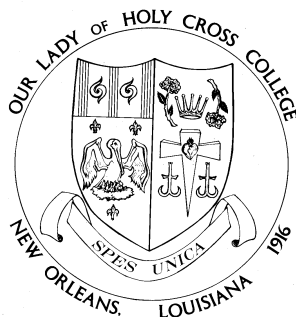


**OUR LADY OF HOLY CROSS COLLEGE
NEW ORLEANS, LOUISIANA**

2010-2011 CATALOG



Our Lady of Holy Cross College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate, Baccalaureate and Master 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 Our Lady of Holy Cross College.

The Education and School Counseling Programs of Our Lady of Holy Cross College are accredited by the National Council for Accreditation of Teacher Education (2010 Massachusetts Avenue, NW, Suite 500, Washington, D.C., 20036-1023, telephone number 202-466-7496).

The Department of Nursing at Our Lady of Holy Cross College is accredited by the National League for Nursing Accrediting Commission. 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326
P. 404.975.5000 F. 404.975.5020

The Business Degree Programs of Our Lady of Holy Cross College are accredited by the International Assembly for Collegiate Business Education (Overland Park, Kansas 66225, telephone number 913-631-9154).

The Marriage and Family Counseling Program and the Community Counseling Program of Our Lady of Holy Cross College are accredited by the Council for Accreditation of Counseling and Related Programs (5999 Stevenson Avenue, Alexandria, Virginia 22304, telephone number 703-823-9800, ext. 301).

The Radiologic Technology Programs of Our Lady of Holy Cross College are accredited by the Joint Review Committee on Education and Radiologic Technology (20 North Wacker Street, Suite 2850 Chicago, Illinois 60606-3182, telephone number 312-704-5300)

The Respiratory Care Programs of Our Lady of Holy Cross College are accredited by the Committee on Accreditation for Respiratory Care (CoARC) (1248 Harwood Road, Bedford, Texas 76021-4244, telephone number 817-283-2835)

Students must meet all the requirements for a degree outlined in the issue of the College *Catalog* in force during their residence at the College. Students whose residence is interrupted for two regular semesters and those students changing majors or changing from undecided status to a major must abide by the Catalog in force at the time of re-entry or change. Under no circumstances may a Catalog more than eight years old be used.

Printed by the Office of the Vice President and Dean for Academic Affairs, this Catalog contains the current curricula, educational plans, offerings, and requirements which may be altered from time to time to carry out the purposes and objectives of the College. The provisions of the Catalog do not constitute an offer of a contract which may be accepted by students through registration and enrollment. The College reserves the right to change any provision, offering, or requirement at any time within the student's period of study.

Our Lady of Holy Cross College assures equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status, or veteran's status in the admission to, participation in, or employment of its programs and activities.

CAMPUS LOCATION

The Campus is situated on 40 acres in the Algiers section of Orleans Parish. It is located on the West Bank of the Mississippi River, within ten minutes of the metropolitan area of New Orleans. The Campus can be reached by crossing the Crescent City Connection and traveling east down General deGaulle Drive to Woodland Drive. It is within easy access to Plaquemines and Jefferson Parishes, both within 10 minutes of the Campus. St. Bernard, a parish within easy access, lies just northeast across the Mississippi River and is within a 15-minute ferry ride of the Campus.

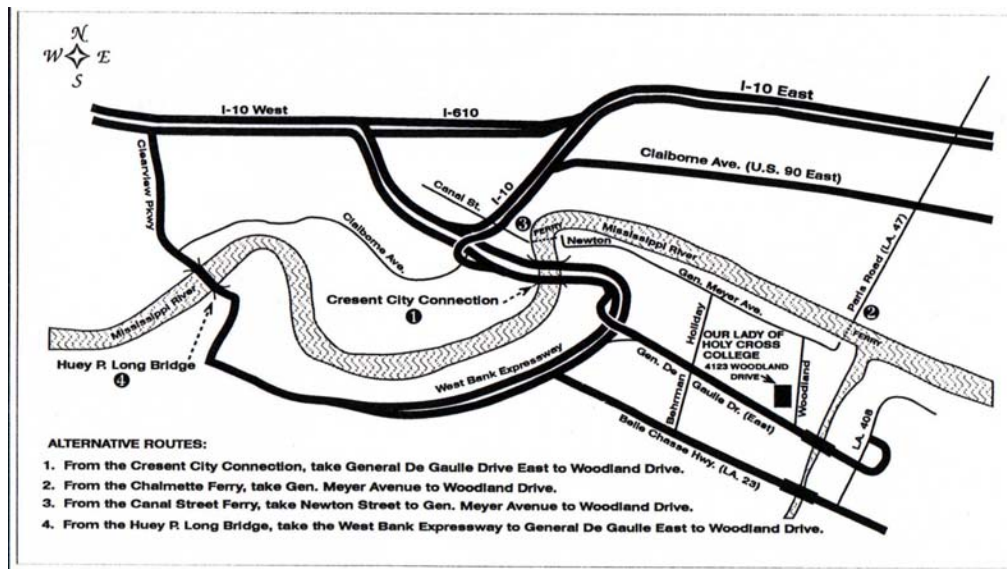


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President's Message



Dear Students:

I welcome you to view the Our Lady of Holy Cross College Catalog. It contains the academic programs, policies, and services — information that is essential for potential and current students. The quality and variety of the academic programs are a result of the faculty and staff's thoughtful integration of liberal arts, natural and behavioral sciences, and professional studies. This integration is rooted in a faith-based environment in the Catholic Intellectual Tradition.

Over the past 95 years, the College has served the academic and developmental needs of students who are primarily from the New Orleans area. Its academic excellence, enfolded in a climate of servant leadership, is recognized by local and national accreditation agencies as well as its thousands of alumni who work in a variety of positions in Louisiana and many states throughout the country.

Again, I welcome you to a community of people who love to learn and are ready to become influential members of the larger community. Here you can aspire to and pursue your dreams in education and life.

Sincerely,

Rev. Anthony J. De Conciliis, C.S.C., Ph.D.
President

ACCREDITATIONS

Council for Accreditation of Counseling and Related Educational Programs
Committee on Accreditation for Respiratory Care (CoARC)
Joint Review Committee on Education and Radiologic Technology
International Assembly for Collegiate Business Education
National Council for Accreditation of Teacher Education
National League for Nursing Accrediting Commission
Southern Association of Colleges and Schools

APPROVALS

Louisiana State Board of Nursing
Louisiana State Department of Education

AFFILIATIONS

The CODOFIL Consortium of Louisiana Colleges and Universities
Council for Academic Library Liaison
Gulf Coast Research Laboratory
Louisiana Academic Library Information Network Consortium
Louisiana Library Network
Louisiana Universities Marine Consortium
Southeastern Library Network

ARTICULATION AGREEMENTS

Delgado Community College
Loyola University of New Orleans
Nunez Community College
St. Francis University
St. Joseph Seminary College

CONSORTIAL

Service Members Opportunity College Network
U.S. Army and U.S. Air Force R.O.T.C.

CONTRACTUAL AGREEMENTS

Aquinas Institute
Notre Dame Seminary
Ochsner Clinic Foundation School of Allied Health

MEMBERSHIPS

American Association of Colleges of Nursing
American College Personnel Association
Association of American Colleges and Universities
Association of Catholic Colleges and Universities
Association of College Registrars and Admissions Officers
Association of Governing Boards of Universities and Colleges
College and University Professional Association for Human Resources
Conference of Louisiana Colleges and Universities
Council for Advancement and Support of Education
Council on Collegiate Education of Nursing
Louisiana Association for Independent Colleges and Universities
Louisiana Association of College and University Student Personnel
Administrators
Louisiana Association of Collegiate Registrars and Admissions Officers
Louisiana Association of Financial Aid Administrators
Louisiana Catholic College Students
Louisiana College Intramural and Recreational Sports Association
National Association of Independent College and Universities
National Association of Student Financial Aid Administrators
National Association of Student Personnel Administrators
Service Members Opportunity Network
Southern Association for College Student Affairs
Southern Association for Collegiate Registrars and Admissions Officers
Southern Association of College and University Business Officers

DESCRIPTION OF OUR LADY OF HOLY CROSS COLLEGE

Our Lady of Holy Cross College is a privately administered, accredited, coeducational, Catholic college offering undergraduate, graduate, and professional curricula to a student population that reflects the diversity found in Louisiana. The College focuses on teaching, public service, and research.

The College remains faithful to its liberal arts tradition in committing itself to academic challenge, professional preparation, attainment of marketable skills, personal enrichment, and the rightful integration of Catholic philosophy and theology. It takes pride in its low professors/student ratio and in the quality of its diverse programs and services.

Our Lady of Holy Cross College lives out its commitment to the educational mission of the Catholic Church by its participation in the educational ministry of the Marianites of Holy Cross. As a faith community of teaching, learning, and service, actively involved in the life of the local, state, national, and international communities, it is a leader and a responsible innovator in liberal arts education and professional programs.

We believe that education flourishes in a community motivated by a Catholic Christian vision, Gospel values, and a commitment to the education of the total person. We accept the responsibility to respond to the needs of our students by challenging and empowering them to develop holistically in the attainment of knowledge, skills, and values necessary to thrive in an ever-changing world.

Therefore, we endeavor to foster in the College an environment that nurtures the following core values:

a clear Catholic identity and a strong commitment to Gospel principles.

We relate with and serve others in a spirit of compassion, justice, and selflessness.
(please refer to the statement on Catholic Intellectual Tradition, page 10)

healthy and growth-filled relationships within the College and between the College and the wider community.

We welcome cultural diversity, and we foster effective communication, fairness, inclusion, respectfulness, and hospitality.

student-centeredness.

We value our students, who are the primary reason for the existence of the College. We respect and treasure their diverse life experiences, their achievements, their contributions to the community, and we reverence their human dignity.

excellence in teaching and learning.

We provide spiritual, intellectual, social, aesthetic, and physical education to develop the total person. We devote a generous share of the financial and technological resources of the College to improve teaching and learning. We encourage research to improve both instruction and learning.

responsible stewardship of resources.

We acquire, maintain, update, and use our resources in a caring and responsible way.

HISTORY

The history of Our Lady of Holy Cross College dates to the 1841 founding of the Congregation of the Marianites of Holy Cross by Blessed Basil Anthony Moreau at LeMans, France. Two years after their founding, some of the Sisters were ready to leave LeMans and set up foundations in the New World. In 1848, several Marianites accepted the invitation of Archbishop Antoine Blanc to come to New Orleans to work with the Holy Cross Brothers in administering the St. Mary's Orphan Boys Asylum. Soon the Sisters became disturbed by the plight of the young girls who were homeless and destitute as a result of the yellow fever. In 1851, the Sisters began to build the Immaculate Conception Industrial School to instruct orphan girls. The site of this school was in the Ninth Ward. In 1866, this school evolved into the Academy of Holy Angels, a high school for young girls and the parent school of Our Lady of Holy Cross College.

To prepare teachers for the many schools the Marianites opened in Southern Louisiana, the Louisiana State Board of Education in 1916 granted the Marianites the right to open a Normal School which functioned as Holy Cross Normal. This assured that the young students would be prepared according to the Louisiana State Norms of Education.

In 1938, the Louisiana State Department of Education, again at the request of the Sisters, approved a program which would lead to the conferring of the Bachelor of Arts degree. The name of the school was then changed to The College Department of the Academy of Holy Angels, and the first graduation exercises were held in 1942. In 1947, the Ernest B. Norman family presented to the Marianites a gift of forty acres on the West Bank of the Mississippi River to be used for educational and religious purposes.

In the early 1950s, lay women who were teaching in schools administered by the Marianites were admitted to the College. In the spring of 1960, the College moved to its new quarters and changed its name to Our Lady of Holy Cross College. In that year, the first lay student received her degree. In the early 1960s, women from both the public and the Archdiocesan schools began to enroll, and in 1967, the first men were admitted. The College was on its way to growth and expansion with this step into coeducation.

A governing board of lay trustees was organized in the late 1960s according to the requirements of the Southern Association of Colleges and Schools. Until 1969, the office of the President of the College was held by the Provincial of the Marianites. In that year, the two positions were separated, and for the first time the Board of Regents elected the President.

In the spring of 1971, the first status report was submitted and approved by the Southern Association of Colleges and Schools. Between 1971 and 1980, the College grew in student numbers and added many new academic and professional programs to the initial Teacher Education curriculum. During this time the College received accreditation for a ten-year period from the Southern Association of Colleges and Schools. In 1975, Our Lady of Holy Cross awarded its first honorary degree, and in 1991, the College celebrated its 75th anniversary. To synthesize the best use of faculties on the West Bank, Our Lady of Holy Cross College and Delgado Community College formed the West Bank Higher Education Union, pledging

cooperation, exchange of faculty, mutual support of programs, with detailed agreements for joint degree programs and joint use of libraries. The affiliation ended in 1993.

The first third of the 1980s saw two new steps taken by the College. In September 1983 the Louisiana State Board of Nursing approved a four-year baccalaureate degree program, which was initiated in the spring of 1984. In the fall of 1984, a Master of Education program was begun. A concentration in Counseling was offered through the Master of Education program until 1998 when a Master of Arts in Counseling was offered. The Thomas E. Chambers Counseling and Training Center was dedicated in 1998.

Today as in the past, the College continues to meet the growing needs of its students, the civic community, and the Marianite community itself. Rich in its past historical experience, the College looks to the future, professing a philosophy of education which seeks to guide the student toward self-realization and the development of the total person.

MISSION STATEMENT

Our Lady of Holy Cross College participates in the teaching mission of the Catholic Church through the heritage and charism of the Marianites of Holy Cross. The administration, staff, and faculty educate the minds and the hearts of undergraduate and graduate students through dedicated service and innovative and teaching methods. All are challenged to seek truth, goodness and beauty through critical thinking, research and dialogue. Called to be a prophetic presence in an ever-changing world, the College community shares its spiritual, material, and educational resources with all.

VISION STATEMENT

Our Lady of Holy Cross College will be a Catholic, national, comprehensive, higher education institution known for the ability to balance liberal arts, sciences, and nationally accredited professional programs. The College will be acclaimed for its individualized service to a diverse student body, the integration of mind and heart in the Marianite tradition, and the academic preparation for competent professionals in service to the larger community.

The planning process is based on the vision of the College. The following “five pillar” statements will assist us to plan the fulfillment of the vision into the future.

- We will be an educational community influenced by the teaching, scholarship and service found in the Catholic Intellectual Tradition.
- We will be an educational community with an entrepreneurial spirit in all aspects of the College’s life.
- We will be a nationally acclaimed educational community known for its centers of excellence which integrate academic and student life.
- We will be an educational community known for its cooperative spirit, sharing our academic and student life resources with others.
- We will be an educational community with the resources to achieve our vision.

THE CATHOLIC INTELLECTUAL TRADITION AT OUR LADY OF HOLY CROSS COLLEGE

We Are Servant Leaders Who Inspire Our Students to Acknowledge Their Dreams

The Mission of Our Lady of Holy Cross College, an educational community, is steeped in the Catholic Intellectual Tradition (hereinafter referred to as the Tradition). The Tradition reaches back to and is founded upon the person and teachings of Jesus Christ; the teachings and traditions of the Catholic Church, including Sacred Scripture; the contributions of the great minds of the patristic, monastic, and scholastic periods; and the educational charisms and ministries of the various religious orders and congregations. That same tradition is now entrusted to the educational and formational institutions of the present-day Church, guided throughout by the wisdom of the Holy Spirit. At Our Lady of Holy Cross College, we enthusiastically embrace this Tradition, which is framed in the educational and formational servant ministry of the Congregation of Holy Cross in the Marianite tradition as established by its founder, Father Basil Anthony Moreau, C.S.C., and we pass this Tradition on to our College community.

The Tradition houses an enormous intellectual heritage. Among its many facets, we emphasize three centerpiece ideas: truth-seeking and the Catholic educational mission, the relationship of faith and reason in intellectual inquiry, and the dignity of the human person in creation. While these ideas are presented separately, in reality they are interrelated in the Tradition and its practice in the educational community.

Truth-Seeking and the Catholic Educational Mission

The first centerpiece idea is truth-seeking and the Catholic educational mission. The Mission Statement at Our Lady of Holy Cross College calls us to participate in the teaching mission of the Catholic Church and, specifically, “to seek truth, goodness, and beauty through critical thinking, research, and dialogue.” Thomas Aquinas, an important thinker in the development of the Tradition, taught that God is Truth, Goodness, Beauty, and Holiness which are preeminently revealed in the person of Jesus Christ, whom we believe to be the ultimate revelation of God’s word.

The Tradition is founded upon the belief that the pursuit of these transcendental properties of Truth, Goodness, Beauty, and Holiness is a spiritual compass that can lead one closer to God. These divine attributes of God are not differentiated in God Himself; however, because of the finite, created nature of humankind, they are perceived and understood as distinct by the different human faculties--intellect, will, reason, and aesthetics. Thus, intellect and will respectively value and desire what is good; reason affirms what is true; the aesthetical senses appreciate beauty; and the human soul yearns for holiness.

Scripture teaches that God created humanity in His own image and likeness and endowed it with both intelligence and free will. Thomas Aquinas held that each person was created to know God, and to know God is to know truth and vice versa. In the end, all human attempts to discover the truth lead toward God. In his writings, Pope Benedict XVI reminds all Christians of their obligation to seek and to teach love in truth (*caritas in veritate*). The discovery of truth leads

one closer to God who is absolute truth. Hence, the Tradition becomes engaged wherever there is a genuine search for truth, regardless of the specific academic discipline studied or the student life program exercised, as a unified intellectual and spiritual endeavor. The journey of truth-seeking is deeply satisfying and yields a spiritual experience of human introspection and self-awareness of the presence of God within oneself and all creation.

John Henry Cardinal Newman in *The Idea of a University* highlights the supremacy of the search for truth as the goal of all intellectual pursuits. He says that truth has two attributes: “useful knowledge,” which is the possession of truth as power, and “liberal knowledge,” which is the apprehension of truth as beautiful. According to Newman, while the pursuit of truth as power might be the purpose of a “business school,” the apprehension of the truth as beautiful is the *raison d’être* of a University. This is the reason for seeking a balance of the liberal arts and sciences with the professional studies at Our Lady of Holy Cross College. For Newman, all branches of knowledge are connected “because the subject matter of knowledge is intimately united in itself, as being the acts and the work of the Creator.” After our other physical needs have been satisfied, knowledge remains the search for truth, which is best achieved, Newman believes, in the study of theology.

Pope John Paul II quoted Newman’s work extensively, especially in the higher education document *Ex Corde Ecclesiae*. John Paul II speaks about the “crisis of truth and alienation” in modern technological society, where the ethical is subordinated to the technical and the spiritual to the material. The goal of the University is to ensure that truth be sought and upheld. The University is to be a “living unity” of individual organisms dedicated to research into truth. While Newman speaks about “teaching the truth,” John Paul II speaks about “research into truth.”

Faith, Reason, and Intellectual Inquiry

The second centerpiece idea of the Tradition at Our Lady of Holy Cross College is faith, reason, and intellectual inquiry. Because our faith informs us to accept that God is truth, we are confident that our reason, if it diligently seeks the truth, always leads us toward God. The Tradition teaches that faith and reason are not in opposition to one another. They coexist in a creative tension that is part of intellectual inquiry. In this process, this tension between faith and reason both challenges and strengthens the person. St. Anselm, in the eleventh century, sought to understand the intelligible truths of Christian belief through reason. In his *De Veritate* (of the truth), he asserts the existence of an “absolute truth” in which all other truths participate. This absolute truth for Anselm is God, the ultimate ground or principle of both things and thought. This concept of God formed the basis of Anselm’s theory and much of subsequent Western theology. His argument *credo ut intelligam* (I believe that I may understand) means that faith empowers reason to comprehend the truth of what is believed.

The Catholic Church has founded its colleges and universities in order to cultivate intellectual inquiry and identity. It establishes other institutions for a variety of reasons, such as worship, religious instruction, and caring for the sick. Margaret O’Brien Steinfeld stresses that “Catholic intellectual life is central to Catholic identity.” Thus, colleges and universities cannot claim to be Catholic if the Tradition is not part of their core understanding. The Tradition cannot survive if the colleges and universities do not nourish it and pass it on. In this way it fulfills its religious

mission and lives up to its Catholic identity. Theologian Michael Buckley acknowledges that the Church must nurture honest intellectual inquiry because it creates a passion for truth and raises serious questions about ultimacy. Such beliefs lead to the conclusion that a faith that is not fed by intellectual tradition and inquiry is a faith diminished and that feeding one's faith becomes the rationale for our intellectual spirit and one basis for the Catholic Intellectual Tradition.

There are some who, when discussing Catholic Intellectual Tradition, will focus on the word "tradition." Indeed, the Catholic Church has a profound and complex history that stretches across more than twenty centuries. Some may believe that Catholic tradition is allegiance to that which has gone before. Though this is not entirely incorrect, it is certainly more limited and less dynamic than the concept of the Church's working harmony between faith and reason. Having respect for and loyalty to the Church's traditions does not mean that modern-day scholars can only support what has already been promulgated. Rather, respect for the cumulative wisdom of their predecessors engenders humility about their own findings and willingness to listen and learn; for we cannot learn anything if we believe we already know everything. Thomas Aquinas never lost confidence in the harmony of faith and reason. Though steeped in the traditions of the Church of his day, he was fearless in considering the ideas and arguments of other cultures. By engaging the works of Christian, Greek, and Muslim philosophers, he became an innovator in theology and philosophy and a dominant figure in the Tradition. But today's Catholic scholar is not limited to the religious and secular issues of the thirteenth century. A contemporary Catholic scholar formulating teachings for students of the twenty-first century can imitate the questioning intellect, boldness, and fearlessness of Aquinas and nurture honest intellectual inquiry without deviating from the Catholic Intellectual Tradition.

Human Dignity in the Created World

The third centerpiece idea of the Tradition is the importance of human dignity for all in the created world. The Tradition holds that God's presence is mirrored in His creation and thus recognizes the dignity of each person in humanity. This part of the Tradition is particularly applicable to the Marianite and Holy Cross roots, which have always stressed the value and dignity of the human person and the sanctity of the created world. The Marianite philosophy of education and the mission of the College emphasize the obligation to be present to one another through compassion and service, since everything in nature – including the cultures and subcultures of humanity – carries the sign of the Creator. By studying all aspects of the natural order, the mind maintains its relationship with the realm of the divine and continues its journey toward truth and thereby toward God. The Tradition assumes that the seeds of truth can be found in every facet of God's creations and that these truths bring about a greater understanding of what it means to be human and open to God.

The contemporary Catholic Church truly personifies the universal meaning of the word "catholic." With more than a billion believers spread across the globe, the Church is racially, socially, and culturally diverse. The inclusive nature of the modern Church and its institutions does not undermine its intellectual tradition. Though historically the Catholic Intellectual Tradition was dominated by Western European scholars, in modern times the Church has embraced its global character, its Eastern and Western Christian heritages, and its role in both the developed and underdeveloped worlds. Hence, the Tradition must also continue to grow and to be as inclusive and diverse as the global Catholic Church.

The Church's long and proud intellectual tradition gives us much with which to promote our faith, but it also shows us the importance of turning outward to receive others as Christ did, to engage them in dialogue, to be honestly open to learning from others, and when appropriate, to being critical of ourselves. Faithfulness demands that even truth be vigorously pursued, on personal and societal levels. The Church's academic institutions, true to the Catholic Intellectual Tradition, support the cultivation of a rigorous intellectual honesty, critical self-examination, and humility.

The long history of the Catholic Intellectual Tradition has brought much strength and integrity to the Church and its members. Yet the Church continues to learn much from the cultures in which it lives. It is the privilege and responsibility of the contemporary Catholic college not only to be the heir of the Church's intellectual tradition but also to be a solid base upon which the Tradition will continue to grow and to be a witness to the truth which is Christ, the incarnation of the God of Truth, Beauty, and Goodness. Catholic Intellectual Tradition is not some museum piece to be curated, to be preserved on a shelf or behind glass, or to be frozen in the past tense. Rather, it is a living heritage which we proudly accept from those who have gone before us in the Catholic faith and which we proudly pass on, with our own contributions included, to generations to come.

Conclusion

The Tradition and the discoveries of truth which it brings will help us to reflect upon those truths, leading us not only to a deeper personal relationship with God but also to more virtuous lives of faith, hope, and charity. In this regard, the abstractions and conclusions of the Tradition are transformed into Christian lives of action, living out the charism of the Marianite foundations in social justice with its roots in the Congregation of Holy Cross. The pursuit of truth ultimately leads us to God and to lives of generous service.

The Catholic Intellectual Tradition is always cognizant of the need to educate the whole person. Father Basil Anthony Moreau, C.S.C. expressed his vision of carrying out the Tradition in terms of cultivating the mind, but never at the expense of the heart. This is also the mission of Our Lady of Holy Cross College: to keep together the notions of mind and heart, reason and faith, and knowledge and belief, in an effort to educate the entire person in truth and in love.

ADMISSION TO THE COLLEGE

Our Lady of Holy Cross College accepts applications for admission from students of accredited secondary schools, students holding or pursuing the General Education Development diploma (GED), and students transferring from accredited colleges and universities without regard to race, religion, color, sex, age, handicap, national origin, marital status, or veteran's status.

All materials for admission should be received at least three weeks before the first day of registration. Under no circumstances will a student remain eligible for admission if complete records have not been received within 30 days of the first day of class. After 30 days, applicants who have not completed the admission process will be ineligible to attend classes.

The admission requirements listed in this section of the Catalog are considered the general admission requirements to the College. Academic departments and specific programs, in many cases, have additional requirements. Please refer to the appropriate section of the Catalog to obtain applicable information.

The College requires a non-refundable application processing fee of all new applicants (students not previously enrolled at Our Lady of Holy Cross College). The fee is payable when the application is submitted to the Office of Admissions. Deadlines for applying are July 20th for the fall semester, December 20th for the spring semester, and May 1st for the summer sessions. An additional, non-refundable, late application fee is charged for all applications received after the listed deadlines.

Students who have not attended another college or university, and who are graduates of a state-approved high school, and transfer students who do not have college credit in College Algebra and English Composition may be asked to take the Our Lady of Holy Cross College Placement Examination prior to registering for classes. The examination scores are used for placement of students in the correct English, reading, and mathematics courses. The placement examination(s) are offered by appointment by calling the Director of Student Engagement and Achievement at (504) 398-2236.

UNDERGRADUATE ADMISSION

Freshman Admission

Applicants may be accepted to the freshman class based on the completion or expected completion of high school work, home school program or a general education development diploma. At the time of enrollment, however, the applicant must have graduated from an accredited secondary school, recognized home school program, or have received a general education development diploma.

Admission Requirements

Admission will be granted to any entering freshman who meets the following criteria:

- Completion of a high school diploma. Waivers will be granted for students with disabilities; and
- High school grade point average of 2.25 or higher; and
- ACT composite score of 20 or higher (or ACT Compass equivalent); and
- ACT subtest scores not less than 16; and
- Student does not need more than one developmental course (based on ACT subtest scores).

Conditional Admission

Conditional admission will be granted to any entering freshman who meets the following criteria:

- High school grade-point average of 2.0 or higher; and
- ACT composite score of 17-19; and
- ACT subtest score not less than 16.

Home schooled students must submit ACT scores with a minimum composite score of 20, documentation that program has been recognized by the State Board of Education, and copies of all course work completed, including textbooks utilized for study

Students not meeting any of the minimum requirements above may be admitted by exception. These students will only be allowed to take courses according to their individual abilities and needs as specified by the College. They will not receive credit for any other courses taken while still “admitted by exception.”

Application Procedures

In addition to a completed application form and fee, the following items need to be received by the College within the published deadlines:

- an official transcript of completed high school work (showing at least six completed semesters); or an official transcript of the general education development diploma;
- official scores from the ACT;
- complete immunization requirement;

Transfer Admission

Applicants intending to transfer to Our Lady of Holy Cross College from regionally accredited colleges and universities must be considered in good standing at the last school attended. Regardless of date courses were taken, credit may be transferred to OLHCC only for those in which a minimum grade of “C” was earned, and which will apply directly to a program of study at Our Lady of Holy Cross College, unless otherwise informed. Official evaluation of transfer course work will be performed only upon the student’s first registration at OLHCC.

Transfer students with less than 12 credit hours of completed college level credit will be considered first time freshmen. Applicants in this category must refer to the policy for Freshman admission.

Transfer students with 12 or more credit hours of completed college level credit and who attained a grade point average of 2.0 or higher from their previous institution will be granted admission to the College. If a student has not taken English and/or mathematics, with a “C” or better, at the previous institution a placement test will be required prior to registration.

Transfer students with 12 or more credit hours of complete college level credit and who have attained a grade-point average of 1.75-1.99 at their previous institution will be granted conditional admission to the College. The students will be allowed to take courses according to their individual abilities and needs as specified by the College; this may include a lesser course load, approval for online course registration, and required advising sessions, among other requirements.

Suspensions at another college or university will be honored at Our Lady of Holy Cross College for the length of the suspension. Students on academic suspension may be admitted to the College only as non-degree seeking student. Under no circumstances will course work completed in a non-degree seeking status be applied to any degree or certification program at Our Lady of Holy Cross College. Note: Students must officially change their academic status at the Registrar's office from non-matriculating to undergraduate after the suspension period is over.

International Student Admission

Our Lady of Holy Cross College welcomes applicants from other countries. The College is authorized under federal law to enroll non-immigrant alien students who must have all official transcripts evaluated by an international student transcript evaluating agency and have results forwarded to the Office of Admissions and Student Affairs.

To be considered for admission to the College, international applicants must submit all of the following items at least six months before the intended semester of matriculation:

- a completed application for admission and the application fee;
- official transcripts from each secondary and post-secondary institution attended (Note: transcripts must be translated by an evaluation agency, see Office of Admissions for list of companies, and sent directly by the company to OLHCC);
- acceptable scores from the ACT;
- official scores from the *Test of English as a Foreign Language* (TOEFL) with a minimum paper-based TOEFL score of 500 (the conditions of admission, as stated elsewhere in the *Catalog*, also apply to international applicants).
- a statement and supporting evidence of financial resources as required by the United States Immigration and Naturalization Service;
- and complete the immunization requirement.

For complete information and assistance in applying for admission to the College, international applicants should contact the Office of Admissions.

NON-DEGREE SEEKING ADMISSION

Applicants who desire to enroll in courses offered by Our Lady of Holy Cross College but who do not intend to have their course work credited toward a degree or certification program offered by the College may apply as non-degree seeking students. Students in this classification may earn up to 36 semester hours of credit. Under no circumstances may course work completed in a non-degree seeking status be applied to any degree or certification program at Our Lady of Holy Cross College. Non-degree seeking students are not eligible to receive any form of financial aid administered by the College. There are two types of non-degree admissions: Visiting Student Admission and Personal Enrichment Admission.

Visiting Student Admission

Visiting students are students presently enrolled at other colleges and universities who desire to take courses offered at Our Lady of Holy Cross College. The visiting student should complete an application for admission, submit an application fee, and request to have a letter of good standing sent from the home institution. Visiting students are advised to obtain written permission to take specific courses offered by Our Lady of Holy Cross College which are intended to be applied to their degree programs.

Personal Enrichment Admission

In order to be admitted for the purpose of personal enrichment, applicants must complete an application of admission and submit the application fee.

HIGH SCHOOL SCHOLARS OUTREACH PROGRAM ADMISSION

High school students who have completed the sophomore year and who desire to begin college-level course work may, with the written permission of their principals, be admitted as special students. Credit for successfully completed courses will be given only when the student is granted admission to Our Lady of Holy Cross College or another regionally accredited institution of higher learning.

ALTERNATIVE CERTIFICATION

Applicants who have already earned the baccalaureate degree and desire to pursue teacher certification must meet the state requirements as outlined in the Alternative Certification section in the Department of Education.

GRADUATE ADMISSION

See Graduate Programs in the Departments of Counseling, Education, and Theology.

READMISSION TO THE COLLEGE

Students who seek readmission to the College must submit another application for admission. There is no fee for readmission. Students who have attended any other college or university during their absence must have transcripts sent to the Office of Admissions. Policies described under the section entitled Undergraduate Transfer Admission will apply.

Students who seek readmission to the College after being academically suspended may be readmitted only when they have satisfied the conditions of suspension described in the section covering academic policies.

STUDENTS SEEKING AUDIT STATUS

Students wishing to audit courses should follow regular admission requirements and registration procedures.

PAYMENT FOR REGISTRATION

Students must pay full tuition and fees at the time of registration. For a complete list of tuition and fees, please go to our website at <http://www.olhcc.edu/x518.xml>.

REFUNDS

All computations for refunds will be based on the official withdrawal date as shown on the *Change of Course* form properly filed by the student, regardless of the date of last attendance. Refunds are made on tuition only. Fees are not refundable (unless indicated). FAILURE TO ATTEND CLASSES DOES NOT CONSTITUTE A WITHDRAWAL.

Refund checks on accounts paid by personal check will be made only after the initial payment has been credited to Our Lady of Holy Cross College by the issuing bank. Refunds on accounts paid by cash or guaranteed financial assistance will be made with the normal disbursement cycle.

Return of Title IV Funds FOR TITLE IV AID RECIPIENTS ONLY (Section 668.22[i])

When a student withdraws from school, the withdrawal date as determined by Our Lady of Holy Cross College is the date the student notifies the Registrar's office, in writing, of his/her intent to withdraw.

If a student takes a leave of absence that does not meet the requirements of a Title IV approved leave of absence, the date that the student began the leave of absence is considered the withdrawal date.

If a student does not return from a Title IV approved leave of absence, the date that the institution determines the student began the leave of absence is considered the withdrawal date.

Unofficial withdrawal

The mid-point of the payment period of enrollment is considered the withdrawal date.

Another date, determined by the institution, related to an accident, illness, grievous personal loss, or other circumstances beyond the student's control which prevented the student from withdrawing officially, is also considered the withdrawal date.

Treatment of Title IV Funds When a Student Withdraws

When a recipient of Title IV grant or loan assistance withdraws during a payment period, the institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's withdrawal date. If the total amount is less than the amount of Title IV assistance that was disbursed, the difference must be returned to the Title IV programs. If the total amount is greater than the amount disbursed, the difference must be treated as a post-withdrawal disbursement. Once the withdrawal date has been established and the calculations completed, the institution follows specified procedures for providing notification to the student

(or parent, in the case of Parent Plus loans) and disbursing or returning funds. If any standing charges exist on the student's account and the student is entitled to a post-withdrawal disbursement, the institution may use some or all of the funds to cover certain charges outstanding on the student's account, such as tuition and fees.

As a requirement for making a post-withdrawal disbursement, an institution must offer to the student, or parent for Parent Plus loans, any amount of a post-withdrawal disbursement that is not credited to the student's account. In addition to this written notification of eligibility, in some cases institutions must also make the student or parent aware of the outcome of any post-withdrawal disbursement request. If a response is not received from the student or parent declining the funds, the institution does not need to make follow-up contact, and returns any funds earned by the student or parent to the Title IV program. Section 668.22(a)(4)(ii)(E), however, requires an institution to notify a student or parent when the student's or parent's acceptance of the post-withdrawal disbursement was received after the 14-day time limit for responding has elapsed and the institution does not choose to make the post-withdrawal disbursement.

Order of Return of Title IV Funds

Section 668.22(i) specifies the order in which funds are to be returned. Loans are repaid first in an order that gives highest priority for repayment to higher cost loans (unsubsidized) and lastly to Perkins loans. Section 668.22(i), the regulations will take the 50% of the unused portion of the Pell Grant at the end of the calculation, not the beginning, and thus the potential liability for students who withdraw is greater. In short, the percent of the unused portion of the Pell Grant is protected, not 50% of the original Pell Grant.

Time Frame for the Return of Title IV Funds

An institution must return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew. The institution must determine the withdrawal date for a student who withdraws without providing notification to the institution no later than 30 days after the end of the payment period of enrollment, academic year, or educational program, as appropriate.

FINANCIAL AID

The fundamental purpose of the Office of Student Financial Aid of Our Lady of Holy Cross College is to assist students in pursuing a post-secondary education. To this end, financial aid assistance at Our Lady of Holy Cross College is designed to supplement what the student and his/her family is able to contribute toward his/her educational expenses.

The types of aid and their sources are varied. The basic types of financial aid are scholarships and grants, loans, and work-study. Sources range from the federal Title IV program, state programs, civic and private organizations, to individuals. Our Lady of Holy Cross College is committed to providing funds to students as long as funds are available. Funds are disbursed and awards made according to established institutional policies and prescribed government

regulations without regard to age, sex, race, religion, color, creed, handicap, national origin, marital status, or veteran's status. Financial aid is applied to direct educational expenses (tuition and fees) in the following order: first, grants; second, scholarships; and, third, loans.

In order to determine the types of awards a student may be eligible for and the amounts of the awards, a student must

1. be enrolled as a degree-seeking or otherwise eligible student;
2. be enrolled for a minimum of six hours per term, including summer. Audits do not count toward required enrollment. This applies to both undergraduate and graduate students;
3. submit a Free Application for Federal Student Aid (FAFSA), as directed by the Office of Student Financial Aid, to the appropriate processor. It should be noted that the resulting needs analysis document must also be on file in the Office of Student Financial Aid;
4. submit all forms and documents requested by the Office of Student Financial Aid. Our Lady of Holy Cross College cannot process your financial aid until it has all of the necessary documents;
5. return your signed award letter.

Once these steps are completed, the student will be considered for all financial aid sources available at Our Lady of Holy Cross College. All financial aid is packaged on a first come, first served basis. It should be noted that all required forms and documents must be complete and accurate in order to be accepted by the Office of Student Financial Aid.

Continuing Students

All financial aid awards are made for no more than one academic year only. Continuing students who wish to be considered for financial aid for the next academic year re-apply every year. If the reapplication process is not completed by July 1st for the fall semester, December 1st for the spring semester, or April 1st for the summer semester, the student should not assume that he/she will be eligible for the same type or amount of aid previously received. Also, students submitting their paperwork after the priority deadline may not assume they will receive their aid at registration.

First Time Freshman Applicants

1. In the spring of the year you plan to enter college, apply for admission to Our Lady of Holy Cross College.
2. Begin the Financial Aid process:
 - a. Complete the FAFSA form online. Be sure to include the Our Lady of Holy Cross College's SCHOOL CODE, 002023, on the FAFSA form.
 - b. Read any letter Our Lady of Holy Cross sends and return the letter or any forms that is requested.

3. Read your award letter carefully. Follow the directions on the letter and turn it in to the Office of Student Financial Aid by the designated date.
4. If you are taking out a loan, be sure to attend an Entrance Interview online. The College cannot release a loan to anyone who does not have an Entrance Interview on file. You must also complete a master promissory note (MPN). This can be completed at <http://www.studentloans.gov>.
5. In order for aid to be processed, your admission paperwork must be completed (i.e., academic transcripts and immunization).

Transfer Students

1. Apply for admission to Our Lady of Holy Cross College.
2. Cancel the financial aid at the school you are transferring from. (Financial aid is not transferable.) If Our Lady of Holy Cross College processes a loan for you, Our Lady of Holy Cross College will not be able to get a guarantee until the previous loan is cancelled.
3. Complete the FAFSA form online if not already completed. Be sure to include the Our Lady of Holy Cross College's SCHOOL CODE, 002023, on the FAFSA form in whether you are making a correction or completing a new FAFSA..
4. Wait to receive a letter from Our Lady of Holy Cross College, read the letter carefully, and return the signed letter and any forms requested in the letter.
5. Read your award letter carefully. Follow the directions on the letter and turn it in to the Office of Student Financial Aid by the designated date.
6. If taking out a loan for the first time, you must be sure to complete an Entrance Interview and MPN.
7. In order for aid to be processed, the admission paperwork must be completed (i.e. academic transcripts and immunization).

Financial Aid Proposals

After the application for assistance has been received, a Financial Aid Proposal describing the aid package will be sent to the student. Students should read the proposal carefully and follow the instructions included. All pages of the institutional copy of the proposal should be returned to the Office of Student Financial Aid, signed, and dated by the specific deadline (usually within 30 days). Receipt of the signed institutional form will constitute acceptance of the proposal. Proposals not returned by the specified deadline will be considered declined, and those funds may be reallocated to other applicants.

Students not eligible for assistance will be notified.

Stafford Loans

Students must first have completed and submitted a Free Application for Federal Student Aid (FAFSA) and the resulting needs analysis must be in before a student's loan application can be certified. Master Promissory Notes for Stafford Loans are available online on the U.S. Dept. of Ed's webpage at <http://www.studentsloans.gov>. You will need your ED PIN to sign both the MPN and the Entrance Interview. All students expecting to receive a loan must complete an Entrance Interview. It is also a requirement that all borrowers have an Exit Interview at the time of graduation or withdrawal. It is the responsibility of the students to notify the Office of Student Financial Aid when they are graduating or withdrawing so they may complete their Exit Interview.

When completing your Master Promissory Note, keep in mind that this request is for a loan and must be paid back.

Federal Stafford Loans Limits

The following table outlines the limits in which undergraduate and graduate students can borrow Stafford loans in an academic year:

Annual Loan Limits - Stafford Loan			
Dependent Students (whose parents were not denied a PLUS loan)	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
First-Year Undergraduate (Freshman)	\$3,500	\$2,000	\$5,500
Second-Year Undergraduate (Sophomore)	\$4,500	\$2,000	\$6,500
Third-Year and Beyond Undergraduate (Junior, Senior)	\$5,500	\$2,000	\$7,500
Teacher Certification Coursework	\$5,500	\$0	\$5,500
Independent Students (and dependent students whose parents were denied a PLUS loan)	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
First-Year Undergraduate (Freshman)	\$3,500	\$6,000	\$9,500
Second-Year Undergraduate (Sophomore)	\$4,500	\$6,000	\$10,500
Third-Year and Beyond Undergraduate (Junior, Senior)	\$5,500	\$7,000	\$12,500
Teacher Certification Coursework	\$5,500	\$7,000	\$12,500
Graduate and Professional Students	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
Graduate and Professional Students	\$8,500	\$12,000	\$20,500

Parent Plus Loan

The federal Parent PLUS loan is designed for parents of dependent students. Unmarried students between the ages of 17 and 24 years of age who met the standards of a dependent student qualify to apply for a parent PLUS loan. The parent may borrow the amount of the student's annual budget, less any student financial aid received. The parent is expected to begin repaying the loan 30 days after the date of disbursement. Approval for the PLUS loan is subject to a credit check by the U.S. Dept. of Education and final loan certification by the Office of Student Financial Aid.

Grants

The grants received by Our Lady of Holy Cross College students are the Federal Pell, SEOG, ACG, SMART, LEAP/SLEAP, TOPS and the Louisiana GOGGrant.

SCHOLARSHIPS

Please check the Our Lady of Holy Cross website at [olhcc.edu](http://www.olhcc.edu), for a listing of available scholarships, <http://www.olhcc.edu>.

ADMISSIONS and STUDENT AFFAIRS

The most important challenges of one's career are academic success and intellectual growth. Whether a student thrives or perishes in college is dependent on a variety of factors, many of which extend beyond the classroom.

It is in concert with academics that the Office of Admissions and Student Affairs seeks to improve the overall quality of student life and, in turn, to increase the likelihood of individual success and growth.

The College recognizes its responsibility and renews its commitment to holistic personal development, social, physical, intellectual, emotional, and spiritual, through the program services of the Office of Student Life and Campus Ministry.

The office maintains an open-door policy and welcomes suggestions for the improvement of student life.

PROGRAMS AND SERVICES

Textbooks and Gift Shop

Our Lady of Holy Cross College has contracted with an online vendor to provide textbook services to students and faculty. Specific policies and information can be found at www.ecampus.com/olhcc.

The College also maintains a gift shop on campus where members of the community may purchase school supplies and Our Lady Holy Cross College logo items. For more information contact Sodexo Food Services at (504) 398-2195.

Bulletin Boards

Bulletin boards are a means of communicating with the College community and have been placed in strategic locations around campus. Each board has been designated for a specific purpose: SGA/student organizations, Student Life, Alumni Affairs, Career Services, Financial Aid, and General Announcements.

All posts must be submitted to the Director of Student Life in either the Office of Student Life or the Office of Admissions and Student Affairs. Once approved, the posts will be placed on the appropriate board. All postings that have not been approved will be removed. *Please refrain from posting signs on painted surfaces.*

Career Planning and Placement

The Office of Student Life, in cooperation with the Thomas E. Chambers Counseling Center, offers a wide variety of free services to students seeking career guidance. Some of the services available include individual career counseling, occupational and aptitude testing, and an extensive library of materials to assist students with career exploration. Workshops covering the

topics of effective career planning, résumé writing, and successful interviewing are conducted through the fall and spring semesters. Job postings, career services information, and resources are made available through the Our Lady of Holy Cross College website. For more information, contact the Office of Student Life at careerservices@olhcc.edu or (504)398-2110.

Counseling Services

The Thomas E. Chambers Counseling Center provides free personal, academic, career, and crisis counseling to students desiring such assistance either directly or by referral. Students requiring counseling services should call (504) 398-2168 to make an appointment.

Health Services

Our Lady of Holy Cross College provides an Office of Student Health Services. Limited routine health care checkups are provided free of charge to students. Contact the Office of Student Health Services at (504) 398-2127 for more information. The Office of Student Health Services also provides a wide variety of information and programming covering a host of physical, medical and psychological issues. Limited first aid supplies and over the counter medications are maintained in the Office of Student Health Services. Students are advised and encouraged to provide the Office of Student Health Services with information regarding special health needs. As part of the enrollment process, students are required to provide a copy of immunization records to the Office of Student Health Services. In emergency situations requiring immediate attention, the College will utilize the services of nearby hospitals, physicians, and ambulances.

The Hurricane Student Center

The Hurricane Student Center provides an area on campus for students to meet casually, study in groups, dine, and relax. It is comprised of Zydeco Point, the Hurricane Café, and the connecting courtyard. Zydeco Point is the perfect place to gather with friends to eat, relax, and study between classes. This area provides comfortable seating arrangements, access to OLHCCNet (wireless Internet access), as well as various recreational games. The courtyard provides additional seating outdoors. The Hurricane Café is your one-stop-shop for all your food services needs, including beverages, snacks, as well as hot and cold meal options.

ID Cards

Student ID cards are issued to new students each semester, including fall, spring, and summer. The cards are used for college services, including borrowing books from the library, the Bayou Bucks debit system for food services, and as a means of identification. ID cards are not transferable. If your ID card is lost, stolen, or misplaced, please visit the Office of Admissions and Student Affairs immediately to obtain a replacement and to deactivate the missing card. The College is not responsible for Bayou Bucks funds used on the lost, stolen, or misplaced card.

Lost and Found

Those finding or seeking lost articles should contact the Office of Admissions and Student Affairs at (504)398-2175.

New Student Orientation

New student orientation is provided at the beginning of fall, spring, and summer semesters. The program is designed to familiarize students with the names and faces, things and places of Our Lady of Holy Cross College. All new students are strongly encouraged to attend this session. Any freshman student attending college for the first time is required to attend an orientation session. For more information about orientation, please contact the Office of Student Life at (504)398-2110 or orientation@lhcc.edu or the Office of Admissions and Student Affairs at (504)398-2175.

Parking

Certain areas on campus are designated for student, faculty, staff, and administration parking. Students are expected to park in areas designated for student use. Visitors to the College may park in the visitor parking spaces. Vehicles parked in unauthorized areas are subject to a fine. The parking rules and regulations are in the *Student Handbook*. For more information about parking on campus, contact the Director of Security, (504)398-2108.

Photocopying

Coin-operated copy machines for student use are available through the Library.

Security Guards

The College has certain rules and regulations, which provide for the safety and security of students and campus property. Security guards are authorized to police the College property and request proper identification from all on campus.

Student Handbook

This publication contains information on the non-instructional aspects of campus life. College regulations and policies on student conduct are published in the *Student Handbook* and are required for all students.

ACTIVITIES AND ORGANIZATIONS

At Our Lady of Holy Cross College, the family spirit extends beyond the classroom. Students work and relax together in numerous service and academic organizations, spiritual groups, and sports activities.

The Student Government Association (SGA) is the governing body and voice for the students at Our Lady of Holy Cross College. Every student is automatically a member and is encouraged to participate and to become involved in the many activities sponsored by the SGA each semester.

The College boasts numerous organizations in which students participate. Honor organizations include Kappa Delta Pi (Education); Kappa Gamma Pi (Catholic Students); Sigma Beta Delta (Business); Sigma Theta Tau (Nursing); Sigma Tau Delta (English); and Chi Sigma Iota (Counseling). Professional organizations include Association of Graduate Students in Counseling (AGSC); Association of Student Nurses (ASN); Beta Beta Beta (Natural Sciences); Delta Sigma Pi (Business); Literary Club (Liberal Arts and Humanities); Association of Psychology Students and Pi Gamma Mus (Counseling/Psychology); and the Associated Professional Educators of Louisiana (A+PEL).

Student Newspaper

The Holy Cross Chronicle, a student newspaper by and for students, is offered each year. Students interested in editing, writing, or composing should contact the Office of Student Life at (504)398-2110.

Campus Ministry

Campus Ministry provides for the spiritual well-being of students through pastoral counseling and the organizing of prayer services, evenings of reflection, and retreats. Students are also encouraged to embrace volunteerism to aid those in need.

Recreational Sports and Fitness

Sports play an important part in student activities. Athletics include a variety of recreational programs. Whether as participants or spectators, students are encouraged to become involved. Being involved enables students to balance academic and social responsibilities and achievements.

All Our Lady of Holy Cross College students are offered access to a local fitness center. The facility includes a fully equipped weight training and fitness area, as well as individual guidance in these areas as requested. Additional information is available in the Office of Student Life.

Disability Accommodation Policy

In accordance with the Americans with Disabilities Act, Our Lady of Holy Cross College provides disability accommodations for students with identified and/or diagnosed disabilities. Students with disabilities need not inform their instructors about the nature of their disabilities, but they are responsible for contacting and providing appropriate documentation to the Disability Services Coordinator prior to receiving accommodation(s). The process for requesting an accommodation is:

- The student should contact the Disability Services Coordinator to provide appropriate documentation regarding the disability.
- The Disability Services Coordinator will provide a letter of accommodation, which must be signed by the student prior to its being distributed to faculty.
- The student must submit his/her schedule each semester to request the release of the accommodation letter to faculty. Accommodation letters are NOT automatically sent to faculty – the student must request accommodation(s) each semester.
- The Disability Services Coordinator will notify the student when the accommodation letter has been sent to the faculty members requested.
- Once the accommodation letter has been sent to the faculty requested by the student, it is the student's responsibility to meet with each faculty member to discuss how his/her accommodation(s) may be met within each course.

Our Lady of Holy Cross College will attempt to meet reasonable accommodations requested. A reasonable accommodation is a modification to a non-essential aspect of a course, program, service, or facility which does not pose an undue burden and which enables a qualified student with a disability to have adequate opportunity to participate and to demonstrate his or her ability. Such accommodations are determined on an individual basis depending upon the nature and extent of the disability. If a student has a documented disability which requires accommodation(s), or if more information is needed, please contact the Office of Student Life or the Disability Services Coordinator at (504) 398-2110.

ACADEMIC POLICIES

Students must meet all the requirements for a degree outlined in the current version of the *College Catalog* upon admission to the college. Students whose residence is interrupted for two regular semesters and those students changing majors or changing from undecided status to a major must abide by the current Catalog at the time of re-entry or change. Under no circumstances may a Catalog more than eight years old be used.

STUDENT CLASSIFICATION

Class status is defined as follows:

Freshman	00 - 29 semester hours
Sophomore	30 - 59 semester hours
Junior	60 - 89 semester hours
Senior	90 + semester hours

Degree-Seeking

A degree-seeking student is a candidate for a degree. During the first 60 hours of study, depending on majors, degree-seeking students are required to complete the 28 hour core curriculum within the 54 hour general education requirements with a cumulative grade-point average of at least 2.0 - 2.5, before they may continue their studies for a major in any discipline. When a major is declared in writing, the student will be assigned an academic advisor within the major discipline.

Non-Degree Seeking

A non-degree seeking student, although taking courses in regular classes with other students, is one who is not a candidate for a degree. The student either does not fulfill minimum requirements of entrance as a regular student or has been formally permitted to take a limited or special selection of courses without regard to requirements for a degree. Courses taken in non-degree status cannot be applied to a degree, to certification, or to the awarding of financial aid.

COURSE LOAD LIMIT

Fall and Spring Terms

The course load for full-time undergraduate students in a regular semester is a minimum of 12 credit hours. The maximum course load for full-time undergraduate students in a regular semester is 18 credit hours. Students need the Department Chair and/or the Associate Vice President or Vice President's permission to register for 19 to 21 credit hours. Students are recommended to have earned a grade-point average of 3.0 for two consecutive semesters in order to register for more than 21 credit hours, and this exception must have the approval of the Vice President and Dean for Academic Affairs. Students who are currently enrolled in two or more

developmental courses will be limited to a maximum of 12 credit hours per semester. The course load for full-time graduate students in a regular semester is 9 credit hours.

Summer Term

The maximum course load for students in the summer term is 3 courses in a given interval/section. Students must have their advisor's permission to enroll in more than one three-week course during a summer session. To receive financial aid in the summer session, the student must enroll and complete a minimum of 6 semester hours.

Candidates for Graduation

A candidate for graduation may request in writing to the appropriate Department Chair to be classified as a full-time student in a semester during which requirements for a degree are to be completed even though the number of hours scheduled is less than that ordinarily required for classification as a full-time student.

Part-time Students

Students who do not qualify as full-time as defined above are part-time students. A part-time student is subject to all College rules concerning registration, attendance, scholarship, and conduct.

Independent Study Courses

In special circumstances, students may request permission for a maximum of one independent study course per semester for a maximum of three per student while attending Our Lady of Holy Cross College. No course that fulfills core curriculum requirements is permitted through independent study without the permission of the Associate Vice President or Vice President and Dean of Academic Affairs. Independent study requires the written consent of the instructor, the Chair of the Department, and the Associate Vice President or Vice President and Dean for Academic Affairs. Independent studies are not normally available for courses currently in the schedule.

STUDENT ADVISING

Each new student, first-time or transfer, is assigned an academic advisor who will help the student plan his/her program, explore career alternatives, and aid in any academic problems. Transfer students whose records have been received will be processed by the Registrar, prior to priority registration for the following semester. Copies of their academic plan will be available via Self Service.

Students who apply on registration day are directed to an advisor through the Office of Admissions and Student Affairs. Since the schedules recommended by these advisors are made without a review of official transcripts, provisionally admitted students and students who apply during the registration period accept the full responsibility for their schedules.

PRIORITY REGISTRATION

Priority registration, regular registration, and late registration are held for each academic term.

Each student is assigned an academic advisor who is a member of the faculty. A student's schedule is planned with the advisor. It is, however, the responsibility of each student to be aware of the requirements of the curriculum in which he or she is enrolled and to register for course work applicable toward the intended degree.

A period of advising for priority registration for the next semester is provided at the end of each regular semester. Currently enrolled students are expected to register for classes during the priority registration period using the available online tool – Self Service. Those who do not priority register will be required to register during regular or late registration at the beginning of the semester. These students risk not being able to enroll in classes in their proper sequence. By priority registering, students may avoid the problem of closed classes that occurs during regular registration. Priority registration is the responsibility of the student.

Regular registration is held at the beginning of the term for new students and for students enrolled in the previous term who did not participate in priority registration.

A late registration period is also provided for students who are not able to register during priority registration or regular registration.

Dates and procedures for priority registration, regular registration, and late registration are provided in the semester narrative which is published on the College's website at www.olhcc.edu/x9.xml. These procedures may change during the catalog life.

DUAL ENROLLMENT

A student enrolled in a degree program at the College may be given permission, under certain circumstances, to enroll at another college. The student must submit a written request to the appropriate Department Chair, who may grant permission through a letter of good standing which is filed with the Office of the Registrar. It is the student's responsibility to forward the letter to the Registrar once it is signed by the appropriate Department Chair and the Associate Vice President or Vice President for Academic Affairs. Unless this letter is in the student's file, no credit will be given for courses taken elsewhere.

