Friday – Wednesday	Eighty-four Annual Lectureship
October	24	Monday	Pre-registration for Spring 2023
November	23	Wednesday	Thanksgiving Break Begins at 5:00 p.m.
November	28	Monday	Classes Resume
November	28	Monday	Last Day to Drop a Course
December	1-6	Thursday – Tuesday	Examination Review Week
December	7-9	Wednesday – Friday	Final Examination
December	12	Monday	Residence Halls and Dining Hall Close
December	12	Monday	Deadline for Faculty to Submit Grades in Populi
December	13	Tuesday	Semester Close-Out
December	14	Wednesday	Christmas Break Begins – College Closes at 5:00 p.m.

The administration reserves the right to make changes to the Academic Calendar.

SOUTHWESTERN CHRISTIAN COLLEGE

TERRELL, TEXAS

SPRING 2023 SEMESTER CALENDAR

January	10	Tuesday	Residence Halls Open
January	10	Tuesday	Dining Hall opens.
January	10-12	Tues-Fri	FIRST WEEK
January	12	Thursday	INSTITUTIONAL PLACEMENT TESTING(Accuplacer)
January	9-11	Monday-Wednesday	Faculty Development
January	12	Thursday	REGISTRATION
January	13	Friday	REGISTRATION
January	16	Monday	Martin Luther King, Jr. DAY HOLIDAY (No Classes)
January	17	Tuesday	Classes begin. Late registration fee of \$50.00 effective.
January	25	Wednesday	Last day of registration and adding
February	1	Wednesday	12 th day of class
February	3	Friday	Last day to complete your incomplete assignments.
February	20	Monday	President's Day-No School
February	26	Sunday	Southwestern Sunday
March	6-8	Mon-Wed	Mid-Semester Exams
March	13	Monday	Spring Break Begins
March	17	Friday	Spring Break Ends
March	20	Monday	Classes Resume
April	7	Friday	Last day to drop a course
April	8	Saturday	High School Day
April	9	Sunday	Easter Holiday
April	12	Wednesday	ETS Proficiency Test for May Graduates
April	14	Friday	Staff Development
April	15	Saturday	High School Day
April	24--27	Mon-Thurs	Preparation for students
April	28	Friday	Last day of Class
May	2-5	Tues-Fri	Final Exams
May	9	Tuesday	May Graduates and Senior grades due by 12:00noon
May	12	Friday	Deadline for submission of grades in POPULI
May	13	Saturday	72 nd Commencement -10:30am
May	14	Sunday	Dining Hall /Residence Hall closes

ADMISSIONS

Admission to Southwestern Christian College is determined on an individual basis. The college is open to applicants without regard to race, religion, ethnic or national origin, creed, or sex. Applicants for admission must furnish evidence of good character, good health, acceptable preparation that translates into an ability to do college-level work.

Southwestern Christian College strives to provide a wholesome environment for its students conducive to the development of Christian character. The college urges parents and applicants to read the requirements for admissions and the regulations of the college. When applying, each student should be aware of the distinct purpose of Southwestern Christian College and be willing to commit him or herself to upholding institutional values.

Former students who plan to re-enroll in Southwestern Christian College after an absence of one or more semesters should contact the Director of Admissions.

For admission as a regular undergraduate student, an applicant must be a graduate of an accredited high school or have successfully completed the High School Level General Education Development Test (GED). High school graduates and GED students should present an official transcript showing completion of all required work.

The following items must be submitted before final admission can be granted:

1. Application

If you have never been a student at Southwestern Christian College, you may obtain an application for admission from: Admissions Department, Southwestern Christian College, P.O. Box 10, Terrell, Texas 75160 or visit our website at www.swcc.edu and go the “Admissions” page. This form should be completed and returned at least 6 weeks prior to the proposed enrollment dates.

ENROLLMENT DEADLINES

Fall Semester—May 15th July 1st (Final)

Spring Semester—November 1st December 15th (Final)

2. Application Fee

If you are enrolling in Southwestern Christian College for the first time, you are required to submit a \$20 application fee with the application for admission. This fee is non-refundable.

3. Housing Fee

If you are enrolling in Southwestern Christian College for the first time and will be staying in campus housing, you are required to submit a \$50 housing fee with the application for admission. This fee is non-refundable.

4. Transcript

It is the prospective student's responsibility to see that copies of academic credentials be placed on file with Southwestern Christian College. A student who plans to enter college for the first time should ask the high school principal or counselor to send

directly to the Director of Admissions an official copy of their high school transcript. If you have not yet graduated from high school, a transcript of three years' work and a statement from your principal indicating your rank (1st, 2nd, 3rd, 4th quarter) in your class and expected date of graduation will be accepted. After graduation, send an official transcript showing date of graduation, grade point average and class rank.

All students must have an official high school transcript with graduation date on file prior to the enrollment deadline. **A facsimile copy is not an official transcript.**

5. Admission Tests

Applicants must present results of the Scholastic Aptitude Test (SAT) of the College Board or the American College Test (ACT) if one, or both, of these tests have been taken. Arrangements to take one of these tests should be made through the student's secondary school. All Texas students are strongly encouraged to take the THEA test and submit their scores to Southwestern Christian College prior to the enrollment deadline. High School Advanced Placement (AP) scores of 3 or better will be accepted from an accredited high school.

ACCUPLACER is the mandatory placement test administered by Southwestern Christian College. Prospective students may also take this test at a local college or university and submit their scores to Southwestern prior to the enrollment deadline.

6. Recommendation

Two recommendation forms are included with the Application Packet. They are to be mailed or delivered to persons who are qualified to evaluate the applicant, who must return the forms to the College.

7. Student Medical Record

You must have a physical examination before you come to Southwestern Christian College. The examining physician should complete the health form provided by Southwestern Christian College. Physical examinations done within the last two (2) years can be submitted; any records older than two years **will not be** accepted.

8. Immunization Records

All students must present a record of their immunizations, which must include proof of taking the **Bacterial Meningitis Immunization**. The immunization form can be found on the back of the Student Medical Form and should be completed in advance of the proposed enrollment date and mailed to the College Admissions Office. Students not living on campus must also have a physical examination and immunization record on file in advance of the proposed enrollment date.

9. Essay

Write an essay on the subject, "If you could bring two items to Southwestern Christian College to tell your roommate the most about who you are, what items would you choose and why?" Please conclude with a short statement addressing why you are applying to Southwestern Christian College and what you hope to attain from your education here. This essay must be one full page in length, typed, 12 pt. font, and double-spaced.

CAMPUS VISIT AND INTERVIEW

The purpose of the campus visit is to permit candidates to learn, firsthand, about the college program, facilities, and admissions requirements. A personal interview affords candidates, parents and the Admissions Officer the opportunity to exchange information vital to the process of selecting a college and in making decisions. A campus tour and interviews with an admissions officer are strongly recommended but are not mandatory.

School, church, and other groups are welcome to visit the college. Arrangements can be made by contacting a recruiter in the Admissions Office.

VETERANS

Veterans should submit evidence of satisfactory completion of Service Schools to the Registrar's Office to determine if college credit can be awarded.

Military service personnel and veterans may be admitted as freshman or transfer students. In addition, they may receive credit for successful completion of college-level military service schools as set forth in the American Council on Education's "Guide to the Evaluation of Educational Experiences in the Armed Services."

TRANSFER STUDENTS

Southwestern Christian College welcomes transfer students. Any student who has previously attended another postsecondary institution is considered a transfer student and is required to furnish official transcripts of all work attempted at each institution. Both qualitative and quantitative considerations are involved in the transfer of credits from another institution.

Southwestern Christian College accepts credit for transfer, experiential and prior learning, advanced placement, The College Level Examination Program (CLEP), The College Board Advanced Placement Program (AP) and professional certificates.

A student seeking admission to Southwestern Christian College from another accredited or accreditation candidate college or university will be granted unconditional admission if their grade point average is 2.0 or higher and they are in good standing with their previous institution. Those with lower averages will be considered on an individual basis and **may** be granted probationary admission.

Transfer students must submit the following at least 60 days prior to enrollment.

1. Official academic transcripts from **all** institutions attended must be sent directly from the Registrar to the Registrar **and** Director of Financial Aid at Southwestern Christian College. ***Facsimile copies are not considered official transcripts.*** Please note that the failure to disclose the names of **all** colleges or universities previously attended may result in the application for admissions being denied.

2. An official high school transcript with date of graduation must be sent to the Office of Admissions.
3. Two letters of recommendation.
4. Completed Southwestern Christian College application for admission, immunization and medical record form.
5. \$20.00 application fee (non-refundable).
6. \$50.00 housing fee (non-refundable) if residing in campus housing.
7. Essay (full page in length, typed, 12 pt. font, and double-spaced)

Transfer Courses

Courses accepted for transfer must be substantially in line with the course of study offered at Southwestern Christian College and serve a useful purpose in the curriculum which the student proposes to follow.

Full credit will be given for courses transferred from accredited and candidate institutions if the courses are applicable to a current curriculum at Southwestern Christian College in which a grade of "C" or higher was earned (2.0 on a 4.0 scale). Courses with appropriate grades for transfer credit will be transferred at the level that the course was classified by the institution granting the credit. Transfer credit must not be more than six (6) years old. Credits from a quarter hour system will be converted to semester hours. Students transferring from international institutions must submit a certified English translation of their transcript which will be evaluated with the professional assistance of World Education Services or Lisano International.

A student may be granted advanced placement by presenting scores on The College Board Advanced Placement Examination. Students with a minimum score of 3 will be given college credits for beginning courses.

Credit for prior learning may be awarded only after an assessment of prior learning experiences and only for documented learning that demonstrates achievement of all objectives for a specific course or courses.

A maximum of 12 semester hours of credit earned by College Level Examination Program (CLEP) may be accepted for the Associate level degree.

Southwestern Christian College does not accept in transfer, to the Bachelor program, any courses offered by an institution that does not offer a Bachelor level degree.

Transfer students seeking a degree from Southwestern Christian College may transfer a maximum of 31 semester hours at the Associate degree level and 64 semester hours at the Bachelor level to Southwestern Christian College.

A maximum of 32 semester hours will be accepted from a school of preaching or other non-accredited institution. Courses accepted must be equal in content, credit hours and length to a comparable course in the current curriculum at Southwestern Christian College with a grade of "C" or better.

All decisions regarding transfer credit are made by the Vice President for Academic Affairs in consultation with the chair of the respective division.

A transfer student on academic **probation** from any other institution will only be admitted to Southwestern Christian College on a probationary basis and may not enroll in more than 12 semester hours. A transfer student on academic **dismissal** or **suspension** from any other institution **will not** be admitted to Southwestern Christian College.

After attending a semester at Southwestern Christian College, students may choose to attend a winter, mini-term, or summer terms at another accredited college or university. Students **must** receive approval from the Vice President for Academic Affairs prior to enrolling for these courses by completing a *Concurrent Enrollment Approval Form*. Courses taken without approval will not be accepted for credit.

Students who take courses at another institution must request that the registrar of each college attended forward an official transcript to the registrar at Southwestern Christian College.

Southwestern Christian College assumes full responsibility for both the quality and quantity of all coursework recorded on its transcripts.

APPEAL

Transfer students may appeal a decision by the Registrar's Office by presenting additional supporting documentation of the acceptability of courses submitted for transfer. All appeals are handled by the Vice President of Academic Affairs.

INTERNATIONAL STUDENTS

Southwestern Christian College is authorized under federal law to enroll nonimmigrant alien students.

International student applicants must submit the following application materials before eligibility for admission can be determined:

1. Application for admission and \$20 (non-refundable) application fee.
2. Original Financial Statement documenting adequate funds to cover 1st year expenses (tuition, room and board) with a bank endorsement of the availability of such funds and an affidavit of support from the sponsor. Note: A USCIS Form 1- 134 is required if the student is being sponsored by someone currently residing in the United States.
3. Complete an official transcript of all high school and college work (certified English translation, if originals are not in English).

4. Test of English as a Foreign Language (TOEFL) score of 500 or completion of Level 5 of an English as a Second Language (ESL) program.
5. All other admissions documents also required. All forms must be completed and returned to the Admissions Office prior to acceptance. See www.swcc.edu and go to the “Admissions” page.

Transfer students must have maintained a 2.00 grade point average on a 4.00 grade point scale, on all previous college work.

Transfer students with a grade point average below 2.00 will be admitted to Southwestern on a probationary basis and may not enroll in more than 12 semester hours.

Successful completion of a program in “English as a Second Language” taken in residence at an accredited American college or university may be accepted in lieu of the TOEFL.

Holders of student (F-I) visas must enroll for a full load of courses. For international students, the minimum full course load is 12 semester hours.

VETERANS

Southwestern Christian College is certified for Veterans training under the provisions of Title 38 of the United States Code.

It is necessary that veterans complete a veteran’s application packet in the Academic Affairs office. The application packet is comprised of the following documents:

1. Application-VA form 22-1999; 2. Separation papers-DD214; 3. Dependency evidence-marriage certificate, birth certificate, divorce decree, etc.; and 4. Certificate of Eligibility and Entitlement.

Federal laws provide for educational funding for veterans and their dependents. They also require strict reporting by the college on enrollment and progress toward the degree. Veterans who do not comply with the standards must be reported to the Veterans Administration.

STUDENTS WITH DISABILITIES

Southwestern Christian College does not discriminate based on an individual’s disability in admissions, accessibility, or, treatment in its programs and activities.

Students requesting accommodations due to a disability should notify the Office of Admissions at least sixty (60) days prior to the beginning of the semester of enrollment. Every effort will be made to provide assistance from available resources via the college. Students are asked to provide any documentation that will assist the college in providing an appropriate system of accommodations.

Services are available to Texas residents, students who are affiliated with the Texas Rehabilitation Commission.

RECORD RETENTION AND MAINTENANCE

Admissions materials submitted to Southwestern Christian College must be original documents. The documents submitted, upon receipt by the Admissions Office, become property of the college, and originals, except for foreign transcripts, will not be returned to the student.

Admissions applications and supporting documentation received from individuals who apply to Southwestern Christian College but do not enroll will be retained and destroyed in accordance with the Retention Schedule recommended by the Texas State Library and Archives Commission.

FRESHMAN ORIENTATION AND UJIMA WAIVER

Transfer students who have successfully completed nine (9) semester hours of coursework with a grade point average of 2.0 are exempt from taking Freshman Orientation and UJIMA at Southwestern Christian College.

HIGH SCHOOL-COLLEGE CONCURRENT ENROLLMENT PROGRAM

High school seniors from **local** high schools may enroll at Southwestern Christian College for the fall and spring semesters under the provisions of this program. Through the program, high school seniors will have the opportunity to broaden their total educational experience while completing their high school requirements. Enrollment in any freshman level course for which the student has adequate preparation is possible with exploration into various curricula encouraged.

