



# 2013 – 2014 Catalog

Effective Fall, 2013



[www.westtexas.tstc.edu](http://www.westtexas.tstc.edu)

Abilene 325.672.7091  
Breckenridge 254.559.7770  
Brownwood 325.643.5987  
Sweetwater 325.235.7300

## Disclaimers

### Equal Opportunity

Equal opportunity shall be afforded within the Texas State Technical College System (TSTC) to all employees and applicants for admission or employment without regard to race, color, religion, gender, national origin, age, disability, genetic information or veteran status. TSTC complies with the Texas Equal Opportunity Plan.

TSTC will make reasonable accommodations for persons with disabilities. TSTC's policy is that, in all aspects of its operations, each person with a disability shall be considered for admission or access to or treatment or employment in its programs and activities in accordance with Part 84 of Title 45, the regulation implementing Section 504 of the Rehabilitation Act of 1973.

### Accreditation

Texas State Technical College West Texas is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science degrees and Certificates of Completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call [404-679-4500](tel:404-679-4500) for questions about the accreditation of Texas State Technical College West Texas.

Please note: The Southern Association of Colleges and Schools Commission on Colleges should be contacted only if there is evidence that appears to support TSTC West Texas' significant non-compliance with a requirement or standard related to accreditation. Normal inquiries about TSTC West Texas, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Texas State Technical College West Texas and not to the Commission's office.

### Right to Change

TSTC reserves the right to limit the enrollment of any program and to make any changes in the provisions of this catalog when such action is deemed to be in the best interest of the student or TSTC. TSTC reserves the right to change any of this catalog's provisions, without notice or obligation, in



keeping with the policies of the Board of Regents and in conformance with the laws of the State of Texas. This catalog is not a legal document and does not constitute a contract between TSTC and the user. The catalog may also be found on TSTC's web site at [www.tstc.edu](http://www.tstc.edu). If you require this document in an alternative format, please contact the TSTC Marketing and New Student Admissions Office.

## **Institutional Purpose and Goals**

### **Statement of Purpose**

TSTC's purpose or mission is described in Vernon's Texas Education Code Section 135.01:

"The Texas State Technical College System is a co-educational two-year institution of higher education offering courses of study in technical-vocational education for which there is a demand within the state of Texas.

"The Texas State Technical College System shall contribute to the educational and economic development of the State of Texas by offering occupationally-oriented programs with supporting academic coursework, emphasizing highly specialized advanced and emerging technical and vocational areas for certificates or associate degrees. The Texas State Technical College System is authorized to serve the State of Texas through excellence in instruction, public service, faculty and manpower research and economic development. The system's economic development efforts to improve the competitiveness of Texas business and industry include exemplary centers of excellence in technical program clusters on the system's campuses and support of educational research commercialization initiatives. Through close collaboration with business, industry, governmental agencies and communities, including public and private secondary and postsecondary educational institutions, and the system shall facilitate and deliver an articulated and responsive technical education system.

"In developing and offering highly specialized technical programs with related supportive coursework, primary consideration shall be placed on industrial and technological manpower needs of the state. The emphasis of each Texas State Technical College System campus shall be on advanced or emerging technical programs not commonly offered by public junior colleges."

### **Expanded Statement of Purpose**

Texas State Technical College West Texas (with locations in Abilene, Breckenridge, Brownwood, and Sweetwater) is a coeducational, two-year public technical college within the Texas State Technical College System (TSTC). The College provides a comprehensive teaching and learning environment with a constant focus on individual student achievement and skill enhancement. TSTC West Texas offers programs of study leading to Certificates of Completion and Associate of Applied Science degrees in high demand, advanced, and emerging technology fields.

TSTC West Texas is committed to the economic development of Texas. To enhance the economic growth of the state, the College provides customized training and services for business and industry and non-credit continuing technical education, as well as community service programs in support of lifelong learning.

TSTC West Texas strongly believes in the worth and dignity of each individual and provides students with opportunities for personal and intellectual growth. To that end, the College provides a wide array of support systems, services, and opportunities in an effort to ensure and facilitate student success.