A letter of good standing may be given for the following reasons:

- when two or more courses required are taught at the same time; or
- when graduation may be unnecessarily delayed.

A student must have earned a minimum of 18 hours at Our Lady of Holy Cross College and be in good standing with at least a 2.0 semester average before a letter of good standing will be given. Upon completion of the course(s) taken, the student is responsible for assuring that an official

transcript is sent to the Office of the Registrar at Our Lady of Holy Cross College in a timely manner. Such transcripts must be received during the semester following that in which the credits were earned.

A student will not be given a letter of good standing for any course required in the core curriculum.

Special circumstances may require consideration. These circumstances must be presented in writing to the Vice President and Dean for Academic Affairs who will make the final decision in consultation with the appropriate Department Chair.

TRANSFER OF CREDIT POLICY

In consultation with the appropriate Department Chair, the Registrar will evaluate credit for all course work completed from a regionally accredited college or university in accordance with courses of study and requirements for graduation at Our Lady of Holy Cross College. Courses taken at a regionally accredited college or university in which a grade of D or below was earned are not accepted for transfer credit. Only 66 semester hours of credit are transferable from an accredited community college.

Ordinarily, transfer credit is not awarded for courses taken ten or more years prior to the beginning of a program of study at Our Lady of Holy Cross College. All inquiries in relation to this policy are to be directed to the Associate Vice President or Vice President for Academic Affairs. The decision of the Associate Vice President or Vice President and Dean for Academic Affairs on the transfer credit is final.

Credit earned while on suspension from another college or university will not be accepted toward a degree unless a letter of good standing from the institution is received.

ATTENDANCE POLICY

Students are responsible for class attendance determined by individual instructors as stated in each course syllabus. Students whose attendance is determined by external agencies must also abide by the attendance policies of those entities.

GRADING PROCEDURES

Instructors are permitted to determine their grading procedures. These are stated in each course syllabus and distributed to students at the beginning of each semester.

Grades are assigned on a numerical quality-point basis, with 1.0 as the minimum passing quality point in each subject. Grades are to be interpreted according to the following scale:

- A - 4.0 quality points, indicates not only high achievement but also an unusual degree of intellectual initiative.
- B - 3.0 quality points, well above average.

- C - 2.0 quality points, the normal attainment for the average student.
- D - 1.0 quality points, passing but showing deficiency in either ability or application. Students who receive a grade of D in a required course in their field of concentration must repeat the course and attain a grade of C.
- P - 0.0 quality points, indicates passing.
- AU - Audit (audit courses cannot be converted to credit courses.)

Students who earn credit through the College Level Examination Program (CLEP), the Proficiency Examination Program (PEP), Advanced Placement (AP), departmental examinations, or the College Entrance Examination Board (CEEB) Advanced Placement Program will receive the grade of P. This grade will not be computed in the student's average, carries no quality points, and cannot be translated to the grade of A, B, C, or D.

The following symbols are used in the official recording of a student's lack of academic achievement:

- F - Failure, unacceptable work.
- FN - Failure for non-attendance without officially resigning.
- I - Incomplete. This grade is to be assigned when the instructor has been presented with serious and compelling reasons why the student should be allowed to complete the course requirements. The grade of I is not an automatic extension. It is the responsibility of the student who has completed the work to remove the grade of I to make sure that the grade change has been recorded. All changes of I grades must be indicated on a Change of Student Record form, signed by the instructor and given to the Registrar. **Failure of the student to submit the work by the end of the following semester will result in a grade of F being recorded for that course.**
- NC - In a developmental course NC grade indicates that the student has met minimum requirements but has not successfully completed the course. The student receiving a NC grade must re-enroll in the course the following semester, pay the tuition, and continue to work toward completing the course requirements. The NC grade is not included in the calculation of the cumulative average. Similarly, NC earns neither credit hours nor quality points. If a passing grade is not earned within the two semesters, the student receives the grade of F and incurs an academic suspension for one full year, including summer.
- NG - In certain courses grades are given on an annual rather than on a semester basis. The NG grade indicates that work is still in progress and that no final grade is awarded for the current semester. The NG grade is not included in the calculation of the cumulative average. Similarly, NG earns neither credit hours nor quality points.

- W - Authorized withdrawal within a specified time.
- WAD - Withdrawal by administrative action.
- WM - Authorized withdrawal from the College for the student's medical reasons. The medical reasons must relate specifically to the student. Medical emergencies related to others do not qualify a student for consideration of the grade WM. The request for a medical withdrawal must be made within the semester of the medical emergency. If, during the term in question, the student's course(s) are finished within the term's calendar dates before he or she requests a Medical Withdrawal, those courses will be considered completed and an appropriate final grade other than WM will be awarded. The WM grade can be assigned only by the Vice President and Dean for Academic Affairs after proper documentation is received from the student's physician.

FINAL GRADES

Final grades are compiled by the Office of the Registrar at the end of each semester. The Office of the Registrar cannot issue grades by telephone. No grades or transcripts will be issued to students until all financial, administrative, and library obligations are met.

Errors in grades must be called to the attention of the Registrar as soon as possible. Grade appeals must be made within 10 days of the beginning of the following semester, inclusive of summer semester. The student should first consult the instructor to discuss the situation and attempt to arrive at a solution. (If the student needs assistance in reaching an instructor, the appropriate Department Chair should be contacted.) If the consultation proves unsatisfactory, the student may then submit a written statement of the problem to the Associate Vice President or Vice President and Dean for Academic Affairs, with a copy to the instructor. After meeting with the student and the instructor, the Associate Vice President or Vice President and Dean for Academic Affairs will consider the grade appeal. The student will be informed in writing of the decision of the Associate Vice President or Vice President and Dean for Academic Affairs regarding grade appeal.

Copies of all materials that have been considered to date must be submitted to the Associate Vice President or Vice President and Dean for Academic Affairs. Failure to submit all documentation with the appeal will result in the appeal's not being considered by the Associate Vice President or Vice President and Dean for Academic Affairs. The decision of the Associate Vice President or Vice President and Dean for Academic Affairs related to the grade appeal is final.

Faculty members have six months after the last day of the semester to submit a change of grade for that semester to the Office of the Registrar. Requests for grade changes after the six month period must have the approval of the Vice President and Dean for Academic Affairs.

GRADE POINT AVERAGE

The semester grade point average (GPA) is obtained by dividing the sum of the quality points earned by the sum of the semester hours attempted during the same period. Grades of P, W, WAD, WM, I, NC, and NG are not included in the calculation of the cumulative grade point average. The cumulative GPA is obtained by dividing the total number of semester hours attempted and hours accepted in transfer into the total number of quality points. Grades of P, W, WAD, WM, I, NC, and NG are not included in the calculation of the cumulative grade point average.

SEMESTER HONORS

President's List and Dean's List, announced at the end of each regular semester, are made up of full-time students whose semester GPA is at least 3.90 and 3.70, respectively, with no grade lower than a C. To be eligible for a semester honor, a student must complete a minimum of 12 semester hours. Students with an I are not considered for President's or Dean's List. Semester honors are not awarded during a semester in which a student is registered for a developmental studies course. Semester honors will be noted on the grade report and transcript. If a candidate has requested in writing to the Associate Vice President or Vice President and Dean for Academic Affairs to be classified as a full-time student and has been determined to be so, then that student will be eligible for semester honors.

GRADUATION HONORS

A student graduates with honors when the following requirements have been met:

- Required grade-point average

A cumulative grade-point average of at least 3.70

A cumulative grade-point average of at least 3.80

A cumulative grade-point average of at least 3.90

CUM LAUDE

MAGNA CUM LAUDE

SUMMA CUM LAUDE

- No grade of D or F

Graduation with honors will be considered for transfer students who complete 50% or more of their total semester hours at Our Lady of Holy Cross College.

REPEATING COURSES

When a student repeats a course, only the highest grade and credits earned will be used in computing the grade point average. However, no grade or course is erased from the Our Lady of Holy Cross College transcript.

SCHOLASTIC PROBATION, SUSPENSION, AND READMISSION

All full-time or part-time students who fail to earn at least a C average (2.0) on all hours pursued during a semester will be placed on probation.

Students placed on probation as full-time students may remove themselves from probation after successfully completing twelve semester hours of credit with a grade point average of 2.0 or better. Part-time students are not removed from probation until they have successfully completed at least as many hours as they were pursuing at the time they were placed on probation split over a period of no more than two semesters consecutive.

Students who do not make a C (2.0) on all hours as required will be suspended for one full semester and be ineligible to attend the summer session. After the suspended semester, the student may be readmitted on probation.

A student suspended for a second or subsequent time must remain out of the College for at least one calendar year. In addition, after two semesters in a developmental course, if a student attains a grade of NC, then the student is suspended from the College for one full year. The student may apply for readmission after one full year, which may be granted or denied.

Notice of probation or suspension will be entered on the student's transcript.

PROCEDURE FOR FORMAL APPEAL OF ACADEMIC SUSPENSION

A student may initiate a formal appeal of academic suspension within 30 days of receipt of the suspension. The student must submit a written appeal to the chair, director or coordinator of their specific department and include in it:

- a full description of the basis for the student's appeal for reconsideration,
- a statement of the decision the student is seeking, and
- any supporting documents

The department chair then forwards the appeal and all documentation to the Vice President and Dean of Academic Affairs or the Associate Vice President and Dean of Academic Affairs. The department chair should take these steps within seven days of receiving the appeal to ensure that its review takes place in a timely manner.

Once reviewed, the Vice President and Dean of Academic Affairs or the Associate Vice President and Dean of Academic Affairs either approves or denies the student's request and produces an accurate and official recording of the decision.

Each student has the right to a meaningful opportunity to be heard and for their information and documentation presented to be reviewed with an unbiased opinion on the part of the reviewers, regardless of any unrelated discrepancies of the student's past academic performance.

SCHEDULE CHANGES

Dropping or adding courses or changing to audit status must be done within the dates assigned in the semester narrative. The appropriate form, available from the Office of the Registrar, should be completed, and the procedure printed on the CHANGE OF SCHEDULE FORM should be followed. **Students assume full responsibility for all changes in schedule.** To be official all changes in a student's schedule must be processed through the Office of the Registrar. Within the prescribed time interval, a grade of W or AU will be recorded on the student's permanent academic record for each course dropped.

CHANGE OF MAJOR

Students may change their majors in the Office of the Registrar or at the time of admission in the Office of Admissions and Student Affairs. Students who change their majors must follow the *Catalog* in effect at the time of the change.

WITHDRAWAL FROM COLLEGE

Students who wish to withdraw from the College during the semester must obtain the appropriate form from the Office of the Registrar and follow the instructions thereon. All signatures of individuals listed on the withdrawal form must be obtained before the withdrawal is processed. Dates for withdrawal are listed in the semester narrative. Students who withdraw from the College will receive a grade of W or WM in each course.

Students who absent themselves from the College without official withdrawal will not be assigned a grade of W and, at the end of the semester, will receive a grade of F in all courses for which they are registered.

REQUIREMENTS FOR A DEGREE

1. Completion of all degree requirements including the minimum semester hours and grade-point average as determined by the department to which the student was admitted.
2. Completion at the College of at least one-fourth of the total number of credit hours in a degree program and at least 50% of the major courses of the curriculum.
3. Ascertaining by conference with the Advisor that his or her academic record is accurate and complete no later than the semester prior to the one during which the student expects to complete degree requirements.
4. Payment of all financial indebtedness, including library, traffic obligations, and graduation fees to the College.
5. Submission of an application for degree the semester prior to the graduation semester. The deadline is stipulated in the Bulletin. The form can be obtained in the Office of the Registrar.

6. Completion of a graduation clearance form the semester prior to the graduation semester. The clearance form must be signed by the Department Chair.
7. Successful completion of all academic and institutional requirements.

Graduates are encouraged to attend all commencement ceremonies. Diplomas and transcripts will be released only to students who have discharged their financial, administrative, and library obligations to the College.

SECOND BACCALAUREATE

If the first baccalaureate degree has been earned at Our Lady of Holy Cross College, a student may earn a second degree by completing a minimum of 30 semester hours in addition to the number of hours required for the first degree. The second degree must be earned in residence with required courses prescribed in writing by the Associate Vice President or Vice President and Dean for Academic Affairs. A student who pursues a second degree is accountable for all departmental requirements associated with the degree.

EXAMINATIONS

Course Examinations

Instructors are free to give tests or quizzes at their discretion. Additionally, final examinations/evaluations are usually required and are administered at the end of each semester in accordance with the schedule issued by the Registrar's office. Exceptions to this requirement may be made upon approval of the Departmental Chair. All students are required to take examinations at the time officially scheduled. A student who, because of serious, valid reasons such as personal illness or death of a family member, is absent from any final examination may take a special examination only upon recommendation of the Department Chair and with the agreement of the instructor involved.

CREDIT FOR OTHER THAN FORMAL COURSE WORK

Students interested in receiving credit for other than formal course work should request information from the Departmental Chair or Associate Vice President or Vice President and Dean for Academic Affairs. Total credit earned by all types of examinations may not exceed 45 semester hours.

Advanced Placement

Our Lady of Holy Cross College participates in the Advance Placement (AP) Program of the College Board. In most cases, the College grants advanced placement and/or credit to students who score 3 or better on the College Entrance Examination Board's (CEEB) AP examinations. Students should have their scores sent directly to the Office of the Admissions and Student Affairs at Our Lady of Holy Cross College from the Educational Testing Service in Princeton, New Jersey. The Registrar's office has a complete list of AP Credit equivalencies.

Students who have received AP credits at other institutions must submit official AP transcripts for re-evaluation. Credit awarded by another college or university for AP is not transferable without proper documentation from the College Board verifying acceptable advanced placement scores. Students may not receive AP credit for courses taken at Our Lady of Holy Cross College or elsewhere that duplicate content. In other words, if any student earns credit in a course deemed equivalent to the AP credits already earned, the AP credits will be deleted from their records.

AP credits are accepted and recorded as transfer credits counting toward the minimum graduation requirements of 120 credits. Letter grades are not assigned or calculated into the cumulative grade point average at Our Lady of Holy Cross College. AP exams may not be taken once students have enrolled at Our Lady of Holy Cross College. In addition, AP credits do not count towards residency requirements.

ACT Advanced Placement

Students who score 24 or above on the English section of the ACT will be placed in ENG 102 (English Composition II). A grade of P and three credits for ENG 101 (English Composition I) will be recorded on the transcript. A grade of P is not used in determining the cumulative grade point average (GPA). If the student does not obtain a grade of C or higher in ENG 102, the student must retake ENG 102 and attain a grade of C or higher. Credit for ENG 101 and Eng 102 will be given to a student who scores 30 or above on the ACT. This will not replace, however, the nursing requirement for the reading test.

Students who score 25 or above on the mathematics section of the ACT are exempt from taking MAT 105 (College Algebra). A grade of P and three credits for MAT 105 (College Algebra) will be recorded on the transcript. A grade of P is not utilized in determining the cumulative grade point average (GPA). Students exempt from taking MAT 105 (College Algebra) must enroll in a mathematics class numbered above MAT 105 to satisfy their general education requirements.

Challenge Examinations/Proficiency Examination Program (PEP)

Students who can demonstrate a fundamental knowledge of selected general-education subjects offered may be permitted to take a challenge examination for advanced standing in specific courses after having earned at least 12 semester hours of credit in residency with a grade-point average of at least 2.5. The student must obtain permission from the appropriate Department Chair. An examination in a given course may be taken only once, and the grade must be submitted within 30 days after the initiation of the request. A grade of P and regular credit in the course are entered on the student's record if a grade of C or higher is earned on the examination. A grade of P is not included in the calculation of the grade-point average. Credit by examination is not permitted for a course that the student has attended beyond the first week of classes. Credit may not be received for a course that is at a level more elementary than one in which the student is currently or was previously enrolled.

Credits earned by examination may not be used to determine the number of registered hours. Credits earned by examination cannot be used to reduce the residency requirements of the

College for a degree. The challenge examinations are coordinated and approved by the Vice President and Dean for Academic Affairs by appointment only.

College Level Examinations (CLEP or DANTES)

College Level Examination Program (CLEP) and Defense Activity Non-Traditional Educational Support (DANTES), now called DANTES Subject Standardized Test (DSST), are national, standardized testing programs. CLEP and DANTES/DSST measures knowledge a student has attained outside a formal educational setting and offers the student the chance to obtain college credit by examination.

Students who achieve a score at the fiftieth (50th) percentile level or higher on the CLEP General or DANTES College GED examination, CLEP or DANTES subject examinations may gain college credit for subjects related to those portions of the test on which the 50th percentile score is reached. The Associate Vice President or Vice President and Dean for Academic Affairs will determine the application of these credits to a degree program.

Credit by any College Level Examination is not permitted in a course which the student has attended beyond the first week of classes. Credit may not be received for a course that is at a level more elementary than one in which the student is currently or was previously enrolled. Credits earned by examination cannot be used to reduce the residency requirements of the College for a degree.

Students in the Military

Service Members Opportunity Colleges Network (SOC) was created in 1972 to provide educational opportunities to service members, who, because they frequently moved from place to place, had trouble completing college degrees. Today SOC is a consortium of more than 1800 colleges and universities that provide educational opportunities for service members and their families. SOC is cosponsored by the American Association of State Colleges and Universities and the American Association of Community Colleges in cooperation with 13 other educational associations.

Hundreds of thousands of service members and their family members enroll annually in programs offered by SOC Consortium member universities, colleges, community colleges, and technical institutes. Military students may enroll in associate, bachelor, and graduate-level degree programs on school campuses, military installations, and armories within the United States and overseas.

Service personnel applying for admission should submit DOD Forms DD-295 and/or DD-2586 for evaluation of military education and training in terms of academic credit. The Registrar will determine college credit earned through military education.

Extension and Correspondence

Credit earned through accredited extension or correspondence courses will be recognized. Written permission of the Associate Vice President or Vice President and Dean for Academic

Affairs is necessary. Degree credit may also be granted for certain resident and nonresident extension courses conducted by the Armed Forces.

REPORTS AND TRANSCRIPTS

Reports of final grades earned are posted on Self Service at the end of each semester. For purposes of confidentiality, grades are not released by the Office of the Registrar other than through the issuance of transcripts.

Requests for transcripts must be in writing and signed by the student. Partial transcripts or the records of testing services or other universities are not issued. Every effort is made to issue transcripts by the next workday. At the end of the semester, approximately two weeks will be required to post grades and to issue transcripts for students who have just completed courses.

No student will receive a semester report or transcript until all financial obligations to the College have been met.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Our Lady of Holy Cross College students may review any official records and data directly related to them that are on file in the administrative offices. The files include identifying data, academic work completed, grades, family background information, disciplinary referrals, references, ratings, and/or observations. Requests to review the aforementioned documents should be made in writing to the Office of the Registrar, Our Lady of Holy Cross College, 4123 Woodland Drive, New Orleans, LA 70131. The records and files will be made available no later than 45 days from the time the written request is received.

The act further provides that certain information designated as directory information may be released. Directory information commonly includes name, local and permanent address and telephone number, dates of attendance, class standing, previous institution(s) attended, major field of study, awards, honors, degree(s) conferred (including dates), full-time or part-time status, and e-mail address. Currently enrolled students may request the College withhold disclosure of any category of information under the act by requesting, in writing, that their personal information not be disclosed. Forms for requesting the withholding of Directory Information are available in the Office of the Registrar. This form must be renewed after every term registration.

In certain other situations, a student's consent is not required to disclose the educational information:

1. to school officials who have "legitimate educational interests";
2. to schools in which a student seeks to enroll;
3. Federal, State, and local authorities involving an audit or evaluation of compliance with education programs;
4. in connection with financial aid;
5. to accrediting organizations;

6. to comply with a judicial order or subpoena;
7. health or safety emergency;
8. to the student;
9. to the Attorney General of the United States in response to an *ex parte* order in connection with the investigation or prosecution of terrorism crimes; and
10. for results of a disciplinary hearing to an alleged victim of a crime of violence.

A school official is a person employed by the college in an administrative, supervisory, academic or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Regents or a member of the Marianite Congregation Leadership; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing her/his tasks.

Requests to disclose educational information will always be handled with caution and approached on a case-by-case basis.

Students who believe their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy should discuss their problems informally with the person in charge of the records involved. If the problems cannot be resolved, the student may request a formal hearing with the Registrar. The request must be made in writing to the Registrar who, within seven days after receiving the request, will inform the student of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised. The hearing officer who will adjudicate such challenges will be the Registrar, or a person designated by the Registrar who does not have a direct interest in the outcome of the hearing. The educational records will be corrected or amended in accordance with the decisions of the hearing officer, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place in his/her educational records statements concerning the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing officer. The statements will be placed in the educational records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Please contact the Registrar's Office with your questions.

Office of the Registrar
Our Lady of Holy Cross College
4123 Woodland Drive
New Orleans, LA 70131
Phone: (504) 398-2235
FAX: (504) 392-9460
Email: registrar@olhcc.edu

STATEMENT ON OTHER POLICIES

Additional policies and regulations may be promulgated for the welfare of the academic community.

COLLEGE OFFERINGS

With the intention of enabling its students to gain insight into human existence and into the natural world, Our Lady of Holy Cross College seeks to develop their intellectual, psychological, and spiritual potential and their talents to the fullest. To this end, the tradition of liberal arts education through the general education curriculum is required for all degree programs.

Student Outcomes of the General Education Curriculum

Upon successful completion of the general education curriculum, students should be able to

1. Communicate logically and effectively their ideas and concerns in writing and in speaking correctly, using standard English;
2. Demonstrate critical thinking skills in interpreting data logically, discovering faulty logic, clarifying values, and making rational decisions;
3. Demonstrate mathematical skills sufficient to complete successfully a course in College Algebra or Finite Mathematics.

DEGREES OFFERED

Masters Degrees

Counseling

Clinical Mental Health Counseling (M.A.)
Marriage and Family Counseling (M.A.)
School Counseling (M.A.)

Education

Educational Leadership (M.Ed.)

Theology

Theology (M.A.)

Bachelors Degrees

Bachelor of Arts

Social Sciences
Theology
Theology: Religious Education

Bachelor of Science

Addictions Counseling
Applied Behavioral Sciences
Biology
Business Administration
Elementary Education*
General Studies

Health Sciences
Nursing
Psychology
Radiologic Technology
Respiratory Care
Social Counseling

*A Bachelor of Arts degree may be awarded when a student has completed six semester hours in a foreign language.

Associate Degrees

Associate of Arts

Liberal Arts

Associate of Science

Addictions Counseling
Juvenile Counseling
Radiologic Technology

CORE REQUIREMENTS IN GENERAL EDUCATION

During the first 60 hours of study, all students are required to complete the following core curriculum within the general education requirements with a cumulative grade-point average of at least 2.0 to 2.5, depending on departmental requirements, before they may continue their studies for a major in any department.

English Composition I and II	6 semester hours
Mathematics	3 semester hours
Natural Sciences	4 semester hours
Philosophy	3 semester hours
Social Sciences	6 semester hours*
Fundamentals of Public Speaking	3 semester hours
Theology	3 semester hours

*Of these 6 semester hours a student must take 3 hours in Sociology or Psychology and 3 hours in History, Geography or Political Science.

Students wishing to register for a social science elective may choose from the following course prefixes: CJU, COU, GEO, HIS, PSC, PSY or SOC. Students who need a sociology elective may choose from either COU or SOC classes.

GENERAL EDUCATION REQUIREMENTS

The following courses form the general education requirements for all programs (including the 28 hours of core requirements):

English Composition I and II	6 semester hours
English Literature (must be 200 level or above)	3 semester hours
Fine Arts (Music, Art, Drama)	3 semester hours
Mathematics (with a minimum of 3 hours of College Algebra or Finite Mathematics, depending on degree requirements)	6 semester hours
Natural Sciences	9 semester hours
Philosophy	6 semester hours
Social Sciences (with a minimum of 3 hours in History)	12 semester hours
Fundamentals of Public Speaking	3 semester hours
Theology	6 semester hours
TOTAL	54 semester hours

Students wishing to register for a social science elective may choose from the following course prefixes: CJU, COU, GEO, HIS, PSC, PSY or SOC. Students who need a sociology elective may choose from either COU or SOC classes.

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE PROGRAMS

The following courses form the general education requirements for all associate programs.

English 101 and English 102	6 semester hours
Mathematics 105	3 semester hours
Natural Science	4 semester hours
Philosophy	3 semester hours
Social Sciences	3 semester hours
Speech 101	3 semester hours
Theology	3 semester hours
TOTAL	25 semester hours

Students wishing to register for a social science elective may choose from the following course prefixes: CJU, COU, GEO, HIS, PSC, PSY or SOC. Students who need a sociology elective may choose from either COU or SOC classes.

REQUIREMENTS FOR A MAJOR

A major is 30 hours in a discipline, 24 of which must be Level 300 or Level 400 courses. The courses in the major may not be used to fulfill the core or general education requirements.

REQUIREMENTS FOR A MINOR

A minor is 18 hours in a discipline, nine of which must be Level 300 or Level 400 courses. The courses in the minor may not be used to fulfill the core or general education requirements.

AFFILIATIONS

Our Lady of Holy Cross College, a member of the **Consortium of Louisiana Colleges and Universities**, in cooperation with CODOFIL (Council for Development of French in Louisiana), provides Louisiana residents with an academic program in France geared largely, but not exclusively, to French studies.

Council for Academic Library Liaison (CALL) is a consortium of the 11 academic libraries in the New Orleans area (Delgado Community College, Dillard University, Loyola University, New Orleans Baptist Theological Seminary, Notre Dame Seminary, Nunez Community College, Our Lady of Holy Cross College, Southern University at New Orleans, Tulane University, University of New Orleans and Xavier University). Our Lady of Holy Cross College graduate students and faculty members who wish to have borrowing privileges at these libraries may obtain a CALL card from the Director of Library Services.

The affiliation of Our Lady of Holy Cross College with the **Gulf Coast Research Laboratories** provides students with the opportunity for research in marine biology.

Louisiana Academic Library Information Network Consortium (LALINC) fosters cooperation and resources sharing among college and university libraries throughout the State of Louisiana. The Blaine S. Kern Library participates in the LALINC Reciprocal Borrowing Agreement. Our Lady of Holy Cross College faculty members who obtain a LALINC card from the Director of Library Services receive borrowing privileges at participating academic libraries.

As a member of the **Louisiana Library Network (LOUIS)**, the Blaine S. Kern Library shares resources with other Louisiana public and private academic libraries. From their headquarters on the LSU campus in Baton Rouge, the LOUIS staff work relentlessly to provide resources and services that include electronic databases, the LOUISiana Digital Library, a Louisiana union catalog, and training seminars and workshops. LOUIS members provide input by participating in committees, listservs, and the LOUIS Users Conference.

Membership in the **Louisiana Universities Marine Consortium (LUMCON)** provides students with the opportunity for research in marine biology.

Southeastern Library Network (SOLINET) is a non-profit organization providing services to libraries, information organizations, and cultural organizations in the Southeastern United States. As an affiliate member, the Blaine S. Kern Library has access to discounts on electronic databases and library products, training classes, preservation services, consulting services, and the OCLC resources sharing program.

Several affiliations with selected agencies are recognized for the placement of education, nursing, counseling, and social science majors.

ARTICULATION AGREEMENTS

Our Lady of Holy Cross College has official articulation agreements with Delgado Community College, Loyola University, New Orleans, Nunez Community College, St. Francis University and St. Joseph Seminary College.

CONSORTIUM ARRANGEMENTS

Our Lady of Holy Cross College is a member of the **Service Members Opportunity College Network (SOC)** of some 400 post-secondary institutions, which is dedicated to serving the educational needs of active-duty, reserve, and recently-separated military personnel. Service personnel applying for admission should submit DOD Form DD-295 for evaluation of military education and training in terms of academic credit. As a member of the SOC Network, Our Lady of Holy Cross College is committed to supporting and complying fully with SOC principles and criteria.

AIR FORCE RESERVE OFFICERS TRAINING CORPS PROGRAM

The Air Force Reserve Officers Training Corps (AFROTC) offers one-, two-, three- and four-year programs leading to a commission as a second lieutenant in the United States Air Force. The four-year program is divided into two parts: the General Military Course (GMC) for freshmen and sophomores and the Professional Officer Course (POC) for juniors, seniors, and graduate students.

GMC students attend a one-hour academic class and a two-hour laboratory each week, while POC students attend a three-hour academic class and a two-hour laboratory each week. In addition, all cadets are encouraged to maintain a physical fitness regimen and are required to participate in a monthly physical fitness test.

The two-year program begins with a 5 week summer training at an Air Force base. Upon its successful completion, students enter the POC. Students interested in the two-year program should apply no later than February in the spring semester of their sophomore year. Applicants normally have four semesters of either undergraduate or graduate work remaining prior to entry into the two-year POC. However, the one-year college program allows selected seniors or graduate students to complete requirements in only two terms plus a summer program.

For GMC students, entry into the POC is competitive and is determined in late spring of their sophomore year. Prior to entry into the POC, all students in the four-year program must attend a four-week field training session, typically held in the summer between the sophomore and junior years.

AFROTC cadets may compete for one-, two-, and three-year scholarships that pay tuition, fees, textbook allowance, and a monthly subsistence of up to \$400 per month. Orientation flights in military aircraft and visits to Air Force bases are optional parts of AFROTC training.

Many summer opportunities are available on a volunteer basis. Cadets may attend the free fall parachute course or powered glider training at the Air Force Academy. Cadets may participate in Army Airborne Training or a Language Immersion Program. (The Language Immersion Program selects students with three years of college-level language to attend a foreign university for 30 days.) The Operation Air Force program gives cadets an opportunity to better understand Air Force life and careers, while spending three weeks at a base. Finally, cadets selected for pilot training complete 50 hours of civilian flight time and receive a FAA private pilot certificate.

ARMY RESERVE OFFICERS TRAINING CORPS

Army Reserve Officers Training Corps (ROTC) is a comprehensive program of studies through which a student can qualify to be commissioned as an officer in the United States Army, the National Guard, or the United States Army Reserve. Students learn leadership and management skills that will help in any profession. The Army ROTC program consists of a two-year Basic Course, which is open to freshmen and sophomores only, and a two-year Advanced Course. Non-scholarship students participating in the first two years of ROTC do not incur any obligation to the U.S. Army. A variety of Army ROTC scholarships is offered. These provide tuition assistance, up to \$600 for textbooks, and a \$250 to \$400 per month stipend allowance (up to 10 months per year).

Admission to ROTC is conditioned on meeting academic, physical, and age requirements, as well as the approval of the Professor of Military Science. Physical fitness training is a requirement. A minimum of 3 days per week of physical fitness training is required.

To be commissioned as an officer, a student must complete either the regular four-year program, a three-year program (whereby the Basic Course is compressed into one year), or a two-year program (requiring completion of the summer ROTC Leaders Training Course giving the student credit for the Basic Course). Advanced placement for ROTC training may be given to veterans (including members of the National Guard or Army Reserve) and to students with previous ROTC experience. In addition to these requirements, a student must complete at least one course in the areas of written communication, human behavior, military history, computer literacy, and math logic reasoning.

Uniforms and military science textbooks are issued without cost to all students. Advanced Course students receive a subsistence allowance of \$250 to \$400 per month, as well as payment for the Advanced Leadership Camps they must attend prior to completing the Advanced Course. For more information on the ARMY ROTC program call (504) 865-5594.

Students should consult the ROTC Coordinator for complete details and an advisor for integration of Military Science into their academic program. Satisfactory completion of both the Basic and Advanced courses will satisfy the requirements for a minor in any degree program.

CONTRACTUAL AGREEMENTS

Aquinas Institute of Theology and Catholic Studies is an agency of the Diocese of Lafayette. Although the Institute offers courses for academic credit through Our Lady of Holy Cross College in New Orleans, the Aquinas Institute is not presently a degree program.

Ochsner Clinical Foundation School of Allied Health Sciences provides professional training in selected health sciences.

The Notre Dame Seminary and Our Lady of Holy Cross College Consortium is a unique cooperative effort between two private, Catholic colleges. Through this effort seminarians from Notre Dame Seminary may avail themselves of selected offerings at Our Lady of Holy Cross College.

OUR LADY OF HOLY CROSS COLLEGE ASSESSMENT PROGRAM

INTRODUCTION

At Our Lady of Holy Cross College, three areas of college life are assessed: 1) student achievement, 2) academic programs, and 3) attitudes toward the College.

The purpose of assessing student achievement is 1) to determine the students' readiness for entrance into the College and their placement in selected courses; 2) to ascertain their degree of proficiency in English and mathematics; 3) to determine their proficiency level in individual courses; 4) to verify their level of achievement in the General Education Curriculum; 5) to ascertain student learning in relation to course objectives; and 6) to verify the level of achievement in their chosen degree program.

The purpose of assessing student attitudes toward the College is to obtain information concerning the degree of satisfaction with degree programs and the various services offered by the College and to determine the adequacy of preparation for the workplace.

ASSESSMENT OF STUDENT ACHIEVEMENT

Assessment for Entrance and for Placement

Our Lady of Holy Cross College accepts applications for admission from students of accredited secondary schools, students holding or pursuing the General Education Development Diploma (GED), and students transferring from regionally accredited colleges and universities.

To place students in an environment most conducive to their academic abilities and knowledge level upon entrance to the College, several different assessment parameters are utilized.

American College Test (ACT) scores may be presented as a basis for course placement in English and mathematics. In other areas of study previous course work and achievement of a minimum grade of C are also considered adequate to place students in appropriate level course work. Additionally, Our Lady of Holy Cross College administers placement tests for mathematics, English, and reading to all students who do not have a current ACT score or previous college credit in these subjects in order to achieve appropriate placement in the curriculum. In the absence of any of the aforementioned placement tests, students who have not recently completed these courses must enroll in Developmental Mathematics and/or Developmental English and/or Developmental Reading. The requirements of some academic departments may necessitate a student's completing standardized placement tests in reading, writing, and mathematics.

Assessment for Proficiency in the General Education Curriculum Prior to Acceptance into a Department

To assess the achievement of students in the General Education Curriculum prior to acceptance into a department, the College uses both standardized tests and/or institutionally developed prompted essays. It is the responsibility of the students to schedule a testing session at an appropriate time in order to be accepted into an academic department.

Standardized testing is required for all students seeking admission to a degree program in education or nursing. The PRAXIS I (pre-professional skills test in reading, writing, and mathematics) is required for admission into the teacher education program. The Test for Essential Academic Skills (TEAS) is required for admission into the nursing department.

For each of the aforementioned standardized tests, students are expected to adhere to all procedures that emanate from the national testing service sponsoring a particular test. These procedures may be obtained from the national testing service, from the Office of Admissions and Student Affairs, or from the appropriate Departmental Chair.

Assessment of the Core Curriculum

Beginning in January 2010, all students will be required to take the Measure of Academic Proficiency and Progress (MAPP) Test after completion of 30 credit hours and before completing 60 credit hours. Current students who have completed 60 credit hours are exempt. The MAPP test assists in the assessment of the outcomes of the core curriculum in order to improve the quality of instruction. Students requiring the MAPP assessment will be notified by the Director of Student Engagement and Achievement. For further information, the director may be reached at 398-2236.

Assessment for Baccalaureate Achievement

In the semester prior to graduation, the achievement of students in their chosen degree program is assessed. Our Lady of Holy Cross College utilizes both standardized testing and institutionally developed, comprehensive examinations. It is the responsibility of the students to schedule a testing session at an appropriate time to meet the requirements of the degree for graduation.

Standardized tests appropriate to the degree are required for all students seeking a degree in Education, Nursing, Health Sciences, or Respiratory Care. All parts of the PRAXIS must be successfully completed prior to student teaching. For students in Theology: Education and Humanities Interdisciplinary: Education Programs, students are required to take all parts of the PRAXIS before completing their student teaching (i.e., EDU 305 and EDU 310). In order to graduate from the College, nursing majors must successfully pass the standardized *RN Comprehensive* that focuses on command of the curriculum content. In addition, *The National Council Examination for Licensure* (Registered Nurses) is required of nursing graduates. The purpose of this test is to determine the degree of competency of the nursing graduate for safe practice. For all students seeking a degree in Health Sciences or Respiratory Care, a certifying examination is required. For each of the aforementioned standardized tests, students are expected

to adhere to all procedures that emanate from the national testing service sponsoring a particular test. These procedures may be obtained from the national testing service, from the Office of Admissions and Student Affairs, or from the Director of Allied Health.

For most other curricula, institutionally developed, comprehensive exit examinations are administered. For the institutionally developed comprehensive exit examinations in each of the aforementioned curricula, students are expected to adhere to all procedures that emanate from the division with authority and responsibility for the course of study. Failure to meet defined standards may delay graduation, certification, and/or licensure.

Assessment of Academic Programs

The purpose of this assessment is to discover the strengths and weaknesses of the academic programs of the College. To determine the level of student success in relation to stated desired program outcomes, a variety of means is used: standardized tests, institutionally developed tests, and attitudinal surveys. The results of the testing and the surveys are analyzed, interpreted, and evaluated by the appropriate administrative offices and are used as a component in the decision-making process with regard to the continuance, discontinuance, and/or improvement of academic programs.

Annual Survey of Graduating Seniors

The Division of Liberal Arts and Sciences and the Division of Professional Studies have instituted surveys for graduating students. These instruments measure satisfaction with the curriculum to determine whether students feel they have been prepared for a chosen occupation. The surveys are mandatory for each graduating student. Candidates for graduation obtain the *Survey of Graduating Seniors* from the Office of the Registrar at the same time they acquire the *Petition for Graduation*. These two documents are available the semester prior to the semester of anticipated graduation. A filing date for graduation is stipulated in the Academic Calendar. The *Petition for Graduation* is not accepted by the Office of the Registrar without the completed *Survey of Graduating Seniors*.

Periodic Survey of Employers of Graduates

Within two years after graduation from Our Lady of Holy Cross College, both divisions survey employers of recent graduates. Obtaining information about graduates' job performance, especially in comparison with that of employees with similar preparation, enables the Departmental Chairs and faculty to evaluate the effectiveness of their programs in preparing students for an occupation. The survey instruments are available, upon request, in the Office of Academic Affairs.

Periodic Survey of Graduates

Every year, beginning in early September, the Office of External Affairs and Institutional Effectiveness conducts a mail-out survey of those students who have been graduates of Our Lady of Holy Cross College for 2 years. There are two follow-up mailings for non-respondents. All

data received by early April of the subsequent calendar year are tabulated and charted in graphic form for circulation to administration, faculty, and staff. Areas addressed in the survey include, but are not limited to, demographic data, adequacy of preparation for employment, effectiveness of curriculum and instruction, and pursuit of further academic progress. The survey instrument is available, upon request, in the Office of External Affairs and Institutional Effectiveness.

LIBRARY SERVICES

The Blaine S. Kern Library, the heart of intellectual pursuit on campus, provides resources and services to complement the educational and research activities of the students, faculty, staff, and administration of Our Lady of Holy Cross College. Professional librarians are available at all times to assist in serving the needs of the patrons. Bibliographic instruction, conducted by the librarians, is provided to individuals as requested and to groups and classes by appointment.

The fully automated library has a comprehensive collection of print and electronic books, periodicals, and audiovisual materials, which totals over a quarter million items. The library houses integrated media areas containing software, viewing, and listening equipment. In cooperation with LOUIS: The Louisiana Library Network, general and specialized databases and the LOUISiana Digital Library are provided. Remote access to the library catalog, KERNAC, and the electronic databases is available twenty-four hours a day, seven days a week. Select government information is provided through the Federal Government Depository Library Program and is available to the public. The library houses the Sidney Villere Genealogy Collection, the Reverend Thomas E. Ellerman International Streetcar Collection, and the papers of Tom Fox and Richard Dixon.

An interlibrary loan service is provided to all students and faculty to borrow materials not owned by the library. Graduate students and faculty are eligible for a Council for Academic Library Liaison (CALL) Card, which entitles them to library privileges at colleges and universities in the New Orleans area. Louisiana Academic Library Information Consortium (LALINC) provides faculty with library privileges in academic libraries throughout the state.

Printers are attached to the online access terminals. Coin-operated microfiche and microfilm reader/printers and photocopy machines are available.

Detailed information about Library resources and services is available by accessing the Library home page on the College web site: www.olhcc.edu/x504.xml.

RELIGIOUS EDUCATION CENTERS

As essential component of the mission of Our Lady of Holy Cross College is to share its spiritual, material, and educational resources with all. Toward this end, the Theology Program at Our Lady of Holy Cross College assists three Louisiana dioceses in preparing catechists for work in primary, secondary and other areas of religious education: the Diocese of Lafayette (Aquinas Institute), the Diocese of Lake Charles (Office of Religious Education), and the Diocese of Shreveport (Greco Institute). In these dioceses the College sponsors activities for the personal

enrichment, training, and continuing studies of catechists and others who desire further Christian formation through theological and philosophical courses in which students earn college credit.

Through participation in coursework for credit or audit, students in these dioceses are assisted in

1. Strengthening the intellectual foundation of their faith;
2. Renewing their spiritual lives;
3. Enriching their Christian community experiences.

CAMPUS MINISTRY

The Office of Campus Ministry is staffed by the Campus Minister, religious sisters, and lay ministers. The staff provides for and nurtures the spiritual development of the College community and its members by offering pastoral counseling, evenings of reflection, retreats, discussion and prayer groups, and opportunities for volunteerism through Christian witness. Religious services and celebrations are provided in accordance with college needs. A daily Mass is offered in the Mater Dei Chapel. For further information, contact the Office of Campus Ministry at 398-2117.

FOREIGN STUDIES

From time to time Our Lady of Holy Cross College sponsors excursions to foreign countries, which may include courses for credit. It also encourages its students to participate in foreign study programs sponsored by other colleges and universities, especially those of the Holy Cross Family of Colleges and Universities. Information about these programs may be obtained at the Office of Academic Affairs and the Office of the Admissions and Student Affairs.

Welcome to the Division of Liberal Arts and Sciences

It is a pleasure to welcome you to the Division of Liberal Arts and Sciences. Our disciplines offer a broad spectrum of courses aimed at helping students to think critically, to communicate effectively, and to judge prudently while exploring individual and communal concerns in our rapidly changing world. We offer majors in Biology, Social Sciences, and Theology.

In a supportive learning environment, students are taught by a creative, dedicated faculty to combine wonder, knowledge, and skill in realizing a higher purpose for their lives. The three departments housed in this Division are the Department of Biology and Physical Sciences; the Department of English, History, and Mathematics; and the Department of Theology, Fine Arts, and Philosophy. I hope you will explore the dynamic degree programs in our division; know that my office is always open to you.

Please be reminded that admission to some areas of study could be on a competitive basis.

Raymond Gitz

Raymond Gitz, D.M.A., Professor of Music
Vice President and Dean for Academic Affairs

[Department of Biology and Physical Sciences](#)

[Department of English, History and Mathematics](#)

[General Studies](#)

[Preparing Students for Success Program](#)

[Department of Theology, Philosophy and Fine Arts](#)

BIOLOGY AND PHYSICAL SCIENCES

Chair: Dr. Lehman Ellis

DESCRIPTION OF PROGRAM

The curricula in Biology and Physical Sciences provide instruction in the discipline of biology with support from the areas of chemistry, earth science, and physics, which assists students in the development of competence in their chosen field.

The department offers a Bachelors of Science in Biology degree. This degree is offered through several concentrations that lead to general biological disciplines or to prepare a student for one of the professional programs where biological and scientific preparation is often used as a prerequisite. Students may also elect to accomplish a minor concentration in Biology or Chemistry.

OBJECTIVES

The major objectives of the curricula in Biology and Physical Sciences are

1. to develop within students an ability and inclination to think objectively and independently;
2. to develop a basic foundation which will provide the flexibility necessary to cope within an ever-changing technological society;
3. to provide courses that meet the curricular requirements for all programs in the institution;
4. to provide prerequisite and supportive courses for students seeking post-graduate training in biology and professional schools.

STUDENT OUTCOMES OF THE BIOLOGY AND PHYSICAL SCIENCES PROGRAM

Upon successful completion of the Biology and Physical Sciences Program, students should be able to:

1. recall essential factual information in their chosen curriculum;
2. read, understand, and critique standard reference works and professional periodicals in their area of concentration;
3. access critical theories and trends in the area of concentration of their chosen curriculum;
4. synthesize theoretical and empirical knowledge in the field of the natural sciences;
5. demonstrate the ability to engage in critical thinking, decision making, and independent judgment in the area of concentration of their chosen curriculum;

DEGREE REQUIREMENTS

The degree of Bachelor of Science in Biology offered by the Department of Biology and Physical Sciences is conferred upon students who complete an approved program of study with a 2.0 cumulative grade point average and a 2.5 grade point average in course work in Biology, Chemistry, Physics, and Mathematics. A minimum grade of C must be earned in Biology, Chemistry, Physics, or Mathematics courses to apply for graduation credit and in the core curriculum courses for the College (passing grades of less than C may be applied as free elective credit). After completing the 54 credit hours of core curriculum courses and before completing 75 hours of total credit, an assessment of skills gained from the core curriculum must be taken. Beginning Fall 2009, this assessment is the MAPP (Measure of Academic Progress and Proficiency) test. Times and dates for the assessment will be announced. In order to complete the program of study and receive a degree an exit exam must be completed by taking the ETS Major Field Test, Biology; the GRE Biology Subject Exam; the Medical College Admissions Test (MCAT); the Dental Admission Test (DAT); or the Pharmacy College Admission Test (PCAT) (students pay cost) and by reporting the results to the College. Some concentrations in Biology will have a specific requirement for an exit exam (for example – students graduating in the Bachelors of Science in Biology with a concentration in pre-medicine are required to take the MCAT exam).

There are several concentrations developed by the Department of Biology and Physical Sciences that lead to the Bachelors degree. Each concentration includes 38 credit hours of Biology, 18 credit hours of Chemistry, 13 credit hours of Mathematics, 9 credit hours of English, 8 credit hours of Physics, 6 credit hours of History, 6 credit hours of Philosophy, 6 credit hours of Theology, 6 hours of Social Sciences (courses in Psychology, Sociology, Criminal Justice, or Political Science), 3 credit hours of Fine Arts (courses in Music, Art, Fine Art, or Drama), 3 credit hours of Speech and requires a total of 128 hours of credit for the degree. Some concentrations have more requirements or have specific course selections for the course areas listed above and the requirements for some concentrations may not allow for any free elective credit to apply toward graduation. The current concentrations are Biology, Cell and Molecular Biology, pre-Medicine, pre-Veterinary, pre-Dentistry, pre-Pharmacy, and pre-Physical therapy.

Selection of a particular concentration does not guarantee admission into any post-graduate or professional program. These programs are often extremely competitive and admission is subject to the selection processes of the institutions offering the advanced programs. The concentrations simply allow the student to complete the requisite coursework to be eligible for the application process. The Biology program does have an agreement with the University of St. Francis for admission of up to two outstanding students in the pre-physical therapy program to be directly admitted into their Doctor of Physical Therapy program each year. Selection of a particular concentration does not prevent a student from applying to programs outside their concentration. Should a student want to change their focus or apply to a different post-graduate program an advisor in the department can provide guidance on accomplishing the student's goals.

A minor in Biology or Chemistry is also offered through the Department of Biology and Physical Sciences. A minor is 18 hours in a discipline, nine of which must be Level 300 or Level 400 courses. The courses in the minor may not be used to fulfill the core or general education

requirements. In Chemistry, a student will be considered to have a minor in Chemistry if they complete the following sequence of courses General Chemistry I and II, Organic Chemistry I and II, and Biochemistry; therefore, all students receiving a Bachelors of Science in Biology degree will have accomplished a minor in Chemistry.

HONORS PROGRAM

An Honors Program is available in the Department of Biology and Physical Sciences, this program is intended to provide an exceptional educational experience for high-achieving students that provides opportunities for the student to grow academically, socially, and intellectually through service and research. Entry into the program is through one of three routes. Entering, first-time freshman may qualify by graduating in the top 10% of their high school class, having at least a 3.75 GPA in high school, or by scoring 29 or higher on the ACT or 1280 or higher on the SAT college placement tests. In general, first-time freshmen applying to the college that meet one or more of the requirements for the honors program will receive an invitation letter if they are declared Biology majors. Students that transfer into Our Lady of Holy Cross College from other institutions can qualify for the Honors Program provided they have at least 60 hours of credit remaining in their degree program and have a minimum 3.7 GPA on all college credit. Transfer students with less than 12 hours of college credit will have to meet the first-time freshman standards to be eligible for the Honors Program. Continuing students at Our Lady of Holy Cross College who may not have qualified upon admission to the college can qualify for the Honors Program provided they have at least 60 hours of credit remaining in their degree program and have a minimum 3.7 GPA on all college credit.

Once a student is accepted to the Honors Program the degree requirements and course structure is the same as all other students attending the college. Honors credit is only acquired after the completion of the standard course. Upon completion of a course the student petitions the Department Honors Committee for honors credit in a course. Once the petition is approved, the student will enroll in a special honors course that corresponds to the petition. Honors credit must be achieved for four courses: two in Biology and two in Chemistry, Physics, or Mathematics. Honors credit will be earned for at least two of the courses by serving as a peer-mentor in the sciences. The peer-mentor service must be split between Biology and the Physical Sciences (which include Mathematics). The other two courses will receive Honors credit either through an approved research project or as a peer-mentor as determined by mutual agreement of the Department Honors Committee and the student. In the student's Senior year, two honors research courses, only available to students in the Honors Program, must be taken. These two courses are for 3 hours credit each and will serve as Biology elective credit or as free elective credit in the degree program. The research course will be under the direction of a faculty advisor and the project undertaken for this course will be published in a college wide publication.

A student graduating from the Honors program will have 18 hours of honors credit and an overall GPA of 3.7. A student that fails to maintain their GPA will be dropped from the Honors Program but may be reinstated in the minimum GPA can be attained and there is enough time to complete any remaining honors credits prior to graduation. A student graduating from the Honors Program will have the Honors award noted on their diploma and transcripts. At Commencement, Honor Program graduates will have a special embellishment to their caps and gowns and mention in the Commencement Program as an extra recognition for their achievement.

CONCENTRATION DESCRIPTIONS

Biology

The Bachelor of Science in Biology degree is a degree program of a general nature that is for the student that has not decided on a career path in Biology. It is readily adaptable to a specific goal and is the type of degree most commonly associated with application to Master's or Doctoral programs in the Life Sciences. This degree is also suited for those students seeking certification in secondary education.

BACHELOR OF SCIENCE BIOLOGY

FRESHMAN

BIO 101	General Biology	4
BIO 291	Stress Management	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
HIS	History Elective	3
MAT 105-106	College Algebra and Trigonometry	6
PHI	Philosophy Elective	3
PSY/SOC	Psychology/Sociology Elective	3
SPE 101	Fundamentals of Public Speaking	3
THE	Theology Elective	3
		(32)

SOPHOMORE

BIO 250	Botany	4
BIO 251	Zoology	4
CHE 102-103	General College Chemistry I and II	8
ENG	Literature Elective	3
HIS *	History Elective	3
MAT 160 & 250	Introductory Statistics and Calculus I	7
		(29)

JUNIOR

BIO 400	Ecology	4
BIO 375	Genetics	4
CHE 201-202	Organic Chemistry I and II	10
PHI 305	Ethics and Value Theory	3
PHY 251-252	General Physics I and II	8
Social Sciences	Elective	3
		(32)

SENIOR

BIO 407	Histology	4
BIO 409	Senior Seminar	1
BIO Electives	(Major)	8
CHE/BIO 360	Biochemistry	4

FNA/MUS/ART	Elective	3
THE	Theology Elective	3
Electives	2
		(35)
		Total: (128)

BIOLOGY SUMMARY

Biology.....	38	Philosophy.....	6
Chemistry.....	18	Physics	8
Electives.....	8	Social Sciences.....	15
English	9	Speech.....	3
Fine Arts, Music or Art.....	3	Theology	6
Mathematics.....	13		
			Total: (128)

Concentration in Cell Biology

The Bachelor of Science in Biology degree with a concentration in cell biology is a degree program of a general nature that is for the student that has not decided on a career path in Biology but is more included to seek courses that are focused on the cellular and molecular organization of biological systems. It is readily adaptable to a specific goal and is the type of degree commonly associated with application to Master's or Doctoral programs in the Life Sciences. This degree is also suited for those students seeking certification in secondary education.

BACHELOR OF SCIENCE IN BIOLOGY WITH A CONCENTRATION IN CELL BIOLOGY

FRESHMAN

BIO 101	General Biology	4
BIO 291	Stress Management	1
ENG 101	English Composition I	3
ENG 102	English Composition II.....	3
HIS	History Elective	3
MAT 105-106	College Algebra and Trigonometry	6
PHI	Philosophy Elective	3
PSY/SOC	Psychology/Sociology Elective	3
SPE 101	Fundamentals of Public Speaking.....	3
THE	Theology Elective	3
		(32)

SOPHOMORE

BIO 250	Botany.....	4
BIO 251	Zoology.....	4
CHE 102-103	General College Chemistry I and II.....	8
ENG	Literature Elective.....	3

HIS *	History Elective	3
MAT 160 and 250	Introductory Statistics and Calculus I.....	7
		(29)

JUNIOR

BIO 340	Cell Biology	3
BIO 375	Genetics.....	4
CHE 201-202	Organic Chemistry I and II.....	10
PHI 305	Ethics and Value Theory.....	3
PHY 251-252	General Physics I and II.....	8
	Social Sciences Elective	3
		(31)

SENIOR

BIO 370	Microbiology.....	4
BIO 400	Ecology	4
BIO 409	Senior Seminar.....	1
BIO Electives	(Major)	5
CHE/BIO 360	Biochemistry.....	4
FNA/MUS/ART	Elective	3
THE	Theology Elective	3
Electives	12
		(36)
		Total: (128)

CONCENTRATION IN CELL BIOLOGY SUMMARY

Biology.....	38	Philosophy.....	6
Chemistry.....	18	Physics	8
Electives.....	8	Social Sciences.....	15
English	9	Speech.....	3
Fine Arts, Music or Art.....	3	Theology	6
Mathematics.....	13		
			Total: (128)

Concentration in pre-Physical Therapy

The concentration in pre-Physical Therapy is a specifically approved curriculum for students applying to the Doctor of Physical Therapy Program at St. Francis University.

An articulation agreement with St. Francis University in Loretto, PA, reserves two spaces each year for outstanding graduates of Our Lady of Holy Cross College’s Biology program. Students interested in pursuing the doctorate in physical therapy must precisely follow the curriculum for pre-Physical therapy concentration. This curriculum is also applicable for most other schools of Physical therapy but it is incumbent on the student that there are no additional requirements unique to those programs.

In addition, students must meet the following criteria to be considered for the St. Francis Program:

1. A submitted application for graduation completed in the semester prior to graduation;
2. A minimum overall grade point average of 3.0;
3. A minimum 3.0 mathematics/sciences/psychology grade point average;
4. Maintenance of a good citizenship record as demonstrated by a strong letter of recommendation from the Coordinator of the Our Lady of Holy Cross College pre-physical therapy program;
5. Completion of a total of 80 hours of documented volunteer or employed hours in at least two physical therapy settings, including one inpatient and one outpatient setting; and
6. A letter of intent to enter the St. Francis University Doctor of Physical Therapy program submitted to the Coordinator of the Our Lady of Holy Cross College pre-physical therapy program by the end of the spring semester of the student's junior year.

Students accepted into the program begin their studies at St. Francis University in the summer following their graduation and must take exercise physiology there before beginning the doctoral program in the fall.