UNCLASSIFIED STUDENTS

This student is one who has been accepted for admission but is not seeking a degree from this institution.

RECORD RETENTION AND MAINTENANCE

Admissions materials submitted to Southwestern Christian College must be original documents. The documents submitted, upon receipt by the Admissions Office, become property of the college, and originals, except for foreign transcripts, will not be returned to the student.

Admissions applications and supporting documentation received from individuals who apply to Southwestern Christian College but do not enroll will be retained and destroyed in accordance with the Retention Schedule recommended by the Texas State Library and Archives Commission.

ACADEMICS

STATEMENT ON STUDENT RESPONSIBILITY

Southwestern Christian College has established certain requirements that must be met before a degree is granted. These requirements concern courses, academic progress, and financial responsibility. Academic advisors, the division chairs, and faculty will always help students understand these requirements, but the student is responsible for fulfilling them. When a student has completed his course work, the Vice President for Academic Affairs will determine whether the student receives a degree. If the requirements for the degree have not been met, the degree will be refused until the requirements have been met. For this reason, it is important for each student to know the degree requirements and to keep informed during his or her college career.

This catalog is presented to enable prospective and current students to learn everything they can about Southwestern Christian College. This catalog states certain regulations and procedures established by the general administration. It is important that a student understand the policies and requirements and knows the regulations and procedures he or she is expected to follow.

STUDENT CONDUCT

Students are required to conduct themselves in an orderly manner, in class, on campus, or representing the college. Cell phones, pagers, and similar devices are not considered appropriate tools of learning. Cell phones should be turned off during class and Chapel. Cell phones, especially those with photo and text messaging capabilities are prohibited in class during lectures, quizzes and examinations.

ACADEMIC INTEGRITY

Academic integrity is the cornerstone of character and is essential to Christian living. Accordingly, integrity is required of all students at Southwestern Christian College. Academic integrity means being fully honest in all academic work. It requires using only instructor-authorized sources of information when taking tests. It requires identifying and documenting sources quoted or paraphrased in written assignments. It requires accurately reporting the completion of reading assignments and other work. Cases of plagiarism (representing another's work as one's own), cheating, or other instances of dishonesty may result in academic disqualification from the class or college.

CLASS ATTENDANCE

Regular attendance and participation in classroom activities are vital to the students' academic success.

Students will be excused from classes without penalty when representing the college in any approved capacity. This, however, does not relieve the student of handing in papers and fulfilling other assignments.

Students who leave early and return late from a college-designated holiday will receive "double cuts" for each class period missed.

Students will be allowed only four (4) class absences. After four (4) absences, at the discretion of the instructor, a student will be dropped from the course with an FA (failure due to absences) grade. This is a failing grade and is included in the grade point average.

A short-term suspension from the college will be considered two (2) unexcused class absences.

Students who are more than 15 minutes late to a given class may be admitted but will be considered absent for that class hour.

Unless previously notified by the instructor, students may leave a class after 15 minutes, if the instructor does not come to class.

Students who register late are required to complete all previously assigned work.

BIBLE REQUIREMENT

The regular study of the Bible is a vital aspect of a Christian Education at Southwestern Christian College. All full-time students (students taking 12 or more semester hours) must register for credit and regularly attend a Bible course each semester.

BASIC STUDIES PROGRAM

A Basic Studies program to assist students whose high school records and college placement scores indicate a need for additional preparation before admission to standard academic courses supports the “open-door” admissions policy of Southwestern Christian College. Basic Studies at Southwestern provide an opportunity for students to develop their skills in English, grammar and composition, Reading and Mathematics. Through these courses, students improve their opportunity to succeed in college. The Basic Studies courses at SWCC are as follows:

- **IRW 031 or 032 Developmental Integrated Reading & Writing**
- **MTH 033, Beginning Algebra,**
- **MTH 034, Intermediate Algebra**

Even though these courses may serve as perquisites to college level courses, they carry only institutional credit and, therefore, cannot be used for graduation purposes. Upon completion of IRW 031, with a grade of “B” or better, students may enroll in ENG. 131. Students making a “C” in IRW 031 must enroll in IRW 032. Students making a “D” or below in DIRW 032 must re-enroll in IRW 031.

Upon completion of MTH 033, with a grade of “B” or better, students may enroll in College Algebra. Students making a “C” in MTH 033 must enroll in MTH 034, Intermediate Algebra. Students making a “D” or below in MTH 033 must re-enroll in MTH 033, Beginning Algebra.

BIBLE AND BASIC STUDIES COMPLETION REQUIREMENT

Bible and Basic Studies courses are significantly and uniquely interwoven with the mission of the college. For this reason, students are not permitted to drop these courses once

registered. Students are encouraged to do well and complete these courses during the first semester and move on to the standard academic courses. This will ensure that the students will be on track toward graduation.

COLLEGE-LEVEL COMPETENCIES

All graduates are required to take the *ETS Proficiency Profile* formerly called MAPP. This test is designed to assess four core skill areas – critical thinking, reading, writing and mathematics. This exam is required to fulfill all graduation requirements. All Bachelor degree students must take the *Religious Studies Division* Exit Exam in addition to the *ETS Proficiency Profile*.

CLASSIFICATION OF STUDENTS

A student who has earned less than thirty semester hours is classified as a freshman, thirty to sixty-four semester hours is classified as a sophomore, sixty-five to ninety-five hours is classified as a junior, and ninety-six hours to one hundred twenty-five hours is classified as a senior.

A student registered for 12 or more semester hours shall be considered a full-time student. Students registered for less than 12 semester hours shall be considered part-time students.

CHALLENGE COURSES

Students who demonstrate, by their academic records, proficiency in certain subjects will receive credit for a course if they are able to make a grade of “B” or better on a valid comprehensive examination and complete the following steps:

1. Receive permission from the Vice President for Academic Affairs whereupon an application form will be issued.
2. Obtain on the application form the signature of the faculty member administering the exam.
3. Before taking the test, the student will be required to present the completed application form to the Business Office. Upon passing with the grade of “B” or better, the student will be required to pay for the course before credit will be given.
4. The test must be taken before the last day of late registration to allow enrollment into class if credit is not obtained by examination.

Students may challenge a course by examination once per course. Students may not challenge a course they have already taken and failed. If a student challenges a course, and is not successful, the student must enroll in the regular class to obtain credit. Only 8 hours credit by challenge will be accepted toward a degree. Basic Studies and Physical Education activity courses may not be challenged for credit.

CONCURRENT ENROLLMENT

After attending a semester at Southwestern Christian College students may choose to attend a winter, mini-term, or summer terms at another accredited college or university. Students **must** receive approval from the Vice President for Academic Affairs prior to enrolling for these courses by completing a Concurrent Enrollment Approval Form. Courses taken without approval will not be accepted for credit.

Students who take courses at another institution must request that the registrar of each college attended forward an official transcript to the Registrar at Southwestern Christian College.

COURSE NUMBERS

Southwestern Christian College uses a three-digit numbering system. The first digit shows the level of the course, the second digit shows the semester hours of credit, and the last digit denotes sequence. Course numbers that begin with zero (0) receive institutional credit for determining course load, but do not count toward graduation credit.

COURSE LOADS

The following regulations shall prevail with reference to the amount of work that may be taken.

1. A first semester student at Southwestern Christian College is permitted to register for a maximum of 16 semester hours.
2. After the first year, if a student has proven he/she can handle extra work, after approval from the Vice President for Academic Affairs, he/she may take 18 hours. Students who work for part of their expenses, or those students whose scholastic records are poor, are strongly encouraged not to carry extra work.

COURSE CREDIT

The basic unit of credit is the semester hour. The general rule is that one semester hour of credit is given for each class hour per week for a semester. Most classes meet three hours each week and are given three semester hours of credit. Two or three hours in physical education classes or of laboratory work are equivalent to one semester hour of credit. Credit and clock hours are calculated for certificate programs. **Students should expect to spend a minimum of two hours studying outside of class for every hour of class meeting.**

DEGREE PLAN

All full-and part-time degree-seeking students are required to have a degree plan on file in the Office of Academic Affairs. The degree plan outlines the student's course of studies leading to graduation. Students must meet with their assigned advisor and complete the degree plan during registration. The degree plan is an important document. The student should refer to the degree plan each semester they register.

INDEPENDENT STUDY

Students who have completed 12 hours of coursework with a grade point average of 2.20 and are currently enrolled in residence may take 3 hours of coursework by Independent Study. Additional hours may only be taken with the approval of the Vice President for Academic Affairs. Independent Study forms must be approved and signed by the instructor and Vice President for Academic Affairs. A written contract outlining the required work must be signed by the instructor and the student and submitted to the Vice President for Academic Affairs before the course is added to the student's schedule of classes. All work required for the independent study must be submitted to the Vice President for Academic Affairs at the time final grades are submitted. Basic Studies, Foreign Language, Science, Speech and Physical Education courses, may not be taken by independent study.

DISTANCE EDUCATION

With increased access to personal computers and universal Internet, the foundation for distance education at Southwestern Christian College was established. Online with SwCC is designed to provide a sweeping breadth of programs and courses for people whose educational needs are beyond the scope of customary campus offerings. Students of all ages and from all walks of life benefit from Online with SwCC for open-enrollment credit, non-credit classes, professional development, personal enrichment and a variety of distance education options.

ENROLLMENT

You do not have to be admitted to Southwestern Christian College to take online courses. Likewise, enrollment in online courses does not constitute admission to Southwestern Christian College.

Please note that if you are enrolled in a degree program at Southwestern Christian College or another institution, prior approval may be required to use Distance Education courses toward your degree.

COURSE LOGISTICS

Our courses are self-paced. Students have up to twelve weeks to complete course requirements. Assignments, mid-semester exam, and final exam are required.

HOW TO ENROLL

There are three ways to enroll in Online Courses with SwCC.

1. Mail

Complete the appropriate enrollment form found online at www.swcc.edu and submit it by mail along with the non-refundable **\$50** application fee, and the total course cost

by personal check, money order or major credit card to Southwestern Christian College, P.O. Box 10, Terrell, TX 75160.

2. In Person
Enroll in person using cash, check, or major credit card at 200 Bowser Circle, Terrell, TX 75160.
3. Online
Enroll online at www.swcc.edu. Pay all fees and tuition using cash, check, or major credit card to Southwestern Christian College, P.O. Box 10, Terrell, TX 75160.

TUITION AND FEES

Taking courses through Online with SwCC is not only convenient, but also affordable. Course cost is **\$310.00** per credit hour. Note, that course costs do not include the costs of textbooks and supplemental materials.

EXAMINATIONS

During the progress of each course, an appropriate number of examinations, including a comprehensive final examination, will be given as are deemed necessary by the instructor as a satisfactory basis for grades. If a student misses an examination because of illness confirmed by the proper college personnel or a physician, or participation in a college approved activity, a make-up examination may be granted by the instructor. Instructors are under no obligation to administer a make-up examination for an absence.

GRADES AND REPORTS

Reports of semester grades are sent to students at the end of each semester. These grades represent the quality of work done by the student in the courses taken. Southwestern Christian College uses the following system of grades and quality points:

GRADES	QUALITY POINT/PER CREDIT HOUR
A—Excellent	4
B—Good	3
C—Satisfactory	2
D—Passing	1
F—Failing	0

CREDIT TYPES

Other credit types are:

- W Withdrew, with the permission of the Vice President for Academic Affairs, before the deadline for dropping a course.
- WP Withdrew, with the permission of the Vice President for Academic Affairs, after the deadline for dropping a course (and before the last week of class) while earning a passing grade.
- WF Withdrew, with the permission of the Vice President for Academic Affairs, after the

deadline for dropping a course (and before the last week of class) while earning a failing grade.

UW Unofficial Withdrawal from course or institution

I Incomplete. Unfinished work, otherwise passing. Grade is assigned by instructor, and removed when incomplete work has been completed

FA Failure Due to Absences. This failing grade is included in the grade point average.

IDS Course taken by Independent Study

AU Student Auditing Course/No Credit

*/R Repeated Course

NX No Credit

GRADE POINT AVERAGE (GPA)

The grade point average is used by the college personnel to determine student scholastic class loads, eligibility for admission, and eligibility for graduation.

This numerical average is computed by dividing grade/quality points by total credit hours attempted within a semester (or term). A cumulative grade-point average is the total points on a student's record divided by the total hours he has attempted.

ENGLISH AND MATHEMATICS COMPETENCY REQUIREMENT

Students must earn a "C" or better in ENG 131,132, Composition and Rhetoric, and MTH 135, College Algebra to receive credit toward graduation.

REMOVAL OF "I" GRADE

Students may remove grades of "I" by following the requirements specified by the instructor who gave the grade.

"I" grades must be removed by the date indicated on the academic calendar, of the next semester in which the student enrolls at Southwestern Christian College. "I" grades not removed will automatically become "F."

If the student does not enroll the following semester, "I" grades must be removed within one year. "I" grades not removed will automatically become "F."

GRADE CHANGES

No grade except an "I" may be removed from the student's record once properly recorded in the Office of Academic Affairs. If an instructor believes a clerical error has been made, a change can be made only by a letter of explanation certifying that an error has been made by the instructor. Corrections must be made within 60 days after the close of the semester for which the grade was awarded.

ADDING AND DROPPING COURSES

Students should refer to the academic calendar of each semester for the deadline for adding

and dropping courses. Students must complete the necessary form in the Office of Academic Affairs, and have it signed by the instructor of the course added or dropped.

A grade of “W” will be assigned if the course is dropped by the deadline for dropping a course shown on the academic calendar. If the course is dropped after this date, and before the last week of classes, a grade of “WP” or “WF” will be assigned. Students who do not officially withdraw through the Office of Academic Affairs will receive an “F” grade on their permanent record.

An add or drop fee of \$2.00 will be charged for each course change, unless the change is made at the request of the instructor or an error in scheduling was made.

Ceasing to attend class meetings does not constitute official dropping of a course.

WITHDRAWAL FROM COLLEGE

ADMINISTRATIVE WITHDRAWAL – INSTITUTIONAL USE

Southwestern Christian College reserves the right to administratively withdraw a student from class(es) for failure to meet financial obligations or failure to attend classes during the first two weeks of the semester/term without an approved excuse. Excused absences may be granted at the discretion of the instructor. An evaluation of student grade point averages at mid-term below a 2.00 can also result in an administrative withdrawal by the Vice President for Academic Affairs. A student may appeal the decision in writing through the Academic Affairs Committee.

In the case of an administrative withdrawal, the college will initiate an administrative withdrawal with a grade of “W”. The date of withdrawal will be the last documented date of attendance or last date of participation in an academic-related activity.

If a student fails to initiate the academic withdrawal process and has never attended the class during the first two weeks of the semester or term, the college will initiate an administrative withdrawal for non-attendance with no permanent notation to the academic record. In this case, the refund calculation will be based on the day prior to the start of the semester or registration date if registered after the start of the semester.