# COMPACT WITH TEXANS

Texas State Technical College (TSTC) is a public coeducational institution of higher education offering courses of study in technical education leading to the award of Certificates and Associate of Applied Science Degrees. TSTC also provides technical education and training to business and industry, continuing education to the public, and training programs for community and state economic development. TSTC colleges are located in Harlingen, Marshall, Waco and West Texas, with campuses in Abilene, Brownwood, Breckenridge and Sweetwater. TSTC serves students from more than 200 counties in Texas, and TSTC graduates begin their careers in high-paying jobs across the state or continue their education at colleges and universities. TSTC graduates are highly valued by business and industry for their work ethic, knowledge, and workplace skills. Texas State Technical Colleges are fully accredited by the Commission of Colleges of the Southern Association of Colleges and Schools.

## TSTC's Vision

The Texas State Technical College System will be a leader in strengthening the competitiveness of Texas business and industry by building the state's capacity to develop the highest quality workforce.

## TSTC's Values

<b>Innovation</b>	Creating and implementing new ideas and methods
<b>Excellence</b>	Achieving the highest quality in all we do
<b>Leadership</b>	Developing visions and strategies for a desired future, and aligning and energizing people to achieve those visions
<b>Innovation</b>	Creating and implementing new ideas and methods
<b>Collaboration</b>	Working cooperatively with other organizations and within our own system.
<b>Responsiveness</b>	Providing appropriate programs and services in a proactive, flexible, and timely manner
<b>Accountability</b>	Measuring our performance and using the results for improvement
<b>Stewardship</b>	Ensuring our programs and services add value to our students and communities throughout the state, and operate in accordance with the public trust for which we are responsible

## TSTC's Customer Service Goal

It is the goal of Texas State Technical College faculty and staff to provide a level of customer service that is beyond expectation. We pledge to be . . .

**Friendly** to all we meet in our work,

**Helpful** in all that we do,

**Courteous** in all of our dealings,

**Responsive** to customers' needs, and

**Accountable** for our actions.

We will deliver the highest quality services possible with the highest regard for honesty, integrity, and ethical behavior.

For more information, please call or write to:

Texas State Technical College West Texas  
300 Homer K. Taylor Drive  
Sweetwater, Texas 79556  
325-235-7300  
(<http://www.tstc.edu>)





## **TABLE OF CONTENTS**

Accreditation	2	Transfer of Credit	58
Statement of Purpose	3	Scholastic Integrity	60
Vision and Values	4	Student Services	61
Table of Contents	6	Student Housing (Sweetwater)	61
President's Welcome	7	Counseling and Testing Service	64
TSTC System Information	8	Student Activities	64
West Texas Campus Info	9	Student Government	64
2013-14 Calendar	13	Student Clubs and Organizations	64
Workforce Training	14	Student ID Cards	65
Admission Information	14	Learning Resource Center (Library)	66
Tuition and Fees	18	College Bookstore	66
Waivers/Exemptions	20	Food service	66
Payment	22	Student Health Services	67
Meal Plans	23	HIV Policy	67
Housing	24	Bacterial Meningitis	68
Refunds	24	Student Health Insurance	68
Financial Assistance	27	Disabilities Services for Students	69
Scholastic Information	33	Child Care Services	70
GPA	34	Campus Security	70
Scholastic Standing	35	Student Success (SOS)	70
Classification	37	Career Planning and Placement	71
Assessment and Testing	37	Student Conduct and Discipline	71
TSI	39	Buildings/Facilities	72
Advising	44	Industry Advisory Committees	73
Degree and Program Planning	45	TSTC Foundation	73
Change of Major	46	FERPA - Release of Records	74
Graduation Requirements	46	Complaint Procedure	75
Commencement Ceremonies	47	Instructional Program Information	77
Graduate Guarantee	47	Architecture, Manufacturing	78
Curriculum	48	Audio-Video Technology	80
CLEP	50	Business, Computer	80
Advanced Placement	51	Health Science	81
Audited Courses	55	Hospitality & Tourism	82
College Connections	56	Transportation	83
Distance Learning	56	Personnel Directory	85
Enrollment	57	Important Numbers - Abilene	85
Schedule Changes	57	Important Numbers - Breckenridge	86
Drops and Withdrawals	57	Important Numbers - Brownwood	87
Limitations on Number of Drops	57	Important Numbers - Sweetwater	88
Articulation Agreements	58	TSTC System Numbers	89

**Dear Prospective Student:**

**Congratulations! If you're reading this catalog, then you have completed one step in your education and are considering continuing your education with TSTC. We look forward to serving you and helping you find a lifelong career.**