**BACHELOR OF SCIENCE IN BIOLOGY
WITH A CONCENTRATION IN PRE-PHYSICAL THERAPY
Also curriculum for students applying to the DPT program at St. Francis University**

FRESHMAN

BIO	101	General Biology.....	4
BIO	291	Stress Management.....	1
ENG	101-102	English Composition I and English Composition II.....	6
HIS		History Elective.....	3
MAT	105-106	College Algebra and Trigonometry.....	6
PHI		Philosophy Elective.....	3
PSY	101	General Psychology.....	3
SPE	101	Fundamentals of Public Speaking.....	3
THE		Theology Elective.....	3

(32)

SOPHOMORE

BIO	250	Botany.....	4
BIO	251	Zoology.....	4
CHE	102-103	General College Chemistry I and II.....	8
ENG		Literature Elective.....	3

HIS *	History Elective	3
MAT 250	Calculus I	4
Elective .	3	
		(29)

JUNIOR

BIO 375	Genetics.....	4
BIO 407	Histology.....	4
CHE 201-202	Organic Chemistry I and II	10
PHI 305	Ethics and Value Theory.....	3
PHY 251-252	General Physics I and II.....	8
PSY	Psychology Elective.....	3
		(32)

SENIOR

BIO 351-352	Human Anatomy and Physiology I and II	8
BIO 400	Ecology	4
BIO 409	Senior Seminar.....	1
BIO	Elective	1
CHE/BIO 360	Biochemistry.....	4
FNA/MUS/ART	Elective	3
MAT 160	Introductory Statistics.....	3
PSY	Psychology Elective.....	3
THE	Theology Elective	3
Electives	6
		(35)

Total: (128)

CONCENTRATION IN PRE- PHYSICAL THERAPY SUMMARY

Biology.....	38	Fine Arts, Music or Art.....	3
Chemistry.....	18	Theology	6
Physics	8	Mathematics.....	13
Electives.....	9	Philosophy.....	6
Social Sciences.....	15		
English	9		
Speech.....	3		
			Total (128)

Concentration in pre-Medicine

Specifically, the purpose of the Bachelors of Science Degree with a concentration in pre-Medicine is to provide the student with the requisite course work to qualify for application to an accredited medical college. The program provides a depth of study in biology and chemistry as well as courses in science, mathematics, fine arts, humanities, social sciences, and business to provide the student with a broad-based foundation for graduate study and success in the workplace. While this program has been specifically tailored to meet requirements for admission to medical school, medical school admission can also be satisfied while majoring in other baccalaureate programs within the College (for example, Bachelor of Science in Biology).

Students who wish to pursue this option should consult with the faculty medical advisor to ensure that their course of study will qualify them for application to medical school.

If a student feels that he or she is qualified, application to medical school should occur between the junior and senior years following completion of the core courses in biology, chemistry, mathematics, and physics and after taking the Medical College Admissions Test (MCAT). The exit exam for this concentration must be completed by taking the Medical College Admissions Test (MCAT) (students pay cost) and reporting the results to the college.

**BACHELOR OF SCIENCE BIOLOGY
WITH A CONCENTRATION IN PRE-MEDICINE**

FRESHMAN

BIO	101	General Biology	4
BIO	291	Stress Management	1
ENG	101-102	English Composition I and English Composition II	6
CHE	102-103	General College Chemistry I and II	8
PHI	207	Introduction to Logic and Critical Thinking	3
CHE	103	General Chemistry II	4
MAT	105	College Algebra	3
PSY	101	General Psychology	3
SPE	101	Fundamentals of Public Speaking	3
			(35)

SOPHOMORE

BIO	351-352	Human Anatomy and Physiology I and II	8
CHE	201-202	Organic Chemistry I and II	10
HIS *		History Elective	6
THE		Theology Elective	3
ENG		Literature Elective	3
MAT	106-160	Trigonometry and Statistics	6
			(36)

JUNIOR

BIO	250 or 400	Botany or Ecology	4
BIO	370	Microbiology	4
BIO	375	Genetics	4
BIO		Elective	1
MAT	250	Calculus	4
PHY	251-252	General Physics I and II	8
SOC	101	Introduction to Sociology	3
THE		Theology Elective	3
			(31)

SENIOR

BUS	218	Introduction to Business	3
BIO	407	Histology	4
BIO	409	Senior Seminar	1
CHE/BIO	360	Biochemistry	4

FNA/MUS/ART	Elective	3
PHI 305	Ethics & Value Theory	3
PSY	Psychology Elective.....	3
Free Electives	5
		(26)
		Total: (128)

CONCENTRATION IN PRE-MEDICINE SUMMARY

Biology.....	38	Philosophy.....	6
Chemistry.....	18	Physics	8
Electives.....	8	Social Sciences.....	15
English	9	Speech.....	3
Fine Arts, Music or Art.....	3	Theology	6
Mathematics.....	13		Total: (128)

Concentration in pre-Dentistry

Specifically, the purpose of the Bachelor of Science in Biology with a concentration in pre-Dentistry Program is to provide the student with the requisite course work to qualify for application to an accredited dental college. The program provides a depth of study in biology and chemistry as well as courses in science, mathematics, fine arts, humanities, social sciences, and business to provide the student with a broad-based foundation for graduate study and success in the workplace. While this program has been specifically tailored to meet requirements for admission to dental school, dental school admission requirements can also be satisfied while majoring in other baccalaureate programs within the College (for example, Bachelor of Science in Biology). Students who wish to pursue this option should consult with the faculty pre-dentistry advisor to ensure that their course of study will qualify them for application to dental school.

If a student feels that he or she is qualified, application to dental school should occur between the junior and senior years, following completion of the core courses in biology, chemistry, mathematics, and physics, and after taking the Dental Aptitude Test. Those students applying to schools outside of Louisiana should also consider enrolling in the American Association of Dental Schools Application Service. The exit exam for this concentration must be completed by taking the Dental Admission Test (DAT) (students pay cost) and reporting the results to the college.

**BACHELOR OF SCIENCE BIOLOGY
WITH A CONCENTRATION IN PRE-DENTISTRY**

FRESHMAN

BIO 101	General Biology	4
BIO 291	Stress Management	1
ENG 101	English Composition I	3

ENG 102	English Composition II.....	3
HIS	History Elective	3
MAT 105-106	College Algebra and Trigonometry	6
PHI	Philosophy Elective	
PSY/SOC	Psychology/Sociology Elective	3
SPE 101	Fundamentals of Public Speaking.....	3
THE	Theology Elective.....	3

(33)

SOPHOMORE

BIO 250 or 400	Botany or Ecology	4
BIO 251	Zoology	4
CHE 102-103	General College Chemistry I and II.....	8
ENG	Literature Elective.....	3
HIS *	History Elective	3
MAT 160 and 250	Introductory Statistics and Calculus I.....	7

(29)

JUNIOR

BIO 370	Microbiology	4
BIO 375	Genetics.....	4
CHE 201-202	Organic Chemistry I and II	10
PHI 305	Ethics and Value Theory.....	3
PHY 251-252	General Physics I and II.....	8
Social Sciences	Elective	3

(32)

SENIOR

BIO 407	Histology.....	4
BIO 409	Senior Seminar.....	1
BIO 351-352	Human Anatomy and Physiology I and II	8
BUS 218	Introduction to Business	3
CHE/BIO 360	Biochemistry	4
FNA/MUS/ART	Elective	3
THE	Theology Elective.....	3
Electives	5

(34)

Total: (128)

CONCENTRATION IN PRE-DENTISTRY SUMMARY

Biology.....	38	Philosophy.....	6
Chemistry.....	18	Physics	8
Electives.....	8	Social Sciences.....	15
English	9	Speech.....	3
Fine Arts, Music or Art.....	3	Theology	6
Mathematics.....	13		

Total: (128)

B.S. Biology
With a concentration in pre-Pharmacy

Specifically, the purpose of the Bachelor of Science in Biology with a concentration in pre-Pharmacy Program is to provide the student with the requisite course work to qualify for application to an accredited pharmacy program. The program provides a depth of study in biology and chemistry as well as courses in science, mathematics, fine arts, humanities, social sciences, and business to provide the student with a broad-based foundation for graduate study and success in the workplace. While this program has been specifically tailored to meet requirements for admission to pharmacy school, pharmacy school admission can also be satisfied while majoring in other baccalaureate programs within the College (for example, Bachelor of Science in Biology). Students who wish to pursue this option should consult with the pre-pharmacy advisor to ensure that their course of study will qualify them for application to pharmacy school. It should be noted that the admission requirements of the two pharmacy programs in Louisiana are quite different and that the program described here most closely matches the requirements for Xavier University. Students wishing to apply to the Pharmacy program at the University of Louisiana at Monroe should check with the faculty pharmacy advisor for guidance. Admission requirements at both institutions have been recently updated and may not remain constant for the near future, once again check with the faculty advisor and with the admitting institution for the most current requirements. If a student feels that he or she is qualified, application to pharmacy school can occur after completion of the core courses in biology, chemistry, mathematics, physics, business and accounting. The exit exam for this concentration must be completed by taking the Pharmacy College Admissions Test (PCAT) (students pay cost) and reporting the results to the college.

BACHELOR OF SCIENCE BIOLOGY
WITH A CONCENTRATION IN PRE-PHARMACY

FRESHMAN

BIO	101	General Biology	4
BIO	291	Stress Management	1
ENG	101	English Composition I	3
ENG	102	English Composition II	3
HIS		History Elective	3
MAT	105-106	College Algebra and Trigonometry	6
PHI	305	Ethics and Value Theory	3
PSY	101	Introduction to Psychology	3
SPE	101	Fundamentals of Public Speaking	3
THE		Theology Elective	3
			(32)

SOPHOMORE

BIO	250 or 400	Botany or Ecology	4
BIO	251	Zoology	4
CHE	102-103	General College Chemistry I and I	8
ENG		Literature Elective	3
HIS *		History Elective	3
MAT	160 and 250	Introductory Statistics and Calculus I	7
			(29)

JUNIOR

BIO	351-352	Human Anatomy and Physiology I and II	8
BIO	375	Genetics.....	4
BUS	218	Introduction to Business	3
CHE	201-202	Organic Chemistry I and II	10
PHI		Elective	3
PHY	251-252	General Physics I and II.....	8
SOC	201	Introduction to Sociology	3
			(31)

SENIOR

BIO	370	Microbiology	4
BIO	409	Senior Seminar.....	1
BIO		Electives (Major).....	4
BUS	205	Principles of Accounting I	3
CHE/BIO	360	Biochemistry	4
ECO	201	Principles of Economics	3
FNA/MUS/ART		Elective	3
THE		Theology Elective	3
			(36)
			Total: (128)

CONCENTRATION IN PRE-PHARMACY SUMMARY

Biology.....	38	Physics	8
Business	9	Social Sciences.....	15
Chemistry	18	Speech.....	3
English	9	Fine Arts, Music or Art.....	3
Mathematics.....	13	Theology	6
Philosophy.....	6	Total: (128)	

Concentration in Pre-Veterinary Medicine

The specific purpose of the Bachelor of Science in Biology with a concentration in pre-veterinary medicine program is to provide the student with the requisite course work to qualify for application to an accredited veterinary program. The program provides a depth of study in biology and chemistry as well as courses in science mathematics, fine arts, humanities, social sciences, and business to provide the student with a broad-based foundation for graduate study and success in the workplace. While this program has been specifically tailored to meet requirements for admission to medical school, veterinary medical school admission can also be satisfied while majoring in other baccalaureate programs within the College (for example, Bachelor of Science in Biology). Students who wish to pursue this option should consult with the veterinary advisor to ensure that their course of study will qualify them for application to veterinary school. If a student feels that he or she is qualified, application to veterinary school should occur between the junior and senior years following completion of the core courses in biology, chemistry, mathematics, and physics and after taking the Graduate Record Examination

or the Medical Colleges Admissions Test. Experience working with animals must also be demonstrated either through volunteer work or employment activities that involve care and familiarity with animals. Generally, admission to veterinary medical school is limited by the state residency requirements of the individual veterinary schools. The exit exam for this concentration must be completed by taking the GRE Biology Subject Exam or the Medical College Admissions Test (MCAT) (students pay cost) and reporting the results to the college.

**BACHELOR OF SCIENCE IN BIOLOGY
WITH A CONCENTRATION IN PRE-VETERINARY MEDICINE**

FRESHMAN

BIO 101	General Biology	4
BIO 291	Stress Management	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
HIS	History Elective	3
MAT 105-106	College Algebra and Trigonometry	6
PHI	Philosophy Elective	3
PSY/SOC	Psychology/Sociology Elective	3
SPE 101	Fundamentals of Public Speaking	3
THE	Theology Elective	3
		(33)

SOPHOMORE

BIO 250 or 400	Botany or Ecology	4
BIO 251	Zoology	4
CHE 102-103	General College Chemistry I and II	8
ENG	Literature Elective	3
HIS *	History Elective	3
MAT 160 and 250	Introductory Statistics and Calculus I	7
		(29)

JUNIOR

BIO 340 or 407	Cell Biology or Histology	3 or 4
BIO 375	Genetics	4
CHE 201-202	Organic Chemistry I and II	10
PHI 305	Ethics and Value Theory	3
PHY 251-252	General Physics I and II	8
Social Sciences Elective	3
		(32 or 31)

SENIOR

BIO 370	Microbiology	4
BIO 409	Senior Seminar	1
BIO	Electives (Major)	8 or 9
BUS 218	Introduction to Business	3
CHE/BIO 360	Biochemistry	4
FNA/MUS/ART	Elective	3

THE	Theology Elective	3
Electives	8
		(34 or 35)
		Total: (128)

CONCENTRATION IN PRE-VETERINARY MEDICINE SUMMARY

Biology.....	38	Philosophy.....	6
Chemistry.....	18	Physics	8
Electives.....	8	Social Sciences.....	15
English	9	Speech.....	3
Fine Arts, Music or Art.....	3	Theology	6
Mathematics.....	13		Total: (128)

*History courses must be completed as a set. This course must be a continuation of the first course.

GENERAL STUDIES

Chair: Dr. Michael Labranche

DESCRIPTION OF PROGRAM

The curriculum of the General Studies Degree Program is structured to offer a broad range of courses designed to provide the student majoring in general studies with a choice of a major concentration of 33 semester hours in one of four areas and a minor of 27 semester hours from one of the remaining areas.

The program requires the student to be proactive in creating a curriculum to meet his/her needs and interests. Such a curriculum creates an area of major concentration in various disciplines taught at the College. Furthermore, it affords the opportunity to combine areas of concentration mutually enhancing to each other, thereby providing more effective preparation for the workplace or graduate studies.

OBJECTIVES OF THE PROGRAM

The broad purpose of the program in General Studies is to treat men's/women's group relationships in order that their creations in the arts as well as their discoveries in the sciences, education, business, and humanities might be understood, appreciated, and applied to contemporary society. This purpose is delineated as follows:

1. the student should gain a knowledge and appreciation of the political, historical, social, economic, and broad cultural experiences of peoples from prehistoric times to the modern era;
2. provides support courses to enable students in other disciplines to meet degree or certification requirements;
3. affords students the opportunity to pursue, in depth, areas of special interest in humanities, business, psychology, sociology, natural and social sciences, and mathematics.

STUDENT OUTCOMES OF THE GENERAL STUDIES PROGRAM

Upon successful completion of the General Studies Program, majors should be able to:

1. recall essential factual information in the major and minor areas of concentration;
2. read, understand and critique standard reference works and scholarly or professional periodicals in the areas of concentration;
3. assess critical theories and trends in the chosen areas of concentration;
4. synthesize theoretical and empirical knowledge in the fields of the major and of the minor concentrations;
5. demonstrate the ability to engage in critical thinking and independent judgment in the areas of concentration.

ADMISSION

Admission to the program in General Studies is defined in the admission policies and procedures of the Division of Liberal Arts and Sciences.

Students who seek to enter a degree program in General Studies must have:

1. successfully completed all of the core curriculum courses in their freshman and sophomore years;
2. attained a minimum overall grade point average of 2.0;
3. successfully completed the requirements of the major;
4. attained a minimum grade point average of 2.5 in all general education classes.

DEGREE OFFERED

Bachelor of Science
General Studies

DEGREE REQUIREMENTS

The degree of Bachelor of Science in General Studies is conferred upon students who complete an approved program of study with a 2.0 cumulative grade point average and a 2.5 grade point average in professional course work. A minimum grade of C must be earned in all courses pertaining to the major course of study.

**BACHELOR OF SCIENCE
GENERAL STUDIES**

FRESHMAN

BIO 101	General Biology	4
BIO 291	Stress Management	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
HIS 101 or 102 or	History of Western Civilization I or II or	
HIS 201 or 202	History of the United States I or II.....	3
MAT 105	College Algebra	3
PHI	Philosophy Elective	3
PSY 101	General Psychology	3
SPE 101	Fundamentals of Public Speaking.....	3
THE	Theology Elective	3
		(29)

SOPHOMORE

ENG	Literature Elective.....	3
FNA/MUS/ART	Fine Arts Elective	3
HIS	History Elective	3
MAT 160	Introductory Statistics	3
PHI	Philosophy Elective	3
THE	Theology Elective	3
	Natural Sciences Electives	4
	Social Sciences Elective	3
		(25)

JUNIOR

During the junior year, in consultation with and with the approval of the Department Chair, the student must complete a minimum of 33 semester hours. Of these 33 semester hours, 27 must be earned in any three of the first four groupings given below, with a minimum of 9 in each grouping. Additionally, from the fifth grouping, the student must select 6 semester hours in the discipline of the major concentration, to be completed during the senior year.

Business Electives.....	9
Humanities Electives	9
Natural Sciences Electives.....	9
Social Sciences Electives.....	9
Business, Humanities, Natural Sciences, Mathematics, Social Sciences or Education Electives.....	6
	(33)

SENIOR

During the senior year, in consultation with and with the approval of the Department Chair, the student must complete both a major and minor concentration for a total of 36 semester hours. A major concentration is considered complete when 18 additional semester hours are earned in the discipline, of which a total of 15 semester hours was earned during the junior year, and when the student has realized a 2.5 grade point average in all course work taken in the major concentration. A minor concentration is considered complete when 18 additional semester hours are taken in any discipline during the junior year, excluding the discipline in which the major concentration was completed.

GENERAL STUDIES SUMMARY

Core Curriculum Requirements	28
General Education Requirements	26
Major Concentration Requirements	33
Minor Concentration Requirements.....	27
Elective Requirements	9
Total: (123)*	

*Completion of a minimum of 39 semester hours in courses numbered 300 or above is required of the major concentration, minor concentration and electives. Of these 39 semester hours, 12 semester hours must be in courses within the major concentration.

For Education Majors who have changed their major to General Studies and who have a minimum of 33 hours in Education: EDU 202 Educational Psychology is cross-referenced as PSY 212 Educational Psychology; EDU 309 Human Growth and Development is cross-referenced as PSY 340 Human Growth and Development; EDU 304A Learner with Special Needs is cross-referenced as PSY 350 Psychology of Learning; and EDU 204 Foundations of Multicultural Education is cross-referenced as SOC 204 Foundations of Multicultural Education.

**ASSOCIATE OF ART
LIBERAL ARTS AND SCIENCES**

Director: Dr. Jim Curry

DESCRIPTION OF PROGRAM

An associate degree in liberal arts will prepare students with a solid multi-disciplinary preparation in Humanities, Natural Sciences, Social Sciences, and the Arts. This is an ideal course of study for those students wanting to pursue careers in a wide variety of entry level positions, or serve as a basis for further education.

Liberal arts graduates develop thoughtful judgment, understand problems, imbue critical thinking with ethical thought, and communicate those solutions to others – skills employers are seeking.

The Associate in Liberal Arts degree requires a total of 60 semester hours. Within that total, 54 semester hours meet the general education requirements for bachelor's degrees at Our Lady of Holy Cross College; the remaining six semester hours are in foreign language electives.

Degree Offered
Associate of Art
Liberal Arts and Sciences

BIO	Biology Elective	4 sem. hrs.
ENG 101	English Composition I	3 sem. hrs.
ENG 102	English Composition II	3 sem. hrs.
HIS	History Elective	3 sem. hrs.
MAT 105	College Algebra	3 sem. hrs.
PHI	Philosophy Elective	3 sem. hrs.
SPE 101	Fundamentals of Public Speaking	3 sem. hrs.
THE	Theology Elective	3 sem. hrs.
BIO 291	Stress Management	1 sem. hr.
ENG	Literature Elective	3 sem. hrs.
FNA/MUS/ART	Fine Arts Elective	3 sem. hrs.
HIS	History Elective	3 sem. hrs.
MAT	Math Elective	3 sem. hrs.
PHI	Philosophy Elective	3 sem. hrs.
PSY 101	General Psychology	3 sem. hrs.
THE	Theology Elective	3 sem. hrs.
	Foreign Language Elective	6 sem. hrs.
	Physical Science Elective	4 sem. hrs.
	Social Science Elective	3 sem. hrs.

PREPARING STUDENTS FOR SUCCESS PROGRAM

Coordinator: Dr. Victoria Dahmes

PROGRAM DESCRIPTION

In keeping with our mission, the Our Lady of Holy Cross College Preparing Students for Success Program (PSSP) offers holistic support for underprepared students. The PSSP was first implemented in the Fall Semester of 2009. It is a direct result of the Quality Enhancement Plan submitted to the Southern Association of Colleges and Schools in partial fulfillment of accreditation renewal in 2009. Engagement in the PSSP during their first two semesters on campus unites undergraduates in a learning community. This experience helps students build relationships and skills that benefit them throughout their college careers.

The following PSSP courses help underprepared students acquire proficiencies needed for success in college: Introduction to College Success (ICS 100), Introduction to College Reading (REA 100), Introduction to College English (ENG 100), Introduction to College Algebra (MAT 100), and Fundamentals of Mathematics (MAT 099). MAT 099 helps students attain prerequisite computational proficiencies necessary to MAT 100. Successful completion of Introduction to College Success (ICS 100) is required of all students taking one or more PSSP courses. Exemptions are granted to students who have taken ICS 100 or a similar course before, juniors and seniors, and those whose ACT or placement scores exceed placement requirements for a developmental course. Campus involvement, service learning and personal/career goal setting are essential components of ICS 100.

Multiple resources guide holistic support for underprepared students. Embedded in the PSSP are the services of trained advisors and tutors, the use of the Academic Skills Center, tutoring in the Center for Teaching and Learning, and the Blaine S. Kern Library, as well as the services of the Thomas E. Chambers Counseling Center, the Office of Campus Ministry, and the Office of Student Life. Computer-assisted support (*LearningExpress*) provides PSSP participants with unlimited electronic access to study guides, practice exams, and academic tutorials designed to enhance student success in college. Critical thinking and active learning are components of all PSSP courses.

INTENDED STUDENT LEARNING OUTCOMES

Upon successful completion of corresponding PSSP courses, at least 70% of students should be able to:

1. Demonstrate the reading skills (REA 100) necessary to function successfully in a college-level social science course, as measured by a final semester grade of C or higher in HIS 101, HIS 102, HIS 201 or HIS 202;
2. Demonstrate the writing skills necessary (ENG 100) to function successfully in a college-level English composition course, as measured by a final semester grade of C or higher in ENG 101;

3. Demonstrate the mathematics skills necessary (MAT 100) to function successfully in college-level algebra as measured by a final semester grade of C or higher in MAT 105.
4. Demonstrate the prerequisite basic skills necessary (MAT 099) to function successfully in an introductory college algebra course, as measured by a final semester grade of C or higher in MAT 100.
5. Demonstrate the personal, technical, and social skills necessary (ICS 100) to function successfully in undergraduate college-level courses, as measured by a student engagement survey.

EVALUATION PROCEDURES

All students enrolled in PSSP courses receive mid-term grades in addition to final semester grades. Mid-term grades are intended represent the instructor's estimate of the student's progress at that point in time, not 50% of the final grade. Because attendance is an important element of success in developmental courses, attendance requirements are imbedded in the evaluation matrix used in each course. Students who fail a PSSP course due to excessive absences receive an FN, meaning failure due to absences, as a final grade. Students with low academic performance and/or too many absences are referred for early intervention and support prior to or during the mid-point of the semester. The final grades of students who do not fulfill the personal/career goal setting or campus involvement requirements of ICS 100 are reduced by one letter grade.

ACADEMIC CREDITS

Credit hours earned upon on successful completion of REA 100, ENG 100, MAT 100, and ICS 100 do not satisfy general education requirements but may be used as electives, where applicable. Successful completion is defined as earning a final semester grade of C or higher.

Credits earned upon successful completion of MAT 099 do not satisfy general education requirements and are not applicable to any program. Successful completion is defined as earning a final semester grade of P on a PASS/NO CREDIT scale. If a student fails MAT 099 a second time, the final grade is an F.

PLACEMENT PROCEDURES

Our Lady of Holy Cross College uses American College Test (ACT) subtest scores as criteria for placement in PSSP courses. Concordant COMPASS Placement subtest scores are used when ACT scores are unavailable. Students who score lower than sixteen on a subtest score are typically denied admission to the College. Students whose scores exceed requirements for placement may enroll at any time. The following table defines the **PSSP Course Placement Policy**.

WRITING SKILLS			
SUBTEST	Cut-Off Scores		COURSE RECOMMENDATIONS
	ACT	COMPASS	
English (ACT) Writing (COMPASS)	00-15	00-51	<i>Acceptance deferred. Applicant may seek outside instruction and re-apply and re-test after one semester.</i>
	16-17	52-67	ICS 100, ENG 100 required
	18-23	68-93	ENG 101; Also eligible to enroll in HIST 101,102, 201, 202 & SPE 101, as approved by advisor
	24-28	94-98	ENG 102 (ENG 101 exempted); also Eligible to enroll in HIST 101, 102, 201, 202 & SPE 101, as approved by advisor
	30+	99-100	ENG 101 & ENG 102 exempted
MATHEMATICS SKILLS: Multiple scores may result from COMPASS placement testing in mathematics. The score from the highest domain attempted is used to determine placement.			
Mathematics (ACT) Pre-Algebra (COMPASS)	00-15	00-21	<i>Acceptance deferred. Applicant may seek outside instruction and re-apply and re-test after one semester.</i>
	16-17	22-100	ICS 100, MAT 099* required
Mathematics (ACT) Algebra (COMPASS)	16-17	00-30	ICS 100, MAT 099* required
	18-19	31-41	ICS 100, MAT 100 required
	20-24	42-100	MAT 105; Also eligible to enroll in a science course, as approved by advisor
Mathematics (ACT) College Algebra (COMPASS)	20-24	0-100	MAT 105; Also eligible to enroll in a science course, as approved by advisor
Mathematics (ACT) Trigonometry (COMPASS)	25+	0-100	Enrollment in mathematics course Beyond MAT 105 (MAT 105 exempted), if needed and approved by advisor
READING SKILLS			
Reading (ACT/COMPASS)	00-15	00-71	<i>Acceptance deferred. Applicant may seek outside instruction and re-apply and re-test after one semester.</i>
	16-18	72-80	ICS 100, REA 100 required
	19-36	81-100	Eligible for HIST 101,102, 201, 202 & SPE 101, as approved by advisor

MAXIMUM NUMBER OF CREDITS

Students enrolled in PSSP courses may take a maximum of thirteen credit hours per semester.

REPEATING COURSES

Students may spend one semester or a maximum of two semesters in REA 100, ENG 100, ICS 100, MAT 100 or MAT 099. Courses repeated must be taken in the regular semester immediately following the first time they were taken. Students, who are unsuccessful in completing MAT 099 a second time, will receive a final semester grade of F. PSSP courses not successfully completed within the first two semesters on campus, or successfully repeated in the semester immediately following, place the student in academic suspension for one full year, including the summer term.

DROPPING PSSP COURSES

A student must obtain written approval from the PSSP director in order to drop a PSSP course.

BACHELOR OF ARTS THEOLOGY

Coordinator: Cory Hayes

The purpose of the study of theology at Our Lady of Holy Cross College is to expose the student to the wealth and depth of the Judeo-Christian tradition, in the context of Roman Catholic theology. Beginning in the Hebrew tradition of the Old Testament, Catholic theology reflects the faith and practice of the Church that is lived out in accordance with Sacred Scripture and Tradition, which is transmitted in and through the authentic teaching authority (i.e. Magisterium) of the Catholic Church.

By pursuing a major in Theology at Our Lady of Holy Cross College, a student is introduced to theological study and given the preparation necessary to continue to advanced theological studies.

The courses in Sacred Scripture, Catholic Faith and Doctrine, Worship and Sacraments, Morality, and other theological courses provide the necessary foundation for living out the gospel mandate of evangelization.

Student Outcomes of the Bachelor of Arts in Theology Program

Upon successful completion of the Bachelor of Arts in Theology Program, Theology majors should be able to:

1. demonstrate critical thinking;
2. demonstrate effective oral and written communication;
3. demonstrate a broad familiarity with the perennial norms of Christian faith in authentic and creative fidelity to the Catholic Tradition and the Church's teaching office (*magisterium*);
4. engage in successful theological research;
5. engage in sound moral decision-making and ethical analysis based upon the Catholic moral tradition;
6. demonstrate in writing formative growth in mind and heart.

Admission to the Bachelor of Arts in Theology Program

The Theology Program has an open enrollment policy; all students who are admitted to the College and who declare the major are entered. In order to continue in the Theology Program into the junior year (i.e. after completion of 59 credit hours and/or completion of the general education requirements), the student must achieve an acceptable score on the Educational Testing Service (ETS) PRAXIS I Pre-Professional Skills Assessment (PPST). This test is

divided into three sections assessing the general-education skills of reading, writing, and mathematics. Students who have achieved an ACT score of 22 or higher are exempted from the PPST.

The following scores are the minimum acceptable scores on the PPST for students who are not exempt:

Mathematics: 172
Reading: 174
Writing: 173

Students who do not score at these levels are required to take the following additional courses prior to the completion of their junior year (i.e. prior to completion of 89 semester hours):

Mathematics (PPST score below 172):	MAT 100	Developmental Algebra
Reading (PPST score below 174):	REA 100	Developmental Reading
Writing (PPST score below 173):	ENG 100	Developmental English

Requirements for Theology Major

A major in Theology can be earned by successfully completing a minimum of 12 courses (36 credits) and a senior thesis (6 credits) in Theology.

The program for Bachelor's Degree with a major in Theology is as follows:

General Education Requirements	54 semester hours
Major (Theology).....	42 semester hours
Philosophy.....	9 semester hours
General Electives	12 semester hours
Latin 101 and 102	6 semester hours
TOTAL	123 semester hours

**BACHELOR OF ARTS
THEOLOGY**

FRESHMAN

ENG 101	English Composition I	3
ENG 102	English Composition II.....	3
LAT 101	Elementary Latin I	3
HIS 101 or 102	History of Western Civilization I or II.....	3
MAT 105	College Algebra	3
PHI 101 or 206	Introduction to Philosophy or History of Philosophy.....	3
PHY/BIO	Physics/Biology Elective	4
SPE 101	Fundamentals of Public Speaking.....	3
THE 111	Principles and Methods of Theology	3
	General Elective.....	3
		(31)

SOPHOMORE

ENG	English Literature Elective	3
HIS 201-202	History of the United States I and II.....	6
MAT	Mathematics Elective (above MAT 105).....	3
PHI 207	Introduction to Logic and Critical Thinking.....	3
PHY/BIO	Physics/Biology Elective	4
LAT 102	Elementary Latin II.....	3
THE 200	Ecclesiology.....	3
THE 201	Christology.....	3
	Fine Arts/Humanities Elective	3
		(31)

JUNIOR

PHI 310	Thomistic Philosophy	3
PHI 230	Metaphysics	3
PHI 250	Knowledge and Truth	3
PSY/SOC	Psychology or Sociology Elective	3
THE 280	Catholic Moral Principles	3
THE 340	Liturgy.....	3
THE 360	Old Testament.....	3
THE 370	New Testament	3
THE 380	Catholic Theological Tradition.....	3
	Fine Arts/Humanities Elective	3
	Natural Sciences Elective	1
		(31)

SENIOR

PHI 305	Ethics and Value Theory.....	3
THE 304	Theological Anthropology.....	3
THE 341	Sacramental Theology	3

THE 405	Catholic Social Teaching	3
THE 410	Principles of Catechesis	3
THE 430	Senior Thesis I/Comprehensive Exam I	3
THE 431	Senior Thesis II/Comprehensive Exam II.....	3
	General Electives	9
		(30)
		Total: (124)

THEOLOGY SUMMARY

English	9	Mathematics.....	6
Fine Arts/Humanities Electives	6	Natural Sciences.....	9
Foreign Language	6	Philosophy.....	18
General Electives	12	Social Sciences.....	3
History.....	9	Speech.....	3
		Theology	42
			Total: (124)

REQUIRED COURSES FOR THEOLOGY MINOR

THE 101 or THE 111	Foundations of Catholicism or Principles and Methods of Theology	3
THE 200 or THE 201	Ecclesiology or Christology.....	3
THE 280 or THE 305	Catholic Moral Principles or Morality and Science	3
THE 340 or THE 341	Liturgy or Sacraments	3
THE 360	Old Testament.....	3
THE 370	New Testament	3
		Total: (18)

**BACHELOR OF ARTS
THEOLOGY
Concentration in Religious Education**

In addition to the traditional Theology degree, Our Lady of Holy Cross College offers a Theology degree with a major concentration in Education. This program combines the course of theological study with preparation for effective classroom teaching at the elementary and high school levels. This degree can be earned by successfully completing a minimum of 12 courses (36 credits) in Theology, Latin 101 and Latin 102 (6 credits), 4 courses (12 credits) in Education, 2 courses involving early experiences in Education (Instructional Strategies I and II – 9 credits) and the Practicum in Religion Teaching (6 credits).

By pursuing a Major in Theology with Concentration in Religious Education at Our Lady of Holy Cross College, a student is introduced to theological study with the preparation to employ their theological knowledge in ministry at the parish and school levels. Parish catechists and religious education teachers in Catholic Schools will acquire the necessary background in Theology for ministry in church and school.

Student Outcomes of the Bachelor of Arts in Theology with Concentration in Religious Education Program

Upon successful completion of the Bachelor of Arts in Theology with Concentration in Religious Education Program, Theology majors should be able to:

1. demonstrate critical thinking;
2. demonstrate effective oral and written communication;
3. demonstrate a broad familiarity with the perennial norms of Christian faith in authentic and creative fidelity to the Catholic Tradition and the Church's teaching office (*magisterium*);
4. engage in successful theological research;
5. engage in sound moral decision-making and ethical analysis based upon the Catholic moral tradition;
6. engage in effective catechesis and evangelization based upon sound educational principles, strategies and practices;
7. demonstrate in writing formative growth in mind and heart.

Admission to the Bachelor of Arts in Theology with Concentration in Religious Education Program

The Theology Program has an open enrollment policy; all students who are admitted to the College and who declare the major are entered. In order to continue in the Theology with Concentration in Religious Education Program into the junior year (i.e. after completion of 59 credit hours and/or completion of the general education requirements), the student must be admitted to the Education Department by being successfully admitted into EDU 305. The student must also achieve an acceptable score (see below) on the Educational Testing Service (ETS) PRAXIS I Pre-Professional Skills Assessment (PPST). This test is divided into three sections assessing the general-education skills of reading, writing, and mathematics. Students who have achieved an ACT score of 22 or higher are exempted from the PPST.

The following scores are the minimum acceptable scores on the PPST for students who are not exempt:

Mathematics: 172
 Reading: 174
 Writing: 173

Students who do not score at these levels are required to take the following additional courses prior to the completion of their junior year (i.e. prior to completion of 89 semester hours):

Mathematics (PPST score below 172): MAT 100 Developmental Algebra
 Reading (PPST score below 174): REA 100 Developmental Reading
 Writing (PPST score below 173): ENG 100 Developmental English

The program for the Bachelor’s Degree with a major in Theology and a concentration in Religious Education is as follows:

General Education Requirements	54 semester hours
Major (Theology).....	36 semester hours
Philosophy.....	19 semester hours
Latin 101 and 102	6 semester hours
Education	18 semester hours
TOTAL	123 semester hours

**BACHELOR OF ARTS
 THEOLOGY
 CONCENTRATION IN RELIGIOUS EDUCATION**

FRESHMAN

ENG 101	English Composition I	3
ENG 102	English Composition II.....	3
HIS 101	History of Western Civilization I.....	3

HIS 102	History of Western Civilization II	3
LAT 101	Elementary Latin I	3
MAT 105	College Algebra	3
PHY/BIO	Elective	4
THE 111	Principles and Methods of Theology	3
THE 200	Ecclesiology	3
THE 201	Christology.....	3
THE 280	Principles of Catholic Morality.....	3
		(34)

SOPHOMORE

EDU 202	Educational Psychology.....	3
EDU 309	Human Growth and Development (first semester)	3
EDU 311	Teaching Reading in the Content Area (second semester)	3
LAT 102	Elementary Latin II.....	3
PHI 207	Introduction to Logic and Critical Thinking.....	3
PHI 230	Metaphysics	3
PHY/BIO	Elective	4
PSY/SOC	Elective	3
SPE 101	Fundamentals of Public Speaking.....	3
THE 360	Old Testament.....	3
THE 370	New Testament	3
		(34)

JUNIOR

EDU 210	Admission into the Education Department (first semester).....	0
EDU 305	Curriculum and Instruction	4
EDU 306	Classroom Management (first semester only)	3
PHI 250	Knowledge and Truth	3
PHI 310	Thomistic Philosophy	3
THE 304	Theological Anthropology.....	3
THE 340	Liturgy.....	3
THE 341	Sacramental Theology	3
THE 380	Catholic Theological Tradition	3
THE 405	Catholic Social Teaching.....	3
THE 410	Principles of Catechesis.....	3
	Fine Arts/Humanities Elective.....	3
		(34)

SENIOR

	Natural Sciences Elective (first semester only)	1
EDU 310	Curriculum and Instruction (first semester only).....	5
ENG	English Literature Elective (first semester only)	3
MAT	Mathematics Elective (above MAT 105) (first semester only)	3
PHI 305	Ethics and Value Theory (first semester only)	3
THE 441	Practicum in Religion Teaching (second semester only).....	6
		(21)

THEOLOGY concentration RELIGIOUS EDUCATION SUMMARY

Education	21	Mathematics.....	6
English	9	Natural Sciences.....	9
Fine Arts/Humanities Electives	3	Philosophy.....	15
Foreign Languages.....	6	Social Sciences.....	3
History.....	6	Speech.....	3
		Theology	42
			Total: (123)

NOTE: EDU 202, 309, and 311 are prerequisites for EDU 210.

EDU 202, 306, 309, 311, and 210 are prerequisites for EDU 305.

Passage of PRAXIS I (PPST) is a requirement to take EDU 305.

EDU 305 is a prerequisite for EDU 310.

EDU 310 is a prerequisite for THE 441.

ALL THEOLOGY AND PHILOSOPHY COURSES MUST BE COMPLETED PRIOR TO ENROLLING IN THE 441.

Passage of a comprehensive theology exam is required to graduate from this program.

GRADUATE PROGRAM IN THEOLOGY

SCOPE AND PURPOSE

In keeping with the stated philosophy of Our Lady of Holy Cross College, the Graduate Program seeks to provide opportunities for intellectual, psychological, and spiritual growth to foster individuals' contributions within a pluralistic society. The Catholic heritage of the College and the Christian understanding of service are integral to the philosophy of the Graduate Program.

The Graduate Program is specifically designed to enhance the student's knowledge, skills, and attitudes in their chosen academic arenas and to prepare them to accept professional responsibilities. Success in the Graduate Program is based not only on completing the required course work but also on demonstrating competencies and attitudes appropriate to the profession. Whether they counsel, administer, or teach graduates of the Graduate Program of Our Lady of Holy Cross College promote holistic development of each individual and the spirit of justice that brings social equity and global harmony.

PHILOSOPHY OF THE GRADUATE PROGRAMS

The Graduate Program in Theology incorporates the Mission and Philosophy of the College into its their statement of Mission and Philosophy. The various programs nurture students into self-developing, competent professionals who can contribute to their communities both personally and professionally. The programs emphasize the whole person's development of spiritual, intellectual, cultural, and material values necessary to live responsibly, respect individuality, seek truth and peace, and foster justice in society. The programs emphasize the delivery of services through a sociocultural, systemic, developmental, wellness perspective. The Graduate Program implements its philosophy into its mission through measurable objectives for teaching, research, and public service.

OBJECTIVES

Teaching: The program prepares students from diverse backgrounds to become responsible professionals capable of delivering effective services in educational and community settings. Objectives for achieving the teaching mission of the programs are

1. to recruit, maintain, and matriculate culturally diverse students who have vocational goals that can be met in education and counseling occupations and who demonstrate the potential to contribute to their chosen profession;
2. to provide a curriculum that not only meets the requirements of national accreditation standards but also infuses a socio-cultural, systemic, developmental, and wellness perspective;
3. to provide the students with opportunities to apply theories to practice and to develop professionally through supervised on-the-job training experiences in a wide variety of educational and community settings;

4. to monitor students individually throughout their academic careers in order to promote both personal and professional development;
5. to foster students' identification as professionals through membership in professional associations and to encourage life-long learning in graduates by instilling awareness of continuing education needs and opportunities;
6. to reflect input from all persons involved in the conduct of the program, including program faculty, current and former students, and personnel in cooperating agencies.

Research: The program prepares students to become consumers of research and to apply appropriate methodology in the pursuit of graduate-level research. Objectives for achieving the research mission of the programs are:

1. to support students in their scholarly research through adequate resources and faculty mentoring;
2. to provide students with opportunities through action research to apply their knowledge and skills;
3. to monitor students throughout their programs of study in order to ensure quality performance;
4. to encourage the presentation and publication of research findings.

Public Service: The program prepares students from diverse backgrounds to become responsible professionals capable of contributing personally and professionally in local, state, and national settings. Objectives for achieving the public-service mission of the programs are:

1. to meet local societal needs through the provision of a counseling clinic as a community resource;
2. to ensure that students have opportunities for on-the-job training in facilities that address the concerns of culturally diverse persons who have limited economic resources;
3. to sponsor seminars, workshops, and institutes conducted by nationally known professionals who have special expertise to promote the continuing education of professionals in metropolitan New Orleans.

STUDENT OUTCOMES OF THE GRADUATE PROGRAM IN THEOLOGY

Upon successful completion of the Graduate Program in Theology, graduates should be able to:

1. practice sound processes of theological investigation into the perennial norms of Christian faith in authentic and creative fidelity to the Catholic Tradition and the Church's Magisterium;

2. demonstrate marked familiarity with Sacred Scripture and the following vital Catholic theological resources:

Documents of Vatican II and Postconciliar Documents

Documents of the Ecumenical Councils

Church Fathers of the East and West

Writings of John Paul II

Catechism of the Catholic Church

Classics of Catholic Theology and Spirituality

Sacred Liturgy

Contemporary Theological Insight

Christian Experience

3. demonstrate the ability to engage in critical theological thinking and discernment, especially in regard to current trends in theological speculation;
4. engage in fruitful and current dialogue regarding religion and ethics;
5. demonstrate the ability to evaluate societal trends and needs in the light of Catholic teaching;
6. understand Catholic magisterial pronouncements in regard to their authority and importance for the life of the Catholic faithful;
7. participate in doctoral-level theological programs.

NATURE OF GRADUATE WORK

Course work at the graduate level serves mainly as a guide to independent study. Students are expected to demonstrate knowledge, skills, and attitudes appropriate to their respective professions rather than to pass courses or simply comply with formal requirements. A portfolio containing descriptive, authentic, and reflective components is developed throughout the program and submitted prior to graduation. Graduate students are expected to exceed minimum requirements and assume responsibility in pursuing life-long learning that will best meet their professional needs.

DEGREE OFFERED

Master of Arts

Theology

GRADUATE ADMISSIONS

In accordance with Title VII of the Civil Rights Act and Title IX of the Education Amendments of 1972, the Graduate Program accepts applications for admission from students without regard to ethnicity, race, color, sex, age, disability status, or national origin.

ADMISSION PROCEDURES

Applicants must first be admitted to Graduate Studies by submitting the following:

1. a completed official application form with a written essay describing the student's career goals;
2. official transcripts for all prior undergraduate and graduate course work. Transcripts are sent from the institutions attended directly to the Office of Admissions and Student Affairs;
3. aptitude scores from the Graduate Record Examination (GRE). Test scores older than five years at the time of registration will not be accepted. Individuals who have completed a Master's degree from an accredited institution do not have to submit GRE scores;
4. at least three letters of recommendation written by people qualified to evaluate academic potential and personal and professional promise.

Additionally, applicants must be interviewed by members of the Graduate Council. The forms for application and letters of recommendation may be obtained from the Office of Admissions and Student Affairs. The application must be accompanied by a one-time, non-refundable application fee.

ACADEMIC REQUIREMENTS

Admission to Graduate Studies at Our Lady of Holy Cross College is based on the evaluation of the applicants' personal, professional, and academic records by the Graduate Council. The College recruits qualified applicants from diverse sociocultural backgrounds who display professional promise, intellectual achievement, personal character, and educational commitment. At a minimum, applicants are expected to have the following academic qualifications:

1. a baccalaureate degree from a university or college approved by a recognized regional accrediting agency in the United States or proof of equivalent training at a foreign university;
2. a record of undergraduate study that would be predictive of success in graduate studies;
3. satisfactory academic standing at the last university or college attended;
4. completion of the Graduate Record Exam (GRE). Test scores must meet the following minimum standards or be retaken. The GRE minimum is a score of not less than 800 in any of the three areas.

STAGES OF ADMISSION

STAGE ONE: PROVISIONAL ADMISSION TO THE COLLEGE

Beginning candidates possessing an undergraduate degree from an accredited college or university may take a maximum of 6 hours of graduate credit at Our Lady of Holy Cross College on a provisional basis. Provisional basis constitutes the following conditions.

- A minimum 3.0 undergraduate grade-point average is recommended to take graduate course work.
- Once the application is completed and the fee is paid, a candidate may take a maximum of six hours of graduate work.
- The provisional basis does not guarantee admission into any of the graduate programs.
- Beginning candidates must attend the graduate orientation (One is held in the fall and one is held in the spring.).
- No candidate may register for the next semester until his/her graduate admission criteria are completed.
- Provisional admission is limited to one semester.

STAGE TWO: CONDITIONAL ADMISSION TO GRADUATE PROGRAM

Candidates cannot take more than 6 hours until they have been conditionally accepted into the graduate program. In order to be conditionally accepted, candidates must meet the following conditions.

- The graduate admission criteria must be completed. Please refer to the criteria listed above.

Note: All parts of the admissions criteria must be processed through the Our Lady of Holy Cross College Office of Admissions and Student Affairs.

Deadlines to complete the graduate application package are

July 15	for Fall Registration
October 15	for Spring Registration
March 15	for Summer Registration

- Once the admission criteria are completed, the candidate must be interviewed by the coordinator/director of the graduate program. A writing sample is part of the interview process. Graduate Theology applicants should submit their goal statement prior to the

interview. Applicants can receive information regarding the interview process and the written statement from the program coordinators.

- Candidates will be notified in writing by the graduate coordinator/director regarding the results of their admission status. Those who are accepted for conditional acceptance will be allowed to register for the next semester. Those who are not conditionally accepted will not be allowed to continue graduate studies at Our Lady of Holy Cross College.

STAGE THREE: UNCONDITIONAL ACCEPTANCE TO GRADUATE PROGRAM

Candidates remain in a conditional status until they are accepted for candidacy. Each graduate program determines its criteria for candidacy. However, in all programs candidacy is primarily determined through academic achievement in graduate classes and demonstration of appropriate dispositions. See Graduate Handbook for candidacy requirements in a specific program.

FOREIGN AND ESL STUDENTS

A foreign or ESL (English as a Second Language) applicant must present evidence of satisfactory proficiency in the reading, writing, and speaking of English. The applicant may do so by presenting a satisfactory score on the Test of English as a Foreign Language (TOEFL), normally 500. For information about TOEFL, the applicant should write to TOEFL, 1755 Massachusetts Avenue, N.W., Washington, DC 20036 or visit www.ets.org/toefl/index.html. A foreign applicant is also required to take the Graduate Record Examination.

LETTER OF GOOD STANDING

Students enrolled in graduate programs at other institutions who wish to register for transfer credit must submit a letter of good standing and will not be required to submit complete transcripts. The letter of good standing must come from the dean of the student's graduate school.

COURSE LOAD

To be classified as a full-time graduate student, one must register for at least 9 credit hours in a regular semester and at least 6 credit hours in a summer term. An overload of 3 semester hours may be approved by the Department Chair.

GRADE-POINT REQUIREMENTS

An overall grade point average of 3.0 or higher on a 4.0 scale is required for the maintenance of good standing in the graduate program. Passing grades for graduate students are A, B, and C. However, a maximum of two grades of C may be applied to a program of study. A graduate student who obtains a D or lower in any course is automatically placed on probationary status and must repeat the course. Status will be allowed to repeat a course only once and the course must be repeated at Our Lady of Holy Cross College. The student's status is then subject to review by the Graduate Council.

Students whose semester average in course work is below 3.0 are placed on probationary status and are not allowed to register for more than six semester hours during the following semester. To be removed from probationary status, the graduate student must complete 6 semester hours with an earned grade not less than B and a cumulative grade point average of 3.0 at the end of those 6 hours. If the graduate student on probation for falling below a 3.0 overall grade point average is unable to remedy the deficient overall grade point average at the end of 6 semester hours of the probationary period, the student will be dropped from the graduate program.

Subject to the review of the Graduate Council, students may be dropped from the program for factors other than grade point average without having a probationary period. Status is then determined by the Graduate Council. The student may appeal decisions of the Graduate Council by submitting a written appeal to the Vice President and Dean for Academic Affairs.

TIME LIMIT

A maximum of 5 years from the first semester attended is allowed in order to complete the requirement for the Graduate Programs.

If the time-limit is exceeded, the graduate student must apply for re-admission and document in writing the reason(s) for a need of extension. Re-admission does not qualify the applicant to begin anew the five year requirement.

STUDENT RESPONSIBILITY

Each student is responsible for developing and maintaining a portfolio throughout the graduate program and meeting all pertinent requirements and regulations for the successful completion of the Master's Degree. Students should become familiar with this section of the Catalog, the *Graduate Student Handbook*, and the offerings and requirements of their areas of specialization.

REQUIREMENTS FOR GRADUATION

A minimum of 36 semester hours is required for the Master of Arts in Theology.

TRANSFER CREDITS

A maximum of 9 semester hours may be transferred from a regionally accredited institution for the Master of Arts Theology Program. Approval of all transfer credits must be obtained from the Department Chair. These courses must be verified by an official transcript from the institution where the courses were taken. Graduate credit is not awarded for portfolio-based experiential learning. Only courses taken within the past five years may be transferred.

MAJOR ADVISOR

Each student, upon admission to the Graduate Program, is assigned a major advisor. The major advisor is usually assigned before the student's first registration and aids the student in the

development of the individual graduate program. If reassignment of a major advisor is necessary, the reassignment is made by the Department Chair in cooperation with the student.

PROGRAM OF STUDY

The student works closely with the major advisor to develop a program of study that outlines the courses to be taken toward the Master's degree. The program is designed to meet both the goals and objectives for graduate study of the student and of the institution. The planned program of study must be completed before the student has been admitted to candidacy, and it must be approved by the student's major advisor and the Department Chair. Changes in the program of study can be made only with the approval of the major advisor and the Department Chair.

APPLICATION FOR INTERNSHIP

The semester prior to beginning the internship, each graduate student must apply for and may plan the supervised internship experience with the internship coordinator. Only one course may be taken during each semester of internship. The student must make formal application according to the stated published timelines in the *Graduate Student Handbook*.

ADVISORY COMMITTEE

The Program Coordinator, along with two other graduate faculty members, reads and evaluates the candidate's final assessment. It is the responsibility of the Program Coordinator to appoint this Advisory Committee and to implement the final assessment process. Prior to defending the final assessment requirements, the student, in consultation with his/her chairperson, selects at least two other members of the Graduate Faculty to serve on his/her committee. At least one member of the Advisory Committee must be from an area outside the student's area of specialization.

THESIS/MANUSCRIPT/COMPREHENSIVE EXAMINATION

Students are required to demonstrate readiness for graduation by developing a cumulative product at the final stage of the Master's program. A research thesis or apostolic assessment is required in graduate program in Theology. A thesis may be written with approval of the Program Coordinator for Theology. The thesis is written in the style approved by the Graduate Council.

APPLICATION FOR GRADUATION

The requirements for graduation, as outlined by Our Lady of Holy Cross College, must be followed. Applications are available in the Office of the Registrar.

COMMENCEMENT

Upon successful completion of course work, practicum/internship, and of the final assessment applied research defense or the comprehensive examination, the student is expected to attend

commencement exercises. Students are required to earn a minimum grade of B in all practicum, internship, thesis, and apostolic assessments. If a student should fail to earn a minimum grade of B, he/she is required to repeat the course.

FINANCIAL AID

There are several aid programs for which graduate students may apply:

◆ **Graduate Assistantship**

Graduate Assistantships are awarded to students who give evidence of maturity and academic commitment. A full-time assistantship award provides a stipend per semester in exchange for twenty hours of work per week. A half-time assistantship award provides a stipend in exchange for ten hours of work per week. Applications are submitted during the semester prior to the assistantship appointment. International students are awarded tuition waivers for the full amount of the assistantship with no stipends being given.

◆ **Graduate Scholarships**

Scholarships for graduate students are available through the Office of Admissions and Student Affairs.

Information about other loan options may be obtained from the Office of Admissions and Student Affairs.

MASTER OF ARTS IN THEOLOGY

THE 600	Fundamental Theology	3
THE 602	Eucharistic Theology	3
THE 604	Christology.....	3
THE 610	Ecclesiology.....	3
THE 615	Mariology.....	3
THE 620	Christian Anthropology	3
THE 625	Biblical Theology	3
THE 630*	Moral Theology I.....	3
THE 635	Trinity and Eschatology.....	3
THE 640	Moral Theology II.....	3
THE 650	Liturgy and Sacraments	3
THE 706 or	Research Thesis or	
THE 707 or	Apostolic Assessment	
THE 708	Comprehensive Examination.....	3
	Total: (36)	

*THE 630 is a prerequisite for THE 640

Welcome to the Division of Professional Studies

The Division of Professional Studies offers exciting majors in nursing, allied health, education, counseling/behavioral sciences, and the world of business. Our highly skilled faculty is made up of dedicated individuals who will assist in providing you with the knowledge you need to succeed in the workforce. In addition to the personal attention we provide our students, we are especially proud that the majority of our professors possess real-world experience within their fields. This means our students' skill set is enhanced with first-hand knowledge that can only be gained while working on the "front lines."

Come explore The Division of Professional Studies and take a look at the exciting courses we have to offer – courses that are the stepping stones to an exciting career and a fulfilling life.

The administration, faculty, and staff of the Division of Professional Studies welcome you. Please know that my office is always open to you.

Please be reminded that admission to some areas of study could be on a competitive basis.

My best to you,

Patricia M. Prechter

Patricia M. Prechter, R.N., M.S.N., Ed.D.
Associate Dean of Professional Studies;
Chair of the Department of Nursing and Allied Health

[Department of Business Administration](#)

[Department of Counseling and Behavioral Sciences](#)

[Department of Education](#)

[Department of Nursing and Allied Health](#)

BUSINESS ADMINISTRATION DEPARTMENT

Chair: Dr. Lawrence Audler

DESCRIPTION OF PROGRAM

The curricula in Business Administration generally adhere to the curriculum standards promulgated by the American Assembly of Collegiate Schools of Business, which emphasize a broad education as the best preparation for positions carrying managerial or executive responsibilities. All programs concentrate in the freshman and sophomore years on a general curriculum drawn from the basic arts and sciences, with professional courses concentrated in the junior and senior years. The purpose of the arts and sciences background is to provide students with the foundation upon which they may build a mastery of the behavioral, descriptive, environmental, and quantitative elements of professional course work. The general purpose of all business curricula is to provide a broad common body of knowledge in business administration. All of the business programs are certified by the International Assembly for Collegiate Business Education.

MISSION STATEMENT

The Business Department contributes to the Our Lady of Holy Cross College mission by providing its students with a quality education that prepares them to assume successful professional careers in a dynamic global environment. An emphasis is placed on theoretical knowledge reinforced with practical application in the areas of technological innovations, communication skills, ethical decision making, critical thinking, acceptable management practices, and Catholic values.

The Business Department supports the College in fulfilling its mission of educating the minds and the hearts of students through dedicated service and innovative instruction methods. The department strives to foster an environment for students and graduates that is conducive to procuring successful job placement and career development.

OBJECTIVES

The specific objectives of the business administration program are to:

- equip students for entry-level professional positions in private and public enterprise, as well as for eventual managerial and executive responsibilities;
- provide a sound academic exposure to all business functions to persons already employed;
- prepare students for subsequent graduate studies in business or other disciplines;
- advance business as a profession and to foster successful and ethical practice in private and public enterprise.