ACADEMIC WITHDRAWAL – STUDENT INITIATED

Any student wishing to withdraw from the college must secure an honorable dismissal through the Office of Academic Affairs after he or she has first returned all library books, paid all fines, and made satisfactory clearance in the Business Office. A student who fails to comply with the above procedures will not be eligible to receive refunds of such fees, tuition or deposits that are otherwise refundable.

A student may receive a “W” (Withdrawal) in a course provided that at the time of withdrawal he or she has the permission of the Vice President for Academic Affairs and is doing passing

work in the course. Students who do not officially withdraw through the Office of Academic Affairs will receive an “F” grade on their permanent record.

ACADEMIC ADVISING

Academic advising at Southwestern Christian College is viewed as a cooperative educational partnership between adviser and advisee, grounded in mutual respect and a common commitment to student growth and success.

Your adviser is listed in your Populi student portal under student link in the Student Information. You may also call Academic Affairs at (972)524-3341, Ext. 128 and you will be provided the information.

All students are required to see their faculty advisor prior to registering for any class. Your advisor may register you until the confirmation deadline.

If you have any questions about registering or adding, dropping, and withdrawing from classes, please contact the Academic Affairs office.

REGISTRATION

The academic year at Southwestern is divided into semesters of approximately 16 weeks each. Students may enroll at the beginning of either semester. For registration dates consult the Academic Calendar.

Students who register late must pay an initial fee of **\$15.00** and a fee of **\$5.00** for each day after the first day of late registration.

No student shall receive credit for any course for which he or she is not properly registered in the Office of Academic Affairs.

REPEATING A COURSE

A student may repeat any course in which a grade of “D” or below was received. Only the highest grade earned is included in the cumulative grade point averages, even if the latest grade is lower than a preceding grade. When a student withdraws from a course being repeated, the cumulative grade point average is calculated by using the immediately preceding grade in the same course. The symbol “R” will be listed on the student’s permanent record to indicate the course was repeated.

SATISFACTORY ACADEMIC PROGRESS

Students attending Southwestern Christian College have a right to continue their plans if they show steady and consistent academic progress and comply with all other college rules. If a student’s term grade point average falls below 2.00 after no less than 12 semester hours, or one (1) semester of college work, he or she will be notified and placed on “Academic Warning.”

If a student’s cumulative grade point average is below 2.0 for two (2) consecutive semesters, he or she will be so notified and placed on “Academic Probation.”

Students on academic warning or probation may not enroll for more than 12 semester hours during the following semester.

If a student's cumulative grade point average falls below 2.00 after 44 hours, or three (3) semesters of college work, he or she will be notified and placed on Academic Suspension. The student will be dropped from the College for one (1) semester. He or she may be reinstated after one semester. If reinstated, the student will be placed on scholastic probation. If at the end of one semester after the student returns, his or her grade point average remains below 2.00, the student will be permanently dismissed from the college.

SATISFACTORY ACADEMIC PROGRESS FOR VETERANS

A student who is receiving VA educational benefits and is enrolled in an approved degree or certificate program, must maintain the following cumulative grade point averages to be considered making satisfactory academic progress:

HOURS ATTEMPTED	REQUIRED CUMULATIVE GPA
1 - 15 hours	1.50
16 - 30 hours	1.75
31 - graduation	2.00

Students who fail to achieve the required cumulative GPA, based on the hours attempted, shall be placed on probation for one semester.

If the student on probation fails to achieve a 2.00 semester GPA at the end of the first probationary period, the student shall be reported to the VARO as making unsatisfactory progress.

If a student on probation achieves a semester GPA of 2.00 or better, but has not achieved the required cumulative GPA, the student may be continued on probation for one more semester.

A student who fails to achieve the required cumulative GPA, based on the hours attempted at the end of the second consecutive probationary period, shall be reported to the VARO as making unsatisfactory academic progress.

DUE PROCESS

Due process is the underlying focus of actions involving discretionary authority by college officials. Due process at Southwestern Christian College provides for adequate notice to a student and the opportunity to be heard should there be a dispute or grievance that may arise out of a decision reached or action taken in the course of official duty by a member of the faculty or staff.

STUDENT COMPLAINTS/GRIEVANCES

Students have the right to file a formal complaint or grievance in matters related to Academic Affairs, Student Affairs, Business Office, and Financial Aid. The SwCC Grievance Policy is applicable to complaints or grievances associated with discrimination; disability accommodations; harassment; grade disputes, academic probation, suspension and/or

academic dismissal, academic dishonesty, absences, disciplinary actions for social offenses, and Financial Aid.

Formal complaints

STUDENT RIGHT TO APPEAL

Students have the right to appeal any administrative decision under existing policies that adversely affect them.

The *Academic Standards and Curriculum Committee* will hear individual student grievances related to academic integrity, probation, suspension, and curriculum. Committee findings and recommendations will be forwarded to the appropriate office for review and disposition. Decisions of this Committee may be appealed to the President of the college.

The committee will consider the student's progress, withdrawals from courses, and other evidence of significance as to the student's ability to do college work.

Only the Vice President for Academic Affairs and/or the President of the college may grant exceptions to this policy after recommendations have been made.

SCHOLASTICS HONORS LIST

A Dean's List and Honor Roll, recognizing those students who have attained a grade point average of 3.10 or better, is posted at the end of each semester. A student must be carrying 12 credit hours or more to be eligible. The honor ratings are as follows:

Dean's List G.P.A. -- 3.70 or above

Honor Roll ***G.P.A. -- 3.10 thru 3.69***

GRADUATION HONORS

Candidates for graduation who have a grade point average of 3.40 or above and have fulfilled all graduation requirements, maintained good character, loyalty and school spirit are eligible for graduation honors as follows:

Summa Cum Laude G.P.A. -- 3.80 or above

Magna Cum Laude G.P.A. -- 3.65 thru 3.79

Cum Laude G. P. A. -- 3.40 thru 3.64

Special recognition is given to the graduates with the first, second, and third highest cumulative grade point average.

NATIONAL SCHOLASTIC RECOGNITION

Each year, Southwestern Christian College students who have distinguished themselves in academic scholarship are recognized nationally by *Who's Who Among Students in American Colleges*.

TRANSCRIPT POLICY

All official transcripts are copies of the student's permanent record. The first copy of the official transcript is issued free of charge. For each additional copy a fee of \$5.00 will be charged. Cash, cashiers' checks, money orders, personal or business checks and credit cards will be accepted in payment of the transcript fee.

Transcripts or other evidence of college attendance will not be issued to or for a student who is in debt to the college or has defaulted on a federal student loan.

Transcripts, which have been presented to Southwestern Christian College for admission or evaluation of credit, become a part of the student's permanent record and will not be reissued.

CATALOG PRIVILEGE

A student may meet the graduation requirements noted in the catalog in effect at the time of admission to Southwestern Christian College or the requirements of any later catalog published before the student's graduation. All requirements of the chosen catalog must be met within 6 years of that catalog's publication. If a student re-enrolls six (6) or more years after the initial registration date, the student must meet the graduation requirements of the current academic catalog.

FISCAL POLICIES

Student accounts are payable in cash at registration or in advance. When necessary, arrangements for payments must be made in writing at least 30 days before registration to be considered.

All payments applicable to a student account should be made or sent directly to the Business Office of the college, P.O. Box 10, Terrell, Texas 75160, in the form of cash, money order or cashier's check only. The total of a student's balance may be paid before registration. Receipts will be issued for all payments. The Business Office cannot assume responsibility for cash sent through the mail unless by registered letter.

FEES

APPLICATION FEE

Students desiring consideration for admission are urged to make application as far as possible in advance of the opening date of the semester. An application fee of \$20 must be paid at the time of application for admittance.

This is a fee required of all students and is not refundable.

HOUSING FEE

If you are enrolling in Southwestern Christian College for the first time and will be staying in campus housing, you are required to submit a \$50 housing fee with the application for admission. This fee is non-refundable.

SPECIAL FEES

Activity fee per semester \$158.00

This fee includes annual, athletic games, school paper, library and I.D. cards.

Building use fee \$158.00

Insurance fee \$170.00

Change of course fee \$2.00

This fee is charged each time a student makes a change in his or her previously approved class schedule. **This fee must be paid in cash.**

Special examination fee \$ 10.00

This fee is charged for placement tests taken during the scheduled examination periods.

Late testing fee \$ 15.00

Late registration fee	\$ 50.00
Each day (After first).....	\$ 5.00
Graduation fee	\$ 100.00

This fee is an estimate, and is NOT covered by Financial Aid

Transcript, after the first one, each \$ 5.00

Fax Copy \$ 3.00

Application fee \$ 20.00

Housing Fee..... \$ 50.00

Laboratory fees..... \$ 87.00

This fee is charged for all of the following courses: Biology, Chemistry, Physics,
Chorus, Piano, Computer Science, and Basic Studies Courses

Technology Fee \$132.00

Bowling \$152.00

Auditing fee \$ 12.00

Mailbox fee \$ 46.00

SPECIAL ACTIVITIES FEES

Students who participate in special activities such as Chorus and Cheerleading must pay for the current cost of the uniform in cash before the order is placed. The cost may not be covered by financial aid or added to the student's account.

CHALLENGE COURSES

Students who make application to challenge a course by examination must pay a \$50 examination fee. Upon passing, pay full by-the-hour tuition for the course.

PAYMENT PLANS

Plan I: Cash at Registration

This is the best form of payment because it eliminates all interest and service charges. Students should be prepared to make payment for tuition, room, board, and fees on the day of registration or before. The total cost is approximately **\$6840.22** and should be paid by cash, cashier's check or money order.

In need-based situations, arrangements must be requested in writing from the Business Office. Under this plan, a 1% service charge will be assessed on the unpaid balance monthly and a \$10.00 penalty by the 15th of the fourth month of each semester.

Plan II: Grants & Loans

Various grants and loans are available for payment of student expenses. The balance of the account not covered by financial aid must be paid using Plan I.

REFUNDS

The effective date for calculation of a refund shall be the date the student:

1. Officially withdraws for personal or medical reasons, or
2. has been suspended, or
3. has been dismissed, or
4. changes his/her enrollment status, or
5. unofficially leaves the campus (the last date the student attended class will be the withdrawal date).

A student receives a refund of tuition and fees according to the following schedule:

1. 100% of both tuition and fees (except application and housing fee), if the student is enrolled not less than seven (7) calendar days prior to the first official day of college classes as listed in the academic calendar
2. 80% prior to the end of the first three weeks of classes
3. 40% during the fourth or fifth week of classes
4. NO REFUNDS ALLOWED after the fifth week of classes

RETURN OF TITLE IV FUNDS

As an institution participating in Title IV programs, Southwestern Christian College is required to return unearned tuition, fees, room and board, and other charges to students attending the institution for the first time who have received a grant, loan, or Federal College Work Study or whose parents have received a loan on their behalf under the PLUS program.

The return is required if the student does not register for, withdraws from, or otherwise fails to complete the period of enrollment for which the financial assistance was intended. No return is required if the student withdraws after 60 percent of the period of enrollment for which the charges were assessed has passed.

In accordance with the Higher Education Act of 1965 as amended, all or part of any refund due to a Southwestern Christian College student receiving financial aid must be returned to the source programs.

The following priority will be used for distribution of refund proceeds:

1. Direct Unsubsidized Loan

2. Direct Subsidized Loan
3. Direct PLUS
4. Federal Pell Grant
5. Federal SEOG
6. Scholarships, Grants, Sponsors
7. Student

NOTE: Under the new Federal Regulations a student who withdraws, and subsequently is overpaid in Title IV funds, may owe a refund to the institution and/or Federal Government. Any such student will be notified within forty-five (45) days of the determined withdrawal.

SPECIAL NOTE:

The section on refunds is applicable only when full costs are paid at registration. Therefore, computation of refund will be based on actual cost (billed charges) and any amount paid in excess will be refunded to the student or funding agency based on stipulated regulations but any balance due based on computation is still due and payable at time of withdrawal.

DELINQUENCY POLICY

Delinquency in payment of any amount due from a student or former student to the college, or under any loan program administered by the college, will result in denial of registration, exclusion from classes, withholding of grades, transcripts, degrees and/or certificates.

SPECIAL NOTE:

Debit or credit balances of less than one dollar will be written off. Exception: (Persons sending stamped self-addressed envelopes will be sent any credit balance as requested.)

The following is an estimated per semester cost (intended only as a guide):

***COST ESTIMATE FOR ONE SEMESTER
(Per Semester)***

Tuition (12-19 hrs.)	\$3,415.00
1-11 hours (per hour)	\$310.00
per hour	
Above 19 hours,	\$180.00 per hour
Room Rent	\$1,138.00
Board	\$1,336.00
Tax on Board	\$110.22
Activity Fee	\$158.00
Bldg. Use Fee	\$158.00
Insurance Fee	\$170.00
Mailbox Fee	\$46.00
Technology Fee	\$132.00

3 Labs	\$177.00
	<hr/>

TOTAL ESTIMATE **\$6,840.22**
FOR ONE SEMESTER
PLANS FOR LIQUIDATION ESTIMATED
ACCOUNT (Per Semester)
TOTAL ESTIMATED ACCOUNT

Family Contribution	\$ 500.00
FEDERAL PELL GRANT	1, 930.00
*FSEOG (Estimate Only)	1, 000.00
*FWSP (Must be earned)	1, 000.00
*TEG (Texas Student Only)	1, 000.00

****Loans will be held to a minimum, as these must be repaid.**

FINANCIAL ASSISTANCE

Financial aid to a college student may be described as any means of reducing educational costs. Such costs include direct expenses, such as tuition, fees, books and supplies, and indirect expenses such as room and board, transportation, and personal expenses.

The amount of money, which a family can reasonably be expected to contribute toward the education of the student, should be determined from a consideration of family income and size, normal family expenses, as well as any unusual or emergency needs. Financial need analyses are provided by such organizations as College Testing Program, which furnish to the college an analysis of the family's ability to pay. In order to be eligible, a student must be enrolled at least as a half-time student.

Southwestern Christian College participates in all programs described in this catalog unless legislation or funding is pending.

The Parents' Confidential Statement determines qualification for financial aid programs.

Students seeking financial aid should contact the Financial Aid office for information and application procedures early in the fall term of the senior year in high school.

ANTI-DRUG ABUSE ACT of 1988

The implementation of the Anti-Drug Abuse Act of 1988 will affect Federal Pell Grant recipients and institutions receiving federal student funds. Students receiving a Federal Pell Grant will be required to sign an Anti-Drug Abuse Act Certification stating they will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by the Federal Pell Grant.