**At TSTC we focus all our efforts on just one thing: helping our students prepare themselves for great careers in high-tech or high-demand jobs. In recent years, TSTC has placed a higher percentage of our graduates into jobs than any other 2-year school in Texas.**

**We know your time is valuable and that money is always a concern for students. Our programs are designed so that you will follow a course of study that consistently challenges you to become better in your chosen field. Best of all, we are very affordable. Focus, value, and results. These things make TSTC an ideal choice for those who see college for what it should be—an avenue to a better job. Does this sound like the right program for you? If so, this catalog can help you begin your own success story.**



**We're glad you are considering TSTC and look forward to welcoming you to our "family"!**

**Sincerely,**

**GAIL LAWRENCE**

# The TSTC System

Texas State Technical College (TSTC) was established in 1965 as the James Connally Technical Institute (JCTI) of Texas A & M University to meet the state's evolving workforce needs. This College was located in Central Texas at the former James Connally Air Force Base in Waco. At the time, Governor John Connally predicted that it would be "the most sophisticated technical-vocational institute in the country."



In 1967, JCTI expanded to include a South Texas campus in Harlingen. In 1969, the Colleges separated from Texas A&M University and became an independent state system, with the name Texas State Technical Institute (TSTI) and its own Board of Regents. Additional campuses were created in 1970 in Amarillo in the Panhandle of Texas and in Sweetwater in West Texas. As the demand for quality technical education continued to grow, extension centers were established in McAllen (1983), Abilene (1985), Breckenridge (1989), Brownwood (1991), and Marshall (1991). In 1991, TSTI was renamed Texas State Technical College (TSTC). In 1999, the extension center in Marshall became an independent college of the system.

Today, serving as the corporate college for Texas, TSTC offers new, emerging and customized curriculum at four colleges: TSTC Harlingen, TSTC Marshall, TSTC Waco and TSTC West Texas, which has campuses in Abilene, Breckenridge, Brownwood and Sweetwater. In addition, programs and customized training are offered at partnership centers throughout the state.

TSTC is the only state-supported technical college system in Texas. TSTC's statewide role and mission is to efficiently and effectively help Texas meet the high-tech challenges of today's global economy, in partnership with business and industry, government agencies, and other educational institutions. TSTC has high graduation rates, exceptional postgraduate success rates, and an outstanding record in graduating individuals from diverse cultural and socioeconomic backgrounds. More than 30,000 students are served each year through traditional degree programs, short-term continuing education and corporate training programs.

Among TSTC's strengths are its emphasis on "learning by thinking and doing" and its strong relationships with business and industry, state-of-the-art laboratories, residential campuses, and student-centered philosophy:

"We believe in people. We believe people desire to be responsible and productive citizens. We believe technology is a force to be explored and channeled by people in a productive and responsible manner for the benefit of all humankind. Therefore, we believe all people should be provided with the educational opportunity to learn the skills necessary to perform meaningful work and, thereby, pursue their goals as responsible citizens contributing to the welfare and success of their families, communities, state, nation, and world."



# Governance and Accreditation

The TSTC System is governed by a nine-member Board of Regents and operated under the direction of a systemwide Chancellor. These Regents, who provide a statewide perspective, are appointed by the governor to six-year terms. The Board meets quarterly to provide leadership and enact policies for the successful management and operation of the system. The Colleges operate under the rules and regulations of the Texas Higher Education Coordinating Board.

The Texas State Technical College System Chancellor is  
**Mike Reeser, MBA.**

The TSTC System Board of Regents includes:

**Ellis M. Skinner II**, Chair of the Board  
**Joe M. Gurecky**, Vice Chairman  
**Linda McKenna**, Executive Committee Place 1  
**Gene Seaman**, Executive Committee Place 2  
**Penny Forrest**, Member  
**James Virgil (J.V.) Martin**, Member  
**Mike Northcutt**, Member  
**John K. Hatchel**, Member  
**Joe K. Hearne**, Member

TSTC West Texas is accredited to award Associate of Applied Science degrees and Certificates of Completion by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, phone 404-679-4501). Students may review accreditation records in the TSTC Office of the President.

TSTC is a member of the American Association of Collegiate Registrars and Admissions Officers and is listed in that association's Report of Credit Given.

## Abilene

In March 1985, the Abilene Center of Texas State Technical College opened its doors for 35 students enrolled in three programs. The mission of the Abilene Center was to provide technical education and training to meet the needs of business and industries in Abilene, Taylor County and beyond.