STUDENT OUTCOMES OF THE BUSINESS ADMINISTRATION PROGRAM

Upon successful completion of the Business Administration Program, students should be able to:

- recall essential factual information in their chosen curriculum;
- read, understand and critique standard reference works and professional periodicals in the area of concentration of their chosen curriculum;
- assess critically theories and trends in the area of concentration of their chosen curriculum;
- practice professional business and economic skills;
- demonstrate the ability to engage in critical thinking, decision making, and independent judgment in the area of concentration of their chosen curriculum;
- practice leadership skills in collaboration with members of the business and economics professions;
- accept ethical responsibility and accountability for professional decisions, actions, and their consequences.

ADMISSION REQUIREMENTS

Admission to the degree programs in the Business Department is based upon:

- successful completion of the Level 1 designated core curriculum courses in their freshman and sophomore years;
- attainment of a minimum overall grade point average of 2.0;
- attainment of a minimum grade point average of 2.5 in all business classes during the freshman and sophomore years;
- attainment of a successful score on Level 2 entrance examination;
- formal application for admission to the Department of Business Administration to the department chair;
- three letters of recommendation.

Admission to the Business Administration Degree program is competitive. Due to the use of objective criteria in processing applications, attainment of minimum admission requirements does not ensure admission to the Business Administration Degree program. All students applying for entry into the program must take an entrance exam to the Level 2 Division and meet with the

department chair to discuss their plans regarding their business education. The Level 2 Division entrance exam may be taken only after completing 45 hours in courses required for the Business Administration degree. Courses numbered 300 and above cannot be taken until the Level 2 entrance exam is taken and the student is admitted into the Senior Level. Any variance requires permission of the Chair of the Business Administration Department.

DEGREE OFFERED

The degree offered in the Business Administration Department is a Bachelor of Science in Business Administration. In addition, the student may optionally choose from one of the following concentrations:

Accounting
Management
Marketing
Organizational Management

DEGREE REQUIREMENTS

The degree of Bachelor of Science in Business Administration is conferred upon students who:

- complete an approved program of study with a 2.0 cumulative grade point average;
- attain a 2.5 grade point average in professional course work;
- earn a minimum grade of C in all courses pertaining to the major course of study;
- achieve the designated score on the exit exam.

CURRICULA

All Business Administration students receive a Bachelor of Science Degree in Business Administration. Students may choose an area of concentration or may choose to pursue the Business Administration degree with no area of concentration. Concentrations are earned by successfully completing 12 semester hours of advanced course work in an area of concentration. Concentrations are offered in accounting, computer information systems, management, and marketing.

The Business Administration curriculum provides a broad exposure to all functions of business, a necessary requirement for a successful professional career. The world of business is becoming increasingly complex, interactive, and internationalized. Thus the narrowly trained functional specialist is fast being replaced by the broadly educated generalist. Students planning to enter graduate school are advised to enroll in calculus.

Accounting Concentration

The accounting curriculum is designed to prepare students for positions and careers in public, private, and governmental accounting. The study of accounting provides the business student with the best possible credentials to serve the needs of today's world of commerce. Students completing this concentration are prepared in the foundations of the profession and can build upon the course requirements for graduate study in business, accounting, or law.

The Business Administration degree program requires 128 credit hours for completion. One hundred and fifty credit hours are required to sit for the Certified Public Accountants Examination in the State of Louisiana. Specific required courses are included in this program. Students who plan to sit for the exam in another state should inform themselves of the requirements in that state. The Business Administration Department offers continuing education classes designed to meet the course and credit hour requirements of the State of Louisiana and further prepare the student for successfully completing the CPA exam.

Management Concentration

The curriculum in management provides the business student with an extension or concentration beyond the basic functions of the general business administration principles. This curriculum meets the special demands and topics relevant to the professional manager's individual and corporate responsibilities. In addition to the required fundamental management courses, the student is afforded the opportunity to select additional management electives for special concentration or interest.

Marketing Concentration

Marketing interest and demands are now considered to be essential to every entity in today's world of business. Special emphasis is placed on the needs and understanding of those demands and requirements through this discipline. Understanding the complexities of the impact of marketing upon the profitability of the business entity is the primary objective of this curriculum. The student is directed within this curriculum to develop the skills necessary for positions in the marketing profession.

Organizational Management

The Bachelor of Science in Business Administration (BS) with concentration in Organizational Management is designed to serve the educational needs of the non-traditional learner and working adult age 23 and older.

This program enables adult enrollees to complete course work for a college degree at times most convenient to them: evenings and on the weekends. Students will complete courses in management, legal and ethical issues in business management, organizational management, human development and behavior, communication skills, business law, evaluation and analysis of operational management strategies. Students will use real case studies and scenarios to apply course material to actual businesses and non-profit agencies.

Requirements for Admission:

Students interested in pursuing the BS in Organizational Management are admitted to the Our Lady of Holy Cross College in the same manner used to admit any other transfer student. The admission steps are listed below:

- Must be admitted to OLHCC.
- Must be 23 years of age and older.
- Must have earned an Associate of Arts or Associate of Science Degree from an accredited institution or must have two years of prior college work with at least 60 semester hours of college credits with grade “C” and above.
- Must have GPA of at least 2.00.
- Must be employed or have had significant work experience.

Conditional admission is possible. To be admitted under the conditional category, the candidate must have minimum of 54 semester hours along with the compensating qualities in the field of Management (5 and more year experience in managerial work). Admission must be approved by the program’s admission committee. More information may be obtained by calling to the Business Administration Department.

CLASS SCHEDULES

Required business classes are normally offered in the semesters as listed below. In addition, the classes may be offered in other semesters if circumstances permit.

Students are cautioned to register for required courses in the years and semesters listed below. Failing to do so may create a scheduling conflict in a subsequent semester which could delay graduation.

Business Administration Level 1
Freshman – Fall

BIO	Biological Science Elective	4
BUS 218	Introduction to Business	3
ENG 101	English Composition I	3
FNA/MUS/ART	Fine Art Elective	3
THE	Theology Elective	3
		16

Freshman – Spring

CIS 111	Intermediate Computer Literacy	3
ENG 102	English Composition II	3
PHI 207	Introduction to Logic and Critical Thinking.....	3
MAT105	College Algebra	3
PSY 101 or	General Psychology or	
SOC 101	Introduction to Sociology	3
SPE 101	Fundamentals of Public Speaking.....	3
		18

Sophomore – Fall

BUS 205	Principles of Accounting I	3
BUS 251	Principles of Management	3
ECO 201	Principles of Economics I	3
HIS 201	History of the United States I.....	3
MAT215	Finite Mathematics.....	3
		15

Sophomore – Spring

BUS 206	Principles of Accounting II.....	3
BUS 252	Principles of Marketing.....	3
ECO 202	Principles of Economics II.....	3
CHE/ESC/PHY	Physical Science Elective	4
HIS 202	History of the United States II	3
		16

Testing will be in February of the Sophomore year for entrance into Level 2 of the Business Administration program.

Business Administration – Level 2

Junior – Fall

BUS 301	Business and Economic Statistics I.....	3
BUS 311	Principles of Business Finance	3
BUS 327	Business Communication Skills	3
BUS	BUS/CIS/ECO Elective at the 300 Level	3
ENG	Literature Elective.....	3
		15

Junior – Spring

BUS 302	Business and Economic Statistics II	3
BUS 307	Managerial Accounting.....	3
BUS/CIS/ECO	Electives at the 300 Level	6
PHI	Philosophy Elective	3
	Natural Science Elective	1
		16

Senior – Fall

BUS 401	Business Law I.....	3
BUS 416	Organizational Behavior	3
BUS 462	Internship	3
BUS/CIS/ECO	Elective at the 300 or 400 Level	3
	General Elective.....	3
		15

Senior – Spring

BUS 409	Business and Society.....	3
BUS 411	Decision Making.....	1
BUS 414	Business Policy and Problems	3
BUS/CIS/ECO	Elective at the 300 or 400 Level	3
THE	Theology Elective	3
	General Elective.....	3
		16
TOTAL		127

Concentrations

Students who select a concentration should substitute the classes listed below in place of business electives (15 hours available) and/or general electives (9 hours available).

Concentration in Accounting

BUS 314-315	Intermediate Accounting I & II	6
BUS 319	Tax Accounting I	3
BUS 406-407	Advanced Accounting I & II	6

Concentration in Management

BUS 309	Personnel Management	3
BUS 312	Physical Distribution and Logistics	3
BUS 402	Business Law II	3
BUS 405	Production Operations Management	3
BUS 408	Financial Management	3
ECO 404	Managerial Economics	3

Concentration in Marketing

BUS 312	Physical Distribution and Logistics	3
BUS 313	Principles of Advertising	3
BUS 321	Consumer Behavior	3
BUS 325	Marketing Research	3
BUS 326	Salesmanship	3
BUS 377	Marketing Management	3

Concentration in Organizational Management

MGT 300	Transition through Adult Life	1
MGT 301	Principles of Management	3
MGT 302	Ethical Issues of Business	3
MGT 303	Human Resource Management	3
MGT 305	Entrepreneurship	3
MGT 307	Business Communications	3
MGT 309	Marketing Management	3
MGT 311	Applied Business Statistics	3
MGT 312	Foundations of Economics	3

MGT 403	Business Law/Legal Aspects of the Business	3
MGT 405	Managerial Economics	3
MGT 406	Managerial Finance	3
MGT 409	Operations Management	3
MGT 414	Accounting for Managers	3
MGT 417	Organizational Behavior	3
MGT 418	Strategic Management	3
MGT 420	Senior Capstone Project 1	2
MGT 421	Senior Capstone Project 2	1
MGT 458	International Management	3

STUDENTS TAKING THE CPA EXAM

A student planning to take the Certified Public Accountant (CPA) examination must be aware that 150 credit hours are required to sit for the Certified Public Accountants Examination in the State of Louisiana. In addition to the number of hours, specific college level courses are required. The Accounting Concentration, Business Administration degree program requires 128 credit hours for completion. Students who plan to sit for the exam should inform themselves of the state requirements for the exam in any state, including Louisiana, in which they plan to take the exam. The Business Administration Department offers classes designed to meet the course and credit hour requirements of the State of Louisiana and further prepare the student for successfully completing the CPA exam. A student may take these courses either before or after they graduate with a Business Administration Degree. Note that additional courses may be necessary for those students graduating with Business Administration degrees without a concentration in accounting. For assistance in planning to take the CPA exam, students are encouraged to talk with their advisor or the Chair of the Business Administration Department.

The following additional courses are recommended for those students who plan to sit for the CPA examination:

BUS 318	Cost Accounting	3
BUS 320	Tax Accounting II	3
BUS 375	Accounting Information Systems	3
BUS 402	Business Law II	3
BUS 404	Auditing	3
Electives	General or Business Electives	7

DEPARTMENT OF COUNSELING AND BEHAVIORAL SCIENCES

DESCRIPTION OF PROGRAMS

Chair: Dr. Carolyn White

The Department of Counseling and Behavioral Sciences offers Bachelor of Science degrees in Addiction Counseling, Applied Behavioral Science, Psychology, and Social Counseling and a Master of Arts degree in Counseling with concentrations in Clinical Mental Health Counseling, Marriage and Family Counseling, and School Counseling. In addition, we offer an Early Entry program in Counseling which allows students who desire a graduate degree in Counseling to enter the graduate program in Counseling during what would be their senior year of Baccalaureate Studies.

MISSION STATEMENT

The Counseling and Behavioral Sciences Department supports the mission of Our Lady of Holy Cross College. The department's faculty strives to insure that our students have a foundation in the general education offerings and through the content courses in behavioral sciences. Our individual mission is to impact social change within specific professional areas of practice as well as within American social systems. To accomplish this, the behavioral sciences faculty provides highly relevant coursework to the students in our program. Graduates of the department are able to implement our mission by applying academic knowledge and expertise in a variety of institutional, agency, community, and educational settings.

OBJECTIVES

The specific objectives of the Counseling and Behavioral Sciences program are to:

1. prepare students for entry level positions in the field of behavioral sciences;
2. provide students with an interdisciplinary knowledge base;
3. enable students to learn through a wide variety of experiences across the field of Counseling and Behavioral Sciences;
4. prepare students to be successful in graduate school in their major concentration.

STUDENT OUTCOMES

Upon successful completion of a degree in the areas of Counseling and Behavioral Sciences, students should be able to:

1. master the general education requirements;
2. understand and put into practice the mission of the college;

3. identify the foundations of the field of behavioral sciences;
4. understand the history, philosophy, and trends in the behavioral science disciplines;
5. understand a variety of models related to the behavioral sciences;
6. understand the ethical considerations related to the behavioral science disciplines;
7. pursue post-baccalaureate studies in the behavioral sciences;
8. assist individuals to function responsibly and effectively as they go through life;
9. implement the mission by applying academic knowledge and expertise in a variety of institutional, agency, community, and educational settings.

ADMISSIONS

Students who seek to enter a degree program in the Counseling and Behavioral Sciences Department must have:

1. successfully completed all of the core curriculum courses in their freshman and sophomore years;
2. attained a minimum overall grade point average of 2.0;
3. attained a minimum grade point average of 2.5 in all behavioral sciences classes.

DEGREE REQUIREMENTS

The degrees of Bachelor of Sciences in Addiction Counseling, Applied Behavioral Sciences, Psychology, and Social Counseling are conferred upon students who complete an approved program of study with a 2.0 cumulative grade point average and a 2.5 grade point average in professional course work. A minimum grade of C must be earned for all courses pertaining to the major course of study in each degree program.

DEGREES OFFERED

Associate of Science
Addictions Counseling
Juvenile Counseling

Bachelor of Science
Addiction Counseling
Applied Behavioral Sciences
Psychology
Social Counseling

ASSOCIATE OF SCIENCE IN ADDICTION COUNSELING*

FRESHMAN

BIO 101	General Biology	4
COU 206	Counseling Ethics	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
HIS	History Elective	3
MAT 105	College Algebra	3
PHI	Philosophy Elective	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
SPE 101	Fundamentals of Public Speaking.....	3
THE	Theology Elective	3
		(32)

SOPHOMORE

COU 202	Introduction to Addictive Behavior	3
COU 307	Addictions Counseling.....	3
COU 318	Interviewing and Counseling	3
COU 320	Recovery Counseling.....	3
COU 409	Field Work I.....	3
COU 411	Field Work II.....	3
COU 402	Advanced Studies in Addictions.....	3
FNA/MUS/ART	Fine Arts Elective	3
	General Electives	9
		(33)

Total (65)

*A maximum of 1/4 of the total hours is transferable from other institutions, provided all other requirements are satisfied.

ASSOCIATION DEGREE IN ADDICTIONS COUNSELING SUMMARY

Counseling	22	Philosophy	3
English	6	Psychology	3
Fine Arts, Music, or Art	3	Sociology	3
History	3	Speech	3
Mathematics	3	Theology	3
Natural Sciences	4	General Electives	9
			Total (65)

ASSOCIATE OF SCIENCE IN JUVENILE COUNSELING*

FRESHMAN

BIO 101	General Biology	4
COU 206	Counseling Ethics	1
ENG 101	English Composition I	3
ENG 102	English Composition II.....	3
HIS	History Elective	3
MAT 105	College Algebra	3
PHI	Philosophy Elective	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
SPE 101	Fundamentals of Public Speaking.....	3
THE	Theology Elective	3
		(32)

SOPHOMORE

COU 202	Introduction to Addictive Behaviors.....	3
COU 305	Juvenile Delinquency.....	3
COU 318	Interviewing and Counseling.....	3
COU 409	Field Work I.....	3
COU 411	Field Work II.....	3
FNA/MUS/ART	Fine Arts Elective	3
PSY 303	Adolescent Psychology.....	3
PSY 405	Abnormal Psychology.....	3
	General Electives	9
		(33)

Total (65)

*A maximum of 1/4 of the total hours is transferable from other institutions, provided all other requirements are satisfied.

ASSOCIATION DEGREE IN JUVENILE COUNSELING SUMMARY

Counseling	16	Philosophy	3
English	6	Psychology	9
Fine Arts, Music, or Art	3	Sociology	3
History	3	Speech	3
Mathematics	3	Theology	3
Natural Sciences	4	General Electives	9
		Total (65)	

**BACHELOR OF SCIENCE
ADDICTION COUNSELING**

FRESHMAN

BIO 101	General Biology	4
ENG 101	English Composition I	3
ENG 102	English Composition II	3
HIS	History Elective	3
MAT 105	College Algebra	3
PHI	Philosophy Elective	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
SPE 101	Fundamentals of Public Speaking	3
	General Elective	3
		(31)

SOPHOMORE

BIO 291	Stress Management	1
COU 202	Introduction to Addictive Behaviors	3
COU 206	Counseling Ethics	1
ENG	Literature Elective	3
FNA/MUS/ART	Elective	3
HIS	History Elective	3
MAT 160	Introduction to Statistics	3
PHI	Philosophy Elective	3
THE	Theology Electives	6
	Natural Science Elective	4
		(30)

JUNIOR

COU 305	Juvenile Delinquency	3
COU 307	Addictions Counseling	3
COU 318	Interviewing and Counseling	3
COU 320	Recovery Counseling	3
COU 350	Sexual Trauma	3
PSY 307	Crisis Intervention	3
PSY 402	Human Sexuality	3
	General Electives	12
		(33)

SENIOR

COU 402	Advanced Studies in Chemical Dependency	3
COU 408	Advanced Interviewing and Counseling.....	3
COU 409	Field Work I.....	3
COU 411	Field Work II.....	3
COU/PSY	Counseling or Psychology Elective	6
PSY 405	Abnormal Psychology.....	3
	General Electives	12
		(33)

Total: (127)

ADDICTION COUNSELING SUMMARY

Counseling	34	Philosophy.....	6
English	9	Psychology.....	15
Fine Arts, Music, or Art.....	3	Sociology	3
History.....	6	Speech.....	3
Mathematics.....	6	Theology	6
Natural Sciences.....	9	General Electives	27

Total (127)

**BACHELOR OF SCIENCE
APPLIED BEHAVIORAL SCIENCES**

FRESHMAN

BIO 101	General Biology	4
ENG 101	English Composition I	3
ENG 102	English Composition II	3
HIS	History Elective	3
MAT 105	College Algebra	3
PHI	Philosophy Elective	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
SPE 101	Fundamentals of Public Speaking	3
	General Elective	3
		(31)

SOPHOMORE

BIO 291	Stress Management	1
CJU 100	Introduction to Criminal Justice	3
CJU 200	Criminal Investigation	3
ENG	Literature Elective	3
FNA/MUS/ART	Elective	3
HIS	History Elective	3
MAT 160	Introduction to Statistics	3
	Natural Science Elective	4
PHI	Philosophy Elective	3
THE	Theology Electives	6
		(32)

JUNIOR

CJU 350	Criminology	3
CJU	Criminal Justice Elective	3
HIS	History Elective	3
PSY 307	Crisis Intervention	3
PSY 310	Social Psychology	3
PSY 340	Human Growth and Development	3
PSY	Psychology Electives (300 level or above)	6
SOC 301	Social Problems	3
	General Electives	6
		(33)

SENIOR

COU 408	Advanced Interviewing and Counseling.....	3
PSY 405	Abnormal Psychology.....	3
PSY	Psychology Electives (300 level or above).....	6
	General Electives	18
		(30)

Total (126)

APPLIED BEHAVIORAL SCIENCES SUMMARY

Counseling	3	Philosophy	6
Criminal Justice	12	Psychology	27
English	9	Sociology	6
Fine Arts, Music, or Art	3	Speech	3
History	9	Theology	6
Mathematics	6	General Electives	27
Natural Sciences	9		

Total (126)

**BACHELOR OF SCIENCE
PSYCHOLOGY**

FRESHMAN

BIO 101	General Biology	4
ENG 101	English Composition I	3
ENG 102	English Composition II	3
HIS	History Elective	3
MAT 105	College Algebra	3
PHI	Philosophy Elective	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
SPE 101	Fundamentals of Public Speaking	3
	General Elective	3
		(31)

SOPHOMORE

ENG	Literature Elective	3
FNA/MUS/ART	Elective	3
HIS	History Elective	3
MAT 160	Introduction to Statistics	3
PHI	Philosophy Elective	3
THE	Theology Electives	6
	Natural Science Elective	5
	General Elective	6
		(32)

JUNIOR

COU 350	Sexual Trauma	3
COU/SOC	Counseling or Sociology Elective (300 level or above)	3
PSY 310	Social Psychology	3
PSY 340	Human Growth and Development	3
PSY 350	Psychology of Learning	3
PSY 402	Human Sexuality	3
PSY	Psychology Electives (300 level or above)	6
	General Electives	9
		(33)

SENIOR

COU 408	Advanced Interviewing and Counseling.....	3
PSY 405	Abnormal Psychology.....	3
PSY 407	Death and Dying.....	3
PSY 413	History and Systems of Psychology.....	3
PSY 415	Psychological Tests and Measurements.....	3
PSY 490	Research.....	3
PSY	Psychology Electives (300 level or above).....	3
	General Electives.....	10
		(31)

Total (127)

PSYCHOLOGY SUMMARY

Counseling.....	6	Psychology.....	39
English.....	9	Sociology.....	3
Fine Arts, Music, or Art.....	3	Speech.....	3
History.....	6	Theology.....	6
Mathematics.....	6	Counseling or Sociology Electives.....	3
Natural Sciences.....	9	General Electives.....	28
Philosophy.....	6		

Total (127)

**BACHELOR OF SCIENCE
SOCIAL COUNSELING**

FRESHMAN

BIO 101	General Biology	4
ENG 101	English Composition I	3
ENG 102	English Composition II	3
HIS	History Elective	3
MAT 105	College Algebra	3
PHI	Philosophy Elective	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
SPE 101	Fundamentals of Public Speaking	3
	General Elective	3
		(31)

SOPHOMORE

COU 206	Counseling Ethics	1
ENG	Literature Elective	3
FNA/MUS/ART	Elective	3
HIS	History Elective	3
MAT 160	Introduction to Statistics	3
PHI	Philosophy Elective	3
THE	Theology Electives	6
	Natural Science Electives	5
	General Elective	3
		(30)

JUNIOR

COU 305	Juvenile Delinquency	3
COU 307	Addictions Counseling	3
COU 318	Interviewing and Counseling	3
COU 350	Sexual Trauma	3
COU/PSY	Counseling or Psychology Electives	6
PSY 307	Crisis Intervention	3
PSY 402	Human Sexuality	3
	General Electives	9
		(33)

SENIOR

COU 408	Advanced Interviewing and Counseling.....	3
COU 409	Field Work I.....	3
COU 411	Field Work II.....	3
COU/PSY	Counseling or Psychology Elective	6
PSY 405	Abnormal Psychology.....	3
PSY 407	Death and Dying	3
	General Electives	12
		(33)

Total (127)

SOCIAL COUNSELING SUMMARY

Counseling	22	Psychology	15
English	9	Sociology	3
Fine Arts, Music, or Art	3	Speech	3
History	6	Theology	6
Mathematics	6	Psychology/Counseling Electives.....	12
Natural Sciences	9	General Electives	27
Philosophy	6		

Total (127)

EARLY ENTRY PROGRAM FOR MAJORS IN ADDICTION COUNSELING OR SOCIAL COUNSELING TOWARD A MASTER'S DEGREE IN COUNSELING

A student who is enrolled in undergraduate Addictions Counseling or Social Counseling may apply for admission to the Early Entry graduate program.

Upon completion of all requirements for the Early Entry program in Counseling, the student will be awarded the Baccalaureate and Master Degrees concurrently.

Undergraduate students who are senior status, have completed the required undergraduate courses listed in the Early Entry Program, and who intend to apply for admission to the Graduate Counseling Program at Our Lady of Holy Cross College may enroll for up to three graduate level courses for graduate credit. Graduate credit for a graduate course completed with no less than a grade of B is given when the student has changed his/her status and is formally admitted to the Graduate Counseling Program.

In the first semester the student enrolls for a graduate level counseling course, he/she is required to submit a completed Graduate Application to the Graduate Counseling Department, submit three letters of reference, submit a personal goals statement, and meet all requirements to be admitted into the Graduate Counseling Department.

Eligibility for Early Entry

- GPA 3.0 in major
- Completion of first three years of curriculum in Addiction Counseling or Social Counseling
- Successful evaluation of field work component
- Proficiency in technology and writing
- Submission of goal statement
- Behavioral qualities/characteristics appropriate to the counseling profession
- Completion of an interest inventory, which is administered at the Thomas E. Chambers Counseling and Training Center
- Interview with and recommendation of graduate counseling faculty
- Three letters of recommendation (two from Addictions or Social Counseling faculty)
- Recommendation from the Chair of the Department of Counseling and Behavioral Sciences

Benefits of Early Entry

Allows students to:

- begin graduate studies one year earlier
- begin post-Master supervision one year earlier
- enter the profession of counseling one year earlier
- be eligible to be licensed one year earlier

EARLY ENTRY COUNSELING

BIO	101	General Biology	4
BIO		Biology Elective	5
ENG	101	English Composition I	3
ENG	102	English Composition II	3
ENG		Literature Elective	3
HIS		History Electives	6
MAT	105	College Algebra	3
MAT	160	Introduction to Statistics	3
PSY	101	General Psychology	3
SOC	101	Introduction to Sociology	3
SPE	101	Fundamentals of Public Speaking	3
FNA/MUS/ART		Elective	3
PHI		Philosophy Electives	6
THE		Theology Electives	6
		General Electives	9
COU/PSY		Counseling or Psychology Electives	9
COU/PSY		Counseling or Psychology Electives (300 level or above)	9
COU	206	Counseling Ethics	1
COU	305	Juvenile Delinquency	3
COU	318	Interviewing and Counseling	3
COU	350	Sexual Trauma	3
COU	408	Advanced Interviewing and Counseling	3
COU	409	Field Work I	3
COU	411	Field Work II	3
PSY	402	Human Sexuality	3
PSY	405	Abnormal Psychology	3
PSY	407	Death and Dying	3
COU	600	Human Growth and Development	3
COU	602	Social and Cultural Foundations	3
COU	605	Career and Lifestyle Development	3
COU	606	Theories of Counseling	3
COU	607	Theory and Practice of Group Counseling.....	3
COU	609	Professional Orientation/Ethics	3
COU	610	Research Methodology and Program Evaluation	3
COU	615N	Diagnosis and Treatment of Mental Disorders	3
COU	616	Techniques of Counseling.....	3
COU	618	Appraisal in Counseling.....	3
COU	699	Practicum in Counseling	3
COU	701	Internship I	3
COU	702	Internship II	3
COU		Specific graduate courses in one of the three specialties for Graduate Counseling: Clinical Mental Health Counseling, Marriage and Family Counseling, or School Counseling (see curriculum under Graduate Counseling).....	21
		Total Hours in Early Entry Counseling	169

DEPARTMENT OF COUNSELING AND BEHAVIORAL SCIENCES GRADUATE STUDIES IN COUNSELING

The Department of Counseling and Behavioral Sciences offers a Master's of Arts Degree in Counseling in three specialty areas: Clinical Mental Health Counseling (formerly Community Counseling), Marriage and Family Counseling, and School Counseling. All three specialty programs are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The accreditation for all three programs runs through October 31, 2014.

The Clinical Mental Health Counseling program at Our Lady of Holy Cross College (OLHCC) is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The accreditation runs through October 31, 2014. (Note: The Clinical Mental Health Counseling program is currently accredited under the 2001 standards for Community Counseling programs as a Community Counseling program. The CACREP 2009 standards combine the Community Counseling and Mental Health Counseling standards into standards for Clinical Mental Health Counseling programs. The counseling program intends to seek accreditation for this program as a Clinical Mental Health Counseling program when it comes up for reaccreditation in 2014, per CACREP guidelines.)

SCOPE AND PURPOSE

In keeping with the stated philosophy of Our Lady of Holy Cross College, the Graduate Programs seek to provide opportunities for intellectual, psychological, and spiritual growth to foster the individual's contributions within a pluralistic society. The Catholic heritage of the college and the Christian understanding of service are integral to the philosophy of the Graduate Programs.

The Graduate Programs are specifically designed to enhance the student's knowledge, skills, and attitudes in their chosen academic arenas and to prepare them to accept professional course work while demonstrating competencies and attitudes appropriate to the profession. Whether they counsel, administer, or teach, graduates of the Graduate Programs of Our Lady of Holy Cross College promote holistic development of each individual and the spirit of justice that brings social equity and global harmony.

PHILOSOPHY OF THE GRADUATE PROGRAMS

The Graduate Programs in Counseling incorporate the Mission and Philosophy of the College into their own statement of Mission and Philosophy. The various specialties in counseling nurture students into self-developing, competent professionals who can contribute to their communities both personally and professionally. The programs emphasize the whole person's development of spiritual, intellectual, cultural, and material values necessary to live responsibly, respect individuality, seek truth and peace, and foster justice in society. The programs emphasize the delivery of services through a socio-cultural, systemic, developmental, wellness perspective. The Graduate Programs implement their philosophy into their mission through measurable objectives for teaching, research, and public service.

PROGRAM OBJECTIVES

Teaching: The programs prepare students from diverse backgrounds to become responsible professionals capable of delivering effective services in educational and community settings. Objectives for achieving the teaching mission of the programs include:

1. recruit, maintain, and matriculate culturally diverse students who have vocational goals that can be met in counseling occupations and who demonstrate the potential to contribute to their chosen profession;
2. provide a curriculum that not only meets the requirements of national accreditation standards, but also infuses a socio-cultural, systemic, developmental, and wellness perspective;
3. provide the students with opportunities to apply theories to practice and to develop professionally through supervised on-the-job-training experiences in a wide variety of educational and community settings;
4. monitor students individually throughout their academic careers in order to promote both personal and professional development;
5. foster students' identification as professionals through membership in professional associations and to encourage life-long learning in graduates by instilling awareness of continuing education needs and opportunities;
6. reflect input from all persons involved in conducting the program, including program faculty, current and former students, and personnel in cooperating agencies.

Research: The programs prepare students to become consumers of research and to apply appropriate methodology in the pursuit of graduate-level research. Objectives for achieving the research mission of the programs include:

1. support students in their scholarly research through adequate resources and faculty mentoring;
2. provide students with opportunities through action research to apply their knowledge and skills;
3. monitor students throughout their programs of study in order to ensure quality performance;
4. encourage the presentation and publication of research findings.

Public Service: The programs prepare students from diverse backgrounds to become responsible professionals capable of contributing personally and professionally in local, state, and national settings. Objectives for achieving the public service mission of the programs are:

1. meet local societal needs through the provision of a counseling clinic as a community resource;
2. ensure that students have opportunities for on-the-job training in facilities that address the concerns of culturally diverse persons and persons who have limited economic resources;
3. sponsor seminars, workshops, and institutes conducted by nationally known professionals who have special expertise to promote the continuing education of professionals in metropolitan New Orleans.

STUDENT OUTCOMES OF THE GRADUATE PROGRAMS IN COUNSELING

Upon successful completion of the Graduate Program in Counseling, graduates should be able to:

1. practice professional counseling skills within the scope of a multicultural and changing society;
2. synthesize theoretical and empirical knowledge in the field of counseling;
3. demonstrate the ability to engage in critical thinking, decision making, and independent judgment;
4. conduct and evaluate research in counseling and its related disciplines for its applicability to counseling theory and counseling practice;
5. practice leadership skills in collaboration with members of the counseling profession;
6. evaluate the impact of counseling theory and practice as it relates to assisting the client in achieving the optimal level of wellness;
7. demonstrate the advocacy role within the religious/spiritual perspective for the uniqueness, dignity, and worth of the client and others;
8. accept individual responsibility and accountability for personal and professional growth;
9. formulate strategies for the improvement of counseling and the enhancement of the counseling profession as a practice discipline;
10. succeed in obtaining professional licensure;
11. contribute to effecting change in the counseling profession through actions as a professional counselor.

NATURE OF GRADUATE WORK

Course work at the graduate level serves mainly as a guide to independent study. Students are expected to demonstrate knowledge, skills, and attitudes appropriate to their respective professions rather than just to pass courses or simply comply with formal requirements. Graduate students are expected to exceed minimum requirements and assume responsibility in pursuing life-long learning that will best meet their professional needs.

SPECIALTIES OFFERED

The Department of Counseling and Behavioral Sciences, through the Chair of the Department, administers the Graduate programs in Counseling. Upon admission the student must select one of the following areas of specialization:

Master of Arts in Counseling

Specialization in Clinical Mental Health Counseling (formerly Community Counseling)

Specialization in Marriage and Family Counseling

Specialization in School Counseling

GRADUATE ADMISSIONS

In accordance with Title VII of the Civil Rights Act and Title IX of the Education Amendments of 1972, the Department accepts applications for admission from students without regard to ethnicity, race, color, sex, age, disability status, or national origin.

ADMISSION PROCEDURES

Applicants must first be admitted to Graduate Studies. All admissions criteria must be sent to the Office of Admissions and Student Affairs, Our Lady of Holy Cross College, 4123 Woodland Drive, New Orleans, LA 70131.

To be considered for admission to Graduate Studies in Counseling, applicants must submit the following at least thirty days prior to the beginning of the semester for which they are applying:

1. a completed official graduate application form;
2. payment of a graduate application fee (a one-time, non-refundable application fee);
3. official transcripts for all prior undergraduate and graduate course work. Transcripts are to be sent from the institutions attended directly to the Office of Admissions and Student Affairs.
4. at least three letters of recommendation written by people qualified to evaluate academic potential and personal and professional promise;
5. a two-page, double-spaced, typed personal goal statement.

ACADEMIC REQUIREMENTS

Admission to Graduate Studies at Our Lady of Holy Cross College is based on the evaluation of the applicant's personal, professional, and academic records by the Graduate Council. The college recruits qualified applicants from diverse socio-cultural backgrounds who display professional promise, intellectual achievement, personal character, and educational commitment. At a minimum, applicants are expected to have the following academic qualifications:

1. a baccalaureate degree from a university or college approved by a recognized regional accrediting agency in the United States, or proof of equivalent training at a foreign university;
2. a record of undergraduate study that would be predictive of success in graduate studies. This requires a degree in a field related to counseling with a cumulative undergraduate grade point average of 3.0 or higher on a 4.0 scale;
3. satisfactory academic standing at the last university or college attended;

FOREIGN AND ESL STUDENTS

A foreign or ESL (English as a Second Language) applicant must present evidence of satisfactory proficiency in reading, writing, and speaking English. The applicant may do so by presenting a satisfactory score on the TOEFL (normally 500). For information about TOEFL, the applicant should write to TOEFL, 1755 Massachusetts Avenue NW, Washington, DC 20036.

STAGES OF ADMISSION

STAGE ONE: PROVISIONAL ADMISSION TO THE COLLEGE

Beginning candidates possessing an undergraduate degree from an accredited college or university may take a maximum of six hours of graduate credit at Our Lady of Holy Cross College on a provisional basis.

Provisional basis constitutes the following conditions:

- a minimum 3.0 undergraduate grade point average is recommended to take graduate course work;
- once the application is completed and the fee is paid, a candidate may take a maximum of six hours of graduate work;
- the provisional basis does not guarantee admission into the graduate counseling program;
- beginning candidates must attend the graduate orientation (one is held in the fall and one is held in the spring);

- no candidate can register for the next semester until his/her graduate admission criteria are completed and they have been conditionally accepted into the graduate counseling program;
- provisional admission is limited to one semester.

STAGE TWO: CONDITIONAL ADMISSION TO GRADUATE PROGRAMS

Candidates cannot take more than six hours until they have been conditionally accepted into the Graduate Counseling program. In order to be conditionally accepted, candidates must meet the following conditions:

- The graduate admission criteria must be completed. Please refer to the criteria listed above.

Deadlines to complete the graduate application package are:

June 15	for Fall Registration
October 15	for Spring Registration
February 15	for Summer Registration

- Once the admission criteria are completed, the candidate must be interviewed by the Graduate Counseling faculty. A writing sample is part of the interview process. Graduate Counseling applicants should submit their goal statement prior to the interview. Applicants can receive information regarding the interview process and the written statement from the Chair of the Department of Counseling and Behavioral Sciences.
- Candidates will be notified in writing by the Chair of the Department of Counseling and Behavioral Sciences regarding the results of their admission status. Those who are accepted for conditional acceptance will be allowed to register for the next semester. Those who are not conditionally accepted will not be allowed to continue graduate studies at Our Lady of Holy Cross College.

STAGE THREE: UNCONDITIONAL ACCEPTANCE TO GRADUATE PROGRAMS

Candidates remain in a conditional status until they are accepted for Candidacy. Candidacy is primarily determined through academic achievement in graduate classes and demonstration of appropriate dispositions. See *Graduate Counseling Handbook* for Candidacy requirements.

LETTER OF GOOD STANDING

Students enrolled in graduate programs at other institutions who wish to register for transfer credit must submit a letter of good standing and will not be required to submit complete transcripts. The letter of good standing must come from the Dean of the student's graduate school.

COURSE LOAD

To be classified as a full time graduate student, one must register for at least 9 credit hours in a regular semester and at least 6 credit hours in a summer term. An overload of 3 semester hours may be approved by the Chair of the Department.

GRADE POINT REQUIREMENTS

An overall grade point average of 3.0 or higher on a 4.0 scale is required for the maintenance of good standing in the graduate program. Passing grades for graduate students are A, B, and C. However, a maximum of two grades of C may be applied to a program of study. A graduate student who obtains a D or lower in any course is automatically placed on probationary status and must repeat the course. Students will be allowed to repeat a course only once and the course must be repeated at Our Lady of Holy Cross College. The student's status is then subject to review by the Graduate Council.

Graduate students whose semester average in course work is below 3.0 are placed on probationary status and are not allowed to register for more than 6 semester hours during the following semester. To be removed from probationary status, the graduate student must complete six semester hours with an earned grade not less than B and a cumulative grade point average of 3.0 at the end of those six hours. If the graduate student on probation for falling below a 3.0 overall grade point average is unable to remedy the deficient overall grade point average at the end of six semester hours of the probationary period, the student will be dropped from the graduate program.

Subject to the review of the Graduate Council, students may be dropped from the programs for factors other than grade point average without having a probationary period. Status is then determined by the Graduate Council. The student may appeal decisions of the Graduate Council by submitting a written appeal to the Vice President and Dean for Academic Affairs.

TIME LIMIT

A maximum of five years from the first semester attended is allowed in order to complete the requirements for the Graduate Programs. If the time limit is exceeded, the graduate student must apply for re-admission and document in writing the reason(s) for a need of extension. Re-admission does not qualify the applicant to begin anew the five year requirement.

STUDENT RESPONSIBILITY

Each student is responsible for knowing all pertinent requirements and regulations for the successful completion of the Master's Degree. Students should become familiar with this section of the Catalog, the *Handbook Graduate Studies in Counseling*, and the offerings and requirements of their areas of specialization. Students should be aware of the fee payment required as they make progress through their academic program. Students should consult the website for information regarding specific fees.

PERSONAL COUNSELING REQUIREMENT

In order for graduate counseling students to increase self-awareness and to experience the process and benefits of counseling, students in the OLHCC graduate counseling program are mandated to engage in personal counseling at their expense for a minimum of six sessions. Students may seek personal counseling with any licensed professional they choose. Contract arrangements have been made with the Trinity Episcopal Counseling and Training Center (TCTC) for reduced rates. Students should consult the program director for further information.

Students should be aware that the process and content of their personal counseling sessions remain confidential. OLHCC counseling program faculty are in no way privy to any information regarding any student's personal counseling. Students are required to complete the verification form and return it to the program director.

PROFESSIONAL ASSOCIATION AFFILIATION

Memberships in the Association for Graduate Students in Counseling (AGSC), the American Counseling Association (ACA), and the Louisiana Counseling Association (LCA) are required for graduate counseling students. Students should budget this along with their other fees. Also, for purposes of early socialization into the profession, grants are sometimes available through the college organization (AGSC) for attendance at state conventions/conferences. Students are expected to attend workshops and seminars whenever possible that will enhance and complement their graduate studies. Membership in other professional organizations is also strongly encouraged.

LIABILITY INSURANCE

Liability insurance is required before students can begin their practicum experience in counseling. This insurance can be purchased through the American Counseling Association (ACA) at a reduced rate. Documentation of proof of professional liability insurance will be requested for practicum applications and must remain active and on file throughout the student's practicum and internship.

TRANSFER CREDITS

A maximum of 12 semester hours may be transferred for the Master of Arts Program in Counseling. Approval of all transfer credits must be obtained from the Vice President and Dean of Academic Affairs. These courses must be verified by an official transcript from the institution where the courses were taken. Graduate credit is not awarded for portfolio-based experiential learning. Only courses taken within the past five years may be transferred.

MAJOR ADVISOR

Each student is assigned a major advisor. The major advisor aids the student with their program of study and registration.

PROGRAM OF STUDY

The student works closely with the major advisor to develop a program of study that outlines the courses to be taken toward the Master's degree. The program is designed to meet both the goals and objectives for graduate study of the student and of the institution. The planned program of study must be completed before the student has been admitted to candidacy, and it must be approved by the student's major advisor, the Department Chair, and the Graduate Council. Changes in the program of study can be made with the approval of the major advisor, the Department Chair, and the Vice President and Dean of Academic Affairs.

PREREQUISITES FOR PRACTICUM AND INTERNSHIP

Prerequisites to enroll in Practicum

Applicants for internship placement will be approved only after the student has completed the following courses:

COU 600	Human Growth and Development
COU 602	Social and Cultural Foundations
COU 606	Theories of Counseling
COU 609	Professional Orientation/Ethics
COU 616	Techniques of Counseling

Prerequisites to enroll in Internship

Applications for internship placement will be approved only after the student has completed the following courses:

COU 600	Human Growth and Development
COU 602	Social and Cultural Foundations
COU 606	Theories of Counseling
COU 609	Professional Orientation/Ethics
COU 615N	Diagnosis and Treatment of Mental Disorders
COU 616	Techniques of Counseling
COU 699	Practicum in Counseling

(The appropriate specialty course - COU 630 Introduction to Marriage and Family Systems; COU 623 Foundations of School Counseling; COU 641 Community Counseling).

ADMISSION FOR INTERNSHIP

Students must apply for and plan with the Internship Coordinator the supervised intern experience the semester prior to completion of all course work in the specialized area. Only one internship course may be taken during each semester of internship.

REQUIREMENTS FOR GRADUATION

A minimum of 60 semester hours is required for the Master of Arts Degree in Counseling. Within the 60 semester hours, the Master of Arts Degree in Counseling requires a 100-hour Practicum (40 direct client contact hours), and a 600-hour Internship (240 direct client contact hours). In addition, the student must successfully complete a written and oral comprehensive examination as their final assessment. Students are required to earn a minimum grade of B in all practicum, internship, and comprehensive assessments. If a student should fail to earn a minimum grade of B, he/she is required to repeat the course.

COMPREHENSIVE EXAMINATION

Students must be enrolled as a student the semester they complete the oral and written components of the comprehensive examination. The National Board of Certified Counselors (NBCC) Counselors Preparation Comprehensive Examination (CPCE) serves as the written component of the comprehensive examination. Students will be informed of the questions that will be posed in the oral component when they are notified of the scheduling for that component.

Written Component

All graduate students in counseling must take the CPCE as the exit examination requirement. Students who do not pass the CPCE must retake it the next semester. After a student has taken the CPCE 3 times without passing, they will be dismissed from the program and will not graduate.

Oral Component

Graduate Program faculty in the specialty will pose pre-determined questions to the defending student. The date and time of the oral examination will be set by the program faculty member chairing the comprehensive examination.

THESIS/MANUSCRIPT

Upon the recommendation of the student's advisor and approval of the Director of Graduate Programs in Counseling, a student may request to write a thesis. If the thesis option is approved, those semester hours will be over and above the required 60 credit hours of the program. In order to prepare for the thesis, COU 617N (Thesis Seminar) must be successfully completed. The thesis is written in the style approved by the Graduate Council.

Students choosing to write a thesis must be enrolled as a student both the semester they propose the thesis and the semester they defend the thesis. The proposal and the thesis defense may not be scheduled in the same semester. The thesis must be defended before the thesis advisory committee at least one month prior to the published commencement date.

APPLICATION FOR GRADUATION

The requirements for graduation as outlined by Our Lady of Holy Cross College must be followed. Applications are available in the Office of the Registrar. It is the student's responsibility to file the Application for Graduation by the due date published in the semester Bulletin and to pay the appropriate graduation fees.

COMMENCEMENT

Upon successful completion of course work, practicum/internship, and of the final assessment of the written and oral comprehensive examinations, the student is expected to attend commencement exercises.

CERTIFICATION/LICENSURE REQUIREMENTS

The State of Louisiana requires persons practicing the profession of counseling to be licensed (or registered as a counselor intern) by the Licensed Professional Counselor Board of Examiners. Licensure in the state is also available for those graduating with the specialization in Marriage and Family and interested in becoming Licensed Marriage and Family Therapists (LMFT). Licensure requirements include holding a graduate degree with specific academic requirements specified by the Board. A minimum of two years post-Master's supervised internship is required by the Board to become eligible for licensure, along with the respective national licensing exam, (i.e., the National Counselors Exam (NCE) and/or the National Marriage and Family Therapy license exam).

National certification is available to counselors through the National Board of Certified Counselors (NBCC). Certification requirements include specific academic course work and passing the NCE. The Graduate Programs in Counseling at Our Lady of Holy Cross College meet the academic requirements specified by NBCC.

The Clinical Mental Health Counseling, the Marriage and Family Counseling, and the School Counseling specializations are currently accredited by The Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The School Counseling specialty is also accredited by the National Council for the Accreditation of Teacher Education (NCATE).

DEPARTMENT OF COUNSELING AND BEHAVIORAL SCIENCES

MASTER OF ARTS IN COUNSELING

SPECIALIZATION IN CLINICAL MENTAL HEALTH COUNSELING

COU 600	Human Growth and Development	3
COU 602	Social and Cultural Foundations	3
COU 605	Career and Lifestyle Development	3
COU 606	Theories of Counseling	3
COU 607	Theory and Practice of Group Counseling	3
COU 609	Professional Orientation/Ethics	3
COU 610	Research Methodology and Program Evaluation	3
COU 615N	Diagnosis and Treatment of Mental Disorders	3
COU 616	Techniques of Counseling	3
COU 618	Appraisal in Counseling	3
COU 631	Marriage and Family Counseling	3
COU 635	Chemical Dependency from a Systems Perspective.....	3
COU 641	Community Counseling	3
COU 650	Sexual Trauma	3
COU 699	Practicum in Counseling	3
COU 701	Internship I	3
COU 702	Internship II	3
	Electives in Graduate Counseling	9

Total 60 credit hours

* Students electing to write a thesis must also take COU 617N for a total of 63 credit hours.
 Advisor approval required.

DEPARTMENT OF COUNSELING AND BEHAVIORAL SCIENCES

**MASTER OF ARTS IN COUNSELING
MARRIAGE AND FAMILY COUNSELING**

COU 600	Human Growth and Development	3
COU 602	Social and Cultural Foundations	3
COU 605	Career and Lifestyle Development	3
COU 606	Theories of Counseling	3
COU 607	Theory and Practice of Group Counseling	3
COU 609	Professional Orientation/Ethics	3
COU 610	Research Methodology and Program Evaluation	3
COU 615N	Diagnosis and Treatment of Mental Disorders	3
COU 616	Techniques of Counseling	3
COU 618	Appraisal in Counseling	3
COU 630	Introduction to Marriage and Family Systems	3
COU 631	Marriage and Family Counseling	3
COU 634	Marriage and Family Counseling: Advanced	3
COU 635	Chemical Dependency from A Systems Perspective	3
COU 636	Social Ecology: Advanced Systems Theory	3
COU 699	Practicum in Counseling	3
COU 701	Internship I	3
COU 702	Internship II	3
	Marriage and Family Elective	3
	Electives in Graduate Counseling	3

Total 60 credit hours

* Students electing to write a thesis must also take COU 617N for a total of 63 credit hours.
Advisor approval required.

**Students in Marriage and Family Counseling must take COU 630, COU 631, COU 634, and
COU 636 in sequence.

DEPARTMENT OF COUNSELING AND BEHAVIORAL SCIENCES

**MASTER OF ARTS IN COUNSELING
SCHOOL COUNSELING**

COU 600	Human Growth and Development	3
COU 602	Social and Cultural Foundations	3
COU 605	Career and Lifestyle Development	3
COU 606	Theories of Counseling	3
COU 607	Theory and Practice of Group Counseling	3
COU 609	Professional Orientation/Ethics	3
COU 610	Research Methodology and Program Evaluation	3
COU 615N	Diagnosis and Treatment of Mental Disorders	3
COU 616	Techniques of Counseling	3
COU 618	Appraisal in Counseling	3
COU 623N	Foundations of School Counseling	3
COU 624	Contextual Dimensions of School Counseling	3
COU 625N	Crisis Intervention	3
COU 635	Chemical Dependency from a Systems Perspective	3
COU 699	Practicum in Counseling	3
COU 701	Internship I	3
COU 702	Internship II	3
	Electives in Graduate Counseling	9

Total 60 credit hours

* Students electing to write a thesis must also take COU 617N for a total of 63 credit hours.
Advisor approval required.

**DEPARTMENT OF EDUCATION
TEACHER EDUCATION PROGRAMS**

Chair: Dr. Jan Lancaster

- A. Undergraduate Education**
 - a. Bachelor of Science/Bachelor of Arts Elementary Education (Grades 1-5)

- B. Alternative Certification**
 - a. Non-Masters Alternative Certification, Elementary (Grades 1-5)
 - b. Non-Masters Alternative Certification, Secondary (Grades 6-12)

CONCEPTUAL FRAMEWORK

The Education Department, responding to the mission of Our Lady of Holy Cross College and the philosophy of the Marianites of Holy Cross, believes that the development of a reflective professional is dependent upon a training program that focuses on the education of the heart as well as the mind both in classroom instruction as well as in practical and clinical experiences. Furthermore, the training program seeks to foster stewardship by enabling and encouraging teacher candidates to become familiar with and to develop a strong commitment to Gospel principles such as serving others in a spirit of compassion, justice, and selflessness. Consequently, the department's conceptual framework centers on the theme of *Developing Reflective Stewards: Educating the Hearts and Minds and Providing Experiential Service*.

UNDERGRADUATE EDUCATION

Description of the Program

The Teacher Education Program at Our Lady of Holy Cross College seeks to develop reflective stewards by educating hearts and minds and providing experiential service.

Reflection is a regular activity in the Teacher Education Program, and the use of reflection is a means of aiding candidates in articulating their thoughts regarding their knowledge, skills, and dispositions. Teacher candidates reflect meaningfully on their professional practice which results in better performance and professional growth.

Stewardship is fostered by enabling candidates to become familiar with and to develop a strong commitment to Gospel principles such as serving others in a spirit of compassion, justice, and selflessness. In the spirit of our founder, Blessed Basil Moreau who said, "The mind will not be cultivated at the expense of the heart," teacher candidates at Our Lady of Holy Cross College learn to **educate the minds and hearts** of their students.

Teacher candidates spend quality time in classroom situations throughout their time in the Teacher Education Program. In the early stages of the undergraduate program, experience with the teaching profession includes classroom observations, virtual observations, and

peer teaching. Once candidates enter the Professional Laboratory Experience Program (PLEP), they will begin teaching in diverse classrooms under the supervision of cooperating teachers and college supervisors. PLEP lasts for two semesters. The final semester of the undergraduate Teacher Education Program is spent in a full-time student teaching experience that follows Louisiana Department of Education guidelines. This **experiential service** allows for candidates to identify their strengths and weaknesses as educators and to improve upon their knowledge, skills, and dispositions for teaching.

The program content includes educational foundations and instructional design in conjunction with practical and clinical experiences, seminars, internships, and role modeling. Since the program focuses on specific competencies to be mastered, students are evaluated in reference to the predetermined performance standards as described in the *Louisiana Components of Effective Teaching*.

The Teacher Education Program undergoes continual revision as data are acquired in the field of educational research. On-going evaluations by faculty, students, graduates, and outside agencies are an integral part of the design of the program and are used to improve program efficiency and effectiveness.

The College reserves the right to change any provision, offering, or requirement at any time within the student's period of study.

Student Outcomes of the Teacher Education Program

Upon successful completion of the Undergraduate Program in Education, graduates should be able to:

1. demonstrate content knowledge in the disciplines to be taught (all subjects for elementary or the selected major area of study for secondary), as evidenced by college grade point average and PRAXIS scores;
2. plan, implement, and evaluate developmentally appropriate lessons for diverse groups of students, as evidenced by achieving competency in Domains I, II, and III of the *Louisiana Components of Effective Teaching*;
3. recognize, appreciate, and plan for teaching to diversity, as evidenced by the completion of a *Plan for Teaching to Diversity*;
4. demonstrate the conditions and/or dispositions vital to the professional development of teacher candidates inspired by the conceptual framework of *Developing Reflective Stewards: Educating the Heart and Mind and Providing Experiential Service*, as evidenced by observation and evaluation by college supervisors and cooperating teachers; and
5. impact student learning as evidenced by the completion of interdisciplinary thematic unit plans, teacher work samples, and clinical experiences.

Admission Requirements for Undergraduate Teacher Education

In order to be admitted into the Teacher Education Program, candidates must have:

1. Completed freshman and sophomore level courses;
2. Attained an overall minimum GPA of 2.5 with remediation plan for any course with a grade below C and an Education GPA of 3.0;
3. Completed EDU 201, 202, 204, 210, and 312;
4. Met the State required scores on the Praxis I PPST Pre-Professional Skills Test in reading, writing, and mathematics (Scores must be sent directly from ETS to Our Lady of Holy Cross College.);
5. Earned a C or higher in ENG 102 (or transferred in the equivalent) and earned a C or higher in MAT 105 (or transferred in the equivalent);
6. Demonstrated dispositions appropriate for the teaching profession (as evidenced in letters of recommendation and a completed Advisor's Recommendation form).

Admission Requirements for Student Teaching, Practicum

Supervised student teaching and practicum experiences are provided in cooperating schools in neighboring parishes. Cooperating teachers are selected on the basis of their certification, proven excellence in teaching, and their competencies in guiding potential teachers. Candidates must spend one semester of their senior year in a student-teaching experience that follows Louisiana Department of Education guidelines. For the duration of the college semester, five full days of each week must be spent in the classroom. Practicum courses cannot be taken concurrently with student teaching or internship.

In order to be admitted into Student Teaching, candidates must have:

1. Completed formal application by February 1 (for fall) or September 1 (for spring) to the Coordinator of Student Teaching;
2. Completed all Education and content courses and have senior status (Students who receive a grade of D in any Education course or less than a B in methods courses must repeat the course prior to admission to student teaching, practicum, or internship);
3. Passed, with state-required scores, all parts of the PRAXIS Examination;
4. Attained a grade point average of 3.0 in Education courses and in the area of concentration and a cumulative grade point average of 2.5;
5. Completed two semesters and at least half of the Education courses in residence at Our Lady of Holy Cross College;
6. Successfully demonstrated competencies as outlined in the Professional Laboratory Experience Program (PLEP) Handbook; and
7. Received approval of the PLEP staff and the Education faculty.

Retention in the Teacher Education Program

Once a student is admitted to the Teacher Education Program, the candidate must maintain a 3.0 GPA in education coursework. Students are evaluated after each semester in three areas: Knowledge, Skills, and Dispositions for the profession.

In order to be retained in the Teacher Education Program, the candidate must:

1. Successfully meet the requirements included in all education course(s);
2. Maintain a 2.5 overall GPA and a 3.0 education GPA;
3. Demonstrate competencies in all methods courses (Candidates must achieve a minimum grade of B or the course must be repeated. A methods course may be repeated only once.);
4. Maintain liability insurance for classroom participation (Student liability insurance is required before a candidate is allowed to participate in experiential service in the Professional Laboratory Experience Program or Student Teaching. Membership in the Associated Professional Educators of Louisiana includes liability insurance required for classroom participation.); and
5. Demonstrate appropriate dispositions for the teaching profession.

Candidates will be dismissed from the Teacher Education Program if they fail to meet the requirements above. In addition, candidates will be dismissed for academic dishonesty, questionable moral character, or behavior not becoming of a student of Our Lady of Holy Cross College.