FEDERAL AID PROGRAMS

FEDERAL PELL GRANT

The Federal Pell Grant Program makes funds available to eligible students attending approved colleges and universities. You may apply for a Federal Pell Grant if you are an undergraduate student enrolled part-time. The maximum amount awarded under this program for the current academic year is \$5920. Awards for the next academic year and following years will depend upon legislative approval each year.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The program provides financial assistance to qualified undergrads who show additional need (with priority given to Pell Grant recipients), meet the academic requirements of the chosen college, and are enrolled for at least a part-time academic load. This grant can range up to \$2000 a year depending on the need of the student or the availability of FSEOG funds and the amount of the other aid the student receives.

TUITION EQUALIZATION GRANT

The Tuition Equalization Grant Program is designed for residents of Texas who choose to attend a private college or university. Grants vary according to financial need up to \$3364 for the academic year and \$5046 for undergraduate students with exceptional need. To qualify for tuition support from the TEG program, you must:

1. Be a Texas resident as defined by the Coordinating Board and meet the resident requirements as defined by law for Texas resident tuition in state supported colleges and universities
2. Be enrolled for at least one-half of a full course load in an approved private Texas college or university
3. Be required to pay more tuition than is required at a state college or university
4. Not be a recipient of any form of athletic scholarship
5. Establish family financial need according to procedures and regulations of the Coordinating Board
6. Not be enrolled in a theological or religious degree program

FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study Program provides employment for students with the greatest financial need in meeting educational expenses. Students may be employed by the educational institution.

TEXAS COLLEGE WORK-STUDY PROGRAM (TCWSP)

The Texas College Work-Study Program provides part-time jobs to eligible students with financial need. Applicants must:

1. Be Texas residents
2. Show financial need
3. Register for the Selective Service, unless exempt
4. Enroll at least half time

FEDERAL DIRECT LOAN PROGRAM

DIRECT LOAN

The amount a student may borrow depends upon the student's need and status:

DEPENDENT

SUBSIDIZED

- \$3,500 Year 1
- \$4,500 Year 2
- \$5,500 Years 3 through 5

UNSUBSIDIZED

\$2,000
\$2,000
\$2,000

INDEPENDENT

SUBSIDIZED

- \$3,500 Year 1
- \$4,500 Year 2
- \$5,500 Years 3 through 5

UNSUBSIDIZED

\$6,000
\$6,000
\$7,000

The interest on the Direct Loan is variable, effective on or after July 1, 2010, with an 8.25% cap effective July 1, 2000.

An origination fee of up to 1% will be deducted proportionately from each loan payment. The money is passed on to the Federal Government to help reduce the government's cost of subsidizing these low interest-bearing loans.

The repayment period for the Direct Loan begins on the day after the expiration of the six month grace period that follows after the student ceases to be enrolled on at least a part-time basis, unless the borrower requests and is granted a repayment schedule that allows the borrower to begin repayment at an earlier date. The maximum loan repayment period is ten (10) years with a minimum monthly payment of \$50.00.

When the student leaves school, graduates, or drops below part-time status, it is the student's responsibility to notify the lender. The student is also responsible for notifying the lender of name or address change.

DIRECT PLUS LOAN

Direct PLUS loans are for parent borrowers and may be made by the Department of Education. The interest rate is variable with an 8.25% cap effective July 1, 2000.

There is no limit on the amount a parent may borrow on behalf of a dependent student. However, a Direct PLUS loan may not exceed the student's estimated cost of attendance

minus any estimated financial assistance the student has or will be awarded during the period of enrollment.

The maximum loan repayment period is ten (10) years with a minimum monthly payment of \$50.00. The repayment period begins on the day that the loan is disbursed.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Students are making satisfactory academic progress when:

1. The student meets the following grade point average standards:

<i>TOTAL CREDIT HOURS COMPLETED*</i>	<i>MINIMUM GPA*</i>
1 - 15 hours	1.50
16 - 30	1.75
31+	2.00

*Including Transfer Credit

3. The student has completed the following minimum number of hours in the last semester in which the student enrolled for six (6) or more hours at Southwestern Christian College:

<i>ENROLLMENT AS OF CENSUS DATE</i>	<i>MINIMUM COMPLETION</i>
12+	9
9-11	8
6-8	6

The student has completed an increment of the declared degree objectives necessary to permit completion of the Associate degree within six (6) semesters of full-time study and 12 semesters for the Baccalaureate degree.

Students who do not meet the satisfactory academic progress standards will not be eligible for Title IV aid.

Eligibility to receive Title IV financial aid may be reinstated when the student:

1. Attains the cumulative GPA corresponding to the number of hours completed
2. Completes hours necessary for degree requirements within maximum limit

APPEALS/REINSTATEMENT

Students who have their financial aid suspended for non-compliance with the satisfactory academic progress rules will be afforded the opportunity to submit a written appeal to the Financial Aid Appeals Committee. Any request for an appeal must be accompanied by adequate evidence to support the appeal. If determined there is evidence of extenuating or mitigating circumstances, the student may be reinstated to probationary status.

A student determined to be ineligible to receive financial aid for noncompliance with the satisfactory academic progress rules may not be reinstated for participation in the financial aid program for at least one semester. Subsequently, the student may apply for and be reinstated on probationary status. However, prior to reinstatement, the student must enroll for at least nine (9) credit hours and have a cumulative grade point average (GPA) of at least a 2.00.

VOCATIONAL REHABILITATION

The Texas Rehabilitation Commission pays assistance for tuition and non-refundable fees to students who have certain disabilities, provided a TRC Counselor has approved their vocational objectives. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the handicapped students to become employable.

SPECIAL SCHOLARSHIPS

ABRAHAM AND NANCY JONES GRAY SCHOLARSHIP

Pearl Gray Daniels, of Montgomery, Alabama, established this scholarship in 1977 in honor of her parents, Abraham and Nancy Jones Gray, for their dedicated service to youth and Christian education. The amount of \$500 is awarded annually to a student from Alabama or the District of Columbia. Special awards may be made to any student upon recommendations from Dr. Pearl Daniels, Attorney Fred Gray or Mrs. Valerie Gray Wheeler. Interested students should contact the Director of Financial Aid.

BAY WORKERS FOR SOUTHWESTERN CHRISTIAN COLLEGE SCHOLARSHIP "MEMORIAL FUND"

This Scholarship was established in 1974 to make funds available for disbursements to students from the Bay Area and Northern California (Fresno Northward) upon application to and approval by the Bay Workers for Southwestern Christian College Executive Committee. The Fund is operated in memory of those who have worked diligently for and in support of Southwestern Christian College in the Bay Area, (Ellis, Coats, Stevenson, and Miles). Members of congregations in the Bay Area endorse and support this Fund.

Applicants should inquire at the following address:

Bay Workers for SwCC
P.O. Box 12123
San Francisco, California 94112

ANNIE MAE DAVIS ENDOWED SCHOLARSHIP FUND

Dr. Marie Wilmeth established this scholarship in honor of Mrs. Annie Mae Davis of Abilene, Texas, an ardent supporter of Southwestern Christian College. The interest earned through Dr. Wilmeth's account along with the generous donations of others go to help chosen students attend. Interested persons should contact the President's office for more information.

GASKIN MINISTERIAL SCHOLARSHIP

The Charles D. Gaskin Ministerial Scholarship was established in 1993 to help support aspiring young ministers. Dr. James Maxwell, Vice President of Southwestern Christian College, is the administrator of this scholarship.

J.S. WINSTON SOUND DOCTRINE FOUNDATION SCHOLARSHIP FUND

The late J.S. Winston, one of the original SwCC pioneers, established the J.S. Winston Foundation Scholarship Fund in 1981. The purpose of the scholarship is to aid promising ministerial students who have financial need or students who plan to serve the church in ways other than preaching.

LOCAL INCENTIVE SCHOLARSHIP PROGRAM

Southwestern offers a special scholarship to local students residing in Terrell or Kaufman County. Interested students should contact the Director of Financial Aid, Southwestern Christian College.

GRANTS-IN-AID

ACADEMIC

ENTERING FRESHMAN

Entering freshmen with a 3.70 or above grade point average (on a 4.00 grade point scale) are eligible for an annual full grant-in-aid award (tuition, room, board, and books). This grant-in-aid award may be renewed annually if the student maintains an average of 3.50 and is in good social standing with the college.

Students must apply in writing to the Vice President for Academic Affairs for the renewal of this grant-in-aid award at the end of the academic year.

Entering freshman students with a 3.30 to 3.69 grade point average (on a 4.00 grade point scale) are eligible for an annual partial grant-in-aid award (tuition and books). This grant-in-aid award may be renewed annually if the student maintains an average of 3.30 and is in good social standing with the College.

Students must apply in writing to the Vice President for Academic Affairs for the renewal of this grant-in-aid award at the end of the academic year.

The actual individual award will be based on the amount of financial aid already allotted to the student.

Students who believe they meet the above requirements should ask their high school principal to send a letter of recommendation to the Vice President for Academic Affairs stating their cumulative grade point average (on 4.00 scale), rank in the graduating class, and date of graduation. Grant-in-Aid requests should be made at least 6 weeks prior to the start of the semester.

SOPHOMORE STUDENTS

Three (3) academic grant-in-aid awards will be available to sophomore students. The maximum amount of each grant-in-aid award is \$700. The actual individual award will be based on the amount of financial aid already allotted to the student. Students must meet the following requirements to qualify for this academic grant-in-aid:

1. Sophomore standing (30 hours)
2. Did not receive an academic grant-in-aid award upon entering Southwestern Christian College as a freshman
3. Cumulative GPA of 3.70 or above
4. No Incomplete grades from the previous semester
5. Good social standing with the College

Students who believe they meet the above requirements, must request this grant-in-aid in writing before June 1.

ATHLETIC

Several grant-in-aid awards are available to men and women in track and basketball. Anyone interested should contact the SwCC Athletic Director.

MUSIC

Several grant-in-aid awards will be offered to students showing outstanding abilities in the field of music. Students interested should contact the Chair of the music division.

PRESIDENTIAL INCENTIVE GRANT-IN-AID

This special scholarship is offered to students who have attended Southwestern Christian College for a minimum of one semester and have attained a B (3.0) average during the semester preceding application of the scholarship. The amount is three hundred dollars (\$300.00) per semester and is only given to students who have need and do not qualify for other available financial assistance. The scholarship is in the form of tuition discount only. Application must be made to the President of the college.

STUDENT LIFE

It is the desire of college faculty and staff to instill the highest standards of conduct and integrity. The college provides an atmosphere that inspires students to acknowledge and develop their individual responsibility to live right in the presence of God and man.

Students entering Southwestern Christian College thereby pledge to put forth every effort to abide by the spirit as well as the letter of all regulations. No student will be allowed to repeatedly violate the regulations of the college or who endeavors to stir up trouble among others. Any student may be asked to withdraw without having committed a special offense provided, in the judgment of the college, he or she is out of harmony with the interest of the college and student life.

High moral standards are absolutely required. Profanity, vulgarity, gambling, smoking and drinking alcoholic beverages, attending any places of questionable entertainment or amusement are against school ideals and rules. Dishonesty in students is considered a matter for serious discipline. Hazing in all forms is prohibited. The use of tobacco in any form is injurious; therefore, it is not permitted on the campus or in the dormitories.

AUTOMOBILES

No on campus student will be allowed to keep an automobile except by written approval of the Vice President for Student Affairs. Approval will not be given if the car is not properly insured, not mechanically safe, or if the owner is not properly licensed and familiar with the Motor Vehicle Law of Texas. Any student permitting an unlicensed driver to drive his car revokes his right to keep a vehicle on the campus.

DORMITORY SUPERVISION

Each dormitory has a full-time supervisor. In addition, the Dean of Men, Dean of Women and the Vice President for Student Affairs exercise careful supervision of the students with relation to their campus life.

RELIGIOUS ACTIVITIES

The college believes that the maintaining of a Christian environment on the campus is a necessity, therefore, each student is required to take a Bible course each semester. In addition, the following activities are conducted to aid in the transition of these concepts into functional living patterns: chapel exercises, evening devotionals, annual lectureship, and regular church activities.

CHAPEL

Each day at 9:30 a.m. the entire student body, administration and faculty gather in the auditorium of the college where a brief worship service is held. These services are usually limited to an extended devotional period. **Attendance is required of all full-time, regularly enrolled students.**

ANNUAL LECTURESHIP MEETING

Each November, supporters from all over the United States gather on the campus for a series of lectures and workshops on religious and current subjects. Students are strongly encouraged to participate and attend lectures that are usually inspiring and educational, though they are not considered to be church services or worship.

COLLEGE CHURCH

The first meeting was held in August 1950 when students and teachers gathered on the campus for the opening of school. Since then, several persons from the local community have been baptized and regular worship services are conducted year-round. The church building is located on West End Street, across from the campus.

MID-WEEK SERVICE

In addition to the graded Bible study on Sunday morning, the college church conducts a service each Wednesday night. They are usually in the form of prayer meetings, Bible classes, and preaching services. The college encourages regular church attendance and participation in activities that are provided to promote spiritual growth and development.

GENERAL STUDENT ACTIVITIES

Southwestern Christian College recognizes that the educational process must concern itself with the total growth of the student. It is, therefore, constantly attentive to both the breadth and intensity of student experiences. In this respect, the co-curricular activities of students are under faculty direction, to the end that the experiences furnished therein are designed to make a definite contribution to their growth and development.

CAMPUS STUDENT GOVERNMENT STUDENT SENATE

This group serves in an advisory capacity for the entire student body. Each year members are chosen by general election from the student body and supplemented by designated officers of each class. It serves as a medium of student participation in administration and strives to enrich the ethical character and capacity of self-discipline. The Student Senate sponsors worthwhile service projects and provides for social functions during the year.

COMMUNITY SERVICE AND VOLUNTEER SERVICES

Southwestern Christian College students are encouraged to participate in approved community and campus sponsored activities. Community service project hours for class credit may be required by an instructor.

THE CHRISTIAN ECHO

Founder G.P. Bowser first published the *Christian Echo* in 1902. The theme of this unique paper was "Preach the Word, Holding the Truth in Love." For the last 100 years, the school has done exactly that. *The Christian Echo* is circulated across America.

STUDENT SERVICES

ORIENTATION PROGRAM

RAM WEEK

During the opening week of each semester a series of programs are held to acclimate new students to the college experience. Programs include college rules and policies, library orientation, financial aid counseling, placement testing, academic advising, registration procedures, and departmental auditions.

These programs are designed to help students make the transition from high school to college. **All new students are required to complete this series of programs.**

ACADEMIC ADVISING

All students are assigned a faculty member as an advisor, generally in their respective major field of interest. Each student is required to have a degree plan filled out by their academic advisor and filed in the Office of Academic Affairs. Each student must assume responsibility for ensuring that he or she knows the academic requirements for the degree that is being pursued.

PLACEMENT TESTING

College testing includes the *ACCUPLACER* Program of Basic Skills assessment required of freshman students. This series of tests is used as a placement instrument to identify students with deficiency in English, Mathematics, Reading, and Writing.