The college quickly outgrew its first home and the search began to find larger facilities. As a result, the Development Corporation of Abilene acquired and renovated the former West Texas Medical Center building. Today, the campus includes the main campus on East Highway 80, the School of Aviation Technologies housed at the Abilene Regional Airport and the Culinary Arts Institute housed in the historic T&P Building on Pine Street. The Abilene Center also includes the TSTC Corporate College housed in the T&P Building.

TSTC West Texas Abilene offers an environment small enough to provide quality instruction along with the feeling of belonging to a family where staff and faculty know you by name!

Students who excel academically are inducted into Beta Zeta Psi, a local Chapter of Phi Theta Kappa Honor Society. Members of this organization may be candidates for scholarships and have recognition

in the national listing of Who's Who among Students in American Junior Colleges. Additionally, students can get involved in student organizations like The Student Government Association and REACH Club.

Abilene, home to over 117,000 friendly people, preserves the traditional heritage of the old West while providing all the advantages of a contemporary city. Abilene offers many choices for the fine arts aficionado. Enjoy traveling exhibits from around the world at the Grace Museum's Art Center, West Texas life recreated from 1910 to 1945 in the History Museum or the Children's Museum. You can also experience the western frontier at Buffalo Gap Historic Village, south of Abilene, and Frontier Texas! Showcasing art, sculpture and photography is the Center for Contemporary Arts. The "Golden Age" of movies comes alive at the historic Paramount Theatre. Bringing music to all ages is the Abilene Philharmonic Orchestra featuring classical and pops concerts by world-renowned guest artists. TSTC students may also enjoy wildlife housed at the Abilene Zoo where a 13-acre complex compares habitats of the American Southwest with similar regions of Africa.

Regardless of your interest, you will find an activity to make your days at TSTC West Texas Abilene enjoyable as well as educational.

## **Breckenridge**

In the spring of 1989, the City of Breckenridge turned to Texas State Technical Institute (TSTI) to open an extension that would provide technology training for local and area residents affected by the depressed economy in the region. Within a few months, the Legislature and the Governor of Texas approved the creation of the TSTC Rural Technology Center at Breckenridge. The technology center in Breckenridge began classes in Fall 1990, providing technical education to meet the needs of Texas business and industry. Located in Stephens County, Breckenridge is 95 miles west of Fort Worth and 57 miles northeast of Abilene at the junction of U.S. Highways 180 and 183, with close proximity to both Hubbard Creek and Possum Kingdom Lakes.

The small, student-oriented campus features educational opportunities in Chemical Dependency Counseling, Computer-Aided Drafting, Digital Signage Technology, Energy Management, Solar Energy, Environmental Science Technology, Welding, Health Information Technology, Software and Business Management (Accounting and Publishing), and Vocational Nursing.

While the Breckenridge location is a commuter campus, students still enjoy a broad array of opportunities to participate in student organizations and clubs that enrich their learning experience. Students enrolled in Breckenridge may choose to become active in Beta Iota Eta-- the local chapter of the Phi Theta Kappa International Honor Society, the Student Government Association, the Real Education on Addiction Can Help (REACH) Club, or the Welding Club. Students attending in Breckenridge are encouraged to be involved in both their school and the community.

The TSTC Breckenridge campus has received generous support from the community since the very beginning, and the students benefit through a variety of scholarship opportunities made possible through local donors such as the O.H. and Ruth Verne Reaugh Endowed, the Breckenridge Economic Development Corporation, the Breckenridge Rotary Club, the Breckenridge Garden Club, the Breckenridge Library, the Breckenridge contributors to the TSTC Foundation Board of Directors, student club scholarships, and memorial scholarship funds. In addition to the local scholarships, students have access to other TSTC West Texas scholarship opportunities, as well as external scholarships.

The focus of TSTC West Texas Breckenridge is to provide outstanding customer service and a quality technical education that leads to marketable job skills and successful employment for our students.

## **Brownwood**

Brownwood and Brown County are almost in the exact geographical center of the state of Texas. The City of Brownwood is situated in the Pecan Valley on the Pecan Bayou, surrounded by hills and rolling prairies, and considered a part of the Texas Hill Country. While Brownwood has easy access to major Texas cities ( Abilene, the Dallas-Ft. Worth Metroplex, Austin, Waco, and San Antonio ) it is far enough away to enjoy the quiet of an evening and enjoy the peace of a small town. With Lake Brownwood as one of the most popular attractions of Brown County, the area offers picnicking, swimming, boating, fishing, hiking, camping, and hunting.