DEGREES OFFERED

Bachelor of Science/Bachelor of Arts*
Elementary Education

**Students wishing to earn a Bachelor of Arts degree must also complete six hours of study in a foreign language; otherwise, they will receive a Bachelor of Science degree.*

Bachelor of Arts
Theology with a concentration in Religious Education

CERTIFICATION-ONLY PROGRAMS ALTERNATIVE PATH TO CERTIFICATION

Elementary Education (Grades 1 – 5)
Secondary Education (Grades 6 – 12)
(Secondary areas include: Biology, English, Family and Consumer Science, French,
General Business, General Science, Mathematics, Physics, Social Studies,
Spanish, and Speech)

BACHELOR OF SCIENCE/BACHELOR OF ARTS* ELEMENTARY EDUCATION

**Students wishing to earn a Bachelor of Arts degree must also complete six hours of study in a foreign language; otherwise, they will receive a Bachelor of Science degree.*

FRESHMAN

FIRST SEMESTER

ENG 101 English Composition I3
ESC 101 Earth Science4
HIS 101 Western Civilization I.....3
MAT 101 Introduction to Math Concepts I.....3
THE Theology Elective3
(16)

SECOND SEMESTER

BIO 101 General Biology4
EDU 210 Admission to Professional Education1
ENG 102 English Composition II3
HIS 102 Western Civilization II3
MAT 102 Introduction to Math Concepts II3
PHI Philosophy Elective3
(17)

SOPHOMORE

FIRST SEMESTER

ART 312 Arts and Humanities3
EDU 204 Multicultural Education3
EDU 209 Integration of Technology3
ENG 400 Advanced English Grammar3
HIS 201 History of the United States I.....3
MAT 105 College Algebra3
(18)

SECOND SEMESTER

BIO 270 Human Nutrition3
EDU 202 Educational Psychology3
ENG 200 Introduction to Literary Forms3
HIS 202 History of the United States II3
MAT 110 Geometry3
SPE 101 Fundamentals of Public Speaking3
(18)

JUNIOR

FIRST SEMESTER

EDU 304A Learners with Special Needs3
EDU 306 Classroom Organization and Management3
EDU 309 Human Growth and Development3
EDU 312 Materials and Methods for Teaching Math I3
PHI 305 Ethics and Value Theory3
PHY 101 Physical Science4
(19)

SECOND SEMESTER

EDU 201 Literature for Children and Youth3
EDU 305* Curriculum and Instructional Strategies I4
EDU 307* Survey of Reading English/Lang Arts3

EDU 313	Materials & Methods for Teaching Math II	3
HIS 301	Louisiana History	3
		(16)

*Candidates are required to **successfully complete** PRAXIS I (Reading, Writing, and Mathematics) or be exempt from the PRAXIS I with an ACT composite of 22 or a SAT verbal and math of 1030, prior to being admitted to these courses.

SENIOR

FIRST SEMESTER

EDU 308	Materials and Methods of Reading/Language Arts	3
EDU 310	Instructional Methodologies	5
EDU 402	Clinical Math Practicum	3
THE	Theology Elective	3
		(14)

SECOND SEMESTER

EDU 401	Clinical Reading Practicum	3
EDU 421**	Student Teaching in Elementary.....	9
		(12)

Candidates are required to **successfully complete all parts of PRAXIS II: Elementary Education Content Knowledge (0014) & Principles of Learning and Teaching (0522) prior to admission to this course.

Total: (130)

CERTIFICATION-ONLY PROGRAMS ALTERNATIVE PATH TO CERTIFICATION ELEMENTARY (GRADES 1-5) and SECONDARY (GRADES 6-10)

Description of the Programs

Our Lady of Holy Cross College has initial certification programs for individuals with a bachelor’s degree from an accredited institution of higher education seeking to become certified teachers. Areas in which candidates can earn alternative certification are Elementary (Grades 1-5) and Secondary (Grades 6-12) in the following content areas: Biology, English, Family and Consumer Science, French, General Business, General Science, Mathematics, Physics, Social Studies, Spanish, and Speech.

Admission Requirements for the Certification-Only Programs

To be accepted into the Certification-Only Program Alternative Path to Certification, you MUST:

1. Be screened by a faculty member in the Certification-Only Program;
2. Possess a baccalaureate degree from a regionally accredited university;
3. Have earned a minimum 2.5 GPA on undergraduate work;

4. Have attained admission to Our Lady of Holy Cross College*;
5. Pass the **PRAXIS I (PPST)** and the PRAXIS II content knowledge tests in the specific area of certification** (see www.ets.org/praxis for test requirements and information); and,
6. **Complete two courses: EDU 202 – Educational Psychology and EDU 306 – Classroom Management.** Candidates may be admitted without completing these two courses if they have taught one year full-time in the area in which they are seeking certification. This year may be verified by the employing principal with a letter on letterhead stating that the candidate has been trained, participated in professional development activities, and evaluated by school personnel.

*To complete the requirements for admission into OLVCC, a candidate must:

- Complete the admissions form;
- Pay the admission fee; and
- Have an official copy of all previous college transcripts mailed from the attending college or university to Our Lady of Holy Cross College.

**A composite of 22 on the ACT, a 1030 on the verbal and math portions of the SAT, or a Master's Degree may be substituted for the PRAXIS I (PPST). Official score reports or transcripts must be furnished to the College to take advantage of this exemption.

Retention in the Certification-Only Program

Once a candidate is admitted to the Certification-Only Program, the candidate must maintain a 3.0 grade point average in education coursework. Candidates are evaluated after each semester in three areas: Knowledge, Skills, and Dispositions for the profession. If it is found that a candidate is not meeting all requirements in these three areas, the candidate may be summoned to meet with the Admission and Retention Committee. Failure to meet all requirements and conditions set by this committee may mean expulsion from the program.

In order to be retained in the Certification-Only Program, the candidate must:

1. Successfully meet the requirements included in all education course(s);
2. Earn a minimum grade of “B” in all professional-education courses;
3. Take, pass, and the College receive the results of the PRAXIS I (PPST)** and the PRAXIS II (content-specific examination[s]) **PRIOR TO REGISTERING** for EDU 460B, EDU 460C, EDU 460D, EDU 461A, or EDU 461B;
4. Earn a minimum grade of B in all professional education courses;
5. Be employed as a full-time teacher during the internship and strategies semesters at an accredited school in the area in which the candidate is seeking certification.
6. Demonstrate competencies in all methods courses (Candidates must achieve a minimum grade of B or the course must be repeated. A methods course may be repeated only once.);
7. Maintain liability insurance for classroom participation (Liability insurance is required before a candidate is allowed to participate in experiential service in the

Professional Laboratory Experience Program, Student Teaching, or Internship. Membership in the Associated Professional Educators of Louisiana includes liability insurance required for classroom participation. In the case of full time employed teachers, evidence of liability insurance must be provided.); and

8. Demonstrate appropriate dispositions for the teaching profession.

Candidates will be dismissed from the Certification-Only Program if they fail to meet the above requirements. In addition, candidates will be dismissed for academic dishonesty, questionable moral character, or behavior not becoming of a student of Our Lady of Holy Cross College.

Prescription letters for candidates who have met all admission requirements for the program and are eligible for a practitioner’s license will be written once classes have begun in the semester for which candidates are enrolled. The programs of study are outlined below. Full time teachers who are working on certification are eligible for a 20% tuition discount. All candidates enrolled in the Certification-Only Programs have three years to complete all courses and requirements.

CERTIFICATION-ONLY PROGRAM

ALTERNATIVE PATH TO CERTIFICATION IN ELEMENTARY (Grades 1-5)

EDU 202	Educational Psychology	3
EDU 306	Classroom Organization and Management	3
EDU 304A	Learner with Special Needs	3
EDU 308	Materials and Methods of Reading/Language Arts	3
EDU 312	Materials and Methods for Teaching Mathematics I	3
EDU 460B	Curriculum and Instructional Strategies	3
EDU 460C	Instructional Methodologies	3
EDU 461A	Internship I	3
EDU 461B	Internship II	3
EDU	Reading Methods Electives	6
		(33)

CERTIFICATION-ONLY PROGRAM

ALTERNATIVE PATH TO CERTIFICATION IN SECONDARY (Grades 6-12)

EDU 202	Educational Psychology	3
EDU 306	Classroom Organization and Management	3
EDU 304A	Learner with Special Needs	3
EDU 309	Human Growth and Development	3
EDU 311	Reading in the Content Area	3
EDU 460B	Curriculum and Instructional Strategies	3
EDU 460D	Instructional Methodologies	3
EDU 461A	Internship I	3
EDU 461B	Internship II	3
		(27)

Bachelor of Arts Theology: Concentration in Religious Education

In addition to the traditional Theology degree, Our Lady of Holy Cross College offers a Theology degree with a major concentration in Education. This program combines the course of theological study with preparation for effective classroom teaching at the elementary and high school levels. This degree can be earned by successfully completing a minimum of 12 courses (36 credits) in Theology, Latin 101 and Latin 102 (6 credits), 4 courses (12 credits) in Education, 2 courses involving early experiences in Education (Instructional Strategies I and II - 9 credits) and the Practicum in Religion Teaching (6 credits). Please see the section of this catalog for Theology, Philosophy and Fine Arts for further details.

Requirements for Special Education Teachers

Candidates interested in special education as a minor area for the purpose of teaching special education are required to take a prescribed curriculum as their special education electives. This curriculum consists of SED 314, SED 315, SED 316, SED 317, SED 318, and SED 319. Once candidates have completed all of their requirements for certification in their major concentration areas, the completion of these 18 hours will allow candidates to add special education to their certificates if the candidates successfully complete the content specialty of PRAXIS for special education. Please see an education advisor for further information and for the cycle of offerings for these courses as some of them are offered only once a session, including summer sessions.

MINOR IN EDUCATION

Undergraduate students in any discipline may minor in Education by taking 18 hours in Education. It is recommended that these students take EDU 202, EDU 309, EDU 306, EDU 304A, and EDU 311.

SECONDARY EDUCATION

Undergraduate students who are majoring in Biology, English, Business, Social Science or History and are interested in teaching high school (grades 6 – 12) in their major area are encouraged to include education courses into their degree programs as electives. It is possible to complete most of the coursework necessary for alternative certification as an undergraduate student with only methods and internship courses remaining after graduation to complete the requirements for state certification. Please see an education advisor for further information.

DEPARTMENT OF EDUCATION GRADUATE PROGRAM

SCOPE AND PURPOSE

In keeping with the stated philosophy of Our Lady of Holy Cross College, the Graduate Program in Education seeks to provide opportunities for intellectual, psychological, and spiritual growth and to foster within students those qualities which enable individual contribution within a pluralistic society. Our Catholic heritage of the College and Christian understanding of service are integral to the philosophy of the Graduate Program.

The Graduate Program is specifically designed to enhance students' knowledge, skills, and dispositions in their chosen academic areas and to prepare them to accept professional responsibilities. Success in the Graduate Program is based not only on completing the required coursework, but also on demonstrating knowledge, skills, and dispositions appropriate for the profession. Whether they become school leaders or curriculum specialists, graduates of Our Lady of Holy Cross College's Graduate Program promotes holistic development of each individual and the spirit of justice, which brings social equity and global harmony.

PHILOSOPHY and CONCEPTUAL FRAMEWORK OF THE GRADUATE PROGRAM

The Graduate Program incorporates the College's philosophy and mission into its own statement of philosophy and conceptual framework. The philosophy of the program is to nurture students into self-developing, competent professionals who can contribute to their community both personally and professionally. To carry out this philosophy, the program emphasizes the whole person's development in areas of cognitive, intrapersonal, and interpersonal skills to live responsibly, respect individuality, seek truth and peace, and foster justice in society. The philosophy of the whole person's development is stressed in the Education Department's Conceptual Framework which is "Developing Reflective Stewards: Educating the Mind and Heart and Providing Experiential Service." The Graduate Program implements its philosophy and conceptual framework through objectives that focus on improving candidate's knowledge, skills, and dispositions.

PROGRAM OBJECTIVES

1. The Program prepares candidates from diverse backgrounds to become responsible professionals capable of delivering effective services in educational settings.
 - a. Recruit, maintain, and matriculate culturally diverse candidates who have professional goals that can be met in education occupations and who demonstrate the potential to contribute to their chosen field.

- b. Provide a curriculum that meets the requirements of state and national accrediting standards.
 - c. Provide candidates opportunities to apply theories to practice and to develop professionally through supervised job-embedded experiences in a variety of educational settings.
 - d. Individually monitor candidates throughout their academic program to promote both personal and professional development.
 - e. Foster candidate's identification as professionals through membership in professional associations and to encourage life-long learning by instilling awareness of continuing education needs and opportunities.
2. The Program prepares candidates to become discerning consumers of research and to apply appropriate methodology in the pursuit of graduate level research.
 - a. Support candidates in scholarly research through academic resources and faculty mentoring.
 - b. Provide candidates opportunities to apply their knowledge and skills.
3. The Program prepares candidates to become responsible professionals capable of contributing service in local, state, and national settings.
 - a. Meet local education needs by providing well prepared school leaders and curriculum specialists.
 - b. Promote seminars bringing nationally known professionals to encourage the continuing education of professionals in the metropolitan area of New Orleans.

STUDENT OUTCOMES OF THE GRADUATE PROGRAM

Upon successful completion of the Graduate Program, graduates should be able to:

- Practice professional teaching and educational administration skills within the scope of a multicultural and changing society.
- Synthesize theoretical and empirical knowledge in the field of education.
- Demonstrate the ability to engage in critical thinking, decision-making, and independent judgment.
- Conduct and evaluate research in education and its related disciplines for its applicability to educational theory and practice.

- Practice leadership skills in collaboration with members of the education profession.
- Evaluate the impact of educational theory and practice as it relates to assisting the student in achieving the optimal level of learning.
- Demonstrate the advocacy role within the department's conceptual framework for the uniqueness, dignity, and worth of the students and others.
- Accept individual responsibility and accountability for personal and professional growth, decisions, actions, and their outcomes.
- Formulate strategies for the improvement of learning.
- Contribute to effecting change in the educational profession through actions as a professional teacher and school leader.
- Succeed in obtaining professional licensure certification.

NATURE OF GRADUATE WORK

Candidates are expected to demonstrate knowledge, skills, and dispositions appropriate to their respective professions. Throughout the Program, candidates experience academic rigor through learning assessments such as reflective writing, authentic and alternative measures, traditional tests, research-driven decision making, and a mandatory comprehensive examination. Graduate candidates are expected to assume responsibility in pursuing life-long learning that will best meet their professional needs.

DEGREE OFFERED

The Department of Education administers the Graduate Program in Educational Leadership.

Master of Education
Educational Leadership

GRADUATE ADMISSIONS

In accordance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, accepts applications for admission from students without regard to ethnicity, race, creed, color, sex, age, disability status, or national origin.

ADMISSION PROCEDURES TO THE COLLEGE

Applicants must first be admitted to the College. To be considered for admission to the College, applicants must submit the following:

1. A completed official graduate application form,
2. Official transcripts for all prior undergraduate and graduate coursework. (Transcripts must be sent directly to the Office of Admissions and Student Affairs from each institution attended which must indicate completion of a minimum of a baccalaureate degree from a university or college approved by a recognized regional accrediting agency in the United States or proof of equivalent training at a foreign university.)
3. Aptitude scores from the Miller's Analogy Test (MAT). Individuals who have completed a Master's Degree from an accredited institution will not have to submit MAT scores.
4. Three letters of recommendation written by people qualified to evaluate academic potential and personal and professional promise.

The above-listed criteria should be received in the Office of Admissions and Student Affairs within 30 days of the beginning of the applicant's first semester. During this semester, the applicant may take a maximum of six hours of graduate coursework. This does not, however, imply acceptance into the graduate program.

The application and letters of recommendation forms are online at www.olhcc.edu and at the Office of Admissions and Student Affairs. A one-time, non-refundable application fee must accompany the admission application.

ADMISSION PROCEDURES TO A GRADUATE PROGRAM (CANDIDACY)

Once admitted to the College, applicants will be evaluated on a number of criteria to ensure their readiness for graduate studies prior to acceptance into their specific programs of study. This evaluation will take place during the first semester of graduate coursework. These criteria include the following:

1. Submission of a record of undergraduate study that would be predictive of success in graduate studies in education. Ideally this implies a degree in education or a related field with a cumulative undergraduate grade point average of 3.0 on a 4.0 scale. Acceptance into the Educational Leadership Program does require a degree in education, or considerable experience in the field of education.
2. Completion of the Miller's Analogy Test (MAT) with a minimum score at the 40th percentile.
3. Completion of a writing sample based upon a given grading rubric. Unsuccessful completion of the writing sample (i.e., less than 85%) will result in mandatory tutoring sessions or required registration for *ENG 400 Advanced Grammar and Composition*. This decision is based upon the grade received.

4. Submission of the agreement contract. Each student is responsible for knowing all pertinent requirements and regulations for the successful completion of the Master Degree. Students should become familiar with this section of the Catalog and the Graduate Student Handbook. The Graduate Student must sign and turn in to his/her advisor the Agreement Contract which is attached to the Graduate Student Handbook.
5. Completion of an interview with education graduate faculty members. Progress in the applicant's first six hours of coursework, educational dispositions, professional goals, and communication skills will be part of the interview evaluation. This interview will take place only after the above criteria numbered 1-3 have been completed.

After the completion of the interview process, the graduate faculty will evaluate each applicant based upon all of the criteria in order to determine acceptance into a program of study. The criteria will be assessed individually as well as holistically to determine the applicant's readiness for graduate studies. For example, should an applicant not receive a minimum score of 40 percentile on the MAT, but perform well on the writing sample, possess a minimum 3.0 undergraduate GPA, and had a successful interview, he/she could possibly be accepted into the program.

Once accepted into the program, a student will be considered a candidate. This stage of candidacy will continue until the candidate completes all the requirements for graduation.

FOREIGN AND ESL STUDENTS

A foreign or ESL (English as a Second Language) applicant must present evidence of satisfactory proficiency in the reading, writing, and speaking of English. The applicant may do so by presenting a satisfactory score on the TOEFL (normally 500). For information about TOEFL, the applicant should write to TOEFL, 1755 Massachusetts Avenue, N.W., Washington, DC 20036. A foreign applicant is also required to take the MAT.

FINANCIAL AID

There are several aid programs for which graduate students may apply. Information about other loan options may be obtained from the Office of Admissions and Student Affairs.

GRADUATE ASSISTANTSHIPS

Graduate Assistantships are awarded to students who give evidence of maturity and academic commitment.

LETTER OF GOOD STANDING

Students enrolled in graduate programs at other institutions who wish to register for transfer credits must submit a letter of good standing and will not be required to submit complete transcripts. The letter of good standing must come from the dean of the student's graduate school.

COURSE LOAD

To be classified as full time, a graduate student must register for at least nine credit hours in each semester. The advisor must approve overloads.

GRADE-POINT REQUIREMENTS

An overall grade point of 3.0 on a 4.0 scale is required to remain in the Graduate Program. Passing grades, for graduate students, are A, B, and C. A minimum grade of B is needed to successfully complete EDG 730A and EDG 730B which are the two required internships for Educational Leadership. A graduate student, who obtains a grade lower than a B in these courses (EDG 730A and EDG 730B) must repeat the course at Our Lady of Holy Cross College.

A graduate student who obtains a D or lower in any course is automatically placed on probationary status and must repeat the course at Our Lady of Holy Cross College. Status is then subject to the review of the Graduate Council.

Students whose semester average in course work is below a 3.0 will be placed on probation and will not be allowed to register for more than six semester hours the following semester. To be removed from probation, the graduate student must complete six semester hours with a cumulative grade point average of 3.0 at the end of those six hours. If at the end of the probationary period, the cumulative grade point average remains less than 3.0, the student will be dropped from the Graduate Program.

APPEAL

Subject to the review of the Graduate Council, students may be dropped from the program for factors other than grade point average, without having a probationary period. The Graduate Council then determines status. The student may appeal decisions of the Graduate Council by submitting a written appeal to the Vice President and Dean of Academic Affairs.

TIME LIMIT

A maximum of five years from the first semester attended is permitted to complete the requirements for the Master's Degree. Re-admission does not qualify the applicant to begin anew the five-year requirement.

STUDENT RESPONSIBILITY

Each student is responsible for knowing all pertinent requirements and regulations for the successful completion of the Master's Degree. Students should become familiar with this section of the Catalog and the Graduate Student Handbook. The Graduate Student must sign and turn in to his/her advisor the Agreement Contract which is in the back of the Graduate Handbook.

TRANSFER CREDITS

A maximum of six semester hours may be transferred from a regionally accredited institution. Approval of all transfer credits must be obtained from the Academic Program Coordinator/Graduate Programs. An official transcript from the institution in which the courses were taken must verify these courses. Courses taken within the past five years only may transfer if approved.

ADVISOR

Each student, upon admission to the College, will be assigned an advisor. The advisor will usually be assigned before the student's first registration and will aid the student in the development of the individual graduate program.

PROGRAM OF STUDY

The student will work closely with their advisor to develop a sequence of study that outlines the courses to be taken toward the Master's Degree. The sequence will be designed to meet both the student's and the institution's goals and objectives for graduate study.

INTERNSHIP INFORMATION

Those candidates studying in the Educational Leadership Program will have two capstone experiences: EDG 730A Internship I: Summer and EDG 730B Internship II: Fall or Spring. Each of these courses requires 125 hours of field experiences. This time is spent in a combination of observing, participating and leading in administrative contexts.

The first of these, EDG 730A, Internship I: Summer, must be served in a school other than the one in which the candidate is currently employed to satisfy our requirements of:

1. a diverse setting, and
2. the opportunity to gain knowledge under a different mentor.

Only EDG 730A, Internship I: Summer requires an application form. The application is in the back of Graduate Handbook. As per the directions, a letter from the school must accompany the application form. This form is submitted to the Coordinator of Graduate Education no later than April 1st.

COMPREHENSIVE EXAMINATION

Candidates are required to demonstrate readiness for graduation by successful completion of a comprehensive examination. The exam is held at the end of their final semester, and the specific date for this exam is set each semester.

CERTIFICATION/LICENSURE REQUIREMENT

The certifying exam in Educational Leadership is the School Leadership Licensure Assessment (SLLA). A score of 680 must be achieved. Should a minimum required score not be earned, the SLLA must be taken a second time prior to graduation. Teaching successfully for a minimum of five (5) years is required in order to receive this endorsement on a teaching certificate. The applicant must have a valid Louisiana Teaching Certificate. Beginning in the fall of 2010, candidates will be required to successfully complete the SLLA exam to receive a degree in Educational Leadership.

COMMENCEMENT

Upon successful completion of coursework, internships, and the comprehensive examination, a candidate is eligible for graduation. (Educational leadership candidates must also take the national accreditation examination [SLLA] which was discussed previously in this handbook.) Candidates who qualify for graduation are expected to attend commencement exercises.

When eligible, candidates must apply for graduation. A Graduation Clearance Form must be completed a semester prior to graduation. The due dates for submission of this form are published in the Academic Calendar.

PROFESSIONAL ASSOCIATION AFFILIATIONS

All candidates and graduates are strongly encouraged to join and maintain active membership in professional-educational organizations.

FACULTY ENDORSEMENT

Graduate faculty may endorse students for employment only in the area(s) for which they have been trained. Candidates requesting letters of recommendation should notify faculty in advance of graduation. It is common courtesy to submit a resume' along with this request.

**MASTER IN EDUCATION
EDUCATIONAL LEADERSHIP**

EDG 600N	Research-Based and Data-Driven Decision Making	3
EDG 603N	Legal and Political Systems Education.....	3
EDG 607N	History and Philosophy of Education in a Diverse Society	3
EDG 631N	Leadership and Vision in Education.....	3
EDG 632N	The Fiduciary Responsibility of Educational Leaders.....	3
EDG 633N	Leadership and Its Relationship to Resource.....	3
EDG 634N	Communication and Collaboration among School, District and Community.....	3
EDG 636N	School and District Leadership.....	3
EDG 637N	Leader as Exemplar in Instructional Supervision	3
EDG 638N	Curriculum Development for the Success of all Students	3
EDG 730A	Internship I: Summer	3
EDG 730B	Internship II: Fall or Spring	3
	Total: (36)	

EDUCATIONAL LEADERSHIP COURSE CYCLE

Course cycle may change for reasons such as changes in College catalog, instructor availability, room availability, and national, regional, and state requirements. Particular semesters when classes are normally offered are listed in the course description portion of this catalog.

DEPARTMENT OF NURSING AND ALLIED HEALTH

Chair: Dr. Patricia Prechter
DEPARTMENT OF NURSING

The Department of Nursing offers a four-year program of study leading to a Bachelor of Science in Nursing degree. This program is fully accredited by the National League for Nursing Accrediting Commission and is approved by the Louisiana State Board of Nursing. The graduate is eligible to apply to write NCLEX-RN (the examination for licensure for a registered nurse). Please review requirements for eligibility to take the examination in Louisiana or other states in which you may wish to take the examination and/or practice as a licensed registered nurse.

DESCRIPTION OF PROGRAM

During the freshman year of the nursing program, students are expected to complete many of the core courses. Students may be admitted to the nursing clinical sequence in the fall semester of the sophomore year. During this semester the students enroll in two non-clinical nursing courses and complete most of the core and science courses that are the foundation of the nursing program. Nursing courses are serial and are concentrated at the junior and senior level of the program. A practicum is required in each clinical nursing course.

There is a residency requirement for nursing majors that at least one quarter of the total number of credit hours for the Bachelor of Science in Nursing degree be completed at Our Lady of Holy Cross College.

The purposes of the nursing program are to:

1. provide a professional nursing program which transmits the ethical and human values of the Gospel and the values of the founders of the Marianites of Holy Cross to its students to enrich their own lives and to enable them to bring compassion and healing in the Catholic tradition of Jesus and Mary, His Mother, to those committed to their care;
2. prepare a professional nurse-generalist for beginning practice who values the worth and dignity of the person in a multicultural, changing society;
3. provide a professional nursing program based on a strong liberal arts foundation;
4. prepare graduates to successfully complete the licensing examination for registered nurses;
5. provide a foundation for graduate study;
6. prepare the graduates to assume the responsibility for lifelong learning.

Upon successful completion of the program in nursing the graduate will:

1. practice professional nursing within the scope of a multicultural, changing society;
2. synthesize theoretical and empirical knowledge from psychological, sociological, and biological sciences, humanities, and nursing;
3. assess health status and health potential, utilizing the nursing process for nursing care of individuals, families, and communities;
4. demonstrate the ability to engage in critical thinking, decision-making, and independent judgment;
5. evaluate research in nursing and the related disciplines for its applicability to nursing theory and evidenced based practice;
6. practice leadership skills in collaboration with members of the health care team in promoting the care of the client;
7. evaluate the impact of nursing as it relates to assisting the client to achieve the optimum level of wellness;
8. demonstrate the advocacy role within the Christian perspective of respect for the uniqueness, dignity, and worth of the client and others;
9. accept individual responsibility and accountability for nursing decisions, actions, and outcomes;
10. exemplify responsibility and accountability for personal and professional growth;
11. formulate strategies for the improvement of health care and enhancement of nursing as a practice discipline;
12. contribute to affecting change in the health care.

DEGREE OFFERED
Bachelor of Science
Nursing

ADMISSION REQUIREMENTS

All students must be formally accepted before enrolling in any nursing course. Admission to the Department of Nursing is based upon:

1. reading proficiency at college level in comprehension and vocabulary;
2. completion of a minimum of 34 semester hours of Level I designated core and support courses with a grade of C or better;
3. minimum grade-point average of at least 2.5;
4. successful score on all entrance examinations;
5. formal application for admission to the Department of Nursing;
9. evidence of health compatible with curriculum requirements;
7. three letters of recommendation.

Preference will be given to an applicant who completes pre-nursing courses at Our Lady of Holy Cross College. Admission to the Department of Nursing is competitive. Admission to the Department is by competitive application and meeting the minimum academic requirements does not guarantee admission to the Department of Nursing.

COMPUTER LITERACY VALIDATION

Computer Literacy is defined in the Department of Nursing as the ability to use a computer to access internet data, to input data, and to use e-mail.

Upon completion of the program of studies, all students must use the computer for:

1. computer assisted learning including interactive programs;
2. email;
3. accessing/transferring data through the internet.

All students who successfully complete the program are deemed computer literate.

Admission Policy for an L.P.N. to Bachelor of Science in Nursing

The Department of Nursing has the following plan for an L.P.N. to attain the B.S.N. degree at Our Lady of Holy Cross College. An L.P.N. student may challenge NSG 203 Nursing I (7 semester hours). The challenge of NSG 203 may not be undertaken until the 34 prerequisite hours in Level I are completed. In addition, the L.P.N. must be concurrently enrolled in NSG 200 Dimensions of Professional Nursing (3 semester hours) and NSG 202 Pharmacology (3 semester hours). These courses are taught every fall semester.

Baccalaureate Program in Nursing for Licensed Practical Nurses (L.P.N.)

Students who are L.P.N.s follow the same procedures for any new student regarding admission to the College and/or Department of Nursing. To expedite the progression of the L.P.N. within the nursing curriculum the L.P.N. will be afforded the opportunity to challenge seven hours of nursing courses. The challenge of NSG 203 Nursing I (7 semester hours) must be completed during the fall semester that the student is enrolled in NSG 200 and NSG 202.

The L.P.N. must have current work experience equivalent to at least one year of full-time employment. A resumé of work experience of the L.P.N. must be provided and include length of time, type of patients requiring nursing care, skills required, responsibilities, etc.

In addition, the L.P.N. must successfully pass the L.P.N. Mobility Examination provided by the National League for Nursing as well as successfully demonstrate competency in selected fundamental nursing clinical skills.

Reporting of Any Subsequent Disciplinary Action, Arrest, Charge, Conviction, Addiction or Impairment

If a student is admitted to the clinical sequence of the nursing program, any subsequent disciplinary action, arrest, criminal charge or conviction, addiction, or impairment shall be reported IMMEDIATELY to the Chair of Nursing and the Louisiana State Board of Nursing. All required documents shall be forwarded to the Louisiana State Board of Nursing for evaluation in determining the student's eligibility to continue in the clinical sequence of the program.

As a current requirement of Louisiana State Board of Nursing, students will be required to have a second criminal background check completed at the time of graduation and application for licensure.

GRADUATION REQUIREMENTS

The student must:

1. complete the nursing curriculum with a grade of C or better in each nursing course;
2. complete all general education courses with a minimum grade of C;
3. achieve a cumulative GPA of 2.0;
4. achieve the designated score on the Department exit exam.

BACHELOR OF SCIENCE IN NURSING

FRESHMAN (Level One)

BIO	351	Human Anatomy and Physiology I	4
BIO	352	Human Anatomy and Physiology II	4
CHE	107	Inorganic, Organic, and Biochemistry I	4
ENG	101	English Composition I	3
ENG	102	English Composition II	3
MAT	105	College Algebra	3
PHI	207	Introduction to Logic and Critical Thinking	3
PSY	101	General Psychology	3
SOC	101	Introduction to Sociology	3
SPE	101	Fundamentals of Public Speaking	3
			(33)

SOPHOMORE (Level Two)

BIO	270	Human Nutrition	3
BIO	370	Microbiology.....	4
CHE	108	Inorganic, Organic, and Biochemistry II	4
HIS	101 or 102 or 201 or 202	History of Western Civilization I or II or	3
		History of the United States I or II	
NSG	200	Dimensions of Professional Nursing (fall semester)	3
NSG	202	Pharmacology (fall semester)	3
NSG	203	Nursing I with Clinical Component (spring semester)	7
NSG	205	Health Assessment with Laboratory Component (spring semester)	3
PSY	340	Human Growth and Development	3
THE		Theology Elective	3
			(36)

JUNIOR (Level Three)

MAT 160	Introductory Statistics	3
NSG 300	Nursing II with Clinical Component (fall semester).....	8
NSG 302	Pathophysiology (fall semester).....	3
NSG 307	Nursing Research (spring semester)	3
NSG 308	Nursing III with Clinical Component (spring semester).....	7
PHI	Philosophy Elective	3
		(27)

SENIOR (Level Four)

ENG	Literature Elective (200 level or above)	3
FNA/MUS/ART	Elective	3
NSG 400	Nursing IV with Clinical Component (fall semester).....	8
NSG 401	Leadership in Nursing (fall semester).....	3
NSG 402	Perspectives in Nursing (spring semester).....	2
NSG 403	Preparation for Professional Nursing Practice (spring semester) 1	
NSG 420	Nursing V with Clinical Component (spring semester).....	7
THE 305	Morality and Science	3
		(30)
		Total: (126)

NURSING SUMMARY

Biology	15	Nursing	58
Chemistry	8	Philosophy	6
English	9	Psychology	6
Fine Arts, Music or Art.....	3	Sociology	3
History	3	Speech	3
Mathematics	6	Theology	6
			Total: (126)

RN to BSN Program Description (On-Line Program)

The student is admitted to the program upon successful completion of pre-requisite courses. Depending on the semester plan chosen, students enroll in either two or three courses for that semester. There is one clinical practicum in the online RN-BSN program.

Program Purposes/Objectives

The learning objectives of the RN to BSN program are to:

1. provide a professional nursing program which transmits the ethical and human values of the Gospel and the values of the founders of the Marianites of Holy Cross to its students to enrich their own lives and to enable them to bring compassion and healing in the Catholic tradition of Jesus and Mary, His Mother, to those committed to their care;
2. prepare the professional nurse for practice who values the worth and dignity of the person in a multi-cultural diverse society;
3. provide a professional nursing program based on a strong liberal arts foundation;
4. provide a foundation for graduate study;
5. prepare the graduates to assume the responsibility for lifelong learning.

The outcomes of the RN to BSN program are to:

1. practice professional nursing with the scope of a multicultural diverse society;
2. synthesize theoretical and empirical knowledge from psychological, sociological, and biological sciences, humanities, and nursing;
3. assess health status and health potential, utilizing the nursing process for nursing care of individuals, families, and communities;
4. demonstrate the ability to engage in critical thinking, decision-making, and independent judgment;
5. evaluate research in nursing and related disciplines for its applicability to nursing theory and nursing practice;
6. practice leadership skills in collaboration with members of the health care team in promoting the health and welfare of the client;
7. evaluate the impact of nursing as it relates to assisting the client to achieve the optimum level of health;

8. demonstrate the advocacy role within the Christian perspective of respect for the uniqueness, dignity, and worth of the client and others;
9. accept individual responsibility and accountability for nursing decisions, actions, and their outcomes;
10. exemplify responsibility and accountability for personal and professional growth;
11. formulate strategies for the improvement of health care and enhancement of nursing as a practice discipline;
12. contribute to affecting change in the health care delivery system through actions as a nurse and as a citizen.

Admission Requirements

The applicant must:

1. meet the admission requirements for Our Lady of Holy Cross College.
2. complete a nursing application with the non-refundable application fee.
3. evidence a GPA of 2.5 on 4.0 scale.
4. submit transcripts from an approved/accredited nursing program.
5. achieve a minimum of C on all pre-requisite general education and cognate courses as specified in the current Our Lady of Holy Cross College catalog.
6. evidence a current unencumbered RN license.
7. submit proof of professional CPR certification and professional liability insurance.
8. submit health data form and evidence of health insurance with application.

**BACHELOR OF SCIENCE
IN NURSING (On-Line RN to BSN Program)**

FRESHMAN (Level One)

BIO 351 or 352	Human Anatomy and Physiology I or II.....	4
CHE 107 or 108	Inorganic, Organic, and Biochemistry I or II.....	4
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 105	College Algebra	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
SPE 101	Fundamentals of Public Speaking	3
	(26)	

SOPHOMORE (Level Two)

BIO 370	Microbiology.....	4
CIS	Computer Information Systems Elective	3
HIS	History Elective	3
PHI 305	Ethics and Value Theory.....	3
SOC	Social Science Elective	3
	(Developmental Psychology recommended)	
THE	Theology Elective	3
	(19)	

JUNIOR (Level Three)

MAT 160	Introductory Statistics	3
PHI	Philosophy Elective	3
	(6)	

SENIOR (Level Four)

ENG	Literature Elective (200 level or above)	3
FNA/MUS/ART	Elective	3
THE	Theology Elective	3
	(9)	

Total: (120)

SUMMARY

Biology	8	Philosophy	6
Chemistry	4	Psychology.....	6
English	9	Sociology	3
Fine Arts, Music or Art.....	3	Speech	3
History	3	Theology	6
Mathematics.....	6		
Nursing	30	Total: (120)	

Course Layout

NSG 350	Contemporary Nursing Issues.....	4
NSG 360	Health Assessment for RNs	3
NSG 370	Pathophysiology for RNs.....	3
NSG 380	Nursing Research and Scientific Inquiry	3
NSG 450	Nursing Leadership and Decision Making	3
NSG 460	Nursing Informatics	3
NSG 470	Nursing Care of Populations.....	4
NSG 475	Global Policy and Health.....	3
NSG 480	Nursing Elective.....	4
		(30)

ALLIED HEALTH

Coordinator: Dr. Susan vanLoon

Upon successful completion of the Allied Health Programs, students should be able to:

1. recall essential factual information;
2. read, understand, and critique standard reference works and professional periodicals;
3. access critical theories and trends;
4. practice professional skills;
5. synthesize theoretical and empirical knowledge;
6. demonstrate the ability to engage in critical thinking, decision making, and independent judgment;
7. practice leadership skills in collaboration with members of the their profession;
8. accept ethical responsibility and accountability for professional decisions, actions, and their consequences.

DEGREES OFFERED

Associate of Science
Radiologic Technology

Bachelor of Science
Radiologic Technology
Respiratory Care
Health Sciences

Curriculum in Diagnostic Medical Sonography
Curriculum for Radiologic Technologists
Curriculum for Respiratory Therapists

RADIOLOGIC TECHNOLOGY

PROGRAM IN RADIOLOGIC TECHNOLOGY

The Our Lady of Holy Cross College/Ochsner School of Allied Health Sciences Radiologic Technology Program is an intense and comprehensive program combining academic preparation with didactic and clinical study. The clinical component is a full-time program entailing 40 hours per week. Students may choose two options in applying for entry to the clinical component.

The associate degree track provides students with the baseline academic prerequisites necessary for applying to the program. Students who elect this track must complete all academic prerequisites at the associate degree level before beginning professional training. The baccalaureate degree track provides students with a broader academic background in addition to all of the baseline prerequisites necessary for application to the professional clinical program. The baccalaureate degree facilitates career advancement and is the preferred track for students seeking greater opportunities for professional growth.

ADMISSION REQUIREMENTS

1. completion of all academic requirements as specified in the degree program (Students may elect to pursue either the baccalaureate or associate degree.);
2. minimum grade point average of 2.5 on a 4.0 scale and a minimum science grade point average of 2.7 (4.0 scale);
3. official copy of ACT or SAT scores;
4. official college transcripts.

APPLICATION PROCESS

Students make application to the professional clinical program during the spring semester by completing the application packet available in the Office of Academic Affairs. The deadline for receiving all completed materials is May 1st of each year.

SELECTION PROCESS

Applications are reviewed by the program's selection committee, and the most qualified applicants are invited for a personal interview. Factors considered in the selection process are academic success, preparation for and understanding of the demands of the profession and program, communication skills, and the ability to deal with stressful situations.

**FACTS TO BE AWARE OF PRIOR TO APPLYING TO THE CLINICAL PROGRAM:
THE OCHSNER RADIOLOGIC TECHNOLOGY PROGRAM**

- Due to the nature of the professional training, clinical education, and subsequent rotational requirements of this program, the students do not completely follow Our Lady of Holy Cross College's academic calendar. Semester breaks and vacation time are provided throughout the curriculum specifically in correlation with the program's clinical and didactic schedules.
- The Ochsner Radiologic Technology Program involves didactic and clinical education that requires the student to attend 40 hours per week (8:00 a.m. – 4:30 p.m., Monday-Friday). Full-time employment outside of the program is strongly discouraged.
- The students of the program adhere to a prescribed dress code, as well as follow policies and procedures set forth by the program. Attendance requirements for class and clinical rotations are much more stringent than the normal college student's schedule. A copy of the program policy and procedure manual is available upon request.
- Reliable transportation is important. Clinical scheduling and program schedules require students to be punctual and accountable. The clinical component also includes rotations through the Ochsner Satellite facilities that are located away from the main Ochsner campus.
- After graduation from the Ochsner Radiologic Technology Program, students are eligible for the American Registry of Radiologic Technologists (ARRT) National Certification Examination. The student must comply with the "Rules of Ethics" set forth in the ARRT's "Standards of Ethics." Any previous felony convictions or plea of guilty or NoLo Contendre (No Contest) to a crime, which is a felony or misdemeanor, will be investigated by the ARRT before determining the student's eligibility to sit for the National Certification Examination.

**BACHELOR OF SCIENCE
RADIOLOGIC TECHNOLOGY**

Curriculum for students without clinical training in Radiologic Technology

FRESHMAN

BIO	351-352	Human Anatomy and Physiology I and II	8
CHE	107-108	Inorganic, Organic and Biochemistry I and II	8
CIS	111	Intermediate Computer Literacy	3
ENG	101	English Composition I	3
ENG	102	English Composition II	3
MAT	105	College Algebra	3
MAT	160	Introductory Statistics	3
PHI		Philosophy Elective	3
THE	305	Morality and Science	3
			(37)

SOPHOMORE

BIO	202	Pharmacology	3
ENG		Literature Elective	3
FNA/MUS/ART		Fine Arts Elective	3
HIS		History Elective	3
PHI	207	Logic and Critical Thinking	3
PHY	251-252	General Physics I and II	8
PSY	101	General Psychology	3
SPE	101	Fundamentals of Public Speaking	3
SOC		Sociology Elective	3
THE		Theology Elective	3
			(35)

JUNIOR and SENIOR

Clinical Program at Ochsner*	61
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Total: (133)

*Admission to the Ochsner Program in Radiologic Technology is competitive. Students accepted into the clinical program attend classes 40 hours per week, Monday through Friday. The junior year is three semesters in length, and the senior year is two semesters in length. Students attend classes during the fall, spring, and summer semesters of the junior year and during the fall and spring semesters of the senior year of the clinical component.

RADIOLOGIC TECHNOLOGY SUMMARY

Natural Sciences.....	27		
Computer Information Systems	3	Philosophy.....	6
English	9	Social Sciences.....	6
Fine Arts, Music, or Art.....	3	Speech	3
History.....	3	Theology	6
Mathematics.....	6	Clinical Program	61
			Total: (133)

OCHSNER CLINICAL TRAINING COURSES – FIRST YEAR

Block credit is awarded on a semester basis for professional clinical component course work.

FALL SEMESTER – RAD 300

15 hours

RAD 101	Principles of Radiation Protection
RAD 103	Fundamentals of Radiologic Science and Health Care
RAD 110	Medical Ethics and Law
RAD 205	Radiography Anatomy and Physiology I
RAD 217A	Basic Radiographic Positioning I
RAD 220	Radiologic Procedures and Pharmacology
RAD 301	Clinical Practicum I

RAD 101 PRINCIPLES OF RADIATION PROTECTION

This course is designed to discuss radiation safety, rules, and regulations.

RAD 103 FUNDAMENTALS OF RADIOLOGIC SCIENCE AND HEALTH CARE

Acquaintance with the foundations, goals, philosophies, departmental organization and the practitioner's role in the health care delivery system. This course sets the pace for the student's professional growth in radiologic technology and the professional responsibilities of the radiographer.

RAD 110 MEDICAL ETHICS AND LAW

This course is designed to provide respect for interpersonal relationships, along with legal, moral, and ethical responsibilities to increase effective communication and empathy for the patient.

RAD 205 RADIOGRAPHY ANATOMY AND PHYSIOLOGY I

A course covering the human body and its physiological systems including its structures, functions, and relationships.

RAD 217A BASIC RADIOGRAPHIC POSITIONING I

An extensive lecture and laboratory study of basic routine positions of the upper and lower extremities, shoulder and pelvic girdle, bony thorax, and vertebral column.

RAD 220 RADIOLOGIC PROCEDURES AND PHARMACOLOGY

In this course, the student is provided with radiologic technology information related to the diagnostic and therapeutic practices of patient care.

RAD 301 CLINICAL PRACTICUM I

The student displays proficiency in ethical and professional communication, proper body mechanics, and basic radiologic technology skills within the radiology department. Students are simulated for chest, IVP, UGI, colons, and portable radiography areas.

SPRING SEMESTER – RAD 310

15 hours

RAD 115	Radiographic Film Processing
RAD 202	Principles of Radiographic Exposure
RAD 206	Radiographic Anatomy and Physiology II
RAD 217B	Basic Radiographic Positioning II
RAD 225	Radiographic Physics
RAD 302	Clinical Practicum II

RAD 115 RADIOGRAPHIC FILM PROCESSING

A course covering the necessary knowledge to design a darkroom, maintain, and/or troubleshoot malfunctions found in processing systems.

RAD 202 PRINCIPLES OF RADIOGRAPHIC EXPOSURE

A course covering the necessary knowledge for obtaining an optimal radiograph using exposure factors, radiation projection equipment, radiographic accessories, and pathological findings.

RAD 206 RADIOGRAPHIC ANATOMY AND PHYSIOLOGY II

A detailed course covering the human body and its physiological systems including its structures, functions, and relationships.

RAD 217B BASIC RADIOGRAPHIC POSITIONING II

This lecture and laboratory course emphasizes the basic radiographic routines of the skull, sinuses, IAC's, mastoids, and facial bones.

RAD 225 RADIOLOGIC PHYSICS

An introduction to multiple energy transformations required for radiation production, interaction with matter, and the ways in which radiation is measured.

RAD 302 CLINICAL PRACTICUM II

Clinical training and competency during this phase consist of the areas of clinic and hospital radiography with the inclusion of Orthopedic Radiography, Mammography, Nuclear Medicine, and Radiation Therapy.

SUMMER SEMESTER – RAD 330

7 hours

RAD 104	Medical Terminology
RAD 210	Film Critique
RAD 217C	Advanced Radiographic Positioning I
RAD 290	Methods of Patient Care
RAD 303	Clinical Practicum III

RAD 104 MEDICAL TERMINOLOGY

Introduces medical abbreviations, symbols, and terms of the medical profession to the student.

RAD 210 FILM CRITIQUE

A discussion course of students' films designed to assist the individual student in problem/weak areas.

RAD 217C ADVANCED RADIOGRAPHIC POSITIONING I

An extensive lecture and laboratory study of the supplementary positions of the upper and lower extremities, pelvic and shoulder girdle, boy thorax, and vertebral column.

RAD 290 METHODS OF PATIENT CARE

A course providing the student with an in-depth study of radiographic procedures and practices in relation to patient care.

RAD 303 CLINICAL PRACTICUM III

The student begins to display competency in all clinic and hospital radiography areas. Also, clinical education consists of emergency room radiology and procedures, surgery room radiology, and basic principles of diagnostic ultrasound.

OCHSNER CLINICAL TRAINING COURSES – SECOND YEAR

FALL SEMESTER – RAD 400

12 hours

RAD 210	Film Critique
RAD 215	Contrast Media
RAD 217D	Advanced Radiographic Positioning II
RAD 230	Pediatric Radiography
RAD 260	Medical Imaging
RAD 280	Computer Applications
RAD 304	Clinical Practicum IV

RAD 210 FILM CRITIQUE

A discussion course of students' films designed to assist the individual student in problem/weak areas.

RAD 215 CONTRAST MEDIA

Emphasis on various types of contrast materials, their reactions, usage and basic first aid procedures with reference to the emergency cart.

RAD 217D ADVANCED RADIOGRAPHIC POSITIONING II

A lecture and laboratory study of the supplementary positions of the cranial and facial bones.

RAD 230 PEDIATRIC RADIOGRAPHY

A course giving an overview of the ways in which radiographic procedures are different for pediatric patients versus adults.

RAD 260 MEDICAL IMAGING

A course describing various radiation and non-radiation processes and equipment.

RAD 280 COMPUTER APPLICATIONS

Study of the basic workings of a computer, the evolution of computers, computer language, and application in radiology.

RAD 304 CLINICAL PRACTICUM IV

Advanced clinical training and competency are within the clinical and hospital radiology areas. Other clinical training includes the satellite clinic and the subspecialty modalities of computed tomography and magnetic resonance imaging.

SPRING SEMESTER – RAD 410

12 hours

RAD 210	Film Critique
RAD 240	Radiographic Pathology
RAD 255	Principles of Radiation Biology
RAD 265	Quality Assurance and Control
RAD 285	Registry Review
RAD 305	Clinical Practicum V

RAD 210 FILM CRITIQUE

A discussion course of students' films designed to assist the individual student in problem/weak areas.

RAD 240 RADIOGRAPHIC PATHOLOGY

A research course designed to introduce various pathologic conditions of the body and other impacts on the radiographic process.

RAD 255 PRINCIPLES OF RADIATION BIOLOGY

This course provides awareness and knowledge relating to the effects of ionizing radiation on biologic systems.

RAD 265 QUALITY ASSURANCE and CONTROL

A course identifying problems in the radiographic process before they are evidenced clinically.

RAD 285 REGISTRY REVIEW

This course provides a review of academic and clinical material for the student prior to taking the certification exam.

RAD 305 CLINICAL PRACTICUM V

Clinical training of advanced procedures within the clinic and hospital radiology areas. Other clinical training includes the subspecialty modalities of interventional radiology and cardiac catheterization lab. The student completes competency and reaches the minimum exam numbers for program completion. Clinical training includes the student's area of employment interest and advanced training in all radiology areas.

RESPIRATORY CARE

PROGRAM IN RESPIRATORY CARE

The Our Lady of Holy Cross College/Ochsner School of Allied Health Sciences Respiratory Care Program prepares students at registry level for a career in the field of respiratory care. Respiratory Care is an allied health specialty employed in the prevention, treatment, management, diagnostic evaluation and care of patients with diseases and abnormalities of the cardiopulmonary system.

Students seeking the baccalaureate degree complete three years of academic work on the Our Lady of Holy Cross College campus and three semesters of clinical and didactic study on the Ochsner campus. Baccalaureate prepared students are registry eligible on completion of their clinical training.

ADMISSION REQUIREMENTS

1. completion of all academic requirements as specified in the degree program (Students may elect to pursue either the baccalaureate or associate degree.);
2. minimum grade point average of 2.5 on a 4.0 scale and a minimum science grade point average of 2.7 (4.0 scale);
3. official copy of ACT or SAT scores;
4. official college transcripts.

APPLICATION PROCESS

Students make application to the professional clinical program during the spring semester by completing the application packet available in the Office of Academic Affairs. The deadline for receiving all completed materials is May 31st.

SELECTION PROCESS

1. all applications are reviewed;
2. the most qualified applicants are invited for a personal interview by the program's Selection Committee;
3. final selection is made from the interviewed applicants;
4. those candidates accepting appointment will be required to undergo an incoming physical examination which includes blood, drug and TB tests. The Ochsner Employee Health Services will perform these tests at no charge to the student.

**FACTS TO BE AWARE OF PRIOR TO APPLYING TO THE CLINICAL PROGRAM
OCHSNER RESPIRATORY CARE PROGRAM**

- Due to the nature of the professional training, clinical education, and subsequent rotational requirements of this program, the students do not completely follow Our Lady of Holy Cross College's academic calendar. Semester breaks and vacation time are provided throughout the curriculum specifically in correlation with the program's clinical and didactic schedules.
- The Ochsner Respiratory Care Program involves didactic and clinical education that requires the student to attend 40 hours per week. Full-time employment outside of the program is strongly discouraged.
- The students of the program adhere to a prescribed dress code, as well as follow policies and procedures set forth by the program. Attendance requirements for class and clinical rotations are much more stringent than the normal college student's schedule. A copy of the program policy and procedure manual is available upon request.
- Reliable transportation is important. Clinical scheduling and program schedules require students to be punctual and accountable.
- After graduation from the Ochsner Respiratory Program, students are eligible for national credentialing exams.

**BACHELOR OF SCIENCE
RESPIRATORY CARE**

Curriculum for students without clinical training in Respiratory Care

FRESHMAN		
BIO 101	General Biology	4
BIO 351	Human Anatomy and Physiology I.....	4
CHE 107-108	Inorganic, Organic and Biochemistry I and II	8
CIS	Computer Science Elective	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
FNA/MUS/ART	Fine Arts Elective	3
MAT 105	College Algebra	3
HSC 110	Medical Terminology.....	3
		(34)
SOPHOMORE		
BIO 291	Stress Management	1
BIO 202	Pharmacology	3
BIO 352	Human Anatomy and Physiology II	4
BIO 370	Microbiology.....	4
MAT 160	Introductory Statistics	3
ENG	Literature Elective.....	3
PHI 207	Introduction to Logic & Critical Thinking	3
PHY 251	General Physics I	4
PSY 101	General Psychology	3
SPE 101	Fundamentals of Public Speaking.....	3
		(31)
JUNIOR		
BIO 270	Human Nutrition	3
HIS	History Electives.....	6
PHI	Philosophy Elective	3
SOC	Social Science Elective	3
THE 305	Morality and Science	3
THE	Theology Elective	3
--	Electives.....	10
		(31)
SENIOR		
The next 3 semesters of clinical and didactic study will be on the Ochsner campus.		(32)

*Admission to the Ochsner Program in Respiratory Care is competitive. Students accepted into the clinical program attend classes 40 hours per week, Monday through Friday. Acceptance into the registry summer clinical semester requires a 2.5 grade point average in the certification program.

RESPIRATORY CARE SUMMARY

Health Sciences.....	3	Philosophy.....	6
Computer Information Systems	3	Social Sciences.....	12
English	9	Speech.....	3
Fine Arts, Music, or Art.....	3	Theology	6
Mathematics.....	6	Electives.....	10
Natural Sciences.....	35	Clinical Program	32
		Total: (128)	

OCHSNER CLINICAL TRAINING COURSES

FALL SEMESTER – RTC 401

12 hours

Respiratory Care I with Clinical Component: Introduction to respiratory care and selected psychomotor skills in the classroom, laboratory, and clinical setting. Basic respiratory care practices, procedures, and assessment are emphasized in the non-acute care setting.

RTC 101	Basics of Respiratory Care
RTC 102	Clinical Practicum I
RTC 103	Clinical Laboratory I
RTC 105	Cardiopulmonary Anatomy and Physiology
RTC 108	Respiratory Care Fundamentals
RTC 115	Independent Study

RTC 101 BASICS OF RESPIRATORY CARE

A basic theory course covering gas laws, medical gasses and equipment, respiratory drugs, and infection control for health care workers.

RTC 102 CLINICAL PRACTICUM I

The student displays proficiency in continuous oxygen therapy, intermittent treatment therapy, EKGs, and professional communication.

RTC 103 CLINICAL LABORATORY I

The student performs and participates in laboratory experience to become knowledgeable in basic respiratory care equipment and theory.

RTC 105 CARDIOPULMONARY ANATOMY AND PHYSIOLOGY

The course covers general principles of cardiopulmonary anatomy and physiology.

RTC 108 RESPIRATORY CARE FUNDAMENTALS

An introductory course dealing with the theory and equipment operation of aerosol and humidity therapy, oxygen therapy, chest physiotherapy, and hyperinflation therapy.

RTC 115 INDEPENDENT STUDY

A course covering various topics in respiratory care. Research paper, drug cards, and journal reviews are required under the guidance of the program director.

SPRING SEMESTER – RTC 402

12 hours

Respiratory Care II with Clinical Component: Focus on respiratory care and assessment of adults and children in the acute care setting. Theory and practice of mechanical ventilation are emphasized in the classroom, laboratory, and clinical setting.

RTC 202	Clinical Practicum II
RTC 203	Clinical Laboratory II

RTC 204	Blood Gases and Acid Base Balance
RTC 210	Pulmonary Function Studies
RTC 211	Perinatology and Pediatrics
RTC 213	Specialty Areas in Cardiopulmonary Care
RTC 215	Independent Study
RTC 220	Certification Review Course
RTC 221	Physiological Aspects of Ventilation

RTC 202 CLINICAL PRACTICUM II

Clinical training is done in critical care areas, including adult ICU and NICU. Other clinical training areas include pulmonary function testing, blood gas puncture and analysis, intubation, and bronchoscopies.