A fee of \$10.00 will be charged each student to cover the cost of materials and processing. A late fee of \$15.00 will be charged to students who take the tests after the initial testing sessions scheduled during Ram Week.

EXIT TESTING

All prospective sophomore and senior graduates are required to take the **ETS® Proficiency Profile** to complete graduation requirements. Bachelor students are required to take the Division exit exam in addition to the *ETS Proficiency Profile*.

COUNSELING SERVICES

A qualified, trained counselor is available to provide a variety of services for all students. Services include counseling related to personal/social problems, academic performance, academic advisement and vocational choices. Confidentiality is strictly maintained.

ALUMNI ASSOCIATION

All former SwCC students are encouraged to become members of the college alumni association. The association provides the avenue whereby former students can continue to show their support for the growth of Christian education at Southwestern Christian College. For further information write:

Alumni Association
Southwestern Christian College
P.O. Box 10
Terrell, Texas 75160
www.swccalumni.org

REQUIREMENTS FOR GRADUATION

ASSOCIATE DEGREES

In order to receive an Associate Degree, the candidate must complete the following requirements:

1. Meet all entrance requirements
2. Filed a degree plan
3. Earn 62 semester hours of credit (excluding Basic Studies course hours)
4. Cumulative grade point average of **2.20**
5. Complete the required courses for the degree program being pursued
6. Complete a minimum of 45 semester hours at Southwestern Christian College
7. Take the *ETS Proficiency* Profile Exit Exam
8. Satisfy all financial obligations to the college
9. Present to the Vice President for Academic Affairs a formal application for graduation by the date indicated on the academic calendar of the sophomore year
10. Maintain good moral character
11. Participate in the graduation exercises unless officially excused by the Vice President for Academic Affairs

DEGREE PROGRAMS REQUIREMENTS

ASSOCIATE OF ARTS:

Bible (121,122, 221,222)	8
CS 131, Introduction to Computer Science	3
English (131,132, 3 hours Literature)	9
Foreign Language (141,142)	8
History (131,132, 234)	9
Humanities (231 or 232)	3
Mathematics (MTH 135 or above)	3
Physical Education (Activity)	2
PSY 110, Freshman Orientation	1
UJI 110, UJIMA	1
PSY 131, or SOC 131	3
Speech 131	3
Electives	<u>9</u>
	62

ASSOCIATE OF SCIENCE:

Bible (121,122, 221,222)	8
CS 131, Introduction to Computer Science	3
English (131,132, 3 hours Literature)	9
History (131,132, 234)	9
Humanities (231 or 232)	3
Mathematics (MTH 135 or above)	3
Natural Science	8
Physical Education (Activity)	2
PSY 110, Freshman Orientation	1
UJI 110, UJIMA	1
PSY 131, or SOC 131	3
Speech 131	3
Electives	<u>9</u>
	62

BACHELOR OF SCIENCE DEGREE

In order to receive a Bachelor of Science degree, the candidate must complete the following requirements:

1. Meet all entrance requirements
2. Filed a degree plan
3. Complete a minimum of 53 semester hours of general education requirements
4. Complete a minimum of 78 semester hours required courses for the Bachelor of Science degree
5. Complete a minimum of 95 semester hours at Southwestern Christian College (A maximum of 32 semester hours will be accepted from a school of preaching or other non-accredited institution.)
6. Earned at least 131 hours of credit (excluding Basic Studies course hours)
7. Cumulative grade point average of **2.40**
8. Complete two 1-hour internships (After completing 35 semester hours in Bible and Religious Education, the student is eligible for an application to do an internship and must a 2.0 GPA at the time application is made. Approval must be granted by the Vice President for Academic Affairs before beginning the internship.)
9. Take the Religious Studies Division Exit Exam and *ETS* Proficiency Profile Exit Exam
10. Satisfy all financial obligations to the college
11. Present to the Vice President for Academic Affairs a formal application for graduation by the date indicated on the academic calendar of the senior year
12. Maintain good moral character

13. Participate in the graduation exercises unless officially excused by the Vice President for Academic Affairs

RELIGIOUS STUDIES

DEGREE PROGRAM REQUIREMENTS

<i>BACHELOR OF SCIENCE:</i>	<i>HOURS</i>
Bible (121,122, 221,222)	8
CS 131, Introduction to Computer Science	3
English (131,132, 3 hours Literature)	9
History (131, 132, 234)	9
Humanities (231 or 232)	3
Mathematics (MTH 135 or above)	3
Natural Science	8
Physical Education (Activity)	2
PSY 110, Freshman Orientation	1
UJI 110, UJIMA	1
PSY 131 or SOC 131	3
Speech 131	3
*Religion	22
*Bible and Ministry	27
*Internship	2
*Minor	18
*Elective	9
	<hr/>
	131

*Course numbers, titles, and descriptions are listed in this catalog.

DIVISION I

RELIGIOUS STUDIES

The Division of Religious Studies, embracing Bible, Biblical Languages and Religious Education, is the division that is accomplishing one of the primary objectives for which Southwestern Christian College exists. Man is a dual being comprised of an “outward man” and an “inner man.” This division aims to provide the necessary strength for the “inner man” that he/she may grow in grace and in the knowledge of the Creator. It is also the aim of this division to give the proper religious education foundation to future leaders, ministers and teachers of the Churches of Christ. This division offers an Associate and a Bachelor of Science degree in Religious Studies.

ASSOCIATE OF SCIENCE IN RELIGIOUS STUDIES

RECOMMENDED DEGREE PLAN

YEAR ONE

Bible 121, Old Testament Survey	2
Biology 141, General Biology I	4
English 131, Composition & Rhetoric I	3
History 131, United States History I	3
Mathematics	3
Physical Education	1
PSY 110, Freshman Orientation	1

	17

Bible 113, Special Topics Seminar	1
Bible 122, New Testament Survey	2
Biology 142, General Biology II	4
CS 131, Introduction to Computer Science	3
English 132, Composition & Rhetoric II	3
History 132, United States History II	3
UJIMA	1

	17

YEAR TWO

Bible 136, Practical Ministry	3
Bible 221, Life & Teachings of Christ	2
Bible 233, Acts	3
Bible 239, Homiletics	3
History 234, African American History	3
Literature	3

	17

Bible 213, Special Topics Seminar	1
Bible 222, Prison & Pastoral Epistles	2
Humanities 232, Introduction to Humanities	3
Physical Education	1
PSY 131 or SOC 131	3
Speech 131, Introduction to Speech	3
Elective	3

	16

BACHELOR OF SCIENCE IN RELIGIOUS STUDIES**RECOMMENDED DEGREE PLAN****YEAR ONE**

Bible 121, Old Testament Survey	2
Biology 141, General Biology I	4
English 131, Composition & Rhetoric I	3
History 131, United States I	3
Mathematics	3
Physical Education	1
PSY 110, Freshman Orientation	1

	17

Bible 113, Special Topics Seminar	1
Bible 122, New Testament Survey	2
Biology 142, General Biology II	4
CS 131, Introduction to Computer Science	3
English 132, Composition and Rhetoric II	3
History 132, United States II	3
UJI 110, UJIMA	1

17

YEAR TWO

Bible 136, Practical Ministry	3
Bible 221, Life and Teachings of Christ	2
Bible 233, Acts	3
Bible 234, Survey of Religions	3
Bible 239, Homiletics	3
Literature	3

	17

Bible 213, Special Topics Seminar	1
Bible 222, Prison & Pastoral Epistles	2
History 234, African American History	3
Humanities 232, Introduction to Humanities	3
Physical Education	1
PSY 131 or SOC 131	3
Speech 131, Introduction to Speech	3

	16

YEAR THREE

Bible 235, The Pentateuch	3
Bible 236, Survey of Church History	3
Bible 313, Special Topics Seminar	1
Bible 338, Romans	3
Bible 410, Internship	1
Courses in Minor (2)	6

	17

Bible 331, The New Testament Church	3
Bible 333, Major Doctrines of the Bible	3
Bible 335, Hermeneutics	3
Courses in Minor (2)	6
Elective	3

	18

YEAR FOUR

Bible 337, Writings of John	3
Bible 339, Corinthians	3
Bible 413, Special Topics Seminar	1
Bible 434, Personal Evangelism	3
Bible 435, The Reformation Movement	3
Elective	3

	16
Bible 436, The Restoration Movement	3
Bible 411, Internship	1
Courses in Minor (2)	6
Elective	3

	13

COURSES

BIB 113 - 413 Special Topics Seminar

1 Hour

This course is designed to study topics or current issues of interest to the students. This course must be repeated for a total of four (4) semester hours.

BIB 114 Missions I

1 Hour

Students are trained in the theoretical, doctrinal and practical aspects of mission work in order to work in areas, at home and abroad, where New Testament Christianity is not known or widespread.

BIB 121 Old Testament Survey

2 Hours

A survey study of the Old Testament with special emphasis on the leading facts in the history of the Hebrew people as given in the Old Testament. Attention is given to background material such as antiquities, geography and archaeology.

BIB 122 New Testament Survey

2 Hours

A survey study is made of the New Testament with special emphasis on the historical background of the New Testament, Jewish life in Palestine, and the chronological order of the writings of the New Testament.

BIB 135 Argumentation and Debate

3 Hours

This course deals with principles and techniques of argumentation, refutation and debate with special emphasis on religious issues and false doctrines. Mock religious debates will be held among students within the course.

BIB 136 Practical Ministry 3 Hours

This course is designed to familiarize ministerial students with the practical aspects of the minister's role and work. Church programming and administration, visitation, counseling, weddings, funerals and community endeavors will be emphasized.

BIB 137 Christianity and Islam 3 Hours

A study of the origin of Islam in the Seventh Century and its spread throughout the world, with special emphasis on the Middle East, Africa and America. The doctrinal beliefs of Orthodox Islamic and Black Muslim Islamic (Nation of Islam) as compared to Christianity will be explored, using the Koran and the Bible as doctrinal resources.

BIB 221 Life and Teachings of Christ 2 Hours

A detailed study of the life and teachings of Christ in the accounts of the gospel is made.

BIB 222 Prison and Pastoral Epistles 2 Hours

This course is a comprehensive study of two significant groups of the epistles of Paul. The epistles are Ephesians, Philippians, Colossians and Philemon; and I and II Timothy and Titus. A careful English exegesis is made of selected passages. Attention is directed to the background of these epistles and the light they cast on the latter years of the life of Paul, their author.

BIB 230 Hebrews 3 Hours

A careful English exegesis of the epistle of Hebrews will be made with its present-day religious application stressed. Introductory problems such as author, date, purpose and provenience will also be considered.

BIB 233 Acts 3 Hours

A careful English exegesis of the book of Acts will be made with special emphasis on the establishment and the spread of the church. Each instance of conversion will be examined closely to determine God's plan of salvation. Attention will be given to Paul's three missionary journeys and his imprisonment.

BIB 234 Survey of Religions 3 Hours

A study of the major religions and ideologies of the world and their relationship to Christianity. History and worldview, scriptures and major teachings will be examined for religions such as Animism, Hinduism, Buddhism, Judaism, Christian, and Islam, and ideologies such as Marxism and Secular Humanism.

BIB 235 The Pentateuch 3 Hours

An introduction to and exegesis of the first five books of the Old Testament.

BIB 236 Survey of Church History (1st through 13th Centuries) 3 Hours

This course examines the history of the church from its beginning on the day of Pentecost and its apostasy. Attention is given to the teaching and influence of the "church fathers" from the second to the fifth centuries and Christendom as it was practiced during the dark and middle ages.

BIB 237 Galatians 3 Hours
A careful English exegesis of the epistle of Galatians will be made and attention will be given to its present-day application. Special attention will be given to the historical background of the epistle.

BIB 239 Homiletics 3 Hours
This course is designed to teach one how to prepare and deliver a sermon. It stresses the meaningful relationship of the preacher and audience through the sermon. Actual practice in preparing and delivering sermons is required of each student.

BIB 330 Christian Ethics 3 Hours
Christian Ethics is a study of the Biblical basis for Ethics, the different approaches to Ethics and applications of Biblical Ethics to specific ethical issues and problems today.

BIB 331 The New Testament Church 3 Hours
The New Testament Church will be studied from the standpoint of its origin, organization nature, work, membership, descriptive phrases, worship and discipline.

BIB 332 Christian Evidences 3 Hours
Biblical and non-Biblical sources will be explored as evidence for the validity of Christianity. Evidences for accepting the Bible as the Word of God will also be studied. Examples of non-Biblical sources as Christian evidences are archaeological discoveries and the testimonies of non-Christian historians who lived during the first century.

BIB 333 Major Doctrines of the Bible 3 Hours
Major doctrines of the Bible such as salvation, eschatology, predestination, the Godhead, justification, angelology, demonology, the Holy Spirit, and the attributes of God and Christ will be studied.

BIB 334 Techniques of Counseling 3 Hours
This introductory course in Christian counseling emphasizes the development and application of fundamental skills necessary to effectively handle the routine problems confronted in Christian ministry. Relevant scriptural principles are utilized extensively.

BIB 335 Introduction to Hermeneutics 3 Hours
A study of the principles, resources, and methods essential for interpreting the Bible; practical experience in Bible interpretations for expository teaching and writing.

BIB 336 General Epistles: I and II Peter: I, II, III John, James and Jude 3 Hours
A careful English exegesis of each epistle will be made with attention to present-day application. Special emphasis will be given to the historical background of these epistles.

BIB 337 Writings of John**3 Hours**

An exegesis of the gospel of John and the three epistles of John will be made, with emphasis on the comparison of the gospel of John to the epistles of John. Attention will be given to the author, as well as the background and setting of his writings.

BIB 338 Romans**3 Hours**

A careful English exegesis of the epistle of Romans will be made and attention will be given to its present-day application. Special emphasis will be centered on such Pauline teachings as righteousness, justification, faith, grace and law.

BIB 339 Corinthians**3 Hours**

A careful English exegesis of each epistle will be made with attention to its present-day application. Special emphasis will be given to the historical background of the epistles.

BIB 410-411 Internship**1 Hour**

Students who are enrolled in the Bachelor of Science program in Religious Studies are required to participate in a ministerial internship that provides practical on-the-job training under the supervision of experienced ministers in the field. The internship, which may be served in congregations of the Church of Christ during the summer or the regular school sessions, will provide learning experiences in the major areas of the ministry and religious education. **Prerequisite: 35 semester hours of Bible and/or Religious Education. The student must have a 2.00 grade point average at the time application is made. Bachelor of Science students are required to complete two 1-hour internships.**

BIB 430 Revelation**3 Hours**

A careful English exegesis of this book will be made along with a study of the historical background. Special attention is given to the fact that the book is centered in the gospel although it is presented in the dress of apocalyptic writing.

BIB 432 Major Prophets**3 Hours**

A study of the Major Prophets is made with a view toward relating these prophets to the history of Israel. In this context, a study of their message for the time period, their bearing on the beginning of Christianity, and, present-day relevancy is made.