Brownwood is economically sound with more than 30 established manufacturing and industrial firms, to include several major international firms, and has ample retail, hospitality, and tourism opportunities. Brownwood also enjoys strong support from the Brownwood Economic Development Corporation and the Brownwood Chamber of Commerce.

Established in 1991, the Brownwood Campus takes an active role in responding to the needs of business and industry, training and retraining employees for companies throughout West Central Texas. Consortiums of companies throughout West Central Texas are constantly being formed to help facilitate this effort in order to strengthen the capabilities and capacity of the workforce in the area. In addition to the industrial consortiums, the Brownwood Campus works hand-in-hand supporting the area's constant demand for health care industry and related workers.

In addition to the for "credit" certificate and degree programs, TSTC West Texas Brownwood offers a broad range of continuing education and workforce development training courses and workshops. TSTC West Texas also works closely with area Independent School Districts to offer dual credit courses to high school juniors and seniors that lead to TSTC certifications.

In partnership with an active and engaged student body, Texas State Technical College West Texas Brownwood and its faculty and staff are committed to the success of the students. During their experience at TSTC, they gain not only education but the skills and training necessary for them to pursue careers and jobs in the community, State of Texas, and beyond. Ultimately, assisting them in achieving their goals and changing their lives.

## **Sweetwater**

TSTC West Texas, Sweetwater Campus is the residential campus of the four West Texas locations. The Sweetwater Campus offers associate degrees and certificates of completion in more than twenty-seven different majors. .

The student population at the Sweetwater Campus has shifted in the last few years with the average age of the student population being 18-24. Even though the college is experiencing growth, the classroom size remains manageable to learning environment.

When students are not studying, they enjoy many extracurricular activities; TSTC West Texas Sweetwater has a 36,000 square foot, two-level student center where students can lift weights, play basketball or volleyball or participate in any number of intramural sports. The full-service food court and student lounge is also housed in the Student Center. It is the perfect setting for student clubs and organizations to hold meetings, for future employers to conduct seminars and interviews and even to hold large job fairs and conferences.

For the convenience of the students, TSTC West Texas Sweetwater Campus offers three types of residential housing. Students may choose from a two-bedroom apartment that houses four students, a single occupancy dorm room with a shared bath or a double occupancy room with a private bath. No

matter which housing students choose, there are plenty of opportunities to cultivate friendships that may last a lifetime.

The Sweetwater Campus, just three miles west of Sweetwater, Texas, is set on historic ground. TSTC West Texas Sweetwater Campus stretches across 65 acres that was once the Air Force base where the first Women's Air Service Pilots, or WASPs, were trained during World War II.

Sweetwater, in the heart of the Big Country, has population of 10,000 friendly people. Surrounding attractions include Lake Sweetwater, where the school has its own recreation area, two golf courses and the Nolan County Coliseum that hosts weekly events.





## 2013-14 ACADEMIC CALENDAR

<b>I. <u>Fall 2013</u></b>		(15 WEEKS: 72 CLASS DAYS)
August 16	F	End of Summer Semester
August 19-23	M-F	Semester Break
August 23	F	Fall Registration Ends
August 26	M	First Class Day
September 2**	M	Student and Employee Holiday
November 28-29**	TH-F	Student and Employee Holiday
December 6	F	End of Fall Semester
December 9, 2013 – January 10, 2014	M-F	Semester Break
December 23, 2013 – January 1, 2014	M-T	Employee Holidays
<b>II. <u>SPRING 2014</u></b>		(15 WEEKS: 73 CLASS DAYS)
January 10	F	Spring Registration Ends
January 13***	M	First Class Day
January 20**	M	Student and Employee Holiday
March ***	M-F	Spring Break Week to be selected as local college option in March
April 18**	F	Student and Employee Holiday
May 2	F	End of Spring Semester
May 5-9	M-F	Semester Break
<b>III. <u>SUMMER 2014</u></b>		(15 WEEKS: 73 CLASS DAYS)
May 9	F	Summer Registration Ends
May 12***	M	First Class Day
May 26**	M	Student and Employee Holiday
July 4**	TH	Student and Employee Holiday
August 22	F	End of Summer Semester
August 25-29	M-F	Semester Break
September 2	M	Fall 2014 First Class Day

### Notes:

\*\*\*The Assistant Commissioner of Academic Affairs and Research for the Texas Higher Education Coordinating Board granted a waiver April 22, 2010 to TSTC to allow TSTC a variance on the common calendar start dates for Spring and Summer terms for the years 2011-2012 through 2020-2021.