RTC 203 CLINICAL LABORATORY II

A lab course designed to reinforce clinical practicum. Topics covered: ventilators, airway care and intubation, CPAP, troubleshooting equipment, BIPAP, and extubation.

RTC 204 BLOOD GASES AND ACID BASE BALANCE

A course designed to introduce students to the theory, interpretation, and application of blood gases and acid base balance.

RTC 210 PULMONARY FUNCTION STUDIES

A course designed to introduce students to pulmonary function testing and their interpretation.

RTC 211 PERINATOLOGY AND PEDIATRICS

A course in neonatology and pediatrics including neonatal physiology, common respiratory diseases of infancy and childhood, and congenital heart defects.

RTC 213 SPECIALTY AREAS IN CARDIOPULMONARY CARE

Chest radiographs and their interpretation, ECG interpretation, BCLS and ACLS will be covered.

RTC 215 INDEPENDENT STUDY

The student investigates relevant topics in respiratory care under the direction of the program director. Pulmonary disorders and diseases are also emphasized.

RTC 220 CERTIFICATION REVIEW COURSE

A course designed to help students prepare for the entry-level examination.

RTC 221 PHYSIOLOGICAL ASPECTS OF VENTILATION

Physiological and operational aspects of ventilation information on artificial ventilation including hazards, mean airway pressure, modes, indications, and weaning are covered. Equipment and operation of ventilators are also covered.

SUMMER SEMESTER – RTC 403

8 hours

Respiratory Care III with Clinical Component: Advanced respiratory care monitoring and procedures as well as management are emphasized for the registry student.

RTC 302	Clinical Practicum III
RTC 314	Management
RTC 315	Independent Study
RTC 317	Advanced Respiratory Studies
RTC 318	Intensive Cardiopulmonary Monitoring
RTC 320	Registry Review Course
RTC 321	Diagnostic Sleep Studies

RTC 302 CLINICAL PRACTICUM III

Advanced clinical training includes management, pediatrics, sleep lab, rounds with pulmonary physicians, and advanced critical care in ICU, NICU, and PICU.

RTC 314 MANAGEMENT

This course emphasizes basic management theory.

RTC 315 INDEPENDENT STUDY

The student will do research and a presentation on a current topic in respiratory care, Journal reviews and case studies are also required for class.

RTC 317 ADVANCED RESPIRATORY STUDIES

Advanced respiratory care topics including ACLS, transport, waveform interpretation, advanced airway care, exercise testing, and advanced PTF's.

RTC 318 INTENSIVE CARDIOPULMONARY MONITORING

This course is designed to review cardiopulmonary monitoring: capnography, balloon pumping, arterial line, and pulmonary artery catheter monitoring. Advanced ventilator modes will also be covered.

RTC 320 REGISTRY REVIEW COURSE

A course designed to help students preparing for the registry examinations.

RTC 321 DIAGNOSTIC SLEEP STUDIES

This course introduces students to the basics of sleep medicine and polysomnography. Some of the topics to be covered include: Sleep staging, waveforms, EEG electrode placement for sleep, sleep studies, and scoring sleep studies.

**BACHELOR OF SCIENCE
HEALTH SCIENCES**

Curriculum in Diagnostic Medical Sonography (DMS)

FRESHMAN

HSC 110	Medical Terminology.....	3
BIO 351	Human Anatomy and Physiology I.....	4
CHE 107-108	Inorganic, Organic and Biochemistry I and II	8
CIS 111	Intermediate Computer Literacy	3
ENG 101	English Composition I	3
ENG 102	English Composition II.....	3
FNA/MUS/ART	Fine Arts Elective	3
MAT 105	College Algebra	3
MAT 160	Introductory Statistics.....	3
		(33)

SOPHOMORE

BIO 291	Stress Management.....	1
BIO 352	Human Anatomy and Physiology II	4
BIO 370	Microbiology.....	4
ENG	Literature Elective.....	3
PHI 305	Ethics and Value Theory.....	3
PHY 251-252	General Physics I and II.....	8
PSY 101	General Psychology	3
SPE 101	Fundamentals of Public Speaking.....	3
THE	Theology Elective	3
		(32)

JUNIOR

BIO 270	Human Nutrition.....	3
BIO 293	Holistic Health	1
BUS	Business Elective	3
HIS	History Electives.....	6
PHI	Philosophy Elective	3
	Social Science Elective.....	3
THE	Theology Elective	3
	Free Electives.....	8
		(33)

SENIOR

	DMS Program at Delgado Community College*	33
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Total: (128)

*This curriculum is designed to prepare students for application to the Diagnostic Medical Sonography (DMS) program at Delgado Community College. Acceptance into the program is competitive with selection made by the Admissions Committee for the Delgado DMS Program. Meeting the minimum requirements does not guarantee admission into the program. The DMS

program is a 16 month certificate program which provides students with both formal and practical education in ultrasound. Students apply directly to Delgado Community College for admission into the clinical program. Our Lady of Holy Cross College grants the baccalaureate degree upon successful completion of the program.

DIAGNOSTIC MEDICAL SONOGRAPHY SUMMARY

Business Elective	3	Philosophy.....	6
Computer Information Systems	3	Social Sciences.....	12
English	9	Speech	3
Fine Arts, Music or Art.....	3	Theology	6
Mathematics.....	6	Electives.....	11
Natural Sciences.....	36	Professional Training.....	30

Total: (128)

**BACHELOR OF SCIENCE
HEALTH SCIENCES**

Curriculum for Radiologic Technologists

(This curriculum is for individuals who have completed their professional training and who have received the ARRT credential. This makes the degree consistent with the Bachelor of Science in Health Sciences for respiratory therapists.)

BIO	Biological Science Electives.....	9
ENG 101	English Composition I	3
ENG 102	English Composition II.....	3
ENG	Literature Elective.....	3
FNA/ MUS/ART	Elective	3
HIS	History Electives.....	6
MAT 105	College Algebra	3
MAT 160	Introductory Statistics.....	3
PHI 305	Ethics and Value Theory.....	3
PHI	Philosophy Elective	3
SOC	Social Science Electives	6
SPE 101	Fundamentals of Public Speaking.....	3
THE 305	Morality and Science	3
THE	Theology Elective	3
--	General Electives*	18
	Professional Training.....	56
	Total: (128)	

*Must be at the 300 level or above.

RADIOLOGIC TECHNOLOGISTS SUMMARY

Biology.....	9	Philosophy.....	6
English	9	Social Sciences Electives.....	6
Fine Arts, Music, or Art.....	3	Speech	3
Mathematics.....	6	Theology	6
History.....	6	Electives.....	18
		Professional Training.....	56
		Total: (128)	

**BACHELOR OF SCIENCE
HEALTH SCIENCES**

Curriculum for Respiratory Therapists

This curriculum is for individuals who have completed their professional training and who have received CRT or RRT credentials.

CIS	Computer Science Elective.....	3
ENG 101	English Composition I.....	3
ENG 102	English Composition II.....	3
ENG	Literature Elective.....	3
FNA/ MUS/ART	Fine Arts Elective.....	3
HIS	History Electives.....	6
MAT 105	College Algebra.....	3
MAT 160	Introductory Statistics.....	3
PHI 207	Introduction to Logic and Critical Thinking.....	3
PHI	Philosophy Elective.....	3
PSY 407	Death and Dying.....	3
PSY	Psychology Elective.....	3
	Natural Sciences Electives.....	9
	Social Sciences Electives.....	6
SPE 101	Fundamentals of Public Speaking.....	3
THE 305	Morality and Science.....	3
THE	Theology Elective.....	3
	General Electives*	
	CRT Level.....	41
	RRT Level.....	33
	Professional Training	
	CRT Level.....	24
	RRT Level.....	32
	Total: (128)	

*20 semester hours must be at the 300 level or above.

RESPIRATORY THERAPIST SUMMARY

Computer Information Systems.....	3	Natural Sciences.....	9
English.....	9	Philosophy.....	6
Fine Arts, Music and Art.....	3	Social Sciences.....	18
Mathematics.....	6	Speech.....	3
		Theology.....	6
CRT Level Training.....	24	RRT Level Training.....	32
CRT Level Electives.....	41	RRT Level Electives.....	33
		Total: (128)	

COURSES OF INSTRUCTION

AIR FORCE ROTC RESERVE OFFICERS TRAINING CORPS

All courses are taught at Tulane University.

AER 101-102 FOUNDATIONS OF THE U.S. AIR FORCE 1, 1 sem. hr.

The AS100 course is a survey course, designed to introduce cadets to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, and an introduction to communication skills. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences.

AER 201-202 EVOLUTION OF USAF AIR AND SPACE POWER 1, 1 sem. hr.

The AS200 course examines the general aspects of air and space power from a historical perspective. The course covers a time period from the first balloons and dirigibles to the 21st century war on terrorism. Historical examples are provided to extrapolate the development of Air Force capabilities (competencies) and missions (functions) and to demonstrate the evolution of air and space power. The course examines fundamentals associated with war in the third dimension: e.g., principles of war and tenets of air and space power. As a whole, this course provides cadets with a knowledge-level understanding of the employment of air and space power from a doctrinal and historical perspective. In addition, students continue discussing the importance of the Air Force Core Values, through operational examples and historical Air Force leaders, and continue to develop their communication skills. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences.

AER 301-302 AIR FORCE LEADERSHIP STUDIES 3, 3 sem. hrs.

AS300 is a study of leadership, management fundamentals, professional knowledge, Air Force personnel and evaluation systems, ethics, and the communication skills required of an Air Force junior officer. Case studies are used to examine Air Force leadership and management situations as a means of demonstrating and exercising practical application of the concepts being studied. A mandatory leadership laboratory complements this course by providing advanced leadership experiences in officer-type activities, giving students the opportunity to apply the leadership and management principles of this course. (Credit toward graduation will not be granted for both AER 301 and BUS 304).

**AER 401-402 NATIONAL SECURITY AFFAIRS/PRESENTATION
FOR ACTIVE DUTY 3, 3 sem. hrs.**

The AS400 course examines the national security process, regional studies, ethics, and Air Force doctrine. Special topics of interest focus on the military as a profession, officership, military justice, civilian control of the military, preparation for active duty, and current issues affecting military professionalism. Within this structure, continued emphasis is given to refining communication skills. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences, giving students the opportunity to apply the leadership and management principles of this course.

BIO 330 **ANIMAL BEHAVIOR** **3 sem. hrs.**
Prerequisite: BIO 101

A course designed to examine the mechanisms and evolution of animal behavior. The topics to be covered include the history of the scientific study of behavior; tools and approaches used to study behavior; the neural, hormonal, developmental, and genetic mechanisms that influence behavior; and behaviors which are used by animals to survive, obtain resources, and reproduce. (Same as PSY 330)

BIO 340 **CELL BIOLOGY** **3 sem. hrs.**
Prerequisite: BIO 101

This course is an introduction to the structure and function of cells. Topics focus on the organization and architecture of the cell and describe the molecular processes involved in cell division, respiration, transport, movement, and development and differentiation.

BIO 351 **HUMAN ANATOMY AND PHYSIOLOGY I** **4 sem. hrs.**

A detailed study of human anatomy and physiology, including the integumentary, skeletal, muscular, nervous systems, and sense organs. Laboratory is integrated with lecture. 6 hours per week.

BIO 351H **HUMAN ANATOMY AND PHYSIOLOGY 1 HONORS** **0 sem. hrs.**
Prerequisite: BIO 351 and permission of the Honors Committee

A directed project, approved by the Honors Committee of the Department of Biology and Physical Sciences, used to earn honors credits. May not be repeated and grade is pass/fail.

BIO 351L **HUMAN ANATOMY and PHYSIOLOGY I – LAB** **1 sem. hr.**
Prerequisite: Permission of Instructor and credit in Human Anatomy and Physiology I lecture.

A laboratory session developed to provide reinforcements of the principles in BIO 351 laboratories cover human anatomy and physiology, including the integumentary, skeletal, muscular, nervous systems, and sense organs. 3 hours laboratory per week

BIO 352 **HUMAN ANATOMY AND PHYSIOLOGY II** **4 sem. hrs.**
Prerequisite: BIO 351

A continuation of BIO 351 with emphasis on circulatory, digestive, endocrine, respiratory, urinary, and reproductive systems. Laboratory is integrated with lecture. 6 hours per week.

BIO 352H **HUMAN ANATOMY AND PHYSIOLOGY II HONORS** **0 sem. hrs.**
Prerequisite: BIO 352 and permission of the Honors Committee

A directed project, approved by the Honors Committee of the Department of Biology and Physical Sciences, used to earn honors credits. May not be repeated and grade is pass/fail.

BIO 352L **HUMAN ANATOMY and PHYSIOLOGY II – LAB** **1 sem. hr.**
Prerequisite: Permission of Instructor and credit in Human Anatomy and Physiology II lecture.

A laboratory session developed to provide reinforcements of the principles in BIO 352 laboratories cover human anatomy and physiology, including the circulatory, digestive, endocrine, respiratory, urine, and reproductive systems. 3 hours laboratory per week.

BIO 355 **COMPARATIVE VERTEBRATE ANATOMY** **4 sem. hrs.**
Prerequisite: BIO 101

Phylogenetic and comparative aspects of anatomy, reproduction, and embryology of the vertebrates. Lecture and Laboratory components totaling 7 hours per week.

BIO 360 **BIOCHEMISTRY** **4 sem. hrs.**
Prerequisite: CHE 202 and MAT 250

An introduction to the fundamental principles of biochemistry. Laboratory experiences are integrated with lecture. 6 hours per week. (Same as CHE 360)

BIO 370 **MICROBIOLOGY** **4 sem. hrs.**
Prerequisites: BIO 101 or BIO 351

Fundamental principles of microbiology in relation to the human host, including metabolism. Pathological and immunological aspects are studied. Laboratory experiences are integrated with lecture. 6 hours per week.

BIO 370H **MICROBIOLOGY HONORS** **0 sem. hrs.**
Prerequisite: BIO 370 and permission of the Honors Committee

A directed project, approved by the Honors Committee of the Department of Biology and Physical Sciences, used to earn honors credits. May not be repeated and grade is pass/fail.

BIO 370L **MICROBIOLOGY - LAB** **1 sem. hr.**
Prerequisites: Permission of Instructor and credit in Microbiology lecture

Fundamental principles of microbiology in relation to the human host, including metabolism, pathological and immunological aspects are studied. 3 hours per week.

BIO 375 **GENETICS** **4 sem. hrs.**
Prerequisite: BIO 101 and MAT 160

An introduction to the basic principles of heredity, with applications to human traits, diseases, behavior, population genetics, evolution, and genetic counseling. Laboratory experiences are integrated with lecture. 6 hours per week.

BIO 375H **GENETICS HONORS** **0 sem. hrs.**
Prerequisite: BIO 375 and permission of the Honors Committee

A directed project, approved by the Honors Committee of the Department of Biology and Physical Sciences, used to earn honors credits. May not be repeated and grade is pass/fail.

BIO 380 **INTRODUCTION TO EPIDEMIOLOGY** **3 sem. hrs.**

Prerequisite: BIO 101 or BIO 370

Epidemiology is the study of the distribution and determinants of disease in a population. This course focuses on interpretation of epidemiologic data and approaches used in epidemiologic investigations of both infectious and non-infectious diseases.

BIO 390 **TOPICS IN BIOLOGY** **1-2 sem. hrs.**

Prerequisite: Instructor permission

Investigations into special areas of biology. Topics include exercise physiology, wetlands biology, and biology of public health issues. Permission of instructor is needed.

BIO 400 **ECOLOGY** **4 sem. hrs.**

Prerequisite: BIO 101 and MAT 250

A study of the relationships between organisms and their environment including interactions, energy, and materials flow. Also includes the study of populations, communities, and ecosystems, with special emphasis on Louisiana examples.

BIO 402 **ADVANCED STUDIES** **1-4 sem. hrs.**

Investigation in areas related to biological science.

BIO 403 **DIRECTED STUDY IN BIOLOGY** **1-4 sem. hrs.**

Advanced study of biological concepts and theories, research, readings, and evaluation of current literature. A research experiment is required. May be taken only once.

BIO 407 **HISTOLOGY** **4 sem. hrs.**

Prerequisite: BIO 101

The study of cells, tissues, and organs using a functional approach that integrates physiological considerations into anatomical studies on the microscopic level. Laboratory is integrated with lecture.

BIO 409 **SENIOR SEMINAR IN BIOLOGY** **1 sem. hr.**

Prerequisite: BIO 251 and CHE 202 and MAT 250

Review of major concepts and discussion of current issues in the biological sciences; includes guest lectures and student presentations.

BIO 420 **MOLECULAR BIOLOGY** **3 sem. hrs.**

Prerequisite: BIO 375

This course focuses on the processes of the Central Dogma of Biology (Replication, Translation, Transcription) comparing the mechanism and regulation of these processes in viral, prokaryotic, and eukaryotic examples. A description of the techniques of genetic engineering and their application to biological problems is incorporated into the context of the course.

BIO 481H RESEARCH I HONORS 3 sem. hrs.

Prerequisite: Senior standing and permission of the Honors Committee

A directed research project, approved by the Honors Committee of the Department of Biology and Physical Sciences and under the direction of a research advisor, used to earn honors credit and to produce an honors thesis. May not be repeated and grade is pass/fail.

BIO 482H RESEARCH II HONORS 3 sem. hrs.

Prerequisite: Senior standing and permission of the Honors Committee

A directed research project, approved by the Honors Committee of the Department of Biology and Physical Sciences and under the direction of a research advisor, used to earn honors credit and to produce an honors thesis. May not be repeated and grade is pass/fail.

BUSINESS ADMINISTRATION

BUS 218 is a prerequisite for all courses at the 300 level and above.

BUS 205-206 PRINCIPLES OF ACCOUNTING I and II 3, 3 sem. hrs.

Prerequisite: MAT 105

An introductory study of the theory and methods of financial accounting as it pertains to accumulating, recording, classifying, summarizing, and applying accounting information. The preparation and analysis of the balance sheet, statement of income, and statement of changes in financial position are covered. Students review and apply knowledge and skills through the use of text integrated microcomputer software in this and all other accounting courses. (Fall only for BUS 205 and Spring only for BUS 206)

BUS 210 BUSINESS COMMUNICATIONS SKILLS 3 sem. hrs.

Communications theory and its applications in business. Composition of complex correspondence, memoranda and reports, including research, format, graphics, syntax, and semantics. (Previously BUS 316 and BUS 327) (Fall only)

BUS 218 INTRODUCTION TO BUSINESS 3 sem. hrs.

Survey course in the organization, structure, and functions of business enterprises, and the environments in which they operate. The various operating functions of business, each of which is studied in depth in subsequent course work, are introduced. Introduction to the case-study technique of analyzing and solving business problems. (Fall only)

BUS 219 INTRODUCTION TO TOURISM 3 sem. hrs.

An overview of tourism including career opportunities with an introduction to the history of tourism, its development, size, and scope. Classes emphasize travel trends, tourism development, the selling of tourism, hospitality, and the community's influences and roles in the industry.

BUS 220 SOUTHERN TOURIST ATTRACTIONS 3 sem. hrs.

This class is designed to provide students with the opportunity to investigate tourist attractions in the South as businesses and profit centers. These investigations provide an in-depth analysis of these attractions as businesses.

BUS 240 PERSONAL FINANCE 3 sem. hrs.
This course explores those topical areas of finance which have direct impact on an individual's lifestyle. Emphasis is on budgeting, life-long investment planning, cash management, credit management, insurance, consumer information, estate planning, and tax planning. (Previously BUS 340)

BUS 251 PRINCIPLES OF MANAGEMENT 3 sem. hrs.
This course is a prerequisite to all other management courses.
Fundamental theories, principles and practices of management in terms of the basic tasks of management: planning, organizing, staffing, directing, and controlling the operations of any type of enterprise. A multi-disciplinary, contingency approach, with emphasis on the optimization of managerial effectiveness under conditions of uncertainty. (Previously BUS 304) (Fall only)

BUS 252 PRINCIPLES OF MARKETING 3 sem. hrs.
Prerequisite: MAT 105
This course is a prerequisite to all other marketing courses.
Managerial analysis of the marketing function of business, its environmental and institutional structure. The course examines market identification, marketing mix development, operational strategies, and tactics. Emphasis on the major elements of marketing mix: product, place, promotion, and price, in terms of the marketing concepts of business. (Previously BUS 305) (Spring only)

**All 300 and 400 courses required admission in level 2
Business Administration or Chair permission.**

BUS 300 SURVEY OF TRANSPORTATION 3 sem. hrs.
A survey of transportation and its importance as a pervasive and vital function of an industrialized economy. The New Orleans area is a prime transportation city providing critical links between producers and consumers, both domestically and internationally. Industrialized economies, such as the New Orleans area, are totally dependent upon others' production of food and manufactured products, and upon a transportation system that links the spatial and temporal gap between both the producers and consumers of goods. Transportation modes, third party transportation and carriers, urban/metropolitan transportation, rate making and costs in transportation, traffic management, regulation and deregulation, management information systems, and communications are all covered in this course.

BUS 301-302 BUSINESS AND ECONOMIC STATISTICS I and II 3, 3 sem. hrs.
Prerequisite: MAT 215
An introductory course in statistical methods and their use in gathering and interpreting quantitative data upon which to base decisions under conditions of uncertainty. First semester covers probability, sampling, inference, simple correlation, and regression. Second semester includes variance and time-series analysis, non-parametric statistics, statistical forecasting, decision-making, and quality control. (Same as MAT 301 and MAT 302) (Fall only for BUS 301 and Spring only for BUS 302)

BUS 303 MARKETING OF TOURISM 3 sem. hrs.

This course is a study of the marketing concepts associated with tourism. Classes are designed to examine products, promotions, prices, and distribution in tourism. Students conduct a marketing research project which provides them an opportunity to identify and define particular tourism markets and to develop plans necessary to capture or exploit the market.

BUS 306 TOURISM RESOURCES 3 sem. hrs.

A detailed investigation of the resources available to the tourism industry. Concentration is on all aspects of advertising, public and community relations, travel agencies, tour operations, referral systems, and convention bureaus as these relate to the industry of tourism.

BUS 307 MANAGERIAL ACCOUNTING 3 sem. hrs.
Prerequisite: BUS 206 and MAT 215

Interpretation and application of financial accounting data as the basis for managerial planning, decision, and control. Cost behavior, analysis, and estimation; budgeting and cost control; pricing; cost/volume/profit relationships; financial statement analysis; and capital investment decisions. (Spring only)

BUS 308 SOUTHERN CUSTOMS AND MANNERS 3 sem. hrs.
Prerequisites: BUS 327 and HIS 301 or HIS 450

A course designed to provide the student of tourism management with the necessary awareness to bring the business of the industry together with the wonderful and traditional ways of the South. Emphasis is placed on the utilization of marketing techniques that address the uniqueness of the region and its potential customers. This course requires group projects and presentations.

BUS 309 PERSONNEL MANAGEMENT 3 sem. hrs.
Prerequisite: BUS 251

Problems in industrial relations, including job analysis and description; compensation and benefits; recruitment, training, and performance appraisal; manpower inventory; governmental regulations. Introduction to collective bargaining and union relations. (Spring only)

BUS 311 PRINCIPLES OF BUSINESS FINANCE 3 sem. hrs.
Prerequisites: BUS 206 and MAT 215

Financial analysis and forecasting, working-capital and asset accumulation and conservation, debt and equity financing, financial structure and leverage, cost of capital, dividend policies. Introduction to financial management. (Fall only)

BUS 312 PHYSICAL DISTRIBUTION AND LOGISTICS 3 sem. hrs.
Prerequisite: MAT 105 and MAT 215

A survey of problems and practices in the operation of integrated logistics systems which meet production needs for materials and components as well as marketing needs for the distribution of finished goods. Customer service standards, transportation modes and rates, materials handling and inventory control, warehousing, traffic management, system design operation and control are also covered. (Spring only)

- BUS 313** **PRINCIPLES OF ADVERTISING** **3 sem. hrs.**
Prerequisite: MAT 215
Survey of the promotion element in the marketing mix. Campaign planning, target-market media analysis and selection; copy and visualization, print and electronic media production; sales promotion and direct mail; effectiveness measurement. Introduction to advertising and promotion management are all covered. (Fall only)
- BUS 314-315** **INTERMEDIATE ACCOUNTING I and II** **3 sem. hrs.**
Prerequisite: BUS 206 and MAT 215
An intensive study of accounting theories, principles, standards, and concepts. Individual accounts of financial statements are covered in detail in regard to proper accounting and presentation. (Fall only for BUS 314 and Spring only for BUS 315)
- BUS 317** **FINANCIAL INSTITUTIONS AND MARKETS** **3 sem. hrs.**
Prerequisites: BUS 311, ECO 201, ECO 202 and MAT 215
The study of the central and commercial banking systems and their effect on the credit and output markets. Emphasis is placed on the tools available to and the specific policies followed by the Federal Reserve System along with the analysis of interest rates, exchange rates, and the effect of foreign trade and investment on the capital markets. (Same as ECO 317)
- BUS 318** **COST ACCOUNTING** **3 sem. hrs.**
Prerequisite: BUS 206 and MAT 215
Terminology and accounting classification; accumulation and allocation methods; standard, job-order, and process manufacturing costs; multiple-product costs; distribution cost; inventory valuation; pricing; budgets. Cost analysis and cost/volume/profit relationships. Introduction to inventory planning. (Fall only)
- BUS 319** **TAX ACCOUNTING I** **3 sem. hrs.**
Prerequisite: BUS 206
Study of federal tax revenue code, regulations, rulings, and court decisions as applied to individuals and sole proprietorships. (Spring only)
- BUS 320** **TAX ACCOUNTING II** **3 sem. hrs.**
Prerequisite: BUS 206 and BUS 319
Study of federal tax revenue code, regulations, rulings, and court decisions as applied to partnerships, corporations, and fiduciaries. Estate, gift, and other related tax matters are covered. (Fall only)
- BUS 321** **CONSUMER BEHAVIOR** **3 sem. hrs.**
Prerequisite: PSY 101 or SOC 101
Interdisciplinary approach to an understanding of individual and family marketing decisions. Behavioral, social, and cultural determinants of consumer needs, wants, desires, motivations, and buying behavior, in terms of the marketing concept of business. (Fall only)

BUS 322 BUSINESS/INDUSTRIAL MARKETING 3 sem. hrs.
Prerequisite: BUS 252

A problem-solving approach to the unique aspects of marketing goods and services to business, industry, and government. Emphasis on the distinctive characteristics of organizational markets and customers, including market segmentation, buying behavior, multiple buying influences, a formalized and complex purchasing process. Emphasis on the unique application of marketing mix elements to the organizational buying function in terms of the marketing concept of business.

BUS 323 PRINCIPLES OF REAL ESTATE 3 sem. hrs.

Nature of real property and property rights. Residential and commercial appraisal, acquisition, financing, development, and management. Mortgages, liens, deeds, titles, contracts, and other legal instruments. Leasing, sale and brokerage.

BUS 324 PRINCIPLES OF INSURANCE 3 sem. hrs.

Survey of risks, risk-bearing, and types of protection. Life and disability coverage; property coverage including marine insurance, fidelity and surety bonds; casualty coverage including liability, aviation, and labor insurance. Legal concepts and state regulations.

BUS 325 MARKETING RESEARCH 3 sem. hrs.

Prerequisite: MAT 215, BUS 301 and BUS 302

Application of scientific research techniques to marketing problems, to provide a data base for decision-making. Project design, questionnaire construction, sources, sampling, data collection, validity/reliability measurement, and control. Tabulation and reporting of data, including analysis and interpretation. Individual/group projects. (Spring only)

BUS 326 SALESMANSHIP 3 sem. hrs.

Prerequisite: SPE 101 and BUS 252

Intensive study of the principles of personal selling, as practiced at various marketing-channel levels. Prospecting buyer motivations, structure and content of sales presentations, selling aids, overcoming objections, closing. Development and delivery of oral sales presentation. (Fall only)

BUS 328 PAYROLL ACCOUNTING 3 sem. hrs.

Prerequisite: BUS 205

Accounting for payroll by studying payroll laws, generating manual and computerized payroll, journalizing payroll transactions, and preparing state and federal payroll reports.

BUS 329 COMPUTERIZED ACCOUNTING 3 sem. hrs.

Prerequisite: BUS 205

Application of basic accounting concepts using accounting software to enter accounting transactions and maintain accounting records for a small business and generate business documents such as invoices and financial statements.

BUS 330 **MANAGEMENT INFORMATION SYSTEMS** **3 sem. hrs.**
Prerequisite: MAT 215

The study of computers in their relationship to management as tools for decision making and data analysis. This course explores the nature of computer information systems and allows the students to experience practical applications of these systems to all forms of business entities. Both hardware and software applications will be utilized in acquainting the student with computerized solutions to business problems and procedures. Students will be required to implement the knowledge of these systems to a simulated business need. (Same as CIS 330)

BUS 335 **STUDIES IN ENTREPRENEURSHIP** **3 sem. hrs.**

Students will learn what it takes to launch a new venture. As most entrepreneurial ventures struggle or fail in the first few years, emphasis is on the front end of the entrepreneurial process. The class will focus on the importance of developing a successful business idea and then creating a business plan. During the semester, the students will learn methods of feasibility analysis to determine whether an idea is worthy of pursuing. The class culminates in making a “pitch” to venture capitalists to determine whether a particular venture should or should not receive funding.

BUS 350 **INVESTMENTS** **3 sem. hrs.**
Prerequisites: ECO 201, ECO 202, BUS 311, MAT 215

The study of the central and commercial banking systems and their effect on the credit and output markets. Emphasis is placed on the tools available to and the specific policies followed by the Federal Reserve System along with the analysis of interest rates, exchange rates, and the effect of foreign trade and investment on the capital markets. (Same as ECO 350)

BUS 351 **PRINCIPLES OF RETAILING** **3 sem. hrs.**
Prerequisite: BUS 252

An introduction to the retailing function of marketing covering chain, franchise, and independent operations. Store location, purchase and leasing; inventory planning and control; buying and pricing; advertising, display, and selling; finance and personnel.

BUS 353 **NOT-FOR-PROFIT ACCOUNTING** **3 sem. hrs.**
Prerequisite: MAT 215, BUS 206; BUS 315 recommended

A study of accounting principles and techniques for non-profit organizations such as government units, health care facilities, educational institutions, and social service agencies. Fund accounting is covered in detail.

BUS 374 **INFORMATION SYSTEMS FOR** **3 sem. hrs.**
TRAVEL AND TOURISM
Prerequisite: MAT 215, CIS 111, CIS 210 or permission of Departmental Chair

This course is designed to acquaint students with the amount of information and the technological sources that are available to the tourism industry. Students will explore current automatic data procedures for travel and tourism and investigate and utilize agency and bureau systems as tools of the industry. This course will require a basic understanding of primary computer data systems.

BUS 375 **ACCOUNTING INFORMATION SYSTEMS** **4 sem. hrs.**
Prerequisite: BUS 206 and MAT 215

This course is an intensive study of the use of the Excel spreadsheet program for the analysis of organizational problems. Particular emphasis is placed upon its use for financial analysis and planning. The students will complete real-world case studies as a means of developing fluency in the use of Excel. Theoretical business models will be discussed and implemented using Excel. There is lab associated with the class to further develop spreadsheet skills. (Spring only)

BUS 377 **MARKETING MANAGEMENT** **3 sem. hrs.**
Prerequisite: BUS 252 and MAT 215

Marketing policies, techniques, and methods, including product and brand development, channels of distribution, promotion and pricing. (Spring only)

BUS 401 **BUSINESS LAW I** **3 sem. hrs.**

Study of the legal environment of business, including legislative, judicial, and administrative law; common and civil law; legal rights and social justice. Emphasis on contracts, sales, secured transactions, Uniform Commercial Code. (Fall only)

BUS 402 **BUSINESS LAW II** **3 sem. hrs.**

Problem-solving approach to the policies and techniques of organizational public relations in establishing, maintaining, and improving communication between an enterprise and its diverse public. Attention is focused on the role of public relations in both the management and marketing functions, as well as on practitioner techniques. (Spring only)

BUS 403 **PUBLIC RELATIONS** **3 sem. hrs.**
Prerequisite: PSY 101 or SOC 101

Problem-solving approach to the policies and techniques of organizational public relations in establishing, maintaining, and improving communication between an enterprise and its diverse public. Attention is focused on the role of public relations in both the management and marketing functions, as well as on practitioner techniques.

BUS 404 **AUDITING** **3 sem. hrs.**
Prerequisites: BUS 315 and BUS 318

Auditing theory, principles, and ethics. Internal control, auditing and reporting standards. Independent audit objectives and procedures, statistical sampling, evidence, working papers, reports, legal liability. AICPA Auditing Standards and Procedures. (Spring only)

BUS 405 **PRODUCTION/OPERATIONS MANAGEMENT** **3 sem. hrs.**
Prerequisite: MAT 215

Planning, organization, and operation of manufacturing and processing facilities. Plant location and layout; purchasing, materials-handling, and inventory control; production and quality-control standards and methods; work measurement; plant and equipment maintenance. (Fall only)

BUS 406-407 ADVANCED ACCOUNTING I and II 3, 3 sem. hrs.
Prerequisite: BUS 315, BUS 406, and MAT 215

A survey of those areas of accounting theory not covered elsewhere in the accounting program. Included are partnerships, branch office/home office, business consolidations, non-profit organizations, and foreign currency transactions. Second semester provides an in-depth study of parent company/subsidiary consolidations and non-profit organizations, to include working paper techniques and financial statements. A review of all current FASB releases in all areas of accounting theory is included. (Fall only for BUS 406 and Spring only for BUS 407)

BUS 408 FINANCIAL MANAGEMENT 3 sem. hrs.
Prerequisite: BUS 311 and MAT 215

Asset, capital, and debt management including acquisition, conservation, and liquidation. Acquisitions, mergers, takeovers, reorganization, and divestment. Focuses on the roles of the corporate treasurer and comptroller in coping with environmental uncertainties in terms of growth, stability, survival, retrenchment, and insolvency. (Spring only)

BUS 409 BUSINESS AND SOCIETY 3 sem. hrs.
Prerequisite: senior standing

A critical examination of business as a social institution, comparing and contrasting its social and economic responsibilities and responsiveness. Emphasis on the major social challenges to both industries and firms; ecological balance, human relations and productivity, ethics and values, public policy and government regulation, the multinational environment. Evolution of the doctrines of social contract and consent, economic and social benefits vs. cost. (Spring only)

BUS 411 DECISION MAKING 1 sem. hr.
Prerequisite: BUS 301, BUS 302, and MAT 215

An intensive study of the process of making decisions under conditions of uncertainty, with applications to both personal and professional life. Problem detection and definition, intuition and judgment, logic and the scientific method. Introduction to decision analysis. (Spring only)

BUS 412 EXECUTIVE DEVELOPMENT IN TOURISM 3 sem. hrs.
Prerequisite: Senior standing

The study of all of the principles of management as they apply to their effective application in decision-making and problem-solving situations in tourism. This course is designed to develop, through case work applications, management and communication skills of the student as he/she prepares for a career in tourism management.

BUS 413 DIMENSIONS IN TOURISM 3 sem. hrs.
Prerequisite: Senior standing

This course prepares the student for proper development of tourism packages, tours, convention, and travel. A study of the forces that influence the ability of the tourism manager to develop, cost, and measure properly the efforts in the tourism industry for profit and market interest.

BUS 414 BUSINESS POLICIES and PROBLEMS 3 sem. hrs.
Prerequisite: MAT 215 and Senior standing

A capstone seminar for general business majors, integrating all prior course work. Planning, goal determination, strategy and policy formulation and implementation, as applied to the major functions of business and the enterprise as a whole. Contingency and crisis planning. MBO/MBE, societal responsibility. A case study approach to the diagnosis and resolution of complex managerial problems and challenges, amid real-world constraints and uncertainties. (Spring only)

BUS 415 MARKETING and PROMOTIONAL STRATEGY 3 sem. hrs.
Prerequisite: BUS 313 and BUS 325

This course offers both instructional and a hands-on approach to marketing and promoting brand names and product services. Students will learn how to market different communication strategies to deliver unified, high impact messages about a company and its products through the development of mission statements, project planning, marketing research, as well as other marketing tools. Through practical exercises and application students will gain valuable experience in one of the most exciting fields in the marketing profession.

BUS 416 ORGANIZATIONAL BEHAVIOR 3 sem. hrs.
Prerequisite: PSY 101 or SOC 101 and BUS 251

An interdisciplinary approach to the understanding of human inter-relationships in formal and informal organizational settings. Viewing the organization as a social system, attention is focused on its two elements: attitudes and behavior. Emphasis is placed on group dynamics, leadership, and intergroup relations with an introduction to change and conflict. (Fall only)

BUS 417 ENTREPRENURIAL SEMINAR IN TOURISM 3 sem. hrs.
Prerequisite: Senior standing

A seminar of a supervised group of students sharing the results of their research on common topics in tourism management. This course requires the development of a sound business plan by the student and concentrates on the application of the identification of opportunities in the industry.

BUS 418 MANAGEMENT OF TECHNOLOGY and INNOVATION 3 sem. hrs.
Prerequisite: Senior standing

Students will study the concepts involved with the management of innovation and technology within an organizational environment. Discussion of types of technologies, tactical and strategic impact of new organizational design considerations influenced by technology, fostering creativity and innovation in an organization, and change management/human resource considerations.

BUS 420 LAW OF PERSONNEL ADMINISTRATION 3 sem. hrs.
Prerequisite: BUS 416

A study and analysis of the legal implications of federal legislation and regulation on personnel administration, with emphasis on the recruitment, testing, selection, transfer, promotion, and discharge of employees.

- BUS 454** **SMALL BUSINESS
MANAGEMENT/ENTREPRENEURSHIP** **3 sem. hrs.**
Application of managerial principles and practices to the unique risks, problems, and opportunities in the formation and early operation of small business enterprises. Development of objectives, strategies, and tactics, capitalization, financial controls, liquidity, and profitability; economic, legal, and marketing environments and constraints; human resource management; survival, contingency, and growth planning.
- BUS 455** **INTERNATIONAL MANAGEMENT** **3 sem. hrs.**
Prerequisite: Senior standing
Comparative management philosophies and techniques with emphasis on environmental dynamics: economic, legal, political, and social. Intercultural managerial behavior, organizational structures and business practices, forms of ownership and control, political and legal constraints. International monetary and investment considerations, foreign trade channels and logistics. Multinational companies, global production, procurement, and sales.
- BUS 456** **INTERNATIONAL MARKETING** **3 sem. hrs.**
Prerequisite: Senior standing
The study of marketing in a dynamically changing global environment. Emphasis on pricing, placement, promotion, and products is the focus of this investigation of multinational marketing efforts. This study also addresses the influences of diverse business practices in the sales, pricing, and distribution of domestic and foreign products and services.
- US 457** **INTERNATIONAL BUSINESS 3** **3 sem. hrs.**
This course considers the objectives and strategies of international business in the context of global competition. While accessible to students who have not yet taken Principles of Economics I and II, this course emphasizes economic analysis of the forces driving international business, competitive advantages, modes of global market entry, foreign direct investments and so on. Part of the course briefly covers international business and financial institutions, and fundamental differences between business systems among developed and developing countries.
- BUS 460** **SPECIAL TOPICS IN BUSINESS** **1-6 sem. hrs.**
Prerequisites: Senior standing and permission of the Department Chair
Independent readings, research, case analysis, field work, projects, on current topics and problems, to be determined by students and instructor.
- BUS 461** **E-MARKETING** **3 sem. hrs.**
This course introduces the student to many marketing uses of the Internet. The development and evaluation of a strategic marketing plan for a product or product mix offering on the Internet are analyzed.
- BUS 462** **INTERNSHIP IN BUSINESS ADMINISTRATION** **3 sem. hrs.**
Prerequisites: 15 semester hours of Level 2 business course work with a 2.5 GPA and permission of the Internship Coordinator or Department Chair

The Internship Program provides students with the opportunity to gain real-world work experience while maintaining their normal course load. Students participate in a cooperative education experience in an employment assignment or project in a private, public, or non-profit enterprise. Students seeking internship opportunities should contact the Internship Coordinator or Business Department Chair. Internships must be arranged with the Internship Coordinator PRIOR to the start of the internship and the semester of completion. Requirements for each internship shall be set by the internship coordinator or Business Department Chair. (Fall and Spring)

CHEMISTRY

CHE 102 **GENERAL COLLEGE CHEMISTRY I** **4 sem. hrs.**
Prerequisite: MAT 105

A course in the fundamentals of modern chemistry, including chemical bonding, stoichiometry, gas laws, basic atomic theory, nuclear reactions, thermochemistry, and basic properties and reactions of representative elements. 3 hours lecture and 3 hours laboratory per week.

CHE 102H **GENERAL CHEMISTRY I HONORS** **0 sem. hrs.**
Prerequisite: CHE 102 and permission of the Honors Committee

A directed project, approved by the Honors Committee of the Department of Biology and Physical Sciences, used to earn honors credits. May not be repeated and grade is pass/fail.

CHE 102L **GENERAL COLLEGE CHEMISTRY I – LAB** **1 sem. hr.**
Prerequisite: Permission of Department Chair

A laboratory session developed to provide reinforcement of the principles in CHE 102. Experiments include introduction to laboratory techniques, safety, chemical reactivity of select elements, and qualitative and quantitative analytical techniques. 3 hours laboratory per week.

CHE 103 **GENERAL COLLEGE CHEMISTRY II** **4 sem. hrs.**
Prerequisite: CHE 102, MAT 105 or equivalent

Continuation of CHE 102, including solutions, kinetics, equilibria of acid-base, free energy, redox, electrochemistry, and brief introduction to organic chemistry. 3 hours lecture and 3 hours laboratory per week.

CHE 103H **GENERAL CHEMISTRY II HONORS** **0 sem. hrs.**
Prerequisite: CHE 103 and permission of the Honors Committee

A directed project, approved by the Honors Committee of the Department of Biology and Physical Sciences, used to earn honors credits. May not be repeated and grade is pass/fail.

CHE 103L **GENERAL COLLEGE CHEMISTRY II – LAB** **1 sem. hr.**
Prerequisite: Permission of Department Chair

A laboratory session developed to provide reinforcement of the principles in CHE 103. Experiments include kinetic analysis, acid-base properties, reduction-oxidation reactions, and an introduction to properties of organic chemicals. 3 hours laboratory per week.

CHE 107 **INORGANIC, ORGANIC AND BIOCHEMISTRY I** **4 sem. hrs.**
Prerequisite: MAT 105 or enrollment therein

A course designed to cover the basic principles of inorganic chemistry, including matter and energy, atomic theory, compounds, ions, acids and bases, pH, solutions, and radioactivity. Also includes a brief introduction to organic chemistry and hydrocarbons. 3 hours lecture and 3 hours laboratory.

CHE 107L **INORGANIC, ORGANIC, AND BIOCHEMISTRY I – LAB** **1 sem. hr.**
Prerequisite: Permission of Department Chair

A laboratory session to provide reinforcement of the principles in CHE 107. Experiments include metric measurements, composition and properties of chemical compounds, gasses and fluids, fluid transport, calorimetry, organic compounds, carbohydrates, lipids and proteins. 3 hours laboratory per week.

CHE 108 **INORGANIC, ORGANIC and BIOCHEMISTRY II** **4 sem. hrs.**
Prerequisite: CHE 107, MAT 105 or permission of the Department Chair

A continuation of CHE 107 that includes the basic principles of organic and biochemistry. 3 lecture and 3 hours laboratory.

CHE 108L **INORGANIC, ORGANIC and BIOCHEMISTRY II – LAB** **1 sem. hr.**
Prerequisite: Permission of Department Chair

A laboratory session developed to provide reinforcement of the principles in CHE 108. Experiments include qualitative and quantitative tests for organic molecules, enzyme assays, electrophoresis, and biochemical analysis. 2 hours laboratory per week.

CHE 201-202 **ORGANIC CHEMISTRY I and II** **5, 5 sem. hrs.**
Prerequisites: CHE102-103, MAT105 or permission of the Department Chair

An introduction to the structural, chemical, and physical properties of organic compounds for the science major. These courses include four credit hours of lecture and approximately two hours laboratory per week.

CHE 201L-202L **ORGANIC CHEMISTRY I and II – LAB** **1, 1 sem. hr.**
Prerequisite: Permission of Department Chair

A laboratory session developed to provide reinforcement of the principles in CHE 201 and CHE 202. Laboratory experience includes analysis of physical properties of organic molecules, interpretation of spectrophotometric data, physical separation methods, qualitative and quantitative analysis of organic molecules, and introduction to biochemical analysis. 2 hours of laboratory per week.

CHE 355 **SPECIAL PROBLEMS** **1-3 sem. hrs.**
Individual investigation in an area related to chemistry.

CHE 360 **BIOCHEMISTRY** **4 sem. hrs.**

Prerequisites: CHE 202 and MAT 250

An introduction to the fundamental principles of biochemistry. Laboratory experiences are integrated with lecture. 6 hours per week. (Same as BIO 360)

CHE 365 **PHYSICAL CHEMISTRY** **3 sem. hrs.**

A course designed to cover the basic physical chemistry treatment of gaseous, liquid, and solid states of matter, thermodynamics, and kinetics.

COMPUTER INFORMATION SYSTEMS

CIS 111 is a prerequisite to all other courses.

Students must have access to the required tools necessary to succeed in these courses.

CIS 111 **INTERMEDIATE COMPUTER LITERACY** **3 sem. hrs.**

The course is designed to enable students with demonstrated competencies in data processing and computer information systems to develop further skills previously acquired. Microsoft Office XP is utilized to provide the student with a platform for word processing, spreadsheets, graphing, database management, and presentation preparation. (Spring only)

CIS 120 **INTRODUCTION TO COMPUTER** **3 sem. hrs.**
INFORMATION SYSTEMS

The student is introduced to the concepts of modern Computer Information System theory. All of the functional areas of the organization information system are surveyed. Special emphasis is placed on the importance of the integration of systems and databases in the modern organizational information system. An introduction to the concepts associated with MRP, MRP II, and ERP is provided along with case studies of the implementation of these systems.

CIS 130 **MICROCOMPUTERS** **3 sem. hrs.**

This course is a detailed introduction to the hardware and software associated with the modern Information System in the organization. Special emphasis is placed on the microcomputer and its role in the organizational information system. Students receive an introduction to programming concepts, coupled with introductory programming using C/C++ and/or Java, communications, networks, and the Internet.

CIS 140 **COMPUTER PROFESSION ETHICS** **3 sem. hrs.**

Professional societies; codes of ethics; accreditation and certification; liability; software piracy; information and property; copyright; computer crime; data bank privacy; the Data Protection Act; monopoly and anti-trust questions; robotics and employment issues; VDT's and public health issues; and trans-national data flow.

CIS 210 **INTRODUCTION TO THE INTERNET** **3 sem. hrs.**

This course is designed to give students an overview of the Internet through the use of popular browsers, World Wide Web, various search engines, FTP, utilities, HTML, web security, and privacy issues.

CIS 300 **INTRODUCTORY PROGRAMMING** **4 sem. hrs.**
Programming language design, problem solving, history, and application. Good programming skills and methods are examined. Programming languages may vary and students may repeat the course for different languages. (Spring only)

CIS 305 **WEB DESIGN** **3 sem. hrs.**
This course develops the necessary skills to design a web site. The class progresses from basic html and newer standards including Cascading Style Sheets to using the tools necessary to install and update websites on a server. (Spring only)

CIS 310 **MS PROJECT** **3 sem. hrs.**
This course covers modern methods for management of large to midsize projects. MS Project is used to plan a project, create project schedules, communicate project information, assign resources, and track progress.

CIS 320 **INTRODUCTION TO ARTIFICIAL INTELLIGENCE** **3 sem. hrs.**
Introduction to the problem domain of artificial intelligence and the methods used to solve those problems. Topics include knowledge representation, search strategies, and surveys of principal sub-areas of artificial intelligence such as expert systems, natural language processing, reasoning systems, games, learning, and vision. Programming assignments in a current artificial intelligence language will be required.

CIS 330 **DATABASE ADMINISTRATION AND MANAGEMENT** **3 sem. hrs.**
Hands-on use of microcomputer application software within the database management system environment. Students become acquainted with the necessary management, file, and data structures with the design, application, and use of a database management system. Administration of data resource and program development in creating, maintaining, and accessing a database covered. (Spring only)

CIS 355 **GRAPHICS APPLICATIONS** **3 sem. hrs.**
Topics include computer graphics techniques and technology, graphic hardware devices, and graphic software support. The student designs programs of graphic display, both statistical and dynamic, with real time interaction. Three-dimensional perspective transformations are explored. (Fall only)

CIS 356 **END-USER SYSTEMS** **3 sem. hrs.**
This course surveys the various software systems available to users in organizations. Special emphasis is placed on the use of package software and its customization to reflect current trends in the industry. The use of package software is compared to the cost and effectiveness of custom designed software systems in the organization. (Spring only)

CIS 401 **ONLINE ACADEMIC RESEARCH** **3 sem. hrs.**
Prerequisite: Junior or Senior Standing Required.
This course provides the student with the skills to use library databases, retrieve, evaluate and utilize e-journals and other online resources available.

CIS 410 ADVANCED PROGRAMMING 4 sem. hrs.
Prerequisite: CIS 300

Contemporary programming language design and application is studied at an advanced level. Programming language may vary and students may repeat the course for different languages.

CIS 420 COMPUTER SCIENCE PROBLEMS 1-3 sem. hrs.

A directed effort related to a computer science project.

CIS 430 E-COMMERCE 3 sem. hrs.

This is an introductory course to the field of e-commerce. It is designed to provide the student with an understanding of the impact of technology and strategic aspects on basic business practices of the Internet economy. E-commerce economic forces, business goals, and constraints, technology, and process tools are discussed.

CIS 440 EXECUTIVE DEVELOPMENT IN 3 sem. hrs.
COMPUTER INFORMATION SYSTEMS

The study of all of the principles of management as they apply to their effective application in decision-making and problem-solving situations in Computer Information Systems. This course is designed to develop, through case work applications, management and communication skills of the student as he/she prepares for a career in Computer Information Systems.

CIS 450 APPLIED SOFTWARE DEVELOPMENT PROJECT 3 sem. hrs.
Prerequisite: Junior or Senior Standing Required in CIS.

The employment of a comprehensive system development project which reflects the skills, knowledge, and abilities obtained through the other computer-related courses in the curriculum.

CIS 465 COMPUTER PROGRAMMING 4 sem. hrs.
Prerequisite: Knowledge and some experience with modern computer programming language.

This course provides independent study for those students interested in the development of computer programming skills in C/C++ and Java. The instructor works with the student guiding him/her in designing, coding, and testing of computer application. This course is intended for those students who want or need to develop programming skills in modern computer languages.

CRIMINAL JUSTICE

CJU 100 INTRODUCTION TO CRIMINAL JUSTICE 3 sem. hrs.

An in-depth study of all agencies that make up the criminal justice system, how the system works, its advantages as well as disadvantages.

CJU 101 INTRODUCTION TO CORRECTIONS 3 sem. hrs.

This course examines the history, major philosophies, components, and current practices and problems of America's correctional system. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other aspects related to the role of corrections in today's criminal justice system.

CJU 200 **CRIMINAL INVESTIGATION** **3 sem. hrs.**
A study of criminal investigation techniques. Techniques concerning apprehension of perpetrators, victim identification, and different methods used by different criminals are explored.

CJU 210 **CRIMINAL LAW** **3 sem. hrs.**
This course covers the history, evolution, principles and contemporary applications of criminal law at both federal and state levels. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics.

CJU 220 **PRISON SYSTEM IN THE UNITED STATES** **3 sem. hrs.**
A study of different penal institutions employed in the United States on the local, state, and federal level.

CJU 350 **CRIMINOLOGY** **3 sem. hrs.**
The study of causes, treatment, and prevention of crime. This course deals with criminology, penology, laws in ancient and modern times, and the causes of crime. Prisons, probation, parole, and the courts are investigated through field work.

CJU 370 **THE POLICEMAN AND THE COMMUNITY** **3 sem. hrs.**
This course covers the behavior of policemen and the interaction of the police and the public. It analyzes the role of the policemen as a citizen and as a law enforcement officer.

CJU 372 **CORRECTIONAL COUNSELING** **3 sem. hrs.**
An in-depth study of the contemporary counseling techniques applied to the special problems of the offender in various correctional settings and as a component of probation/parole conditions. (Same as COU 372)

CJU 374 **COURT PROCEDURE AND EVIDENCE** **3 sem. hrs.**
This course examines the structure, process, and procedure followed in criminal trials. Items covered include examination of incidents, dispositions, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Comparison and contrast of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues are also covered topics.

CJU 375 **JUDICIAL PROCESS** **3 sem. hrs.**
This study of the American judicial process at the federal and state court levels includes a review of landmark court cases.

CJU 376 **JUVENILE JUSTICE** **3 sem. hrs.**
This course examines the juvenile justice system in Louisiana and America. Topics covered include an overview of the juvenile justice system, treatment, organization and prevention programs, special areas, laws unique to juveniles, reform theories, and other related topics.

COU 320 RECOVERY COUNSELING 3 sem. hrs.
Prerequisites: COU 202 and COU 307 or permission of the Department Chair

A study of post-treatment and recovery issues with an emphasis on 12-step programming, relapse prevention, family role expectations, human sexuality issues, and career planning.

COU 340 INTERGENERATIONAL TRAUMA and FAMILY DYNAMICS 3 sem. hrs.

This course is a study of the intergenerational transmission of trauma and its impact on the individual and family. Special attention is given to the research on various clinical interventions.

COU 350 SEXUAL TRAUMA 3 sem. hrs.
Prerequisite: Junior or Senior standing in Social Counseling or Behavioral Programs or permission of the Department Chair

This course examines the characteristics of various forms of sexual trauma, the dynamics of incestuous families, the after effects of sexual trauma, and the associated DSM-IV diagnoses, as well as treatment goals and strategies, education and prevention.

COU 372 CORRECTIONAL COUNSELING 3 sem. hrs.

An in-depth study of the contemporary counseling techniques applied to the special problems of the offender in various correctional settings and as a component of probation/parole conditions. (Same as CJU 372)

COU 390 DIRECTED READINGS 3 sem. hrs.

The readings for this course are determined by the student's major in Behavioral Sciences, approved and led by the instructor. (Same as PSY 412 and SOC 390)

COU 391 RESEARCH 3 sem. hrs.

This topic provides the student with knowledge in research methods and design and the skills to implement academic research in an area of the student's major, with the approval of his/her instructor. It is required for any Sociology major in General Studies.

COU 402 ADVANCED STUDIES IN ADDICTIONS 3 sem. hrs.

Prerequisites: Junior or Senior standing, COU 202, COU 307, COU 320, or permission of the Department Chair

A study of the major causes, resulting social problems, intervention theories, and treatment concepts. This course explores the physical, social, emotional, and moral factors which determine how dependency is caused, viewed, and treated. The issue of addictions, the addicted, and the afflicted are explored from various perspectives focusing primarily on the family, family systems, and co-dependency. Special attention is given to the concept of the addictive personality of the addict and the family members.

COU 408 INTERVIEWING AND COUNSELING (ADVANCED) 3 sem. hrs.

Types of therapeutic intervention are treated in some detail: individual counseling, group counseling, and community organization counseling. Advanced theory and strategy of communication are explained. The techniques of family and marriage counseling,

COU 607 THEORY and PRACTICE of GROUP COUNSELING 3 sem. hrs.

Provides an understanding of group development, dynamics, theories, methods, and applications of group work. Topics addressed include developmental stage theories, leadership styles, ethical considerations, diversity, and the four group work specializations. Required experiential component involves 10 hours of process group participation.

COU 609 PROFESSIONAL ORIENTATION and ETHICS 3 sem. hrs.
in COUNSELING

Provides an understanding of all aspects of professional functioning, including ethics, history, roles, organizational structure, standards, and credentialing. This comprehensive overview stresses the ethical standards of professional counseling, ethical and legal issues, and their applications to various counseling activities.