BIB 434 Personal Evangelism**3 Hours**

This course stresses the leadership role of the minister, with special emphasis on the function of personal evangelism by the congregation.

BIB 435 The Reformation Movement**3 Hours**

This course provides a comprehensive study of the reasons for Protestant Reformation that began in Germany and spread across Europe in the 16th Century. The course will also include major leaders of the movement and how their influence caused the emergence of denominationalism.

BIB 436 The Restoration Movement**3 Hours**

A comprehensive study is made of the history of the restoration of New Testament Christianity with major emphasis on the mid to late years of the 19th Century. The course includes a focus on the contributions of major restorers, including the black restorers.

BIB 437 Luke**3 Hours**

A careful study of the historical background of the book is made. Special emphasis is centered on the fact that this book is a gospel and presents Jesus, the Son of God, as Christ and Lord.

BIB 438 History of Black Religion in America**3 Hours**

This course is designed to survey the history of black religion emerging from Africa and from slavery in America to the present time. The patterns and modes of the black religious experience in worship and in society will be explored. The needed relevance of black theology will be examined in the light of New Testament Christianity.

BIBLICAL LANGUAGES***GREEK*****GRK 141 Introduction to New Testament Greek****4 Hours**

A two-semester course. A beginning study of Koine Greek in which the New Testament was written, this course is designed to give beginners a working knowledge of the Greek language in order that he may study in the New Testament in the original language.

GRK 142 Introduction to New Testament Greek**4 Hours**

A continuation of Greek 141. Prerequisite: Greek 141.

Note: One year of New Testament Greek is strongly recommended, though not required for the Major.

GRK 231 Intermediate New Testament Greek**3 Hours**

A two-semester course requiring comprehensive study of the grammar of the Greek of the New Testament in which the various elements of grammar will be illustrated from readings made in a Greek text of the New Testament. Prerequisite: Greek 141 and 142.

GRK 232 Intermediate New Testament Greek**3 Hours**

A continuation of Greek 231. Prerequisite: Greek 141, 142 and 231.

GRK 331 Greek Reading I**3 Hours**

This course consists of reading all the Gospel of John from the Greek Bible. Students will study advanced Greek grammar and will exegete key verses during the course.

GRK 332 Greek Reading II 3 Hours

This course is a continuation of Greek 331. The Letters of John and Revelation will be translated. Students continue to study the advanced Greek grammar. Selected key verses will be exegeted.

RELIGIOUS EDUCATION

REL 123 Introduction to Religious Education 2 Hours

This course seeks to familiarize the student with the general backgrounds of religious education and to understand the learner and the agencies of religious education.

REL 124 Survey of Church Music 2 Hours

This course seeks to familiarize the student with the basic principles of music reading and conducting, to the extent he would be able to lead congregational song service.

REL 125 Educational Programs of the Church 2 Hours

This course will show the church via teaching through the pulpit, Bible school, classes, gospel meetings, social media, radio, television, etc.

REL 221 Christian Womanhood 2 Hours

A study of outstanding women of the Bible with special emphasis on qualities relevant to the life and work of the Christian woman in the church.

REL 231 Marriage and Family 3 Hours

This course presents a sociological and Christian approach to the history, purpose, status and future of marriage and family life in the United States. Family variations, courtship patterns, mate selection, finance, family violence, parenting and crisis areas are studied. Additional focus on religious counseling for family members is made. The course presents overview of careers that provide services to family groups. (Same as Sociology 231)

REL 234 Principles of Teaching 3 Hours

Basic principles and concepts of Christian teaching will be formulated and projected into planning and presented in church-related learning experiences. Attention will also be given to methods of teaching with emphasis on improving the Christian worker's ability as a teacher.

REL 325 Principles of Curriculum 2 Hours

A study of curriculum theory with emphasis on the understandings and skills that equip a person to develop a church curriculum plan. Laboratory experience in curriculum planning is a part of the course.

REL 326 Survey of Youth Education

2 Hours

A study of basic considerations in designing adequate church ministry for contemporary youth with special attention given to the role of youth minister.

REL 327 Survey of Adult Education

2 Hours

A study of basic considerations in designing educational church study programs for adults. Consideration is given to several adult groups, to the facilities and materials used to enlist and utilize adults for service in the church.

REL 328 Media Resources

2 Hours

This course involves the use of media to implement instruction. Guidance will be provided in aiding the student on selecting resources appropriate to the subject, the pupils and the environment. Using computers in the church environment will be demonstrated.

REL 421 Supervision and Administration in Religious Education

2 Hours

Leadership concepts, principles of discovering, supervising, and developing leaders with special emphasis on creative planning, administration, and problem solving.

DIVISION II

HUMANITIES

The Division of Humanities is presently comprised of English, foreign languages, music, and speech. The courses embraced by this division might well be considered a grouping of communications. In addition to the required courses in this division, students are encouraged to secure as many elective hours as possible, since the fine arts provide the proper foundation for a well-rounded education.

ENGLISH CONCENTRATION

RECOMMENDED DEGREE PLAN

YEAR ONE

Bible 121, Old Testament Survey	2
English 131, Composition and Rhetoric I	3
History 131, United States	3
Foreign Language	4
Physical Education	1
Psychology 110, Freshman Orientation	1
Elective	3
	<hr/>
	17

Bible 122, New Testament Survey	2
English 132, Composition and Rhetoric II	3
Foreign Language	4
History 132, United States	3
Speech 131, Introduction to Speech	3
UJI 110, UJIMA	1
	<hr/>
	16

YEAR TWO

Bible 221, Life and Teachings of Christ	2
CS 131, Introduction to Computer Science	3
Literature	3
Mathematics	3
Humanities 231, Introduction to Humanities	3
Elective	3
	<hr/>
	17

Bible 222, Prison and Pastoral Epistles	2
History 234, African American History	3
Literature	3
Physical Education	1
PSY 131 or SOC 131	3
Elective	3
	<hr/>
	15

MUSIC CONCENTRATION

RECOMMENDED DEGREE PLAN

YEAR ONE

Bible 121, Old Testament Survey	2
English 131, Composition and Rhetoric I	3
History 131, United States	3
Mathematics	3
Music 135, Music Theory	3
Music 116, Applied Lesson	1
Performing Ensemble*	1
Physical Education	1
Psychology 110, Freshman Orientation	1
	<hr/>
	18

Bible 122, New Testament Survey	2
English 132, Composition and Rhetoric II	3
History 132, United States	3
Music 136, Music Theory	3
Music 117, Applied Lesson	1
Performing Ensemble*	1
PSY 131 or SOC 131	3
UJI 110, UJIMA	1
	<hr/>
	17

YEAR TWO

Bible 221, Life and Teachings of Christ	2
CS 131, Introduction to Computer Science	3
Foreign Language	4
Literature	3
Music 217, Applied Lesson	1
Music 235, Music Theory	3
Speech 131, Introduction to Speech	3

	19
Bible 222, Prison and Pastoral Epistles	2
Foreign Language	4
History 234, African American History	3
Humanities 232, Introduction to Humanities	3
Music 218, Applied Lessons	1
Music 236, Music Theory	3
Performing Ensemble*	1
Physical Education	1
	18

***Instruction and participation in various performing ensembles, i.e., choral or instrumental ensembles**

ENG 131 Composition and Rhetoric I 3 Hours

English 131 is designed to train students in written communication skills. The course emphasizes both paragraphing and developing the whole composition through prescribed rhetorical structures. Student must make a “C” or better to receive college credit.

ENG 132 Composition and Rhetoric II 3 Hours

English 132 transports the student into more complicated rhetorical structures, longer essays, and library research methods. The course emphasizes the complete paper as opposed to simple paragraphing and usage. Expository essays or critical analysis of literary works, as well as documented research are typical assignments. Student must make a “C” or better to receive college credit.

ENG 231 English Literature 3 Hours

This course surveys the writers of British literature from Middle Ages to the Restoration and the Eighteenth Century. As a survey course, major authors and their works of poetry, prose, and/or drama from each period between the years c750 to 1784 are chosen for study, discussion, and critique.

ENG 232 English Literature 3 Hours

A survey of English Literature of 1780 to the present.

ENG 233 American Literature 3 Hours

A survey of the major authors of Early American Literature from 1620 to 1865. Selected readings begin with the works of Anne Bradstreet and end with those of Emily Dickinson.

ENG 234 American Literature 3 Hours
A survey of the major American authors from the late 19th century to the present. Selected works are taken from the writings of Samuel Clemens and end with contemporary American writers.

FRENCH

FRN 141 Beginning French 4 Hours
Basic grammar, pronunciation, simple conversation, and graded readings.

FRN 142 Beginning French 4 Hours
Continuation of French 141. Prerequisite: French 141.

SPANISH

SPN 141 Beginning Spanish 4 Hours
The essentials of grammar, oral and written composition, pronunciation and translation.

SPN 142 Beginning Spanish 4 Hours
Continuation of Spanish 141. Prerequisite: Spanish 141.

MUSIC ACTIVITY

MUS 111, 211 Chorus* 1 Hour
Participation in the a cappella choral groups. Students may repeat this course during the sophomore year. Prerequisite: Permission of the instructor.

MUS 112, 212 Chorus* 1 Hour
Continuation of MUS 111, 211

MUS 113, 213 Vocal Ensemble* 1 Hour
Designed for singers with above average ability in vocal production, sight reading, stage presence plus non-musical qualifications for public performances. Students selected for these groups will represent the school at religious, civic and secular functions. Admission is by audition. Students may repeat this course during the sophomore year. **Prerequisite: Permission of the instructor.**

MUS 114, 214 Vocal Ensemble* 1 Hour
Continuation of MUS 113, 213

MUS 116-117 Applied Lesson 1 Hour
A weekly, one-hour instructional lesson by a staff member of the Music Department. Instruction will be in the student's area of concentration (either vocal or instrumental). Required of and open only to Music Majors.

MUS 215 Class Piano I**1 Hour**

This course is primarily for students without a background in piano. It develops basic musicianship and piano skills. This course may be repeated for credit.

MUS 216 Class Piano II**1 Hour**

The study of piano is continued. Included are technique, harmonization, transportation, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. Prerequisite: MUS 215 or demonstrated competence approved by the instructor.

MUS 217-218 Applied Lesson**1 Hour**

A weekly, one-hour instructional lesson by a staff member of the Music Department. Instruction will be in the student's area of concentration (either vocal or instrumental). Required of and open only to Music Majors.

***May only be repeated once for credit by non-music majors.**

THEORY**MUS 133 Foundations of Music I****3 Hours**

This course is the initial course to prepare students with limited music training for MUS 135. It focuses on notation (music reading), musical terminology, and analysis, listening to and creating rhythmic and melodic responses. No previous musical training is necessary.

MUS 135 Music Theory**3 Hours**

A study of the techniques used to create music, with emphasis on the period of common practice (1600-1900), including chords (tonic, dominant and subdominant), cadences, melodic intervals, meter, rhythmic transcription, part-writing (major and minor chords), melodic composition, alto and tenor clefs, triad inversions and beat subdivision. Focus on ear training, sight-singing, keyboard skills and music score analysis in each of the above subjects. Prerequisite: Music 122 or permission of the instructor.

MUS 136 Music Theory**3 Hours**

A continuation of Music 135 including the study of advanced part-writing, non-harmonic tones, secondary triads, principles of chord progression, additional triads (diminished, leading tone, supertonic, submediant and mediant), modes, harmonic sequence, figured bass, seventh chords (dominant and supertonic), secondary dominant chords and elementary modulation. Appropriate ear-training, sight-singing, keyboard and score analysis skills are developed appropriate to the above subjects.

MUS 137 Survey of the Music Business**3 Hours**

An overview of the music industry including songwriting, live performances, the record industry, music merchandising, contracts and licenses, and career opportunities.

MUS 235 Music Theory **3 Hours**
Advanced study of part writing, sight singing, dictation, keyboard harmony and ear training.
Prerequisite: Music Theory 135 and 136.

MUS 236 Music Theory **3 Hours**
Continuation of MUS 235.

MUSIC TECHNOLOGY

MUS 131 Audio Engineering I **3 Hours**
This course develops an understanding of the techniques and technology involved in modern digital multi-track recording and mixing. Topics covered include basic acoustics, microphones, and digital recorders, consoles, instrument mixing techniques and MIDI technology. Extensive “hands-on” experience. Prerequisite: Permission of the instructor.

MUS 134 Music and Sound Production with Computers (MIDI) **3 Hours**
An overview of Musical Instrument Digital Interface (MIDI) systems and applications. Topics include the history and evolution of MIDI, hardware requirements, computer numbering systems, channels and modes, the MIDI language, and typical implementation of MIDI applications in the studio environment using software-based sequencing programs such as GarageBand. Lecture two (2) hours per week. Laboratory one (1) hour per week.

MUS 138 Commercial Recording Techniques **3 Hours**
Development of advanced skills in digital multi-track production for the commercial sound recording industry. Prerequisite: MUS 131 or permission from the instructor.

MUS 143 Audio Engineering II **4 Hours**
A continuation of Music 131. Application of the techniques and technology involved in modern digital multi-track recording and mixing. Topics covered include mixing console features, advanced microphone technique, effect processors, production session procedures and “MIDI” studios. Extensive “hands-on” experience. Materials can also be applied to home recording and project studios. Prerequisite: Music 131 or permission of the instructor. Students will be required to do an internship.

HUMANITIES

HUM 231 Introduction to Humanities **3 Hours**
Survey of music, visual art, philosophy, literature and world religion from 3000 B.C. through the Middle Ages. Emphasis on the artist as a discoverer of knowledge and the observer’s interpretation of the human experience. Focus is on the Christian community’s attitudes and functions in the creative marketplace. Prerequisite: ENG 132 or equivalent.

HUM 232 Introduction to Humanities **3 Hours**
Surveys the Renaissance to 21st century. Prerequisite: ENG 132 or equivalent.

SPEECH

SPC 131 Introduction to Speech

3 Hours

A one-semester course in the fundamentals and principles of speaking, with actual practice in the preparation and delivery of various types of speeches, including speeches to inform, entertain, and persuade, as well as speeches for special occasions. Students will put theory/lecture into practice, by attending and participating in the Toastmasters of Terrell club meetings, which is affiliated with the Toastmasters International. Some audio recordings will be made of speeches that permit the student to hear and see him/herself as others do.

SPC 135 Argumentation and Debate

3 Hours

A course designed to give the principles of argumentation, evidence, analysis, reasoning, fallacies, and persuasion with practice in various types of discussion and debates. Students are given the opportunity to participate in competitive debates with other colleges and universities.

DIVISION III

BUSINESS

Education for business prepares the student vocationally and helps to develop the social and economic attitudes that are essential in establishing the future success of American youth in our democratic economic system. It offers a knowledge and understanding of business and business methods, a competency in skills, and the development of character and personality that will help the student cope with our changing economy.