\*\*\*Evening and weekend classes on or around holidays may be rescheduled or cancelled at the option of the college."

Official Day will be the 11<sup>th</sup> class day.

Refund Schedule will be 14<sup>th</sup> day for 70%, 19<sup>th</sup> day for 25%

Prorate payment due date to 19<sup>th</sup> day



# Continuing Education and Workforce Training

TSTC West Texas, through its Corporate College, offers a range of continuing education and workforce training courses and programs. In general, the Corporate College awards Continuing Education Units (CEUs) for successful completion of these courses. The courses are typically customized for specific business and industry needs. Among the curriculum offered through Corporate College are:

- training and retraining programs that respond to requests or needs of businesses or other institutions and agencies;
- customized training courses, workshops, seminars, and clinics;
- training for industrial start-up or expansion projects; and
- continuing education to train for new careers and to provide skill updates, professional development, personal improvement, and recreation.

The admission requirements and procedures, tuition and fees, refund policies, grading standards, and some other features of Corporate College courses and programs are different from those that earn semester credit hours for the Associate Degree or certificates. Contact the TSTC Corporate College for more information and assistance.

## Admissions Information

### Admissions Advisors

Prospective students and their families are strongly encouraged to visit TSTC before registering for classes. Once a prospect has shown an interest in the college, or has requested information, they will be assigned an Admissions Advisor (AA), who serves as a personal contact to help in the transition to college. This AA assists prospects and applicants throughout the testing, application, and registration processes. Contact New Student Admissions to schedule a personal interview and campus tour.

## Admission Requirements

### General Admission Requirements

Students who apply for admission into college credit programs may be admitted to any college within the Texas State Technical College System under any of the following categories. These apply to students in college credit programs.

- *Graduate from a high school* accredited by a state department of education and/or a recognized regional accrediting association.
- *Transfer from another college, university, or other higher education institution* that is regionally accredited.
- *Complete a GED Certificate* (General Education Development), as certified by a state education agency.

- *Meet international student criteria.* Potential students who are not United States citizens must present proper documentation for an appropriate visa category. Additional information relating to academic background and financial support, as well as a personal interview, may be required for admission. See “International Students” under the Admission Procedures section for further information.
- *Meet individual approval criteria.* Potential students who do not meet any of the above requirements and are age 17 or older and no longer attending high school may be admitted through individual approval.
- *Meet exceptional admission criteria.* Potential students who are under age 17 may be admitted through the exceptional admission program under one of the following categories; provided they present sufficient evidence that they can do college-level work.
  1. Age 16 or older and currently enrolled in high school without a diploma or GED, or age 16 and a graduate of an unaccredited or home high school.
  2. Age 16 and no longer attending high school, or age 15 or younger.

In addition, all applicants must submit scores from an approved Texas Success Initiative (TSI) test, a TSTC-administered placement test, or provide appropriate documentation of TSI exemption or waiver.

## Additional Program Admission Requirements

Some college credit programs have additional requirements that must be met before students may be admitted into those particular programs. These may include minimum scores on the admission placement test or other departmental tests, a physical standards statement assessing their physical capabilities for the program, letters of recommendation, or other program-specific requirements. The New Student Admissions Office can provide additional requirements applicable to selected programs.

## Continuing Education and Workforce Training

Admission requirements for continuing education and workforce training programs are different from those described in this section. Contact the TSTC Corporate College Division for more information.

# Admission Procedures

## General Admission Procedures

These procedures apply to students enrolling in college credit programs.

1. Complete an online admission application at <http://www.tstc.edu/westtexasadmissions/generaladmission>. Once the application has been submitted, report promptly any changes to the information in it (for example, name, address, starting term, major, etc.).
2. Proof of Texas residency may be required to obtain resident tuition rates.
3. Depending on the category under which the applicant qualifies for admission, submit the following additional documents.