COU 610 RESEARCH METHODOLOGY and 3 sem. hrs.
PROGRAM EVALUATION

Provides an understanding of the nature of counseling and counseling-related research, including research methods, research design, and ethical and legal considerations. Includes an overview of quantitative and qualitative methodology, systemic perspectives in research, basic parametric and nonparametric statistics, and program evaluation with an emphasis on clinically relevant inquiry.

COU 615N DIAGNOSIS and TREATMENT of MENTAL 3 sem. hrs.
DISORDERS

Study of the identification of the nature of mental, emotional, and behavioral disorders and psychopathology along with diagnostic protocol of behavioral pathology and psychopathology as maintained in the DSM-IV.

COU 616 TECHNIQUES of COUNSELING 3 sem. hrs.
Prerequisite: COU 606

A study of counseling techniques from the major counseling theories including the core conditions of the therapeutic relationship. Emphasis is placed on a systemic orientation with application and the experiential component being addressed. The elements of consultation are also considered.

COU 617N THESIS SEMINAR 3 sem. hrs.

This course (required only for those approved for the Thesis option) involves the applied study of statistical and methodological analytic techniques, both quantitative, used in data analysis in individual and family counseling-related research.

COU 618 APPRAISAL in COUNSELING 3 sem. hrs.

Provides an understanding of individual, group, and systemic approaches to assessment and evaluation. Includes an overview of theoretical bases for assessment techniques, psychometric statistics, diversity factors, and ethical factors in assessment and evaluation, and strategies for selecting, administering, and interpreting assessment and evaluation instruments. A variety of assessment methods is addressed.

COU 622 FOUNDATIONS of SCHOOL COUNSELING 3 sem. hrs.

Provides the basic professional knowledge of school counselors. Includes history, philosophy, roles, functions, and ethical standards of school counselors. Develops understanding of school education professionals. Includes policies, laws, and legislation relevant to school counseling. Prepares school counselors for practice in a pluralistic society.

COU 623 FOUNDATIONS of SCHOOL COUNSELING 3 sem. hrs.

Provides the basic professional knowledge for school counselors. Includes history, philosophy, roles, functions, and ethical standards of school counselors. Develops understanding of school settings, curricula, and roles of personnel, including the counselor's role in conjunction with other education professionals. Includes policies, laws, and legislation relevant to school counseling. Prepares school counselors for practices in the pluralistic society.

**COU 623N FOUNDATIONS and CONTEXTUAL
DIMENSIONS of SCHOOL COUNSELING 3 sem. hrs.**

This course provides an introduction to the historical background and the current concepts relative to the school environments. Structuring and implementation of a feasible comprehensive counseling program is emphasized.

**COU 624 CONTEXTUAL DIMENSIONS and PRACTICE
of SCHOOL COUNSELING 3 sem. hrs.**

Includes an overview of the coordination of school counseling components as they relate to the total school community, including crisis intervention, referral, advocacy, integration of school counseling into curriculum, and promotion and implementation of guidance activities. Provides an overview of knowledge and skills for the practice of school counseling, including program development and evaluation, individual and group interventions, consultation, and clinical instruction.

COU 625N CRISIS INTERVENTION 3 sem. hrs.
Prerequisite: COU 616

The theory and practical application of crisis intervention techniques. Special attention is given to counseling approaches for circumstantial and developmental life crises.

**COU 630 INTRODUCTION to MARRIAGE and FAMILY
SYSTEMS 3 sem. hrs.**

This survey course examines various theories of family process and family development, with particular attention paid to family life cycle theory. It introduces the history and systemic foundations of the study of family life. Contemporary, multicultural, and contextual analyses guide exploration of the evolution of the field of family studies.

COU 631 MARRIAGE and FAMILY COUNSELING 3 sem. hrs.

This course presents a survey of the basic concepts and methods of marriage and family counseling/therapy including a review of its history and evolution, its early pioneers, various models of marriage and family counseling/therapy theory, in addition to recent developments, multiculturalism, evaluation, and effectiveness research. Specific focus centered on the practical application of systemic interventions in the clinical setting.

COU 632 COUNSELING STRATEGIES FOR PARENT/CHILD 3 sem. hrs.
RELATIONS

This course presents counseling strategies, principles, and techniques used in establishing effective parent/child relationships from a marriage and family systems perspective. Equipping children to become life-enhancers who are self-reliant, synergistic, and spiritually anchored is taught as the central task of effective parenting. Knowledge-based and creative approaches for building mutually life-enhancing parent/child relationships within the context of diverse, multicultural family forms are discussed.

COU 634 ADVANCED MARRIAGE and FAMILY COUNSELING 3 sem. hrs.
Prerequisites: COU 630 and COU 631

This advanced course includes case conceptualization and applied methods of clinical theory and intervention with relational systems; advanced interviewing skills, methods of assessment, and the integration of major theories of couple and family counseling/therapy, including evidenced-based therapies and core competencies; implementation of systemic interventions and research-based knowledge to various presenting relational issues, including human sexuality.

COU 635 CHEMICAL DEPENDENCY FROM 3 sem. hrs.
SYSTEMS PERSPECTIVE

Examines the distinction between a disease model and systemic views of addiction and treatment and cultivates a binocular approach to understanding substance abuse and dependence in a relational context. A number of theoretical approaches are illuminated from systemic frameworks, including traditional and postmodern treatment approaches. A selected review of outcome research highlights the efficacy of a systemic perspective for treatment of substance abuse and addiction.

COU 636 SOCIAL ECOLOGY 3 sem. hrs.
Prerequisites: COU 630, COU 631 and COU 634

Building on the prerequisite material taught in COU 630, 631, and 634, Social Ecology refocuses the student's attention to the socially-systemic context of the family. Students are encouraged to further evaluate their clinical work with families by engaging in a more thorough and informed exploration of system-principles, concepts, and theory. While the focus in previous courses has been on the clinical context of families, Social Ecology expands that context to include larger-system exploration, appreciation, and assimilation. Furthermore, students are encouraged to utilize their systemic orientation in evaluating non-clinical social issues.

COU 640 SPECIAL TOPICS 3 sem. hrs.

Current issues facing counselors in a variety of specialization settings (school, community, family) in such topic areas as chronic illness and disabilities across the life span, gerontology, family transitions, separation, divorce and remarriage, trauma and recovery, human sexuality/sex therapy, counseling special populations.

COU 641 **COMMUNITY COUNSELING** **3 sem. hrs.**

Community counseling emphasizes a multifaceted environmental integrated approach to helping people. Approaches include more expansive and systems-oriented methods to promote client well being. New skills for confronting negative environmental forces are practiced. Managed care systems and their impact on delivery are addressed.

COU 642 **INTRODUCTION to PLAY THERAPY** **3 sem. hrs.**

This course is an introduction to and survey of the various forms of play therapy: directive, non-directive, and filial. In addition, strategies and applications will be presented using play therapy across the lifespan (young children, adolescents, adults). Attention will be directed to specific clinical populations and concerns and the type of play therapy most likely to benefit the client. The history, evolution, and current research concerning play therapy approaches will be addressed as well.

COU 643 **INTERMEDIATE PLAY THERAPY** **3 sem. hrs.**

Prerequisite: COU 642

This course builds upon and enhances the basic skills and techniques already acquired by aspiring play therapist in training. It specifically introduces the student to the importance of filial therapy and how to determine when and how parents/families are to be incorporated in the therapeutic process. Special considerations in the course include how to effectively utilize play therapy with sexually abused children and adolescents, treating adolescent drug abusers, treating children of alcoholics/addicts, and appropriately using play therapy as a diagnostic tool.

COU 644 **ADVANCED PLAY THERAPY** **3 sem. hrs.**

Prerequisites: COU 600, COU 642 and COU 643

This course builds upon and enhances the basic skills and techniques already acquired by aspiring play therapists in training. Special considerations in the course include specialized training in sandtray therapy, art therapy, bibliotherapy, and other specialized techniques necessary for effective therapeutic interventions when counseling children and adolescents.

COU 650 **SEXUAL TRUAMA** **3 sem. hrs.**

This course is designed to provide the graduate counseling student with skills to evaluate and treat persons who have experienced sexual trauma. The course will examine the characteristics of various forms of sexual trauma, the dynamics of incestuous families, the after effects of sexual trauma (including family and relationship issues), and the associated DSM-IV diagnoses. Graduate counseling students will practice case conceptualization and learn how to develop treatment plans to assist clients who have experienced sexual trauma.

COU 699 **PRACTICUM in COUNSELING** **3 sem. hrs.**

Prerequisites: COU 602, COU 606, COU 609 and COU 616

An experiential training course requiring a minimum of 100 clock hours of supervised counseling. Students receive both individual and group supervision while counseling individuals, couples, and families at the Thomas E. Chambers Counseling and Training Center, as well as other off-site placements, including school systems, and/or public, private, and volunteer agencies.

COU 700 INTERNSHIP in MARRIAGE and FAMILY 3 sem. hrs.
COUNSELING/THERAPY

Supervised work experience in appropriate counseling agencies including the Thomas E. Chambers Counseling and Training Center. A minimum of 300 clock hours (120 direct client contact) at 20 hours per week is required. Students receive both individual and group supervision.

COU 701 INTERNSHIP in COUNSELING I 3 sem. hrs.
Prerequisite: COU 699 and COU 615N

First semester of intensive supervised clinical work experience in appropriate specialization setting (school, community, couple, family, child-centered agencies) including the Thomas E. Chambers Counseling and Training Center. A minimum of 300 clock hours (120 direct client contact) are required. Students receive both individual and group supervision.

COU 702 INTERNSHIP in COUNSELING II 3 sem. hrs.
Prerequisite: COU 701

Second semester of intensive supervised work experience in appropriate specialization setting (school, community, couple, family, child centered agencies) including the Thomas E. Chambers Counseling and Training Center. A minimum of 300 clock hours (120 direct client contact) are required. Students receive both individual and group supervision.

COU 703 INTERNSHIP in COUNSELING III 3 sem. hrs.
Prerequisite: COU 702

Third semester of intensive supervised work experience in appropriate specialization setting (school, community, couple, family, child centered agencies) including the Thomas E. Chambers Counseling and Training Center. A minimum of 300 clock hours (120 direct client contact) are required. Students receive both individual and group supervision.

ECONOMICS

All upper division Economics courses, and ESPECIALLY ECO 302, 317, 350, and 404 should have as prerequisites both principles courses, ECO 201 and ECO 202.

ECO 200 AMERICAN ECONOMIC DEVELOPMENT 3 sem. hrs.

An economic history of the U.S. chronicling the growth and development of our free-market economy from an agrarian colonial outpost to the world's foremost industrialized nation. Examines agriculture, territorial expansion, immigration and migration, transportation and communications, commerce, finance, urbanization, and industrialization, science and technology, and their roles in our economic development.

ECO 201 PRINCIPLES OF ECONOMICS I (MACRO) 3 sem. hrs.

Macro Economics examines the U.S. economy with emphasis on income, prices, employment, and economic growth. Specific topics include national income, the determination of interest rates, Keynesian and Monetary Policies, the central and commercial banking systems, supply side economics and international financial relations. (Fall only)

ECO 202 PRINCIPLES OF ECONOMICS II (MICRO) 3 sem. hrs.

Prerequisite: MAT 105

Micro Economics examines the economics of the firm, emphasizing the interactions of supply, demand, and appropriate elasticities. The second half of the course includes a detailed look at price and output determination under competitive, monopolistic, and oligopolistic market conditions. (Spring only)

ECO 250 PERSONAL FINANCE/CONSUMER ECONOMICS 3 sem. hrs.

This is an applied survey course in personal and family financial management. Covered are budgeting, cash management, saving, consumer credit, real estate, insurance, investments, consumer protection, and retirement planning.

ECO 302 PUBLIC FINANCE 3 sem. hrs.

An analysis of the public sector of the economy in terms of sources and allocation of resources and their effect on economic stability. Emphasis is placed on federal revenue and expenditures, but state and local finances are also considered. Revenue sources examined include taxation and deficit financing. Expenditure items include public safety, education, governmental agency operations, public services, social insurance, and welfare. Also covered are monetary policy, the budget process, debt management, income redistribution, and inner-government fiscal relations.

ECO 303 ECONOMICS OF GOVERNMENT REGULATION 3 sem. hrs.

An analysis of industry structure, conduct, and performance with an emphasis on the philosophy and development of government regulation. Included are surveys of anti-trust, environmental, consumer protection, tax and regulatory legislation, along with the costs and benefits of government regulation.

ECO 317 FINANCIAL INSTITUTIONS AND MARKETS 3 sem. hrs.

Prerequisites: BUS 311, ECO 201, and ECO 202

The study of the central and commercial banking systems and their effect on the credit and output markets. Emphasis is placed on the tools available to and the specific policies followed by the Federal Reserve System along with the analysis of interest rates, exchange rates, and the effect of foreign trade and investment on the capital markets. (Same as BUS 317)

ECO 350 INVESTMENTS 3 sem. hrs.

Prerequisite: BUS 311

Survey of the characteristics and valuations of stocks, bonds, commodities and options. The course provides an overview of the market for corporate and government securities with an emphasis on the roles played by dealers and brokers. An intensive application of theory and practice in investment portfolio selection. (Same as BUS 350)

ECO 404 **MANAGERIAL ECONOMICS** **3 sem. hrs.**
Prerequisite: ECO 201, ECO 202, MAT 215, BUS 301, BUS 302

An application of economic principles to decision making in the world of business. Includes profit maximization, the allocation of scarce resources, supply and demand, cost analysis, market structure, the price system, economic forecasting, and capital budgeting. (Fall only)

ECO 460 **SPECIAL TOPICS IN ECONOMICS** **1-4 sem. hrs.**
Prerequisites: ECO 201, ECO 202, Senior standing,
and permission of Instructor

Independent readings, research, case analysis, field work, and/or projects on current topics and problems as determined by the instructor.

GRADUATE EDUCATION COURSES

EDG 599 **INTRODUCTION TO GRADUATE RESEARCH** **3 sem. hrs.**

Research is an integral component to any program of advanced studies. This course will provide students with the opportunity to research the professional literature related to their field of graduate studies and compile a research paper in APA style with direct guidance and feedback.

EDG 600 **RESEARCH TECHNIQUES** **3 sem. hrs.**

Principles and procedures in the scientific study of educational problems and statistical techniques. The applied portion of this study is made relevant to each student's area of specialization.

EDG 600N **RESEARCH-BASED AND DATA-DRIVEN** **3 sem. hrs.**
DECISION-MAKING

This course is a study of the major methods and techniques of research employed in education as it relates to the educational decision-making process, to current practice, and to the role it will play in the projected needs of the future. (Fall and Spring)

EDG 601N **ADVANCED STUDY OF THE LEARNER WITH** **3 sem. hrs.**
SPECIAL NEEDS

This course includes a survey of all areas of exceptionality (e.g., mental, physical, psychological, and social characteristics of each group) with special emphasis on educational and instructional management. This course focuses on the identification and specific characteristics of each special education exceptionality. (Spring only)

EDG 602A **ADVANCED HISTORY and PHILOSOPHY OF** **3 sem. hrs.**
EDUCATION

Evolvement of educational trends, practices, and philosophies in the U.S. from the colonial period to the present with emphasis on application.

EDG 603 **SCHOOL LAW** **3 sem. hrs.**

The evaluation, principles, and practices of school law and court decisions, with emphasis on school law in Louisiana.

EDG 603N LEGAL and POLITICAL SYSTEMS IN EDUCATION 3 sem. hrs.
This course focuses on the mastery of the basic principles of school law, court decisions, and experiential application of those principles to develop and implement effective strategies, planning, and research-based “best practices” to address those issues. (Spring only)

EDG 607 ADVANCED FOUNDATIONS of MULTICULTURAL 3 sem. hrs.
EDUCATION

Reviews the foundations of education from the historical, philosophical, psychological, cultural, and sociological points of view. This course is also designed to increase teacher education students’ awareness of the importance of culture in teaching. Upon completion of this course, students will be able to incorporate a variety of multicultural approaches in their own subject matter and regular classroom teaching.

EDG 607N HISTORY AND PHILOSOPHY of EDUCATION 3 sem. hrs.
in a DIVERSE SOCIETY

This course focuses on the examination and analysis of the historical and philosophical components in education, along with the multicultural issues of American education and its subsequent strengths and challenges. (Summer only)

EDG 608 CLASSROOM MANAGEMENT (ADVANCED) 3 sem. hrs.

Classroom management techniques and strategies to enhance classroom learning for the student in structured and unstructured environments. Topics addressed are team building, independent learning, maintaining positive discipline, and adaptation of teaching styles to different learning styles. Practical applications to elementary, intermediate, and secondary levels are included.

EDG 609 INTEGRATING COMPUTERS INTO THE 3 sem. hrs.
ELEMENTARY and SECONDARY CLASSROOM
Prerequisite: CIS 111 or permission of the Instructor

A course designed primarily for classroom teachers that provides an overview of microcomputer applications. Emphasis is placed on providing a working knowledge of and hands-on experience with microcomputers. Topics include selecting and evaluating appropriate computer-assisted instruction, relating learning theories to current educational uses of microcomputers, examining research on educational applications of microcomputers, surveying periodicals in the field, and individualizing instruction using computer-managed instruction.

EDG 609N METHODS OF TEACHING WITH TECHNOLOGY 3 sem. hrs.

This course focuses on enabling students to acquire technological skills including, but not limited to the following programs: Microsoft Word, Microsoft PowerPoint, and Microsoft Excel. The students then apply these skills to the creation of lesson plans and the delivery of technology-based lessons. (Spring only)

EDG 620 LITERACY and HISTORY 3 sem. hrs.

This graduate level online course is for social studies teachers and features specific strategies designed to increase student literacy development and achievement in social studies through the use of primary and secondary historical sources. This course was designed by a reading specialist in conjunction with *We the People*, District II Educational Coordinator to ensure that

“best practices” in both literacy and social studies are presented. Candidates will learn how functional grammar can be used to supplement traditional reading strategies that help students comprehend both primary and secondary historical sources and meet the state social studies standards. Candidates will incorporate these new skills to develop literacy-rich, standards-based curriculum for their own students.

EDG 631 FOUNDATIONS OF ADMINISTRATION 3 sem. hrs.
Introductory course which examines the philosophy, principles, and practices of school operations.

EDG 631N LEADERSHIP and VISION IN EDUCATION 3 sem. hrs.
This course is designed to explore the philosophy, principles, and practices of school leadership operations at the school and district levels. In addition to the theory of administrative leadership and practical strategies, candidates understand methods of leading an individual school and a school district to carry out their positions as instructional leaders and conform to the various required standards. (Fall only)

EDG 632 SCHOOL FINANCE 3 sem. hrs.
Practical treatment given to state and federal involvement in public education, budgeting, and accounting procedures.

EDG 632N THE FIDUCIARY RESPONSIBILITY OF 3 sem. hrs.
EDUCATIONAL LEADERS
This course is designed to help future educational leaders understand the philosophical and theoretical basis for the financing of education in the United States. Areas of concern will be principles of taxation at the federal, state and local levels, state equalization programs, using fiscal decision in the equalization of educational opportunity, and budgetary concerns at the school and district level. (Spring only)

EDG 633 SCHOOL PERSONNEL ADMINISTRATION 3 sem. hrs.
Recruitment, selection, placement of teachers, orientation of new teachers, administrator and teacher relations, tenure, certification.

EDG 633N LEADERSHIP and ITS RELATIONSHIP TO 3 sem. hrs.
RESOURCE MANAGEMENT
This course focuses on the examination and analysis of school leadership and its role in the effective management of human and physical resources. This course explores effective ways to lead and manage educational institutions and enhance the delivery of essential educational services at the elementary and secondary levels. (Summer only)

EDG 634 SCHOOL - COMMUNITY RELATIONS 3 sem. hrs.
Examines means by which effective school-community relations can be established and maintained.

EDG 638B CURRICULUM THEORY AND PRACTICE: SECONDARY 3 sem. hrs.

The study and discussion of the development and improvement of secondary school curriculum practices.

EDG 638N CURRICULUM DEVELOPMENT FOR THE SUCCESS OF ALL STUDENTS 3 sem. hrs.

The purpose of this course is the development of knowledge, performance competencies, and alternative strategies particularly in the area of prioritizing, mapping and monitoring the curriculum using the SREB module to enhance the learning opportunities for all students. Candidates more deeply understand what educators believe is crucial for students to learn, how to align curriculum with assessments, and how to evaluate the curriculum being taught. (Fall only)

EDG 639 SUPERVISION OF STUDENT TEACHING 3 sem. hrs.

Designed for teachers who are functioning as cooperating teachers in the student teaching program.

EDG 640 PROGRAM DEVELOPMENT AND EVALUATION OF CURRICULUM 3 sem. hrs.

This course examines the contributions of experts in the field, the implications for design, the role of the administrator, and the decision-making factors of developing and evaluating the curriculum.

EDG 641N READING AND LANGUAGE ART IN THE ELEMENTARY SCHOOL: ADVANCED 3 sem. hrs.

This course is designed to provide opportunities for candidates to examine current educational trends that impact language arts learning and instruction. This course focuses on the following areas: data-driven instruction, curriculum, meeting the needs of diverse learners; building a literature base to support language arts integration in the content areas, and research and assessment; technology is integrated throughout the course. (Summer only)

EDG 642 READING IN THE CONTENT AREA: ADVANCED 3 sem. hrs.

This course is designed to provide the means by which teachers can increase student reading comprehension skills in content area subjects. This course provides an examination of various methods, activities, strategies, and materials that promote reading and study skills in the content area.

EDG 642N READING AND LANGUAGE ARTS IN THE ELEMENTARY SCHOOL: ADVANCED 3 sem. hrs.

This course is designed to provide the means by which teachers can increase student reading comprehension skills in content area subjects. This course provides an examination of various methods, activities, strategies, and materials that promote reading and study skills in the content area.

EDG 643 PSYCHOLINGUISTICS AND READING 3 sem. hrs.

This course is designed to provide a psycholinguistic analysis of the developmental reading process from readiness to fluency. In the course, students examine various methods, activities, strategies, and materials that promote a balanced approach to reading instruction and assessment. This course is also designed to facilitate disciplined reflective inquiry through the interaction of theory and practice.

EDG 644 SEMINAR IN READING/LANGUAGE ARTS 3 sem. hrs.

Course addresses the psycholinguistic and cognitive interactions which exist among all of the language arts.

EDG 645 THEORIES OF LANGUAGE DEVELOPMENT 3 sem. hrs.

Course addresses the development of language from a cognitive point of view. Major theories discussed are those of Chomsky, Piaget, Bruner, and Ausubel.

EDG 647 DIAGNOSIS AND REMEDIATION 3 sem. hrs.
OF THE DISABLED READER

Valid techniques for diagnosing reading difficulties and exploration of various means of remediation for disabled readers.

EDG 648 CLINICAL SUPERVISION 3 sem. hrs.

The practicum involves application of theory and practice in a clinical setting. Participants supervise undergraduate student interaction with clients. Further assessment is conducted as indicated.

EDG 650 TESTS AND MEASUREMENTS/EDUCATIONAL 3 sem. hrs.
STATISTICS

Use of measurement and evaluation in the modern school program. Construction, administration, and interpretation of essay and objective tests; principles of development, administration, and interpretation of standardized tests. Basic concepts and computations in descriptive statistics.

EDG 650N INTRODUCTION TO EDUCATIONAL 3 sem. hrs.
MEASUREMENT

This course emphasizes practical understanding of test reliability, validity, and derived scores as they apply to the following: external educational assessments, concepts of criterion and norm-referenced testing, review of group administered norm-referenced and criterion referenced tests and/or testing programs, test interpretation, and issues and ethics in large-scale assessment. (Fall only)

EDG 651 MATHEMATICS IN ELEMENTARY SCHOOLS 3 sem. hrs.

A study of elementary school techniques, particularly those related to number concept of teaching arithmetic based on research studies and current practices.

EDG 651A/B SPECIAL TOPIC IN ELEMENTARY/SECONDARY 3 sem. hrs.
INSTRUCTIONAL SUPERVISION

Designed to provide specific, practical assistance to administrators in the area of improving curriculum and instruction. Techniques and tools needed to evaluate instruction through proper supervision are examined and implemented.

EDG 651N MATHEMATICS IN ELEMENTARY SCHOOLS 3 sem. hrs.

This course is designed to help candidates develop an understanding of the need for reform in mathematics education and to provide them with the knowledge, skills, and dispositions necessary to help students develop mathematical understandings and relationships. This course provides opportunities for candidates to examine current best practices and investigate ways to impact mathematics learning and instruction through the selection, application, and analysis of appropriate instructional programs, materials, strategies, and assessments. (Fall, Spring, and Summer)

EDG 652 SOCIAL STUDIES IN THE ELEMENTARY SCHOOL 3 sem. hrs.

A course which deals with programs, practices, trends, and investigation of criteria for evaluating, planning, organizing, and improving social studies programs.

EDG 652A/B SPECIAL TOPICS IN ELEMENTARY/SECONDARY 3 sem. hrs.
CURRICULUM INSTRUCTION

Designed to provide specific, practical assistance to school administrators to enhance and improve instruction in the school.

EDG 653 SCIENCE IN ELEMENTARY SCHOOL 3 sem. hrs.

A study of current approaches to teaching science in the elementary school. Special emphasis is given to various science studies being developed throughout the nation.

EDG 653A/B SPECIAL SCHOOL PRINCIPALSHIP 3 sem. hrs.

This course is designed to provide prospective special school administrators with information, ideas, and practice which will help them to plan, schedule, supervise, and evaluate functions and responsibilities in a special school environment.

EDG 654N SCIENCE AND SOCIAL STUDIES IN THE 3 sem. hrs.
ELEMENTARY SCHOOL

This course is designed to develop the following skills: writing performance objectives, developing and implementing unit and lesson plans, motivating and managing students, using various models of discipline as well as interpersonal styles of communication. The focus of the course is the development of the skills necessary for effective planning, implementation and evaluation. (Spring only)

EDG 660 CURRICULUM AND INSTRUCTIONAL 6 sem. hrs.
STRATEGIES/ADVANCED

This course analyzes, implements, and evaluates various teaching strategies as they relate to content area. The teacher develops instructional materials and lessons for implementation in the field component during the school year.

EDG 660N CURRICULUM AND INSTRUCTIONAL STRATEGIES IN THE CONTENT AREA: ADVANCED 6 sem. hrs.

This course is designed to develop the following skills: writing performance objectives, developing and implementing unit and lesson plans, motivating and managing students, using various models of discipline as well as interpersonal styles of communication. The focus of the course is the development of the skills necessary for effective planning, implementation and evaluation of instruction.

EDG 670 SPECIAL TOPICS IN GRADUATE STUDIES 1-6 sem. hrs.

This course is intended to give the student an opportunity to study selected topics in graduate education for one to six credit hours. This course may be taken more than once.

EDG 730 PRACTICUM IN THE ELEMENTARY SCHOOL/ COMPREHENSIVE EXAMINATION 3 sem. hrs.

Practicum in Elementary Administration and Supervision provides the opportunity to utilize the knowledge, skills, and competencies acquired in the graduate program. Students must either defend a thesis or successfully complete a comprehensive examination.

EDG 730A INTERNSHIP I: SUMMER 3 sem. hrs.

This course is designed to help future educational leaders apply content studied throughout the Educational Leadership Program. The summer school setting (125 hours) allows the freedom to concentrate on a field site other than the candidate's own in a deepened and widened view of school and district administration. Diversity of settings expands the candidate's understanding of varying socioeconomic status, race, ethnicity, and gender issues. During this semester candidates will take the *School Leaders Licensure Assessment* (SLLA). *Internship I: Summer* must be taken before *Internship II: Fall/Spring*. (Summer only)

EDG 730B INTERNSHIP II: FALL/SPRING 3 sem. hrs.

This course is designed to help future educational leaders apply content studied throughout the Educational Leadership Program. The focus is on rich field experience (125 hours). This experience may take place at the candidate's school site. All candidates take Comprehensive Exams during this semester. (Fall and Spring)

EDG 731 PRACTICUM IN THE ELEMENTARY SCHOOL/ COMPREHENSIVE EXAMINATION 3 sem. hrs.

Practicum in Secondary Administration and Supervision provides the opportunity to utilize the knowledge, skills, and competencies acquired in the graduate program. Students must either defend a thesis or successfully complete a comprehensive examination.

EDG 732 PRACTICUM IN THE POST-SECONDARY SCHOOL SETTING/COMPREHENSIVE EXAMINATION 3 sem. hrs.

Practicum in Post-Secondary Administration and Supervision provides the opportunity to utilize the knowledge, skills, and competencies acquired in the graduate program. Students must either defend a thesis or successfully complete a comprehensive examination.

EDU 209 INTEGRATION OF TECHNOLOGY 3 sem. hrs.

This is a course designed primarily for classroom teachers that provides an overview of microcomputer applications. Emphasis is placed on providing a working knowledge of and hands-on experience with microcomputers and software applications. Topics include selecting and evaluating appropriate computer-assisted instruction, relating learning theories to current educational uses of microcomputers, examining research on educational applications of microcomputers, surveying periodicals in the field, and individualizing instruction using computer-assisted managed instruction. (Fall only)

EDU 210 ADMISSION TO PROFESSIONAL EDUCATION 1 sem. hr.
Prerequisites: EDU 202 (or concurrently enrolled), EDU 204 and PRAXIS I (PPST)

This non-credit required course is designed to prepare the education candidate for admission to the professional education program. Upon completion pre-education majors will have completed all phases of the admissions process.

EDU 304A THE LEARNER WITH SPECIAL NEEDS 3 sem. hrs.

This course includes a survey of all areas of exceptionality – mental, physical, psychological and social characteristics of each group, with special emphasis on educational and instructional management.

EDU 305 CURRICULUM and INSTRUCTIONAL STRATEGIES 4 sem. hrs.

This course requires candidates to analyze, implement, and evaluate various teaching strategies and methodologies including the latest technological methods for teaching language arts, mathematics, reading, science, and social studies. The course focuses on standards-based education, lesson planning, and teaching to diversity. A field component constituting a minimum of 45 hours of observation and participation is required.

EDU 306 CLASSROOM ORGANIZATION and MANAGEMENT 3 sem. hrs.

This is a course designed to introduce education majors to classroom management techniques and strategies to enhance classroom learning for students in structured and unstructured environments. Topics addressed are team building, independent learning, maintaining positive discipline, and adaptation of teaching styles to different learning styles. Practical applications to elementary and middle school levels are included.

EDU 307 SURVEY OF READING/ENGLISH LANGUAGE ARTS 3 sem. hrs.

This is a survey course designed to introduce education majors to the basic concepts involved in the reading process. The course includes definitions of reading, current approaches to teaching reading, evaluation techniques, the accommodation of exceptionalities, and teaching to diversity.

EDU 308 MATERIALS and METHODS OF TEACHING 3 sem. hrs.
READING/LANGUAGE ARTS II

This course is designed to prepare pre-service teachers to teach reading and language arts not only in these classes, but also across the curriculum. In the course, students examine various methods and materials appropriate to the elementary reading/language arts classroom with an emphasis on developing overall literacy through current methodologies. An integrated approach

to the teaching strategies and skills of reading, writing, speaking, and listening is taken. Students must be concurrently enrolled in EDU 310, Instructional Strategies II. This is to fulfill the required clinical component.

EDU 309 HUMAN GROWTH and DEVELOPMENT 3 sem. hrs.

This course is designed to explore the physical, mental, and social-emotional growth and development of the individual from birth through the adolescent period. Major principles and theories currently used in the field of developmental psychology are examined.

EDU 310 INSTRUCTIONAL METHODOLOGIES 5 sem. hrs.

Students will study materials and methods of teaching science and social studies. This course examines current educational research, trends, and issues with special emphasis on the missions of the National Science Teachers Association and the National Council for Social Studies. Students use Louisiana's Frameworks in science and social studies to plan, implement, and evaluate lessons in real classrooms. A field component constituting a minimum of 80 hours is required. Students participate in all aspects of schooling through the Professional Development School partnerships.

EDU 311 TEACHING READING IN THE CONTENT AREA 3 sem. hrs.

This course examines various techniques for increasing reading competencies and improving study skills in content areas at both the secondary and elementary levels. The focus of the course is to give teachers an understanding of the nature and complexity of the reading process and prepare them to teach these skills. (Spring only)

EDU 312 MATERIALS and METHODS OF TEACHING 3 sem. hrs.
MATHEMATICS I

This course is designed to help candidates understand the need for reform in mathematics education and to provide them with the knowledge, skills, and dispositions necessary to help students develop mathematical understandings, reasoning processes, and relationships. Candidates plan activities that foster children's understanding and use of patterns, quantities, and spatial relationships, using appropriate manipulatives and technology. Candidates also establish an understanding of the importance of motivating and managing students in mathematics classrooms. The focus of this course is grade cluster 1-5.

EDU 313 MATERIALS and METHODS OF TEACHING 3 sem. hrs.
MATHEMATICS II

This course is a continuation of EDU 312. The primary focus of this course is using the major concepts, procedures, and reasoning processes of mathematics that define number systems and number sense, geometry, measurement, statistics and probability, and algebra to develop and implement mathematics activities that include appropriate manipulatives and technology.

EDU 401 CLINICAL READING PRACTICUM 3 sem. hrs.

Candidates must have completed EDU 307 and EDU 308 to take this course. This course is designed to improve candidates' techniques to identify children in the classroom who are performing below their potential in reading. Candidates are provided experience in developing appropriate instruction for these children by participating in a supervised tutorial experience.

EDU 402 CLINICAL MATHEMATICS PRACTICUM 5 sem. hrs.

This course is a continuation of EDU 312 and 313. Candidates use the major concepts, procedures, and reasoning processes of mathematics that define number systems and number sense, geometry, measurement, statistics and probability, and algebra in instructing students from OLHCC's professional development school. Candidates foster student understandings and use of patterns, quantities, and spatial relationships that can represent phenomena, solve problems, and manage data.

EDU 421 STUDENT TEACHING IN ELEMENTARY (Grades 1 - 5) 9 sem. hrs.

This course includes the application of theories and principles of effective planning, classroom behavior and management techniques, and instructional delivery. Field-based placement in an elementary setting under the supervision of a qualified cooperating teacher and college supervisor is required.

EDU 431 STUDENT TEACHING IN SECONDARY (Grades 6 - 12) 9 sem. hrs.

This course includes the application of theories and principles of effective planning, classroom behavior and management techniques, and instructional delivery. Field-based placement in a secondary setting under the supervision of a qualified cooperating teacher and college supervisor is required. This course requires a minimum of 270 hours of participation in a secondary school setting. Also, a minimum of 180 hours of actual teaching is required.

EDU 438 LITERATURE FOR EARLY CHILDHOOD 3 sem. hrs.

This course focuses on the following topics: the reading needs and basic reading interests of children in pre-kindergarten and kindergarten; language acquisition; standard aids for selection of appropriate materials; factors in using and interpreting literacy materials in relation to curriculum as well as methods for utilization of literary materials in instruction in the pre-kindergarten and kindergarten classroom.

EDU 439 TEACHING IN THE KINDERGARTEN 3 sem. hrs.

This course is designed to aid the student in gaining insights regarding positive and negative aspects of teaching young children. The student examines the significance of the role of the teacher in program planning, the development stages of the five year old, the needs of the individual child, and the development of readiness for primary grades.

EDU 440 ORGANIZATION AND ADMINISTRATION 3 sem. hrs.
OF KINDERGARTEN

The student examines the role of the teacher in the organization and administration of the kindergarten, explores current trends and contemporary issues in the area of early childhood education, and considers materials to be used in the early childhood classroom.

EDU 441 PRACTICUM IN KINDERGARTEN 3 sem. hrs.
OR PRE-KINDERGARTEN
Prerequisites: EDU 439 and EDU 440

Observing, participating, and teaching in a kindergarten or pre-kindergarten classroom under the supervision of a qualified teacher for a minimum of 90 clock hours. The time is arranged by the student and the Coordinator of Student Teaching.

EDU 452 STUDENT TEACHING SEMINAR IN PEDAGOGY and 3 sem. hrs.
INSTRUCTIONAL/CURRICULUM DEVELOPMENT:
SPECIALIZED SKILLS and PRACTICE IN THE DISCIPLINE

This course includes study and application of theories and principles of effective planning, classroom behavior and management techniques, and instructional delivery in the classroom. Concurrent field-based placement in a school setting under the supervision of a certified teacher is required. Student teaching serves a critical role that allows and teacher candidate to practice and refine skills and competencies learned in courses and initial field experiences. This semester this clinical experience has been divided into 6 hours of field work (i.e., 270 clock hours of field experience) and 3 hours of Student Teaching Seminar.

EDU 460B CURRICULUM and INSTRUCTIONAL STRATEGIES 3 sem. hrs.

This course requires candidates to analyze and evaluate various teaching strategies and methodologies, including the latest technological methods for teaching language arts, mathematics, reading, science, and social studies. The course focuses on standards-based education, lesson planning, and teaching to diversity. Candidates relate their own teaching experiences to course discussions and content.

EDU 460C INSTRUCTIONAL METHODOLOGIES: 3 sem. hrs.
ELEMENTARY

Students study materials and methods of teaching science and social studies. This course will examine current educational research, trends, and issues with special emphasis on the missions of the NSTA and the NCSS. Students use Louisiana's Frameworks and grade-level expectations in science and social studies to plan and evaluate lessons.

EDU 460D INSTRUCTIONAL METHODOLOGIES: 3 sem. hrs.
SECONDARY

Students study materials and methods of teaching in their secondary content area. This course will examine current educational research, trends, and issues with special emphasis on the standards of the particular content area. Students use Louisiana's Frameworks and grade-level expectations in their content area to plan and evaluate lessons.

EDU 461A INTERNSHIP I 3 sem. hrs.

The internship experience will provide candidates with opportunities to teach full-time in the school in which they are employed under the supervision of a college supervisor. Candidates will be required to complete a professional internship portfolio and attend seminars at Our Lady of Holy Cross College. Internships are for two semesters.

EDU 461B INTERNSHIP II 3 sem. hrs.

This course is a continuation of EDU 461A. Candidates will teach full-time in the school in which they are employed under the supervision of a college supervisor, and will be required to complete a professional internship portfolio and attend seminars at Our Lady of Holy Cross College. This is the second semester of the internship sequence.

EDU 462 METHODS OF TEACHING ESL 3 sem. hrs.

This course is designed to provide students with an understanding of the development of English language teaching methodology and current best practices. Students will gain a theoretical background on English language learning and teaching and how it applies to classroom instruction. Students will have the opportunity to practice instructional approaches that assist English language learners in developing both social and academic proficiency.

EDU 463 STRUCTURE of the ENGLISH LANGUAGE 3 sem. hrs.

This course is designed to provide students with an in-depth knowledge of structures of the English language, focusing on sound, vocabulary, and grammatical systems as they apply to English language learners. Students will identify structures of the English language which challenge non-native speakers including language interferences, complexity and acquisition strategies.

EDU 464 INTRODUCTION to LANGUAGE and CULTURE 3 sem. hrs.

This course is designed to introduce participants to and cultivate an appreciation for the cultural behaviors, values, customs, beliefs, and attitudes required for effective communication and interaction with students from other cultures. The course will also provide the student with an understanding of language differences and how these differences affect communication and communicative behavior in a second language.

EDU 465 CURRICULUM DESIGN for the 3 sem. hrs.
MULTICULTURAL CLASSROOM

In this course, students will explore theory and strategies in the design, development, and implementation of a multicultural curriculum in the content area. In addition, students will seek out and evaluate educational materials and resources to use in the organization and creation of this curriculum.

ENGLISH

**ENG 101 and ENG 102 must be successfully completed before
a student enrolls in any higher level English course.**

ENG 100 INTRODUCTION TO COLLEGE ENGLISH 3 sem. hrs.

This course prepares students for success in college writing in English Composition I (ENG 101). Students build college-level writing skills through application of the conventions of English grammar, use of the stages of process writing, and critical thinking skills. Extensive writing practice, cooperative grouping, prompt feedback, and computer-assisted instruction facilitate student learning.

ENG 101 ENGLISH COMPOSITION I 3 sem. hrs.

This course is an introduction to expository and critical writing with emphasis on writing and criticism of study essays and attention to grammar, punctuation, and spelling.

ENG 102 **ENGLISH COMPOSITION II** **3 sem. hrs.**
This course is a continuation of ENG 101 with emphasis on writing skills, criticism, and research procedures. Several short compositions and a research essay, using APA or MLA style depending on major, are required.

ENG 200 **INTRODUCTION TO LITERARY FORMS** **3 sem. hrs.**
This course is an introduction to and an appreciation of selected genres of literature with the aim of providing both a method of literary analysis and a useful critical vocabulary. Critical essays are required.

ENG 211 **WRITING TUTORIAL I: NEWSPAPER** **1 sem. hr.**
Prerequisite: permission of instructor
Students may earn one credit for writing publishable articles of general interest for the College newspaper.

ENG 220 **READING FOR PLEASURE** **3 sem. hrs.**
The purpose of this course is to expose students to a wide range of genres and formats; however, it differs from the traditional literature in its approach. The majority of lectures will center on popular genre literature such as mystery, horror, etc. All literary formats will be represented. Examples and suggested readings will include both fiction and nonfiction titles as well as titles from all time periods and cultures. The course will include a strong writing component with grammar reviews; however, students will not do critical analysis.

ENG 250 **AMERICAN LITERATURE I** **3 sem. hrs.**
This course is a survey of representative American writers from the colonial period to the Civil War. Critical essays are required.

ENG 251 **AMERICAN LITERATURE II** **3 sem. hrs.**
This course is a survey of representative American writers from the Civil War to the present. Critical essays are required.

ENG 300 **BRITISH LITERATURE I** **3 sem. hrs.**
Prerequisite: A 200-level literature course
This course is a study of the major British authors of all genres from the Old English period to the 18th century. Critical essays are required.

ENG 301 **BRITISH LITERATURE II** **3 sem. hrs.**
Prerequisite: A 200-level literature course
This course is a study of the major British writers from the Romantic period to the present. Critical essays are required.

ENG 302 **WOMEN IN LITERATURE** **3 sem. hrs.**
Prerequisite: A 200-level literature course
This course focuses on the issues surrounding women's social, political, cultural, psychological, and spiritual roles as defined both by male and female writers. Critical essays are required.

ENG 401 ADVANCED COMPOSITION 3 sem. hrs.

This is a study of the principles of rhetorical strategies aimed at refining writing style through intensive practice, designed for both undergraduate and graduate students. Critical essays and a research paper, as well as oral presentations, are required to focus their research papers on a topic appropriate to their disciplines and to include scholarly research of this topic in the literature of their disciplines. Graduate students should also include field research in their research papers.

ENG 404 WOMEN WRITERS 3 sem. hrs.

This course is an analysis of the works of representative women writers – such as George Eliot, Emily Dickinson, Zora Neale Huston, Sylvia Plath, and Alice Walker – in various genres, emphasizing their writing styles, choices of subjects, and viewpoints on key issues. Critical essays are required.

ENG 406 MODERN POETRY 3 sem. hrs.

Prerequisite: A 200-level literature course

This is an analysis of modern poetry written in English. Critical essays are required.

ENG 407 SEMINAR IN SELECTED TOPICS 3 sem. hrs.

Prerequisites: Permission of English Program Coordinator and a 200-level literature course

This is an in-depth study of specialized subject matter in literature or language studies. One or more significant authors or issues in English, American, or world literature will be the focus.

ENG 408 EDITING TUTORIAL 1 sem. hr.

Editors of the College literary magazine or newspaper may earn one semester hour of credit for overseeing, editing, and producing student publications.

ENG 409 ADVANCED LITERARY FORMS 3 sem. hrs.

Prerequisite: A 200-level literature course

This course is an in-depth study of various approaches to literary criticism in selected genres. Critical essays are required.

ENG 410 SHAKESPEARE II 3 sem. hrs.

Prerequisite: A 200-level literature course

This course is an intensive senior-level study of a selected genre of Shakespeare's plays: comedy, tragedy, history, or romance. Critical writing and oral presentation are required. Advanced background in literary studies is necessary.

ENG 498 SENIOR INTERNSHIP 3 sem. hrs.

Prerequisite: Permission of the English Program Coordinator

Under the direction of a professional in the marketing, communications, or other English-related field, a graduating senior may earn an apprenticeship, with periodic evaluations required.

ENG 499 SENIOR THESIS 3 sem. hrs.

Prerequisite: Permission of the English Program Coordinator

Under the direction of a member of the English Department, a graduating senior may present an original essay on an author, theme, or period that demonstrates knowledge, skill, and creativity.

As an oral component of the presentation, the senior will respond to questions concerning the work.

EARTH SCIENCE

ESC 101 EARTH SCIENCE: PHYSICAL 4 sem. hrs.

A one-semester survey course emphasizing processes related to the formation of the earth, the shaping of the earth's crust, and the sculpting of the earth's surface. Laboratory experiences are integrated with lecture.

ESC 102 EARTH SCIENCE: HISTORICAL 4 sem. hrs.

Prerequisite: ESC 101

A one-semester survey course emphasizing the evolutionary history of the earth, including physical changes and an introduction to the record of life through time. Laboratory experiences are integrated with lecture.

ESC 205 OCEANOGRAPHY 2 sem. hrs.

A one-semester course emphasizing the basic principles, processes, and properties of the oceans. Laboratory experiences are integrated with lecture.

ESC 300 TOPICS IN EARTH SCIENCE 1-2 sem. hrs.

Investigations in special areas of earth science. Individual or group participation.

FINE ARTS

FNA 202 BALLET 3 sem. hrs.

This course is an introduction to the fundamentals of classical ballet. Basic terminology is coordinated with basic movements and barre exercises. Stretching, strength, and coordination focus on preparation for center work. Center work is emphasized with dance steps incorporated from the barre exercises. Technique, proper alignment, flexibility, and poise are integrated with across the floor progressions.

FNA 312 ARTS AND HUMANITIES 3 sem. hrs.

A survey of the visual and performing arts and their socio-cultural aspects, functions, historical periods, aesthetics, elements, and materials. (Same as ART 312)

FNA 320 THEATRE AND FILM APPRECIATION 3 sem. hrs.

An introduction to theatre with discussion and analysis of modern films. Films are shown as examples.

FNA 340 THEATRE HISTORY I 3 sem. hrs.

This is a history of theatrical performance. This course gives the early development of theatre to the seventeenth century. It concentrates on the theatre of ancient Greece.

FNA 345 THEATRE HISTORY II 3 sem. hrs.
This is a history of theatrical performance. This course begins with Restoration Theatre in England and concludes with the modern plays of the United States and Europe.

FNA 406 COMEDY 3 sem. hrs.
A study of humorous plays and actors; actors and literature are researched to give greater insight to the theory of comedy. (Same as SPE 406)

FNA 407 SPECIAL TOPICS IN THEATRE 3 sem. hrs.
Theatre workshop and special projects; topics are set up on an individual basis from varied fields of interest to the student.

FRENCH

FRE 101 ELEMENTARY FRENCH I 3 sem. hrs.
Basic vocabulary and grammar, pronunciation, written and oral exercises, reading of elementary material, beginning conversation.

FRE 102 ELEMENTARY FRENCH II 3 sem. hrs.
Augmentation of vocabulary, grammar, conversation, and reading skills acquired in FRE 101.

FRE 300 SPECIAL TOPICS IN FRENCH 1-3 sem. hrs.
Special topics in the French language, history, and/or culture are studied. This course may be taken more than once.

GEOGRAPHY

GEO 201 WORLD GEOGRAPHY 3 sem. hrs.
A regional analysis of the principal patterns of the physical, economic, and cultural geography of the world's regions. Topics covered include the environment and its role, natural resources and what they mean, Europe, Asia, Africa, Latin America, and Anglo-America.

GEO 202 GEOGRAPHY OF THE UNITED STATES AND CANADA 3 sem. hrs.

This course treats the United States and Canada as one unit or region. Included are the study of land use, patterns of economic activity, urban geography, population growth, and change.

GEO 203 GEOGRAPHY OF LOUISIANA 3 sem. hrs.
Physical and cultural geography of Louisiana is the subject of this course. Emphasis is placed on the physical geographical elements identified with Louisiana and with their implications for the State's varied cultural heritages. Topics include the Mississippi River and other waterways of Louisiana, New Orleans and its port, the urban landscape, the coastal wetlands, settlement patterns, ethnic groups, rural folk housing, and agriculture.

HIS 335 **EUROPE FROM THE MIDDLE AGES** **3 sem. hrs.**
 TO THE ENLIGHTENMENT

A study of the political and social events in Europe from the fall of the Roman Empire to the Enlightenment.

HIS 345 **EUROPE FROM THE ENLIGHTENMENT** **3 sem. hrs.**
 THROUGH THE FRENCH REVOLUTION

An examination of events in Europe from the Enlightenment until the creation of the Directory in France.

HIS 350 **NINETEENTH CENTURY EUROPE** **3 sem. hrs.**

A study of the history of Europe during the 19th century from the rise of the Directory in France in 1795 until the retirement of Bismark in Germany.

HIS 355 **UNITED STATES MILITARY HISTORY** **3 sem. hrs.**

A study of U.S. military policy from the American Revolution to modern times. Emphasis will be placed on an examination of American military strategy in the 20th century.

HIS 365 **WOMEN IN AMERICAN HISTORY** **3 sem. hrs.**

A study of American women from colonial times to the present. Emphasis is placed on an examination of the changes in the areas of family, work, legal and political status, education, religion, and gender roles experienced by American women over the life of our nation.

HIS 390 **HISTORY OF NEW ORLEANS** **3 sem. hrs.**
 AND ITS ENVIRONS

A study of the rich history of the City of New Orleans and its surrounding communities from colonial times to the present.

HIS 400 **SPECIAL TOPICS** **1-3 sem. hrs.**

Independent readings, research, field work, and projects on current topics and problems to be determined by the instructor. This course is usually taught in a pro-seminar setting and with the authorization of History Program Coordinator may be taken for credit more than once.

HIS 401 **DIRECTED STUDIES** **1-3 sem. hrs.**

Course content varies and is focused on student or faculty interest in relevant historical topics.

HIS 420 **DIPLOMATIC HISTORY OF** **3 sem. hrs.**
 THE UNITED STATES

A survey of American foreign policy as an attempt to achieve national interest in external matters. The background of diplomatic action since 1776 is reviewed, but the emphasis is on foreign policy since World War II. (Same as PSC 265)

HIS 425 **HISTORY OF THE SOUTH** **3 sem. hrs.**

An examination of the history of the southern United States from colonial times to the present. Included is a study of the political, economic, and cultural forces which have contributed to the uniqueness of the region.

HIS 441 **HISTORY OF THE U.S. FROM 1900 to 1945** **3 sem. hrs.**
A topical study of the United States from 1900 to 1945, noting the national and international events which constantly shaped and reshaped the U.S. as an emerging, then dominant power. Major topics include World War I, the Jazz Age, the Depression, the New Deal, and World War II.

HIS 442 **HISTORY OF CONTEMPORARY AMERICA -** **3 sem. hrs.**
1945 TO PRESENT
A topical study of the United States from 1945 to the present, a period of historic and revolutionary change. Major topics include the changing role of government, post-war politics, the cold war, Korea, Vietnam, the counter-culture, space exploration, the civil rights movement, and America's post-cold war international responsibilities.

HIS 450 **LOUISIANA HERITAGE:** **3 sem. hrs.**
RESEARCH IN LOUISIANA HISTORY
An in-depth survey of qualitative research techniques, their application, and the preparation of a written project using primary resource materials.

HIS 455 **READINGS IN LOUISIANA HISTORY** **3 sem. hrs.**
Taught in a pro-seminar setting, students examine the history of our state by reading, discussing, and writing about a series of publications on Louisiana from ancient to modern times.

HIS 465 **NEW ORLEANS HIGHLIGHTS** **3 sem. hrs.**
Prerequisite: Any 300 or above history course
New Orleans is one of the best known cities in the nation and is the centerpiece attraction of our state. To achieve a full appreciation of the many valuable historic offerings located in our community, students are required to make on-site visits to numerous historic sites located in the region.

HIS 470 **FRENCH REVOLUTION AND NAPOLEON** **3 sem. hrs.**
An examination of developments in France from 1789 to 1815 and the repercussions of these events in Europe. The background of 18th - century Europe is reviewed. The settlement of Vienna is treated in detail.

HIS 481 **EUROPE IN TRANSITION: 1900 –1945** **3 sem. hrs.**
A study of the political, social, economic, and military events in Europe from the turn of the century to the end of the World War II.

HIS 485 **CONTEMPORARY EUROPE:** **3 sem. hrs.**
EUROPE SINCE WORLD WAR II
An examination of events in Europe following the end of the Second World War. Emphasis is placed on the examination of the Cold War and the changing economic, political, and social landscape in Europe following the fall of the Soviet Union.

HIS 490 **AMERICAN CIVIL WAR** **3 sem. hrs.**
An in-depth study of the War Between the States. Background, causes, and military strategies of both sides are examined in detail.

HIS 494 **RESEARCH INTERNSHIP** **1-3 sem. hrs.**
Prerequisites: HIS 301 and HIS 450 (or equivalent)

Taught on an as-needed basis, students must obtain the authorization of the History Program Coordinator before registering. Internship at a local archive for individually supervised practical training and independent research and study. Students are required to perform a minimum of three hours per week of archival research.

HEALTH AND PHYSICAL EDUCATION

HPE 103 **FIRST AID** **1 sem. hr.**
A course dealing with procedures to be employed in first aid treatment of wounds, shock, poisoning, fractures, and unconsciousness. American Red Cross certificates are granted to those who satisfactorily pass the examination.

HPE 103A **FIRST AID AND CARDIOPULMONARY** **1 sem. hr.**
RESUSCITATION

Course designed to prepare the student to respond to medical emergencies and accidents with confidence to render appropriate initial care.

HPE 291 **STRESS MANAGEMENT** **1 sem. hr.**
Basic concepts of stress and techniques for its management. (Same as BIO 291)

HPE 293 **HOLISTIC HEALTH** **1 sem. hr.**
This course is designed to present some of the alternative methods available for achieving and maintaining optimum health and well-being and to encourage the student to accept the responsibility for his/her own health. (Same as BIO 293)

HEALTH SCIENCES

HSC 110 **MEDICAL TERMINOLOGY** **3 sem. hrs.**
This course offers an introduction to medical terms through an analysis of their construction including prefix, suffix, root, connecting and combining forms, and is designed for students preparing for careers in the health professions.

INTRODUCTION TO COLLEGE SUCCESS

ICS 100 INTRODUCTION TO COLLEGE SUCCESS 1 sem. hr.

This course prepares students for effective integration into the college environment. *ICS 100 has a mandatory service learning component.* Successful completion is required of all students taking a Preparing Students for Success (PSSP) course(s). Through a learning community, undergraduates acquire the personal, technical, and social skills that support college success. Topics include campus resources, learning styles, study skills, time management, library skills, test-taking skills, and the College mission and community service. Two individual counseling sessions per student are embedded in the course. Students are encouraged to think critically as they set academic, personal and/or career goals.

LATIN

LAT 101 ELEMENTARY LATIN I 3 sem. hrs.

Introduction to the Latin language as used by the Romans in the ancient world. Elementary grammar and vocabulary, reading and writing, listening and speaking.

LAT 102 ELEMENTARY LATIN II 3 sem. hrs.

Continuation of the introduction to the Latin language as written by the Romans in the Roman world. Grammar and vocabulary, reading and writing, listening and speaking.

MANAGEMENT

**Only students enrolled in the
Organizational Management Program may enroll in the following courses.**

MGT 300 TRANSITION THROUGH ADULT LIFE 1 sem.hr.

This course examines the process of career development and its relation to the world of work. Includes discussions of career development theories. It will focus on self-assessment; decision-making skills; educational, occupational, and community information; and job-seeking skills.

MGT 301 PRINCIPLES OF MANAGEMENT 3 sem. hrs.

This course provides students with a general introductory management learning experience. Will discuss the role of management in today's business environment; management's influence on employee productivity; employee satisfaction and organizational effectiveness; major control devices of management.

MGT 302 ETHICAL ISSUES OF BUSINESS 3 sem.hrs.

This course examines business ethics from both an organizational and managerial perspective. Students will examine the goal of business organizations, as well as individual conduct in business settings. Ethical reasoning and ethical leadership will guide debate on topics such as: creating an ethical climate in an organization, ethics in advertising and sales, etc.