BUSINESS CONCENTRATION

RECOMMENDED DEGREE PLAN

YEAR ONE

Bible 121, Old Testament Survey	2
English 131, Composition and Rhetoric I	3
History 131, United States	3
Business 131, Introduction to Business	3
CS 131, Introduction to Computer Science	3
Physical Education	1
Psychology 110, Freshman Orientation	1
	<hr/>
	16

Bible 122, New Testament Survey	2
CS 138, Visual BASIC.NET	3
English 132, Composition and Rhetoric II	3
History 132, United States	3
Mathematics	3
Physical Education	1
UJI 110, UJIMA	1
	<hr/>
	16

YEAR TWO

Bible 221, Life and Teachings of Christ	2
Biology 141, General Biology	4
Business 137, Small Business Management	3
Humanities 231, Introduction to Humanities	3
Literature	3
PSY 131 or SOC 131	3

	<hr/> 18
Bible 222, Prison and Pastoral Epistles	2
Biology 142, General Biology	4
Business 138, Principles of Marketing	3
Business 233, Accounting I	3
History 234, African American History	3
Speech 131, Introduction to Speech	3
	<hr/> 18

BUSINESS

BUS 131 Introduction to Business 3 Hours

This course provides students with their first opportunity to examine the nature and characteristics of business in a free enterprise system. It presents a realistic view of American free enterprise and business organizations, their strengths, weaknesses, successes, failures, problems, challenges, and excitement.

BUS 133 Consumer Economics 3 Hours

This course will introduce basic economic concepts and apply these concepts to issues faced by individuals and households in today's economy. From banking and budgeting to credit cards, this course is designed to teach the basics of personal and practical money management. Banking, paying bills, insurance, interest, income tax and keeping accurate records are basic areas of instruction.

BUS 134 Principles of Supervision 3 Hours

This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis on the supervisor's major functions, such as facilitating relations with others, counseling, leading, motivating, and communicating.

BUS 137 Small Business Management 3 Hours

This course provides instruction on how to start and operate a small business. Topics include an overview of small businesses, essential management skills, preparing a business plan, financial needs, marketing strategies and legal issues.

BUS 138 Principles of Marketing 3 Hours

This course is an introduction to the marketing structure as it exists and functions. Emphasis will be placed on the managers' and consumers' influence in marketing functions as they relate to the marketing mix: product, price, promotion and distribution. The product, packaging and branding, industrial and consumer products, consumer behavior, pricing policy, channels of distribution, product planning and development, strategies, and legal issues are also discussed.

BUS 210 Internship**1 Hour**

Pre-approved and supervised work experience in a business-related position with a public agency or private business. The student will be mentored and supervised by a workplace employee. This course will help the student achieve objectives that are directly related to specific occupational outcomes. This course may be repeated for a total of three (3) semester hours. Prerequisite: BUS 131 and approval of the Division Chair.

BUS 230 Principles of Management**3 Hours**

The course introduces the fundamental principles, theories, and concepts that apply in the field of management. The four managerial functions of planning, organizing, leading, and controlling are discussed. Students learn how to apply these four functions in all types of businesses-sole proprietorship, partnerships, and corporations.

BUS 232 Principles of Leadership**3 Hours**

Concepts of leadership and its relationship to management are taught in this course. This course prepares the student with leadership and communication skills needed to motivate and identify leadership styles. This course also addresses working with groups/teams and how to identify and manage conflict as a leader.

BUS 233 Principles of Accounting I**3 Hours**

This course is an introduction to basic accounting principles, procedures and practices with applications to the sole proprietorship.

BUS 234 Principles of Accounting II**3 Hours**

This course is a continuation of Business 233. Application of theory and practice to partnerships and corporations, manufacturing operations, cost determination and preparation consolidation, analysis, and interpretation of financial statements are covered in this course. Prerequisite: Business 233.

BUS 235 Business Law**3 Hours**

Introduction to societal or public law that forms the general background for individual business transactions including property, contracts, agencies, the Constitution, and federal and state court structures.

BUS 236 Principles of Economics (MACRO)**3 Hours**

A study of macroeconomic principles including the economic organization, national income determination, measurement of economic aggregates, economic stability and worth, demand-supply theory, money and banking, and the use of monetary/fiscal policy.

BUS 237 Principles of Economics (MICRO)**3 Hours**

This course is a study of the microeconomic principles including the theories of demand, production, the firm, and income determination. Also covered are international trade, economic development, and comparative systems.

BUS 238 Business Ethics**3 Hours**

Designed to help students understand moral issues, develop a framework in which to consider national and international business issues, apply perspective to ethical issues, and, study the effects ethical decision-making has on the corporation and society. Prerequisite: BUS 131 or by approval.

BUS 239 Business Correspondence and Communication**3 Hours**

This is a course of business letter-writing with emphasis on good English usage. A study of the principles of effective writing and use in normal and specialized correspondence is also made. Special emphasis will be placed on application letters, resumes and proposals. This course will also explore technical report writing; techniques of objective reporting on scientific and technical material. Prerequisite: ENG 131 and 132 or by approval.

DIVISION IV***SOCIAL SCIENCES***

The purpose of this division is to help the student to understand the present state of the world, afford clues for the future, and to prepare him/her for citizenship. It aims to develop within the student a deep sense of membership in the world community and an overall understanding of the interdependence of people.

The Social Science division provides qualitative instruction aimed at facilitating student learning, leading to graduation and prepares students for entrance into other colleges and universities.

SOCIAL SCIENCE CONCENTRATION**RECOMMENDED DEGREE PLAN****YEAR ONE**

Bible 121, Old Testament Survey	2
English 131, Composition and Rhetoric I	3
History 131, United States	3
Mathematics	3
Physical Education	1
Psychology 110, Freshman Orientation	1
Elective	3
	<hr/>
	16

Bible 122, New Testament Survey	2
CS 131, Introduction to Computer Science	3

YEAR TWO

Bible 222, Prison and Pastoral Epistles	2
Biology 142, General Biology II	4
History 234, African American History	3
Sociology 131, General Sociology	3
Speech 131, Introduction to Speech	3
	<hr/>
	15

HISTORY

This course is a study of the political, social, and economic history of the United States from the Pre-Colonial period to Reconstruction (1877).

This course is a study of the political, social, and economic history of the United States from Reconstruction (1877) to the present. This course may be taken before HST 131.

This course is a survey of the political, economic, cultural and religious developments of Western Civilization from the earliest beginnings to the Renaissance.

This course is a survey of the political, economic, cultural and religious developments from the Renaissance to the present.

HST 234 African American History**3 Hours**

This course is a study of the social, cultural and political position of African Americans from the pre-colonial period to the present. Prerequisites: HST 131 and 132.

HST 236 Church History (1st through 13th Centuries)**3 Hours**

This course examines the history of the church from its beginning on the day of Pentecost and its apostasy. Attention is given to the teaching and influence of the "church fathers" from the second to the fifth centuries and Christendom as it was practiced during the dark and middle ages. (Same as BIB 236.)

GOVERNMENT**GOV 231 United States and Texas State Government****3 Hours**

This course is a study of the politics of the Federal and Texas government.

BEHAVIORAL SCIENCE**PSYCHOLOGY****PSY 131 General Psychology****3 Hours**

This course surveys the field of psychology, designed to emphasize the facts and principles governing human behavior. General topics include genetics, environmental influences, learning and conditioning, perception, emotion, and motivation. This course is recommended for psychology majors.

PSY 132 Human Growth and Development**3 Hours**

This course is a detailed study of human growth, development and behavior from conception to death. Several processes of both physical and psychological development will be covered and an emphasis on psychological changes during life.

PSY 231 Applied Psychology**3 Hours**

This course deals with the application of psychological facts and principles to problems and activities of life and will be used to examine basic aspects of human relationships in society including areas such as interpersonal relationships, business, health occupations and social service agencies.

PSY 233 Critical Thinking**3 Hours**

A detailed study of mental and emotional factors, processes in establishing conclusions in thought, including reviewing assumptions and drawing conclusions based on analytical review, discussing creative synthesis and critically analyzing the work of others.

PSY 234 Learning and Motivation**3 Hours**

This course presents the basic data of learning and motivation and describes general theoretical approaches to understanding them.

SOCIOLOGY**SOC 131 General Sociology****3 Hours**

This course is an introduction to the field of sociology. Study is given to the social group culture, civilization, population, community and family groups. Topics covered include values, norms, beliefs, language, and roles, as well as group processes, social conflict and social change from a community and global perspective.

SOC 133 Ethnic and Racial Minorities**3 Hours**

This course is designed to provide a study of the major minority groups in the U.S. It focuses on the history of groups and the dominant-minority power structure. Groups included are women, the aged, Blacks, Native Americans, Hispanics, and Asians.

SOC 231 Marriage and Family**3 Hours**

This course presents a sociological and Christian approach to the history, purpose, status and future of marriage and family life in the United States. Family variations, courtship patterns, mate selection, finance, family violence, parenting and family crisis areas are studied. Additional focus on religious counseling for family members is presented. This course also presents an overview of careers that provide services. The course cannot be substituted for SOC 131. (Same as REL 231)

SOC 233 Social Problems**3 Hours**

Analysis of current social problems in the United States, including family and community disorganization, deviant behavior, delinquency and crime, mental illness, and inter-group relations. Prerequisite: SOC 131 or concurrent enrollment in SOC 131.

DIVISION V

NATURAL SCIENCES, MATHEMATICS, AND COMPUTER SCIENCE

One of the main objectives of the Division is to provide the student with a point of view of God's creation based upon Biblical teaching, the accumulated knowledge which man has gathered, and the firsthand observations of the student. For students interested in health fields or careers related to chemistry, physics, biology or engineering, this division offers a foundation of courses needed to continue their education at a four-year institution. Also, courses are offered which provide math majors and other students with an understanding of the principles and applications of mathematics.

The computer science program provides students with the background and experience in working with computer hardware and software to enable them to move into advanced computer science programs at four-year institutions or to make practical applications of computers in other areas of interest.

PHYSICS, CHEMISTRY, MATHEMATICS AND PRE-ENGINEERING CONCENTRATION

RECOMMENDED DEGREE PLAN

YEAR ONE

Bible 121, Old Testament Survey	2
Chemistry 141, General Chemistry I	4
English 131, Composition and Rhetoric I	3
History 131, United States	3
Mathematics 135, College Algebra	3
Physical Education	1
Psychology 110, Freshman Orientation	1
	<hr/> 17

Bible 122, New Testament Survey	2
Chemistry 142, General Chemistry II	4
English 132, Composition and Rhetoric II	3
History 132, United States	3
Mathematics 136, Trigonometry	3
UJI 110, UJIMA	1
	<hr/> 16

YEAR TWO

Bible 221, Life and Teachings of Christ	2
Humanities 231, Introduction to Humanities	3

Literature	3
Mathematics 233, Analytic Geometry	3
Speech 131, Introduction to Speech	3
	<hr/> 14

Bible 222, Prison and Pastoral Epistles	2
CS 131, Introduction to Computer Science	3
History 234, African American History	3
Mathematics 235, Calculus I	3
Physical Education	1
PSY 131 or SOC 131	3
	<hr/> 15

PRE-NURSING CONCENTRATION

RECOMMENDED DEGREE PLAN

The pre-nursing curriculum is designed for prospective nurses. Students who register for these courses should make known the school they expect to enter later in order that specific guidance can be given in assisting them to meet the entrance requirements.

YEAR ONE

Bible 121, Old Testament Survey	2
Biology 141, General Biology I	4
English 131, Composition and Rhetoric I	3
History 131, United States	3
Mathematics 135, College Algebra	3
Physical Education	1
Psychology 110, Freshman Orientation	1
	<hr/> 17

Bible 122, New Testament Survey	2
Biology 142, General Biology II	4
English 132, Composition and Rhetoric II	3
History 132, United States	3
Physical Education	1
Speech 131, Introduction to Speech	3
UJI 110, UJIMA	1
	<hr/> 17

YEAR TWO

Bible 221, Life and Teachings of Christ	2
Biology 241, Anatomy and Physiology I	4
Chemistry 141, General Chemistry	4
Literature	3
Psychology 131, General Psychology	3
	<hr/>
	16

Bible 222, Prison and Pastoral Epistles	2
Biology 243, Anatomy and Physiology II	4
CS 131, Introduction to Computer Science	3
History 234, African American History	3
Humanities 232, Introduction to Humanities	3
Psychology 132, Human Growth and Development	3
	<hr/>
	18

BIOLOGICAL SCIENCE OR PRE-PROFESSIONAL STUDIES**DENTISTRY, MEDICINE, OPTOMETRY, OSTEOPATHY, OR VETERINARY MEDICINE
CONCENTRATION****RECOMMENDED DEGREE PLAN****YEAR ONE**

Bible 121, Old Testament Survey	2
Biology 141, General Biology I	4
English 131, Composition and Rhetoric I	3
History 131, United States	3
Mathematics 135, College Algebra	3
Physical Education	1
Psychology 110, Freshman Orientation	1
	<hr/>
	17

Bible 122, New Testament Survey	2
Biology 142, General Biology II	4
CS 131, Introduction to Computer Science	3
English 132, Composition and Rhetoric II	3
History 132, United States	3
UJI 110, UJIMA	1
	<hr/>
	16

YEAR TWO

Bible 221, Life and Teachings of Christ	2
Chemistry 141, General Chemistry I	4
Humanities 231, Introduction to Humanities	3
Literature	3
Mathematics 136, Trigonometry	3
Physical Education	1
	<hr/>
	16

Bible 222, Prison and Pastoral Epistles	2
Chemistry 142, General Chemistry II	4
History 234, African American History	3
PSY 131 or SOC 131	3
Speech 131, Introduction to Speech	3
	<hr/>
	15

BIOLOGICAL SCIENCE

BIO 141 General Biology I 4 Hours

This course is a study of the structure and function of living organism systems, their chemical/physical nature, ecological relationships, their functions, organization and classification. Lecture three (3) hours per week and laboratory one (1) hour per week.

BIO 142 General Biology II 4 Hours

A study of the fundamental principles of living organisms, their classification, anatomy, physiology, ecology, and behavior with emphasis on unicellular organisms, invertebrates, and vertebrate animals. Lecture three (3) hours per week and lab one (1) hour per week.

BIO 241 Anatomy and Physiology I 4 Hours

This course is an introductory which examines the organization of the human body and mechanisms for maintaining homeostasis. Topics include basic metabolism and skeletal, muscular, nervous, endocrine, and immune systems. Emphasis is placed on the integration of systems as they relate to normal health. Lecture three (3) hours per week and laboratory three (3) hours per week. Prerequisite: BIO 141 and 142.