- (a) High school graduate: an official high school transcript with the graduation date.
- (b) College or university transfer: official transcripts from all institutions of higher education previously attended.
- (c) GED: an official GED certificate or official score report
- (d) Individual approval students: individual approval form
- (e) Exceptional admission students:
  - 1. Age 16 or older and currently enrolled in high school but have not obtained a diploma or GED: exceptional admission form signed by parent or guardian and high school representative; qualifying scores in writing and/or reading and/or mathematics on the TSI Assessment test.
  - 2. Age 16 or older and a graduate of a home high school or unaccredited high school: exceptional admission form signed by parent or guardian and qualifying scores in writing and/or reading and/or mathematics on the TSI Assessment test.
  - 3. Age 16 and no longer attending high school, or age 15 or younger: exceptional admission form signed by parent or guardian and high school representative; qualifying scores in writing, reading, and mathematics (Note: An information session with a TSTC official is also required. Contact the Admissions and Records Office for more information.)
- 4. Submit scores from the TSI Assessment test or provide appropriate documentation of TSI exemption or waiver. If needed, make arrangements to take the assessment test by contacting the Counseling and Testing Office.

All documents submitted by applicants who do not register for the term indicated on the admission application will be retained for one year in the Admissions and Records Office. At the end of one year, all records are discarded unless the applicant has notified the Admissions and Records Office of continued interest in attending TSTC. All documents become the property of TSTC and are not returned to the students.

## Former TSTC Students

Students who were previously enrolled at TSTC but have not attended TSTC for more than one year must reapply by completing the admission enrollment procedures and providing the required documents.

## Academic Fresh Start

Texas Education Code 51.931 entitles residents of Texas to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to the starting date of the semester in which the applicant seeks to enroll. This bill has been called the “right to academic fresh start” and it gives students the option of electing to have coursework ten or more years prior to either be counted as usual, or ignored for admission purposes.

Applicants who elect to apply for admission under this law and who are admitted as students may not receive any course credit for courses undertaken ten or more years prior to enrollment. The Admissions Office may be contacted for further information regarding academic fresh start.

Academic fresh start can only be applied for and granted prior to initial enrollment. Applicants to TSTC who wish to apply for the Academic Fresh Start should complete the Academic Fresh Start form available at the Admissions and Records Office.

## **Early Admission/Concurrent High School/College Connections**

TSTC has agreements with many high school districts that permit eligible high school students to earn college credit while concurrently satisfying high school graduation requirements. Upon approval by the high school principal or designee and acceptance to TSTC through the exceptional admission program, a student may enroll in college courses taught either at the high school or at TSTC.

Students must earn passing grades in all college courses that they have attempted in order to maintain satisfactory academic progress. Enrollment in developmental courses is not permitted for a student enrolling under the exceptional admission program (concurrent high school or dual credit),

College credits earned through the exceptional admission program will be accepted by most institutions on the same basis as other college credit. There is a possibility, however, that a specific college may add additional requirements for transfer purposes.

Participation in the exceptional admission program may make some students ineligible for University Interscholastic League competition in certain areas, depending on the course taken; it is recommended that you check with the high school you are attending for clarification.

Contact the TSTC Admissions and Records Office or your high school counselor for more information for the exceptional admission program or the College Connections Office for dual credit information.

## **Placement Testing**

Prior to enrollment in credit courses, students must comply with placement testing requirements by submitting their scores for the TSI Assessment test or by submitting documentation of TSI exemption or waiver. See "Testing and Placement Requirements" in the Scholastic Information section.

Assessment requirements for continuing education and workforce training programs are different from those described in this section. Contact the TSTC Corporate Training Division for more information.

## **Registration for Classes**

After the above requirements are met and the required procedures completed, students may register for credit classes. Consult with your Admissions Advisor to schedule an appointment to register. Contact the TSTC West Texas Workforce Development Office for registration information for continuing education and workforce training programs.

# Tuition and Fees

A college education is one of the most important investments a person can make. TSTC is committed to providing access to everyone who can benefit from such an education.

The cost of attending TSTC varies depending on a variety of factors, such as a student's residency status, whether or not the student lives on campus, the program of study, and any other services that the student may need. The Financial Assistance section of this catalog defines the types of financial aid that may be available to help pay these costs. This assistance can help provide the financial support students need for tuition, housing, books, and other educational items. It is not intended to completely fund a student's education.

The tuition and fees information in this catalog is subject to change without notice.