MGT 303 HUMAN RESOURCE MANAGEMENT 3 sem.hrs.

Overview of the human resource management field. Emphasis is placed in the areas of staffing, training and developing human potential, compensation, benefits, and performance management. The legal framework for equal employment opportunity is covered along with affirmative action. Human Resource Information Services (HRIS) will be introduced.

MGT 305 ENTREPRENEURSHIP 3 sem.hrs.

This course provides an understanding of the role of entrepreneurial business in the United States and the impact on the national and global economy. The student will evaluate the skills, attitude, and commitment necessary to successfully operate an entrepreneurial venture. Emphasis will be on reviewing the challenges and rewards of entrepreneurship. Provides training on key elements of a business plan.

MGT 307 BUSINESS COMMUNICATIONS 3 sem. hrs.

This course takes a practical and analytical approach to the development of content and style in business communications. This course emphasizes logic, creativity, concern for audience and understanding importance of psychological approaches to the solution of business problems through skilled written communications.

MGT 309 MARKETING MANAGEMENT 3 sem.hrs.

This course covers identification and analysis of relevant opportunities and constraints in consumer and industrial target markets. Management of the marketing mix including product planning, distribution institutions and activities, promotion and pricing will also be covered.

MGT 311 APPLIED BUSINESS STATISTICS 3 sem. hrs

Prerequisite: MATH 215

This course teaches quantitative methods used in data analysis and business decision-making. Topics covered include: descriptive statistics, correlation and regression, hypothesis testing, statistical quality control, forecasting, linear and integer programming, and computer simulation. Business applications of these techniques are emphasized.

MGT 312 FOUNDATIONS OF ECONOMICS 3 sem. hrs.

This course covers fundamental tools and applications of concepts in microeconomics and macroeconomics. The section on microeconomics focuses on markets as a mechanism for allocating scarce resources. Using tools of welfare economics, it addresses market efficiency, outcomes from market failures and firms with market influence. The section on macroeconomics provides a mix of classical and Keynesian ideas, the theory of economic growth, the role of financial markets.

MGT 403 LEGAL ASPECTS OF BUSINESS 3 sem. hrs.

This course covers an introduction to legal theory, common law contract theory and an introduction of the Uniform Commercial Code. The basis elements of contracts will be examined, along with remedies, statute of frauds and third party rights, application of the property rights, agency, employment law, business structures, intellectual property, and E-commerce.

MGT 405 MANAGERIAL ECONOMICS 3 sem. hrs.
Prerequisite: MGT 312; MGT 311

This course teaches application of economic principles to managerial decision making. Topics include: demand, costs and market structure and their relation to pricing, product choice and resource allocation; industrial organization; agency theory.

MGT 406 MANAGERIAL FINANCE 3 sem. hrs.
Prerequisite: MATH 215

A study of the economic and financial structure of firms and their impact on the financial and operational requirements of firms. Special emphasis on the financial environment; capital budgeting techniques; capital cost and structure; working capital policy; financial planning and control will be covered.

MGT 409 OPERATIONS MANAGEMENT 3 sem. hrs.
Prerequisite: MGT 414 and spreadsheet competence.

Examines the concepts for designing, planning and improving manufacturing and service organizations. Topics include enterprise resource planning, facility layout, forecasting, inventory management, lean manufacturing, total quality control, and project management.

MGT 414 ACCOUNTING FOR MANAGERS 3 sem. hrs.
Prerequisite: MATH 215

This course is an introduction to accounting concepts and the operating characteristics of accounting systems. With a focus on managerial accounting, the course teaches students how to interpret statements and how to make good decisions based on them. It is designed for the user of accounting information and not as an introduction to a professional accounting career.

MGT 417 ORGANIZATIONAL BEHAVIOR 3 sem. hrs.

This course is focused on the behavior of individuals and groups within diverse organizations and on organizational structure and processes. There is emphasis on leadership, change management, team development and continuous improvement practices and experiences. Topics include management, leadership, change, team development, dynamics and teamwork and transforming business processes and process improvement structure.

MGT 418 STRATEGIC MANAGEMENT 3 sem. hrs.

This course explores the major functions of top management, the major problems that affect the success in the total organization, and the decisions that determine the direction of the enterprise. Special emphasis will be on the ethical-social responsibility with implications in strategic decision making, including value chain analysis, and internal, external, and global considerations.

MGT 420 SENIOR CAPSTONE PROJECT I 2 sem. hrs.

The Senior Capstone Project is designed for two consecutive semesters at the end of the degree program. The capstone project is more application-oriented and provides an opportunity for each student, individually, to complete a research project or design and implement an intervention that involves multiple stages and enables one to show results before completion.

Each student selects a capstone project in conjunction with his or her advisor and a faculty mentor. The project may concentrate on two subsequent semesters, students meet with their capstone advisor

and in small seminar groups. In addition to the final product (e.g., research paper, organizational intervention, designed tool or system), students present their work to their advisors, faculty members and fellow students during a community learning event. These presentations demonstrate how students' learning in the program was integrated into their final product.

During the first semester students will work on data obtaining and analysis. Second semester is designed for the final preparation of the Capstone Project

MGT 421 SENIOR CAPSTONE PROJECT II 1 sem. hr.

The Senior Capstone Project is designed for two consecutive semesters at the end of the degree program. The capstone project is more application-oriented and provides an opportunity for each student, individually, to complete a research project or design and implement an intervention that involves multiple stages and enables one to show results before completion.

Each student selects a capstone project in conjunction with his or her advisor and a faculty mentor. The project may concentrate on two subsequent semesters, students meet with their capstone advisor and in small seminar groups. In addition to the final product (e.g., research paper, organizational intervention, designed tool or system), students present their work to their advisors, faculty members and fellow students during a community learning event. These presentations demonstrate how students' learning in the program was integrated into their final product.

During the first semester students will work on data obtaining and analysis. Second semester is designed for the final preparation of the Capstone Project.

MGT 458 INTERNATIONAL MANAGEMENT 3 sem. hrs.

This class provides a basic understanding of international management with emphasis on the forces of globalization, major reasons companies go international, the environment international managers need to be concerned with, development of cross-cultural communication, negotiation and team building skills, importance of culture on international human resource management, finding and developing global expatriates.

MATHEMATICS

MAT 099 FUNDAMENTALS OF MATHEMATICS 3 sem. hrs.

This course prepares students for success in the Introduction to College Algebra course (MAT 100). This course encourages students to think critically as they comprehend and apply fundamental mathematical concepts. Students review basic computational skills and mathematical concepts in preparation for MAT 100. Students who successfully complete MAT 099 are required to take MAT 100 during the regular semester that immediately follows. Instructional techniques that include direct instruction, guided practice, continuous assessment, cooperative grouping, prompt feedback, and computer-assisted learning aid students in building fundamental mathematical skills.

MAT 100 INTRODUCTION TO COLLEGE ALGEBRA 3 sem. hrs.

This course prepares students for success in College Algebra (MAT 105). This course encourages students to think critically as they comprehend and apply pre-algebra concepts. Depending on placement scores, MAT 100 may be taken independently or as part of a two-

semester sequence of MAT 099 and MAT 100. Instructional techniques that include direct instruction, guided practice, continuous assessment, cooperative grouping, prompt feedback, and computer-assisted learning aid students in building pre-algebra skills.

MAT 101 INTRODUCTION TO MATHEMATICAL 3 sem. hrs.
CONCEPTS I

Prerequisite: MAT 100 or placement above MAT 100

Sets, logic, various numeration systems, number sequences and topics of the real number system are studied.

MAT 102 INTRODUCTION TO MATHEMATICAL 3 sem. hrs.
CONCEPTS II

Prerequisite: MAT 100 or placement above MAT 100

Topics in the complex number system, properties of numbers, finite mathematical systems, algebra, geometry, and a comprehensive module on solving word problems.

MAT 105 COLLEGE ALGEBRA 3 sem. hrs.

Prerequisite: MAT 100 or placement above MAT 100

The real number system, functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, polynomial functions, and complex numbers.

MAT 106 TRIGONOMETRY 3 sem. hrs.

Prerequisite: MAT 105

Development and use of trigonometric functions, relations between functions, solution of triangles with practical applications, trigonometric formulas and identities, radian measure, graphical representation of trigonometric functions, inverse trigonometric functions, trigonometric equations, and polar coordinates.

MAT 110 GEOMETRY 3 sem. hrs.

Prerequisite: MAT 105

This course covers topics in plane and solid geometry including logical systems, direct proofs, concept of congruence, similarity, theorems and facts about polygons and circles, transformations, solid geometry, and an introduction to analytic geometry.

MAT 160 INTRODUCTORY STATISTICS 3 sem. hrs.

Prerequisite: MAT 105

A course in general statistics including sampling techniques, random variables, the binomial distribution, the normal distribution, decision making, correlation, and regression.

MAT 215 FINITE MATHEMATICS 3 sem. hrs.

Prerequisite: MAT 105 or placement above MAT 105

Survey course in modern mathematics, emphasizing application of mathematical concepts in business, economics, the social and natural sciences; linear, matrix and Boolean algebra, linear programming, and other skills needed for competency in statistical analysis, modeling, simulation, and decision making.

MIL 402 PROFESSIONALISM OF LEADERSHIP 2 sem. hrs.
Prerequisite: MIL 401

Conclusion of the capstone course. Emphasis is on command and staff functions, planning and preparation of training, logistics, and personnel management. Course concludes with the study of military justice and the law of conflict.

MIL-L LEADERSHIP LABORATORY 0-1 sem. hr.

An extension of classroom instruction in each course, which allows the student to apply military knowledge and skills in an outdoor environment. Includes drill and ceremonies, physical training, and land navigation, and first aid.

MUSIC

These courses in music lead to certification in piano through the Music Teachers National Association and the Louisiana Music Teachers Association.

MUS 101 BASIC MUSICIANSHIP 3 sem. hrs.

A basic course in the structure of music. The student is introduced to the elements of rhythm, melody, harmony, and form, through a series of gradual musical experiences involving aural perception, written exercises, and keyboard experience.

MUS 205 MUSIC APPRECIATION 3 sem. hrs.

A course designed for those interested in learning how to listen to music with greater perception and understanding. Through guided listening experiences, students explore musical styles from the Middle Ages to the present.

MUS 303 MUSIC IN THE CLASSIC PERIOD 3 sem. hrs.

This survey of music traces the evolution of musical style through the Classic period – the late eighteenth and early nineteenth centuries – with an emphasis on presenting music in its social, cultural, and historical contexts.

MUS 304 WOMEN COMPOSERS 3 sem. hrs.

Examines the historical contributions of women composers to Classic, Romantic, and 20th century music, 1750-2000. Investigates the reception of women's work by historians, critics, performers, and audiences.

MUS 305 TWENTIETH CENTURY MUSIC 3 sem. hrs.

A survey of the diverse currents that characterized art music in the twentieth century. Specific works are analyzed with emphasis placed on style characteristics.

MUS 405 MUSIC SEMINAR 3 sem. hrs.

Study of a selected topic in music history, literature, or theory. This course number may be repeated for credit.

NSG 205 HEALTH ASSESSMENT WITH LABORATORY COMPONENT 3 sem. hrs.

Focuses on the theory and practice of health assessment. Emphasizes systematic appraisal of the client's health status. 2 hours lecture and 4 hours laboratory per week. (Spring only)

NSG 300 NURSING II WITH CLINICAL COMPONENT 8 sem. hrs.

Focuses on health needs of childbearing women, infants, children and their families, in a multicultural changing society, as well as alterations in physiological and psychosocial needs. 5 hours lecture and 12 hours clinical per week. (Fall only)

NSG 302 PATHOPHYSIOLOGY 3 sem. hrs.

Focuses on the altered physiology resulting from deviations in health and wellness. Emphasis is placed on disease processes in various age groups. (Fall only)

NSG 307 NURSING RESEARCH 3 sem. hrs.

Focuses on the research process as a means of improving patient care. The social, political, ethical, and professional factors that influence nursing research are addressed. (Spring only)

NSG 308 NURSING III WITH CLINICAL COMPONENT 7 sem. hrs.

Focuses on the utilization of the nursing process emphasizing health promotion in the care of the adult individual and family experiencing acute and chronic alterations in physiological and psychosocial needs. 4 hours lecture and 12 hours clinical per week. (Spring only)

NSG 350 CONTEMPORARY NURSING ISSUES 4 sem. hrs.

Economic, demographic, social, legal, and technologic influences on healthcare affect the delivery of nursing care. The impact of these forces on health care delivery and concerns relating to the ethical, legal and social issues influencing professional nursing practice in a multicultural changing society are explored (on-line RN to BSN program).

NSG 360 HEALTH ASSESSMENT FOR RNs 3 sem. hrs.

This course focuses on the client as a holistic individual throughout the lifespan utilizing communication skills and physical assessment skills in performing a health assessment. Patterns of health promotion, health maintenance and health restoration are determined utilizing assessment tools and the nursing process to develop skills in the systematic assessment and provide an evidence-based foundation for nursing interventions (on-line RN to BSN program).

NSG 370 PATHOPHYSIOLOGY FOR RNs 3 sem. hrs.

Understanding disease processes to provide holistic health care to the client undergoing altered health states is necessary for the professional nurse. Understanding pathophysiology will aid in the effective identification of client risk factors by the nurse and help anticipate and prevent complications associated with various diseases and build a knowledge base directly applicable in the clinical setting (on-line RN to BSN program) .

NSG 380 NURSING RESEARCH AND SCIENTIFIC INQUIRY 3 sem. hrs.

Nursing research is the vehicle through which theory is developed, tested and utilized in application of evidence-based practice to attain quality nursing outcomes that provides the foundation for nursing as a professional practice discipline in a multi-cultural changing society (on-line RN to BSN program).

NSG 400 NURSING IV WITH CLINICAL COMPONENT 8 sem. hrs.

Focuses on the utilization of the nursing process emphasizing health promotion in the care of the adult individual and family experiencing acute and chronic alterations in physiological and psychosocial needs. 4 hours lecture and 16 hours clinical per week. (Fall only)

NSG 401 LEADERSHIP IN NURSING 3 sem. hrs.

Focuses on exploration of the content and context of leadership and management in health care delivery systems. (Fall only)

NSG 402 PERSPECTIVES IN NURSING 2 sem. hrs.

Focuses on the economic, legal, ethical, political, historical, technological, and educational issues and trends of nursing and healthcare delivery. Facilitates the role transition from student nurse to professional nurse. (Spring only)

**NSG 403 PREPARATION FOR PROFESSIONAL
NURSING PRACTICE 1 sem. hr.**

Focuses on preparation for the practice setting and for the licensing exam. (Spring only)

NSG 420 NURSING V WITH CLINICAL COMPONENT 7 sem. hrs.

Focuses on individuals, families, groups, and communities within the multicultural changing society. Emphasizes health promotion, illness prevention, and epidemiology across the life span. 4 hours lecture and 12 hours clinical per week. (Spring only)

NSG 450 NURSING LEADERSHIP AND DECISION MAKING 3 sem. hrs.

This course focuses on the professional nurse role in applying principles of leadership and management skills in decision making. Opportunities in problem solving, critical thinking and communication are presented using leadership theories, concepts, and principles of management within varied health care settings (on-line RN to BSN program).

NSG 460 NURSING INFORMATICS AND TECHNOLOGY 3 sem. hrs.

Technology is integrated in all aspects of healthcare management. Understanding the uses of technology and applications in the healthcare setting helps the nurse effectively utilize technology to plan, implement and achieve better health outcomes for their clients (on-line RN to BSN program).

NSG 470 NURSING CARE OF POPULATIONS 4 sem. hrs.

This course focuses on the nursing care of populations within the framework of community health. Improving the health of individuals, families, groups, and aggregates in the community setting are emphasized using health promotion, epidemiology, community advocacy, leadership,

research, and other concepts integral to the public health in a multi-cultural changing society (on-line RN to BSN program).

NSG 475 GLOBAL POLICY AND HEALTH 3 sem. hrs.

This course is an overview of global health issues as they affect the health of communities and nations. Understanding health policy development as it relates to its impact on global health issues, health care systems, the state of health care, and selected populations will be examined (on-line RN to BSN program).

NSG 480 NURSING ELECTIVE 4 sem. hrs.

The student, with faculty supervision, designs a project to be implemented during the semester, integrating academic and practical knowledge acquired during the previous nursing courses. Students develop objectives relevant to the project, critique the literature and present a plan for implementation (on-line RN to BSN program).

PHILOSOPHY

PHI 101 INTRODUCTION TO PHILOSOPHY 3 sem. hrs.

An introduction to the discipline of philosophy with special emphasis on the basic issues, questions, problems, terminology and methodology. The course introduces the student to the philosophical process, critical thinking, and the ability to articulate meaningful responses to perennial and contemporary issues.

PHI 190 SPECIAL TOPICS IN PHILOSOPHY 1-6 sem. hrs.

An opportunity to study selected topics in the history of philosophy. This course may be taken more than once.

PHI 206 HISTORY OF PHILOSOPHY 3 sem. hrs.

A survey of significant philosophical thinkers, both Western and Eastern, in the history of philosophy, providing an introduction to their lives, times, and ideas.

PHI 207 INTRODUCTION TO LOGIC and CRITICAL THINKING 3 sem. hrs.

Introducing the student to formal logic and critical thinking skills, this course focuses on traditional deductive logic, including syllogisms and fallacies.

PHI 230 METAPHYSICS 3 sem. hrs.

A study of traditional and contemporary metaphysical theories. Topics studied are the notion of being, becoming, and change, and the nature of reality substance, time, space, causality, and God.

PHI 240 PHILOSOPHY OF HUMAN NATURE 3 sem. hrs.

A critical analysis of what it means to be human through a study of the various traditional and contemporary views concerning the nature of human beings.

- PHI 250 KNOWLEDGE and TRUTH 3 sem. hrs.**
 An introduction to the philosophical discipline of epistemology. Topics studied are the sources, kinds, and foundation of human knowledge; the criteria of certainty; the problem of truth; the processes of perception and conception; the controversy between rationalism and empiricism.
- PHI 260 PHILOSOPHY OF RELIGION 3 sem. hrs.**
 The religious nature of man is explored as humans have sought answers to the fundamental questions concerning the origin and position of life. This course begins with early mankind's search and continues to the present day, incorporating Western and non-Western philosophers. Varieties of belief and unbelief are studied.
- PHI 270 INTRODUCTION TO ORIENTAL PHILOSOPHY 3 sem. hrs.**
 An examination of Eastern philosophical thought emerging from India, Japan, and China.
- PHI 290 SPECIAL TOPICS IN PHILOSOPHY 1-6 sem. hrs.**
 An opportunity to study selected topics in ethics. This course may be taken more than once.
- PHI 305 ETHICS AND VALUE THEORY 3 sem. hrs.**
 A survey of the nature of ethics and the rational foundations of morality and human conduct. Major ethical theories and issues are examined with a view toward understanding their significance and impact on contemporary culture.
- PHI 310 THOMISTIC PHILOSOPHY 3 sem. hrs.**
Prerequisite: PHI 101 or PHI 206, PHI 230, PHI 250
 The Christian and perennial philosophy of St. Thomas Aquinas is studied both from the writings of St. Thomas Aquinas and from selected commentaries.
- PHI 315 MORALITY AND SCIENCE 3 sem. hrs.**
Prerequisite: Only available to pre-pharmacy students.
 An examination of the moral issues raised by science and technology, especially in health care, and of the Catholic Church's teachings on bio-medical issues. (Same as THE 305)
- PHI 320 AMERICAN PHILOSOPHY 3 sem. hrs.**
Prerequisite: PHI 101 or PHI 206
 This course examines some American philosophies, e.g. pragmatism, puritanism, deism, transcendentalism, idealism, and neo-realism in the philosophy of prominent American philosophers such as Dewey, James, Peirce, Royce, Santayana, Thoreau, and Whitehead.
- PHI 330 PHENOMENOLOGY AND EXISTENTIALISM 3 sem. hrs.**
Prerequisite: PHI 101 or PHI 206
 This course examines the historical developmental of phenomenology and existentialism from its origins in the works of Nietzsche, Kierkegaard, Husserl, Heidegger, Scheler, Marcel, Sartre, Camus, Merleau-Ponty, and Ricoeur.
- PHI 390 SPECIAL TOPICS IN PHILOSOPHY 3 sem. hrs.**

An opportunity to study selected topics in the philosophy of nature. This course may be taken more than once.

PHI 480 SENIOR SEMINAR 3 sem. hrs.

Intended to give the students an opportunity to coordinate their knowledge of the various fields of philosophy. Directed research is conducted on special philosophical problems.

PHI 490 SPECIAL TOPICS IN PHILOSOPHY 1-6 sem. hrs.

An opportunity to study selected topics in metaphysics. May be taken more than once.

PHYSICS

PHY 101 PHYSICAL SCIENCE 4 sem. hrs.

A one-semester survey course concerning the basic principles of physics, chemistry, earth science, and astronomy. Laboratory experiences are integrated with lecture.

PHY 251 GENERAL PHYSICS I 4 sem. hrs.

Prerequisite: MAT 105

Fundamentals of kinematics, dynamics, mechanics, energy, wave motion, and heat. 3 hours lecture and 3 hours laboratory.

PHY 251H GENERAL PHYSICS I HONORS 0 sem. hrs.

Prerequisite: PHY 251 and permission of the Honors Committee

A directed project, approved by the Honors Committee of the Department of Biology and Physical Sciences, used to earn honors credits. May not be repeated and grade is pass/fail.

PHY 252 GENERAL PHYSICS II 4 sem. hrs.

Prerequisite: PHY 251

Electricity, magnetism, optics, atomic, and nuclear physics. 3 hours lecture and 3 hours laboratory.

PHY 252H GENERAL PHYSICS II HONORS 0 sem. hrs.

Prerequisite: PHY 252 and permission of the Honors Committee

A directed project, approved by the Honors Committee of the Department of Biology and Physical Sciences, used to earn honors credits. May not be repeated and grade is pass/fail.

PHY 290 TOPICS IN PHYSICAL SCIENCE 1 sem. hr.

Investigations in special areas of earth science. Individual or group participation.

PHY 300 ASTRONOMY 2 sem. hrs.

A one-semester survey course examining the solar system, properties and evolution of stars, galaxies, and the universe. Laboratory experiences are integrated with lecture.

POLITICAL SCIENCE

PSC 250 **AMERICAN GOVERNMENT** **3 sem. hrs.**

A study of the structure of the American political system; the organization and function of each branch of government.

PSC 265 **AMERICAN FOREIGN POLICY** **3 sem. hrs.**

The study of American foreign policy as an attempt to achieve the national interest in external matters. The background of diplomatic action since 1776 is reviewed, but the emphasis is on foreign policy since World War II. (Same as HIS 420)

PSC 275 **STATE AND LOCAL GOVERNMENT** **3 sem. hrs.**

An overview of state and local governmental systems. An analysis of administration, organization, and politics within states and localities and an examination of state and local governmental action; special attention given to Louisiana government.

PSC 300 **SPECIAL TOPICS** **3 sem. hrs.**

This course is usually taught in a pro-seminar setting, and with the authorization of the Associate Dean, may be taken for credit more than once.

PSC 375 **JUDICIAL PROCESS** **3 sem. hrs.**

The study of the American judicial process at the federal and state court levels, including a review of landmark court cases. (Same as CJU 375)

PSC 380 **CONSTITUTIONAL LAW** **3 sem. hrs.**

An examination of the full range of constitutional issues in our American political system from our nation's earliest days to the present. Emphasis is given to landmark Supreme Court decisions.

PSYCHOLOGY

PSY 101 is a required prerequisite for all other psychology courses.

PSY 101 **GENERAL PSYCHOLOGY** **3 sem. hrs.**

Introductory course dealing with elementary principles of human behavior. This course includes treatments of motivation, perception, learning, development, cognition, personality, and psychopathology.

PSY 202 **PSYCHOLOGY OF TOURISM** **3 sem. hrs.**

An introduction to the psychology and the forces governing tourism behavior. The course includes, but is not limited to, the study of these attitudes and perceptions as they influence tourism sales and marketing.

PSY 212 **EDUCATIONAL PSYCHOLOGY** **3 sem. hrs.**
A study of educational principles with emphasis on application, personal growth, cognitive development, theories of learning, problem-solving, motivation, accountability, and teacher effectiveness. (Same as EDU 202)

PSY 300 **CHILD PSYCHOLOGY** **3 sem. hrs.**
Physical, mental, social, and emotional growth and development of the individual from birth through the pre-adolescent period.

PSY 303 **ADOLESCENT PSYCHOLOGY** **3 sem. hrs.**
The developmental study of the psychological, physical, social, emotional, and moral factors which affect pre-adolescent youths. Designed to provide a background for those who will work with adolescents.

PSY 307 **CRISIS INTERVENTION** **3 sem. hrs.**
An introduction to the theory of crisis intervention or the entering into the life situation of an individual family or group to alleviate the impact of crisis-inducing stress in order to help mobilize the resources of those affected directly and of those who are in the significant social orbit.

PSY 310 **SOCIAL PSYCHOLOGY** **3 sem. hrs.**
Process of interaction and communication by which persons influence and are influenced by others; developing of self, role behavior, attitude, values, social norms, and cultural conditioning.

PSY 325 **ADULT DEVELOPMENT and AGING** **3 sem. hrs.**
This provides a study of the physical, social, psychological, and spiritual development of adulthood.

PSY 330 **ANIMAL BEHAVIOR** **3 sem. hrs.**
Prerequisite: BIO 101 and PSY 101
A course designed to examine the mechanisms and evolution of animal behavior. The topics to be covered include the history of the scientific study of behavior; tools and approaches used to study behavior; the neural, hormonal, developmental, and genetic mechanisms that influence behavior; and behaviors which are used by animals to survive, obtain resources, and reproduce. (Same as BIO 330)

PSY 340 **HUMAN GROWTH and DEVELOPMENT** **3 sem. hrs.**
Theories of developmental psychology. Physical, cognitive, and personality perspective. Consideration of major theories of learning. (Same as EDU 309)

PSY 350 **PSYCHOLOGY OF LEARNING** **3 sem. hrs.**
The systematic study of learning from both a cognitive and behavioral perspective. Consideration of major theories of learning. (Same as EDU 304A)

PSY 360 PSYCHOLOGY OF MOTIVATION 3 sem. hrs.

A survey of the classes of human and infra-human behavior, including general activity, exploration, consummatory behavior, aggression, social affiliation, social approval, achievement, and goal-setting behavior. Discussion of instinct, drive, habit, reinforcement, expectancy, and incentive.

PSY 400 SPECIAL STUDIES 1-3 sem. hrs.

Psychology workshop and special projects.

PSY 402 PSYCHOLOGY OF HUMAN SEXUALITY 3 sem. hrs.

A study of all aspects of human sexuality and intimacy, including the biological, cognitive, socio-cultural, and relational aspects.

PSY 403 PSYCHOLOGY OF RELIGION 3 sem. hrs.

The course is taught with the philosophical presupposition of the existence of God as creator and the immortality of the human soul. An exposition of the various understandings of what is meant by religion as well as different approaches to studying the psychology of religious behavior and mental activity is presented. An in-depth study of major authors in the field includes Sigmund Freud, Carl Jung, and Erich Fromm.

PSY 405 ABNORMAL PSYCHOLOGY 3 sem. hrs.

Examines the nature of mental and emotional disorders along with the diagnosis of psychopathology, behavior pathology.

PSY 406 PERSONALITY 3 sem. hrs.

In this course theories of personality and the development process across the entire human life span are integrated with systems concepts.

PSY 407 DEATH and DYING 3 sem. hrs.

The course covers some of the literature on the psychological and sociological aspects of death and dying. Group discussion and exercises help participants encounter cognitively this final task of life before they must encounter it biologically.

PSY 412 DIRECTED READINGS 3 sem. hrs.

The readings for the Special Topic are determined by the student's major in Behavioral Sciences, approved and led by the instructor. (Same as COU 390 and SOC 390)

PSY 415 PSYCHOLOGICAL TESTS and MEASUREMENTS 3 sem. hrs.

The course is designed to make students familiar with the construction, standardization, administration, scoring, and interpretation of a variety of standard psychological tests and measurements in order to make them informed consumers of psychological reports.

PSY 420 PSYCHOLOGY OF COMBAT 3 sem. hrs.

This course is designed to explore the psychological preparation for and response to military combat from the perspective of the warrior, the military and society.

PSY 425 SPORTS PSYCHOLOGY 3 sem. hrs.
This topic discusses how to integrate psychological theory and practice with sports and exercise, incorporating issues of cultural and individual diversity.

PSY 490 RESEARCH 3 sem. hrs.
This topic provides the students with the knowledge of research methods and design and the skills to implement academic research in an area of the student's major, with the approval of his/her instructor. (Same as COU 391)

RADIOLOGIC TECHNOLOGY

RAD 300 RADIOLOGIC TECHNOLOGY CLINICAL TRAINING I 15 sem. hrs.
Studies in the principles of radiation protection, fundamentals of radiologic science and health care, medical ethics and law, radiography anatomy and physiology I, basic radiographic positioning I, radiologic procedures and pharmacology, and clinical practicum I. (Previously RAD 120)

RAD 310 RADIOLOGIC TECHNOLOGY CLINICAL TRAINING II 15 sem. hrs.
The study of radiographic film processing, principles of radiographic exposure, radiographic anatomy and physiology II, basic radiographic positioning II, radiographic physics, and clinical practicum II. (Previously RAD 121)

RAD 330 RADIOLOGIC TECHNOLOGY CLINICAL TRAINING III 7 sem. hrs.
The study of medical terminology advanced radiographic positioning I, human structure and function in imaging, film critique, computer applications, digital imaging, and clinical practicum III. (Previously RAD 122)

RAD 400 RADIOLOGIC TECHNOLOGY CLINICAL TRAINING IV 12 sem. hrs.
The study of contrast media advanced radiographic positioning II, pediatric radiography, medical imaging, film critique, and clinical practicum IV. (Previously RAD 220)

RAD 410 RADIOLOGIC TECHNOLOGY CLINICAL TRAINING V 12 sem. hrs.
The study of radiographic pathology, principles of radiation biology, quality assurance and control, film critique, registry review, and clinical practicum V. (Previously RAD 221)

READING

REA 100 INTRODUCTION TO COLLEGE READING 3 sem. hrs.
This course prepares students for success in college reading in a social science course (PSY 101 or SOC 101). It assists students in improving their vocabulary, comprehension, reading rate, and fluency. Topics include the foundations of reading, dictionary skills, word origins, multiple meanings, word elements, context clues, idioms, and critical thinking and comprehension.

Differentiated assignments, collaborative projects, reflective journaling, prompt feedback, and computer-assisted instruction aid in the instructional process.

RESPIRATORY CARE

RTC 401 RESPIRATORY CARE CLINICAL TRAINING I 12 sem. hrs.
Studies in the basics of respiratory care, cardiopulmonary anatomy and physiology, respiratory care fundamentals, clinical laboratory I, and clinical practicum I. (Previously RTC 110)

RTC 402 RESPIRATORY CARE CLINICAL TRAINING II 12 sem. hrs.
Studies in blood gases, acid bas balance, operational aspects of ventilation, pulmonary function studies, perinatology and pediatrics, pulmonary disorders, specialty areas in cardiopulmonary care, physiological aspects of ventilation, certification review, clinical practicum II, and clinical laboratory II. (Previously RTC 221)

RTC 403 RESPIRATORY CARE CLINICAL TRAINING III 8 sem. hrs.
Studies in management, advanced cardiology, advanced respiratory studies, intensive cardiopulmonary monitoring, registry review, and clinical practicum III. (Previously RAD 310)

SPECIAL EDUCATION

SED 314 ASSESSMENT and EVALUATION OF EXCEPTIONAL 3 sem. hrs.
LEARNERS

This course is designed to provide students with the basic statistical concepts needed to interpret results of psychological and educational test results. Definition and terminology in tests and measurements as employed with exceptional individuals will be studied. Description, analysis, and interpretation of various formal and informal evaluation instruments and practices will be investigated. Practice in design of instruments to evaluate motor, cognitive, language and social/emotional development as well as academic achievement as well as a field component is included. (Spring only)

SED 315 SCHOOL-TO-WORK FOR STUDENTS WITH 3 sem. hrs.
DISABILITIES

This course addresses the essential components of the transition process of students with various disabilities from the school environment to employment setting. Emphasized are the roles of educators in the development of the Individual Transition Plan (ITP) for each student. This course also covers potential school-to-work issues for students with a variety of disabling conditions. A cooperative, multidisciplinary team approach is addressed as a way of helping student transition into appropriate work settings. (Fall only)

SED 316 METHODS OF TEACHING BASIC SUBJECTS TO 3 sem. hrs.
STUDENTS WITH MILD/MODERATE DISABILITIES

This course surveys methods of teaching basic subjects to students with mild/moderate cognitive impairments. Special teaching techniques, as well as creating appropriate learning environments

consistent with maintaining the least restrictive environment, are covered. Individualized instruction and implementing and evaluating Individual Education Plan (IEP) goals and objectives are addressed. (Fall only)

SED 317 PRACTICUM IN ASSESSMENT 3 sem. hrs.
Prerequisite: SED 314

Specific tests of development, language, personal-social skills development, and learning styles are studied. Demonstration and practice are provided for each instrument. Includes a field component. (Summer only)

SED 318 BEHAVIORAL INTERVENTIONS WITH 3 sem. hrs.
EXCEPTIONAL CHILDREN
Prerequisite: EDU 304A

Methods and procedures in behavioral intervention strategies, including systematic behavioral intervention assessment. Includes a field component. (Summer only)

SED 319 HUMANISTIC APPROACHES TO MANAGING 3 sem. hrs.
MILD/MODERATE CHILDREN
Prerequisite: EDU 304A

Concentration is on affective techniques, crisis intervention, and life-span interviewing. Includes a field component. (Spring only)

SED 430 PRACTICUM IN TEACHING 3 sem. hrs.
MILD/MODERATE STUDENTS
Prerequisite: completion of all Special Education courses

Observing, participating, and teaching in a mild/moderate classroom for the entire semester. Participation in extra-curricular duties and attendance at seminars are required.

SOCIOLOGY

SOC 101 is a required prerequisite for all other sociology courses.

Students wishing to register for a social science elective may choose from the following course prefixes: CJU, COU, GEO, HIS, PSC, PSY or SOC. Students who need a sociology elective may choose from either COU or SOC classes.

SOC 101 INTRODUCTION TO SOCIOLOGY 3 sem. hrs.

Basic concepts of sociology with special reference to group life, social institutions, and social processes.

SOC 204 FOUNDATIONS OF MULTICULTURAL EDUCATION 3 sem. hrs.

This course analyzes philosophical, historical, and psychological issues in education with particular reference to noted traditional and contemporary educators, philosophers, and psychologists. The cultural diversity of the American education system is examined in detail as well as the importance of developing one's own philosophy of education. (Same as EDU 204)

SPE 102 ADVANCED PUBLIC SPEAKING 3 sem. hrs.

Prerequisite: SPE 101 or permission of Instructor

This course addresses outstanding works of oratory and debate. It is especially valuable for persons wishing to study law. The course stresses organization, logic, and debate.

SPE 201 DEBATE 3 sem. hrs.

Prerequisite: SPE 101 and SPE 102 or permission of Instructor

This is a course designed for anyone who is interested in learning techniques of actual debate. Styles of debate to be studied are Policy Debate, with 2-man teams; Lincoln-Douglas, with two or more per team; and Parliamentary Debate. This course is highly recommended for Law majors.

SPE 202 READING LITERATURE ALOUD 3 sem. hrs.

This course is designed to give a new approach to the understanding of literature. It focuses on poetry, short stories, and plays. The students read and discuss prominent authors and read their selections aloud to the class. This magnifies the literature and allows a clearer understanding of it.

SPE 203 DIRECTING SPEECH ACTIVITIES 3 sem. hrs.

This is a course for the teacher in high school or anyone who wishes to operate a speech program. This course is designed to help those persons who have little experience in directing speech and play activities. It includes the elements needed to recruit students to establish speech contests. Selecting materials and organizing groups are stressed.

SPE 302 TELEVISION AND THE MEDIA 3 sem. hrs.

Business majors or anyone interested in learning how to use the media to an advantage will be interested in this course. It includes how to speak persuasively, how to write convincingly, and how to project a winning image to the public. Topics include studies in the use of the media and successful use of the media for business persons.

SPE 310 PERSUASION AND DEBATE 3 sem. hrs.

Every person uses some kind of persuasion. The uses of persuasion fit into our lives every day. Persuasion goes beyond the simple process of convincing an audience or person. It is much more sophisticated. It is an actual formula involving placement of words and ideas. In this course, students learn to use the formula to get a response from an audience or to sell an idea. These processes are then integrated into student debates.

SPE 404 DIRECTED STUDIES IN FORENSICS 3 sem. hrs.

Speech Communications majors get the opportunity to put theories from classes into actual practice. Students are allowed to make trips to visit other campuses to compete in tournaments. The exchange of ideas is enriching. Not only are students exchanging thoughts and techniques and general knowledge, but also the students make friends who later become valuable social and business contacts.

SPE 405 SPECIAL TOPICS IN COMMUNICATIONS 3-6 sem. hrs.

Selected topics in speech communication.

SPE 406 COMEDY 3 sem. hrs.
A study of humorous plays and actors; actors and literature are researched to give greater insight to the theory of comedy. (Same as FNA 406)

SPE 407 SPECIAL TOPICS IN THEATRE 3 sem. hrs.
Theatre workshop and special projects; topics are set up on an individual basis from varied fields of interest to the student. (Same as FNA 407)

THEOLOGY

THE 100 and 200 level courses are intended for those students who have little or no theological background. THE 300 and 400 level courses, which are of more specialized nature, are of greater profit to those who have some background in theology and religious studies.

THE 101 FUNDAMENTALS OF CATHOLICISM 3 sem. hrs.
An explanation of the meaning of faith, doctrine, and theology. The topics of belief and unbelief, divine revelation, and the Triune God in Catholic teaching are discussed.

THE 102 INTRODUCTION TO SCRIPTURE 3 sem. hrs.
An introduction to the entire Bible, both Old and New Testaments. After discussing the historical origin of the Bible and its status as Sacred Scripture, the course surveys the history of salvation in Scripture according to the biblical concept of the covenant, beginning with creation and culminating in the New Covenant of Jesus Christ.

THE 111 PRINCIPLES AND METHODS OF THEOLOGY 3 sem. hrs.
This course introduces the student to the principles, norms, sources, matter, and scope of theology within the Catholic tradition, emphasizing the “foundations” of theology. The course presents vocabulary and concepts that facilitate contemporary theological discussion and development. Drawing on Pope John Paul II’s Encyclical *Fides et Ratio* and selected works, the course illustrates the vital relationship between faith and reason in the Catholic theological tradition.

THE 120 WORLD RELIGIONS 3 sem. hrs.
A study of the major religions of the world.

THE 125 SOCIAL JUSTICE AND COMMUNITY SERVICE 3 sem. hrs.
This course studies the Christian notions of social justice and community service in the Scriptures and magisterial documents (including papal documents and those of the US Bishops). The class meets weekly for a one-hour lecture, and students are required to perform two hours of community service each week. This community service is under the supervision of the professor.

A study of the nature and vocation of the human person in the light of faith and reason and as the image of God. Topics include the human person in Scripture, the Church Fathers and the doctrinal documents of the Church, as well as important thinkers such as St. Thomas Aquinas. Special attention is given to recent developments in Christian anthropology, especially the theology of woman and Pope John Paul II's theology of the body.

THE 305 MORALITY AND SCIENCE 3 sem. hrs.

An examination of the moral issues raised by science and technology, especially in health care, and of the Catholic Church's teachings on bio-medical issues. (Same as PHI 315)

THE 306 CATHOLIC SEXUAL ETHICS 3 sem. hrs.

Prerequisite: THE 101

An overview of the Catholic Church's teaching of basic moral principles and an application of these principles to human sexuality. Drawing upon the teachings of the Vatican II, Paul VI, John Paul II, and the *Catechism of the Catholic Church*, this course presents the Christian vision of the meaning and purpose of human love and explores its expression through the vocations of marriage and celibacy.

THE 330 MARIOLOGY 3 sem. hrs.

A Scriptural, historical, theological (Christocentric and Ecclesiotypical), and ecumenical study of Marian Theology from the Patristic Era to Vatican II.

THE 340 LITURGY 3 sem. hrs.

Prerequisite: THE 111

An in-depth study of biblical foundations and the theological shape of Catholic worship. Beginning with the theological concept of "liturgy" as participation in the Paschal Mystery of Christ and the life of the Trinity, this course surveys the shape of the liturgy in the Old Testament, in the New Testament, and the current day. Particular attention is paid to the renewal of the liturgy inaugurated by the Second Vatican Council.

THE 341 SACRAMENTAL THEOLOGY 3 sem. hrs.

Prerequisite: THE 111

A theological examination of the seven sacraments of the Catholic Church. Using the teachings of Sacred Scripture, Sacred Tradition and the Magisterium, this course explores how each of the sacraments is a life-giving power that flows forth from the Paschal Mystery of Christ's Death, Resurrection, and Ascension, through his mystical body, the Church.

THE 342 EUCHARISTIC THEOLOGY 3 sem. hrs.

Prerequisite: Instructor's Permission

This course offers a theologically in-depth and spiritually-oriented introduction to Eucharistic theology, worship, and spirituality, with a particular focus on Eucharistic adoration. Using Sacred Scripture and the teachings of the Catholic Church, this course seeks to deepen understanding of and devotion to the Real Presence of Jesus Christ in the Eucharist. It equips students to share their knowledge through practical strategies of catechesis and evangelization.

THE 360 OLD TESTAMENT 3 sem. hrs.

Prerequisite: THE 102 or THE 111

A study of the history, literature, and theology of the Old Testament. Beginning with the Book of Genesis, this course is an in-depth introduction to the Old Testament concept of the covenant, as outlined in the Adamic, Noahic, Abrahamic, Mosaic, and Davidic covenants. Students become familiar with the major stages of salvation history before the coming of Christ. Reading intensive.

THE 370 NEW TESTAMENT 3 sem. hrs.

Prerequisite: THE 102, THE 111 or THE 360

A study of the history, literature, and theology of the New Testament. Beginning with the Gospels, this course is an in-depth introduction to the life of Jesus, the beginnings of the early Church, and the writings of St. Paul the Apostle. Students become familiar with the chief theological concepts of the New Testament, including the Book of Revelation. Reading intensive.

THE 380 CATHOLIC THEOLOGICAL TRADITION 3 sem. hrs.

Prerequisite: THE 111

This course is designed to introduce students to the major themes in the Catholic theological tradition from a historic/developmental perspective. The course presents the questions, technical vocabulary, and theological concepts that developed through the writings of the Church Fathers and was further refined in the Middle Ages. The last part of the course examines the *Catechism of the Catholic Church* in order to show the continuity and organic nature of the Catholic theological tradition.

THE 390 SPECIAL TOPICS IN THEOLOGY/RELIGIOUS STUDIES 3 sem. hrs.

Designed especially for students who need or want a one to six credit hour course in moral theology. Against a background of the general principles of Catholic moral, ascetical, or pastoral theology, specific topics in moral theology are studied in detail. It may be taken more than once.

THE 405 CATHOLIC SOCIAL TEACHING 3 sem. hrs.

Prerequisite: THE 280

Christian faith requires action motivated by justice and peace. This course reflects on this reality by studying Vatican documents and social justice documents by the U.S. Catholic Bishops.

THE 410 PRINCIPLES OF CATECHESIS 3 sem. hrs.

Prerequisite: THE 111

Based on an analysis of magisterial and patristic catechetical writings, this course is designed to assist the student in understanding and preparing for participation in the mission of handing on the Faith. Specific attention is given to the *General Directory for Catechesis*, the *National Catechetical Directory* and the *Catechism of the Catholic Church*.

THE 599 INTRODUCTION TO GRADUATE RESEARCH 3 sem. hrs.
Research is an integral component to any program of advanced studies. This course will provide students with the opportunity to research the professional literature related to their field of graduate studies and compile a research paper in APA style with direct guidance and feedback.

THE 600 FUNDAMENTAL THEOLOGY 3 sem. hrs.
An in-depth consideration of the nature of theology and its principles and methods. Readings from contemporary theologians will be paired with classical sources in regard to the following topics: the relationship between faith and reason, the centrality of Sacred Scripture, the nature of Sacred Tradition, and the role of Christian experience and the teaching magisterium as aids to discernment in theological investigation. The liturgy, sacred art, the Fathers of the Church, the Ecumenical Councils and Creeds, and the sense of the faithful will be explored as declarative sources of Sacred Tradition. Specific attention will be given to John Paul II's encyclical letter *Fides et Ratio*, the Instruction on the Ecclesial Vocation of the Theologian (*Donum Veritatis*) of the Congregation for the Doctrine of the Faith and the fundamental theology of Joseph Ratzinger. The course will include an extensive graded introduction to theological research.

THE 602 EUCHARISTIC THEOLOGY 3 sem. hrs.
This course will be an in-depth exploration of the theology of the Holy Eucharist, "the source and summit of the Christian life." Beginning in the Old and New Testaments and working through the early Church Fathers, the teachings of the Magisterium, and contemporary theologians, this course will explore the biblical, historical, and dogmatic dimensions of Eucharistic theology. The primary goal is to significantly deepen our understanding of the greatest of all mysteries: the "sacrament of sacraments." Particular attention will be given to the Jewish roots and biblical theology of the Eucharist, the formulation of the doctrines of the Real Presence and Transubstantiation, and the development and nature of Eucharistic devotion and adoration. Because "our way of thinking is attuned to the Eucharist, and the Eucharist in turn confirms our way of thinking" (CCC 1327), this course will launch students into a fully Eucharistic approach to the nature and mission of Catholic theology.

THE 604 CHRISTOLOGY 3 sem. hrs.
This course will be an in-depth introduction to the study of the one who stands at the origin and center of the Christian Faith: Jesus Christ, the Son of God. According to the Catechism of the Catholic Church, all other doctrines are "taught with reference to Christ" (CCC 427). Christology thus stands at the very heart and essence of all theology. Beginning with the prophecies of the Messiah in the Old Testament and then moving on through the New Testament and into the period of the early Christological councils, this course will focus on the nature, person, and mission of the Incarnate Word in the person of Jesus of Nazareth. Particular attention will be given to the question of Jesus' Messiahship in his Jewish context, the relationship between his humanity and divinity, the formulation of the doctrine of the Incarnation, modern debates about the historical Jesus, and the reality and significance of his saving Death and Resurrection.

THE 610 ECCLESIOLOGY 3 sem. hrs.
This course will be an in-depth introduction to the Church, the gathering of humanity by the Messiah for the sake of cleansing and strengthening them for the Kingdom of God. Beginning

with Old Testament Israel and then moving through the New Testament and the Church's history, the course will focus on the mystery of the Church, the Mystical Body of Christ and the Pilgrim People of God. Readings from contemporary theologians will be paired with classical sources in the investigation of topics such as the marks of the Church, the hierarchical and sacramental nature of the Church, the nature of Church membership, the relation of the Church to other religions, the Church's participation in the priestly, prophetic and royal mission of Christ, and the role of the papacy. Specific attention will be given to the Vatican II *Dogmatic Constitution on the Church (Lumen Gentium)* and the *Decree on the Laity (Apostolicam Actuositatem)*. The course will include an extensive graded introduction to theological research.

THE 615 MARIOLOGY 3 sem. hrs.

It has been said that "Mariology meets at the crossroads of Theology," and since many fundamental theological questions impinge upon the study of Mariology, this course will study the Mother of Jesus in the Mystery of Salvation, in the light of Vatican II theology from Christocentric, Ecclesiological, Trinitarian, and Ecumenical dimensions. Further, this course, of necessity, will be scripturally based, grounded in tradition, supported by doctrine (dogma) and nourished by Marian devotion.

THE 620 CHRISTIAN ANTHROPOLOGY 3 sem. hrs.

According to John Paul II, "The human person is the primary and fundamental way for the Church, the way traced out by Christ himself, the way that leads invariably through the mystery of the Incarnation and the Redemption." Based on this statement, this course will be a study of the human person as the image of God in the light of biblical revelation, Church teaching and key theological sources. Topics under consideration will include the biblical foundations of Christian anthropology, philosophical and scientific anthropology as a resource for Christian anthropology, the theology of woman and John Paul II's theology of the body. The theological insights of St. Augustine, St. Thomas Aquinas, Soren Kierkegaard and Hans Urs von Balthasar will also be considered.

THE 625 BIBLICAL THEOLOGY 3 sem. hrs.

According to Second Vatican Ecumenical Council, "The 'study of the sacred page' should be the very soul of sacred theology" (CCC 132). And according to Cardinal Joseph Ratzinger—now, Pope Benedict XVI—"the normative theologians are the authors of Sacred Scripture." Hence, all Catholic theology must also be biblical theology. This course will be an in-depth introduction to the art and practice of biblical theology and to the study of Sacred Scripture as the constant reference point for reflection on divine revelation. The first part of this course will consist of an examination of the teaching of the Magisterium regarding the nature, inspiration, and interpretation of Scripture in the Catholic tradition. The second part will focus on a select body of texts from the Bible and closely study the distinctive theology of these texts. The ultimate goal is to enable the student to become equipped to study the theology of Sacred Scripture at an advanced level through the lens of the Catholic faith. The course will include an extensive graded introduction to biblical research.

THE 630 MORAL THEOLOGY I 3 sem. hrs.

This course reviews the fundamentals of Catholic Moral Theology as revealed in Sacred Scripture, expressed in Tradition and theological discipline, and upheld by the Magisterium.

Among the primary moral sources consulted in this course, there will be moral selections from St. Augustine, St. Thomas Aquinas, St. Alphonsus Liguori, Pope John Paul II, and Benedict XVI.

THE 635 TRINITY AND ESCHATOLOGY 3 sem. hrs.

“This is the Catholic Faith: We worship one God in the Trinity and the Trinity in unity.” These words of the *Creed of Athanasius* exemplify the centrality of the Trinity to the teaching, life and worship of the Church as the “light that enlightens” all of the mysteries of faith (CCC 234). In response, this course begins with an in-depth exploration of the dogma of the Trinity and the biblical, historical and doctrinal foundations of Trinitarian faith. It concludes with a consideration of the consummation of all things by investigating Sacred Scripture and Sacred Tradition in regard to the individual and general destiny of humanity and all creation, which is nothing less than entrance into the life of the Trinity.

THE 640 MORAL THEOLOGY II 3 sem. hrs.

Prerequisite: THE 630 or permission of Instructor

This advanced course in Moral theology will be focused on the intrinsic dignity of the human person as a sexual being called to live in a communion of love. In addition to studying the Person (St. Thomas Aquinas), *Humanae Vitae* (Paul VI), Theology of the Body (John Paul II), this course will consider marital love and fidelity, responsible parenthood, reproductive technologies, and right to life and end of life issues.

THE 650 LITURGY AND SACRAMENTS 3 sem. hrs.

According to the Catechism of the Catholic Church, the Liturgy is “a sacred action surpassing all others,” which “no other action of the Church can equal” in its efficacy, and the sacraments are “God’s masterpieces” (CCC 1070, 1091). In this course, students will explore the celebration of the Christian mystery as embodied in the liturgy of the Mass and the sacraments of the Church. By studying the origins of worship in the Tabernacle of Moses, the Temple of Solomon, and the liturgy of the early Church, students will gain a deepened understanding of the liturgical dimension of Christ’s Passion, Death, and Resurrection and our participation in it by means of the sacraments. Particular emphasis will also be given to the liturgical restoration inaugurated by the Second Vatican Council and the controversies that followed in its wake. The overarching goal will be to gain a more biblical, Christological, and Trinitarian understanding of what takes place in the Mass and through the sacraments.

THE 706 RESEARCH THESIS 3 sem. hrs.

A major research paper of a minimum length of 60 typed pages in which the student endeavors to do in-depth research regarding some topic in theology which has been approved in advance. To achieve this successfully, the student must practice sound research techniques and master the materials utilized to a degree that shows promise for continued scholarship. The topic is not original to the student, but should represent an area in which the student may attempt original research on the doctoral level.

THE 707 APOSTOLIC ASSESSMENT 3 sem. hrs.

A major paper of a minimum length of 60 typed pages that combines theological research, personal reflection and strategic planning for future outreach. Completed assessments will be a

mature reflection of the student's understanding of their specific apostolic activities as well as the nature of apostolic activity in general. All students who have full-time employment in Catholic parishes and schools that is directly related to evangelization, catechesis and/or pastoral activity, or who are engaged in ordained ministry, are eligible.

THE 708 COMPREHENSIVE EXAMINATION 3 sem. hrs.

A major academic visitation of the entire M.A. Theology curriculum in which the student endeavors to demonstrate comprehensive mastery of the required courses in the program. To prepare, the student must formulate and answer fundamental topical questions from all of the required courses in the curriculum. On the basis of this preparation, the student answers selected questions from memory in a series of written examinations. Finally, the student must sit an oral examination staffed by the program faculty in which all topics are potentially subjects of faculty inquiry of the student.

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As one looks at the shield of the terms dexter and sinister must be understood contrariwise as the shield was worn on the arm in medieval days and these terms were used in the relationship of the bearer of the shield.

The arms in the dexter impalement, to the left of the viewer, are those of the College and of the Archdiocese of New Orleans and the State of Louisiana. The pelican in her piety is placed at the base of the dexter impalement. This symbol is found on the seal of the Archdiocese of New Orleans and the State Seal of Louisiana. In this symbol the pelican, an aquatic bird, is found nourishing and protecting its young which it loves. For some, this symbol has an allegorical reference to Christ. This charge was placed at the base of the dexter impalement to indicate the relationship the College has with the Archdiocese of New Orleans and State of Louisiana. The fleur-de-lis was adopted by the French king Clovis in the early 500's after an angel gave it to him for accepting Christianity. Three fleurs-de-lis on a field usually refer to the Trinity. In this particular pattern, they are meant to symbolize spiritual achievement. In this country, it indicates the French influence (Bourbon) not only in the State, in the Archdiocese, but also in the College, because the Marianites were founded in France. The hurricanes with the three tinctures (gules) in the dexter chief canton represent the College. The hurricane symbolizes swiftness and also refers to the notion of a four year liberal arts school whose basic philosophy is to transmit a broad spectrum of knowledge resulting in a foundation upon which the individual may continue to build.

The sinister impalement, to the right of the viewer, has the charges of the Congregation of Marianites of Holy Cross, though the disposition varies from the seal of the Congregation itself. The crown over the cross represents Mary as Queen of Heaven. It also suggests Louis IX, saint and King of France, again indicating the French origin of the Marianites. Louis was austere and prayerful, energetic, considerate of the people, especially the poor. The roses adjacent to the crown also symbolize Mary, of the house of David. The rose was also an emblem of the early Church. It is believed that the rose was the first flower to be brought under cultivation. The cross is the primary symbol of the Family of Holy Cross. The distinctive charism of the Marianites of Holy Cross is imitating the union of the Mother of God with her Crucified Son. This is represented with the heart aflame imposed on the elongated swordlike cross. The cross plays a central role in the Marianite spirituality as a life of immolation. In ancient times, primitive peoples regarded the heart as the very soul or spirit of the person, the core or center of the body. The heart symbolizes tenderness and sympathy. The anchor used here is the Admiralty anchor, which is a symbol of safety and hope in the future. The anchor is to be found as one of the symbols in the early Church where it stood for hope in life eternal, as found in Paul's Letter to the Hebrews, 5:19-20.

The motto, *Spes Unica* (One Hope), refers to the fact that the cross is our one hope. A motto briefly expresses an ideal, a program of life, and the spirit of one who selects it. This one refers to the unity to be found in the Family of Holy Cross, and to this end, the founder, Blessed Basil Anthony Moreau C.S.S. consecrated and dedicated the priests to the heart of Jesus, the brothers to the heart of St. Joseph, and the sisters to the heart of Mary pierced with a sword of sorrow. Hope has a dual reference: to the Holy Cross, on which Jesus died, symbolizing a life of

immolation, and to the suburb of Holy Cross outside the gates of LeMans. Hence, the religious community was referred to as Sisters of Holy Cross and Moreau saw them as the hope of the people with whom and for whom they worked.