BIO 243 Anatomy and Physiology II 4 Hours

This course is a continuation of Biology 241. Topics include the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Aspects of development and inheritance are also covered. Lecture three (3) hours per week and laboratory three (3) hours per week. Prerequisite: BIO 141, 142, and 241.

NATURAL SCIENCE

CHM 141 General Chemistry I

4 Hours

This course is a study of atomic theory; bonding concepts; thermochemistry, gas laws concepts; quantitative relationships in chemical and physical processes. Lecture three (3) hours per week and laboratory three (3) hours per week.

CHM 142 General Chemistry II

4 Hours

This course is a continuation of the fundamentals of chemistry and is a study of liquid and solid states, solubility and acid-bases, equilibrium equations; thermodynamics; oxidation-reduction equations; kinetics; and complex ions. Lecture three (3) hours per week and laboratory three (3) hours per week. Prerequisite: CHM 141.

MATHEMATICS

MTH 135 College Algebra

3 Hours

This course includes the following topics: quadratic equations, the discriminant, linear equations and inequalities, systems of linear equations, conic sections, relations and functions, logarithms, binomial theorems, sequences and series. Prerequisite: two years of high school algebra or high school geometry. Student must make a "C" or better to receive college credit.

MTH 136 Trigonometry

3 Hours

This course includes the following topics: functions, inverse functions, trigonometric functions, identities, and solutions of right triangles.

MTH 137 Elementary Statistics

3 Hours

This course is an introduction to elementary statistical techniques; descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, regression, and correlation.

MTH 138 Practical Business Mathematics

3 Hours

This course provides innovative learning tools with real-world examples that support, engage and motivate business math students in the classroom. The text personalizes the student learning experience to promote engagement, achievement and lifelong learning. The instructor, who brings creativity and innovation to the classroom, as well as provides updated news clips from the *Wall Street Journal* and *Kiplinger's* that cover the state of the global economy and shows students how business math relates to the real world. Practical Business Math will cover whole numbers, fractions, decimals, banking services, percentages, discounts, markups and markdowns, payroll, simple interest, promissory notes and more.

MTH 233 Analytic Geometry

3 Hours

This course is a study of the essentials of analytic geometry. Prerequisite: MTH 135 and 136 with a grade of "C" or better.

MTH 235 Calculus I**3 Hours**

This course is concerned with limits, functions, differentiation of algebraic functions, maxima and minima, differentials, simple integration and the definite integral. Prerequisite: MTH 233 with a grade of "C" or better.

MTH 236 Calculus II**3 Hours**

This course will focus on limits, polar coordinates, parametric equations, differentiation and integration of transcendental functions, applications, improper integrals, indeterminate forms, approximate integration, and means value theorems. Prerequisite: MTH 235 with a grade of "C" or better.

COMPUTER SCIENCE CONCENTRATION**RECOMMENDED DEGREE PLAN****YEAR ONE**

Bible 121, Old Testament Survey	2
CS 131, Introduction to Computer Science	3
English 131, Composition and Rhetoric I	3
History 131, United States	3
Physical Education	1
Psychology 110, Freshman Orientation	1
Speech 131, Introduction to Speech	3
	<hr/>
	16

Bible 122, New Testament Survey	2
CS 133, Web Page with Scripting	3
English 132, Composition and Rhetoric II	3
History 132, United States	3
Mathematics	3
PSY 131 or SOC 131	3
UJI 110, UJIMA	1
	<hr/>
	18

YEAR TWO

Bible 221, Life and Teachings of Christ	2
Biology 141, General Biology I	4
CS 128, Introduction to the Internet	2
CS 138, Visual BASIC. NET	3
Humanities 231, Introduction to Humanities	3
Literature	3
Physical Education	1
	<hr/>

	18
Bible 222, Prison and Pastoral Epistles	2
Biology 142, General Biology II	4
CS 136, Web Page Design	3
CS 139, C/C++ Programming	3
CS 235, JAVA Programming	3
History 234, African American History	3
	<hr/> 18

CS 128 Introduction to the Internet 2 Hours

The course is a basic overview of the Internet, how it works and how computers establish connection. During this course and training, the students will learn why they need special software or additional computer setups to access the Internet. Another area covered is the various means of accessing the Internet. Students browse the Internet by using search engines such as Eudora, FTP, and Fetch. The student will gain insight on how computers are connected to the Internet and how they are accessed through Ethernet and dial-in remote connections. The class is designed to help students understand the basics of communicating on the Internet.

CS 131 Introduction to Computer Science 3 Hours

This course is an introduction to the basic concepts of computer science as an essential tool of academic and professional activities in this discipline. The focus includes functions and interrelationships of computer system components that include hardware, systems and applications software, and networks. The course covers the concepts and practice of programming for the solution to simple problems in various application areas and the evolution of data processing. Lecture 3 hours per week. Laboratory 2 hours per week.

CS 133 Web Design with Scripting 3 Hours

This course will develop the scripting skills necessary for web page design and introduce students to the basics of HTML. Web pages containing graphics, style sheets and other basic enhancements will be developed in XHTML and a Web-authoring program. Topics include website development and emerging and converging Internet technologies. Trends and responsibilities pertaining to web usage and construction will also be explored.

CS 134 Introduction to Microsoft Office 3 Hours

This course covers basic and intermediate features of Microsoft Office, including Word (word processing), Excel (spreadsheet), PowerPoint (presentation), Access (database), and Outlook (desktop information management). This course does not cover the individual applications in the same detail as they are covered in Microsoft Word, Excel, and Access. Covers objectives needed for the Microsoft core-level certification exams in Word, Excel, PowerPoint, and Access.

CS 136 Web Page Design 3 Hours

This course teaches the fundamentals of developing a homepage and the basics of HTML (**Hypertext Markup Language**) and Microsoft FrontPage 2000 Website Creations and Management tools, an introduction of techniques required to write web pages. Hands-on exercises are required. Upon completion of this course, students have the knowledge and skills to produce their own homepage that can be placed on the World Wide Web.

CS 137 Desktop Publishing 3 Hours

The course introduces beginning computer users to desktop publishing and the features of the powerful Window-based desktop publishing software. Students learn how to create brochures, flyers, business advertisements, and other functional documents. They also learn to manage long publications and manuscripts by incorporating design techniques of DTP. This course emphasizes the software product's capabilities and functions.

CS 138 Visual BASIC.NET 3 Hours

The course familiarizes the student with an introduction to computer programming using the high-level language Visual BASIC. Course emphasizes structured programming techniques and general problem-solving skills in both numerical and non-numerical applications. Students will be able to formulate, represent, and solve problems using the computer. Prerequisite: CS 131.

CS 139 Introduction to C/C++ Programming 3 Hours

Programming, documentation, and software design methodologies using C/C++. It is assumed that students have been introduced to classes and objects, control structures, repetition, functions, and logical operators. There will be a brief review of functions, arrays, pointers and strings. New topics include classes, operator overloading, and inheritance. Previous programming experience strongly recommended. Prerequisite: CS 131.

CS 234 Multimedia Technology 3 Hours

This course will provide students with a multimedia experience, which will focus on creative expression. Students will use a variety of computer applications to create digital video, digital photography, and webpage designs. In addition, areas such as scanning, digital photo enhancement, video conversion, 3-D animation and interactive multimedia project design are emphasized. This class will conclude with the creation of an extensive digital portfolio.

CS 235 Introduction to JAVA Programming 3 Hours

In this course the student will learn programming, documentation, and software-design methodologies using Java. Starting with a brief review of control structures, methods and arrays, students rapidly progress to object-oriented programs of moderate complexity. The more advanced topics include inheritance, polymorphism, exceptions, graphics, graphical-user interfaces, files, streams, threads and dynamic data structures. Prerequisites: CS 131 or CS 139.

CS 236 Systems Design and Analysis I 3 Hours

This course is a study of the systems life cycle, methods of analysis, design considerations and implementation procedures. The student will be instructed in the capabilities of card, magnetic tape, direct access and real-time computing systems. Exercises and case studies are used to reinforce the material presented. Prerequisite: CS 232 or 233. Lecture 3 hours per week. Laboratory 2 hours per week.

CS 237 Data Structures and Algorithms for Game Developers 3 Hours

An introduction to programming emphasizing design and analysis of algorithm and data structures; implementation details such as pointers, array and data structure physical memory layout, stack conventions for function calls, string manipulation, heaps, allocation, object construction including canonical object form for C++, and portability. The primary language is C++, with substantial reference to C, and assembly language. Prerequisite: CS 131

CS 239 Object Oriented Programming 3 Hours

Effective object-oriented programming using the Java or C++ programming language. This course presents additional material on types, classes, methods, constructors, objects, inheritance, templates, data streams, error management, and design.

DIVISION VI

PHYSICAL EDUCATION

Through the SwCC Physical Education program, opportunity is provided for each student to gain knowledge and skill in many recreational activities to achieve a present level of physical fitness and to develop an understanding of the role of continued participation in exercise for total health and personal enjoyment of leisure time.

PHYSICAL EDUCATION CONCENTRATION

RECOMMENDED DEGREE PLAN

YEAR ONE

Bible 121, Old Testament Survey	2
English 131, Composition and Rhetoric I	3
History 131, United States	3
Mathematics	3
Physical Education Activity Course*	1
Psychology 110, Freshman Orientation	1
Elective	3
	<hr/> 16

Bible 122, New Testament Survey	2
English 132, Composition and Rhetoric II	3
History 132, United States	3
Physical Education Activity Course*	1
PSY 131 or SOC 131	3
Speech 131, Introduction to Speech	3
UJI 110, UJIMA	1
	<hr/> 16

YEAR TWO

Bible 221, Life and Teachings of Christ	2
Biology 141, General Biology I	4
CS 131, Introduction to Computer Science	3
Literature	3
Physical Education Activity Course*	1
Elective	3

	16
Bible 222, Prison and Pastoral Epistles	2
Biology 142, General Biology II	4
History 234, African American History	3
Humanities 232, Introduction to Humanities	3
Physical Education Activity Course*	1
Elective	3
	16

***Students participating in intercollegiate athletics should register for PE 213, 214, 215, and 216 during the respective semester sequence.**

THEORY COURSES

PE 221 Introduction to Intramurals 2 Hours

Programs and practices designed to develop a knowledge of designing, organizing, and promoting well-rounded intramural programs.

PE 231 Foundations of Physical Education 3 Hours

This is a fundamental course of basic physical education, dealing with the role of physical education in a changing world.

PE 232 Personal and Community Health 3 Hours

This course is designed to guide the college student to a life of healthy leadership, effective living, and stimulate interests in the health profession.

PE 233 First Aid 3 Hours

This course is designed for students who wish to acquire knowledge of Red Cross emergency and preventive measures, as well as methods and materials used in teaching first aid courses. Successful completion leads to first aid and instructor's certification by the American Red Cross.

ACTIVITY COURSES

PE 111 Basic Fundamentals 1 Hour

Fundamental instruction and practice in basketball, softball, volleyball, conditioning, track and field and weightlifting.

PE 112 Sports Methods 1 Hour

Open to physical education majors. The athletic director must approve enrollment in this class. Students will be assigned to assist in activity class or related area.

PE Table Tennis	1 Hour
Instruction and practice in the fundamental skills of table and aerial tennis.	
PE 114 Sports Officiating	1 Hour
Instruction and practice in officiating various sports.	
PE 115 Volleyball	1 Hour
Instruction and practice in the fundamental skills of volleyball.	
PE 117 Bowling	1 Hour
Instruction and practice in the fundamental skills of bowling.	
PE 118 Beginning Tennis	1 Hour
Beginning instruction and practice in tennis skills.	
PE 119 Advanced Tennis	1 Hour
Advanced instruction and practice in tennis skills.	
PE 217 Advanced Bowling	1 Hour
Advanced instruction and practice in bowling.	

ATHLETICS

PE 213-216 Intercollegiate Sports*	1 Hour
Instruction and participation in basketball, volleyball, and track at the intercollegiate level.	

***Prerequisite: Permission of the instructor.**

NOTE: Student trainers and statisticians for the sports teams must take Physical Education 112, Sports Methods.

DIVISION VII

BASIC STUDIES

The division proposes to aid students with deficiencies in writing, reading, and math to reach a level of proficiency needed for academic success. The program includes classes in the basic skills, self-paced, self-checked laboratory experiences, and tutoring. Division offers quality-individualized instruction that successfully lead students from Southwestern Christian College and on to four-year schools if they desire.

BASIC ENGLISH AND READING

INT 031/032

3 Hours

Integrated Reading/Writing stresses sentence and paragraph development. Although Basic English skills are addressed, the major portion of the course focuses on the student's ability to develop grammatically correct sentences and paragraphs. Students must demonstrate a mastery of these elements before continuing to ENG 131. Learning lab is required.

BASIC MATHEMATICS

MTH 033 Beginning Algebra

2 Hours

This course is designed to give an understanding of basic mathematical skills. Learning lab and tutoring are required.

MTH 034 Intermediate Algebra

2 Hours

This course is a continuation of the study of basic math and algebra skills. Learning lab and tutoring are required.

NOTE: Students will not be allowed to drop or withdraw from Basic Studies courses during the semester.

COURSE COMPETENCY

English, Mathematics, and Reading serve as prerequisites to college level courses. They carry only institutional credit and cannot go toward graduation. Upon completion of IRW 031, with a grade of "B" or better, students may enroll in ENG.131. Students making a "C" in IRW 031 must enroll in IRW 032. Students making a "D" or below in IRW 031 must re-enroll in IRW 031. Upon completion of MTH 033, with a grade of "B" or better, students may enroll in College Algebra. Students making a "C" in MTH 033 must enroll in MTH 034, Intermediate Algebra. Students making a "D" or below in MTH 033 must re-enroll in MTH 033, Beginning Algebra.

COURSE LOAD LIMITS

Students taking three (3) basic studies courses may **not** enroll in more than 12 semester hours of coursework. Students taking two (2) basic studies courses may **not** enroll in more than 14 semester hours of coursework. Students taking one (1) basic studies course may **not** enroll in more than 16 semester hours of coursework.

PSY 110 Freshman Orientation

1 Hour

Required for all freshmen, this course is designed to equip students with the strategies and skills necessary for academic and social success in college. Major emphasis will be placed on self-directed behavior modification that will enhance college adjustment, study skills, time management, financial management, listening skills, and positive social skills. Community service hours are required.

UJI 110 UJIMA

1 Hour

Ujima is a dynamic peer tutoring and mentoring program and class-designed to lead the "first year" college student in an exploration of college resources and procedures and in the development of the attitudes and understandings required to become successful in a college environment. Interaction occurs in a relaxed small group environment that features a series of lectures and discussions on topics such as study skills, time management, collaboration, stress management, personal finance, conflict, resolution, interpersonal relationships, personal assessment, and other action-oriented activities to maximize the college experience. Key indicators for success (class attendance, chapel attendance, library study hours, study group sessions attended, tutoring sessions attended) are monitored on a weekly basis.