## Tuition

A student's tuition is determined by residency status, the number of hours taken, the type of course and/or program, and whether the courses are for college credit or for continuing education or workforce training. Tuition rates are subject to change on a semester by semester basis as approved by the Board of Regents.

### State Tuition Rates Effective Fall 2011

- *Resident of Texas:* \$82.00 per semester credit hour for academic courses
- *Resident of Texas:* \$97.00 per semester credit hour for technical courses
- *Resident of Texas:* \$254.00 per semester credit hour for technical courses in premium programs
- *Non-resident of Texas:* \$254.00 per semester credit hour for all courses

### Designated Tuition Rate Effective Fall 2011

- \$46.00 per semester credit hour

Contact the TSTC Corporate Training Division for information on tuition rates for continuing education and workforce training programs.

As defined by the Texas Higher Education Coordinating Board, a resident of Texas is a citizen, national, or permanent resident of the United States or an alien (foreign or international student) who has been permitted by Congress to adopt the United States as his/her domicile while in this country and who has otherwise met the state requirements for establishing residency for tuition purposes. In Texas, students enrolling in an institution of higher education must have resided in Texas for the 12 months immediately preceding the time of enrollment to be classified as a resident for tuition purposes; otherwise, they are classified as non-residents. Contact the Admissions and Records Office for more information regarding the residency of minors, dependents, members of the armed forces, or other special circumstances.

## Tuition Rebate for Certain Undergraduates

In accordance with State law, a qualified student is eligible for a rebate of a portion of the undergraduate tuition the student has paid if the student:



1. is awarded a baccalaureate degree from a Texas public general academic teaching institution;
2. has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree, including transfer credits and course credit earned exclusively by examination; and
3. has been a resident of Texas and entitled to pay resident tuition at all times while pursuing the degree.

The amount of the rebate is \$1,000 or the amount of undergraduate tuition paid by the student to the institution awarding the degree, whichever is less. If the student paid additional undergraduate tuition to other Texas public institutions of higher education, the student may qualify for an additional rebate by providing the degree-granting institution with proof of such payments. In any case, the amount of the rebate is a maximum of \$1,000.

A student who has transferred from another institution of higher education must provide the degree-granting institution with an official transcript from each institution attended so that the total number of hours attempted by the student can be verified.

If the student has an outstanding student loan, including an emergency loan, the degree-granting institution will apply the rebate to the student's loan. If a student has more than one outstanding loan, the institution will apply the rebate to the loans as directed by the student. If the amount of the rebate exceeds the amount of the loan indebtedness, the student will receive the excess amount.

Information pertaining to the tuition Rebate Program is presented to students upon request. Additional information pertaining to the Tuition Rebate Program for undergraduate students may be found on the TSTC West Texas website or may be obtained from the Student Accounting Office. The institutional contact for the Tuition Rebate Program is the Director of Student Accounting.

## **Student Payments**

Student charges for Tuition and Fees are due and payable on or before the first class day of the term or the first class day for courses in which students are enrolled. All tuition and fees must be paid by cash, check or credit card at the cashier's office or online through the students' WebAdvisor account.

The Installment Payment Plan or Student Financial Aid constitute additional forms of payment; however all payment arrangements must be formally completed before the first class day to avoid deregistration from classes.

## **Past-Due Accounts**

A student with a past-due unpaid balance is considered delinquent. Delinquent students may not register for subsequent terms, add classes in the current term, or receive an official transcript. Delinquent accounts may be turned over to a collection agency, potentially affecting students' personal credit ratings. Students with delinquent accounts are responsible for any charges associated with the collection of delinquent accounts.

# Fees

Students' fees are determined by a variety of factors, as described in the accompanying table. Not all of these fees apply to continuing education and workforce training programs; contact the TSTC Student Accounting Office for more information.

TYPE OF FEE	AMOUNT OF FEE (2010-11)	NOTES
Non-Resident E-Learning Fee	\$300.00 per semester credit hour	For out-of-state residents enrolled in distance learning credit courses. Courses are exempt from all other state and designated tuition.
Testing Center Exam Fee	Cost of exam	Applies to tests taken at TSTC Testing Centers and to TSTC Challenge Exams. Includes fee for test administration.
Program-specific Fees and Costs	Varies	For some credit programs
Continuing Education/Workforce Training Fees and Costs	Varies	For some continuing education/workforce training courses
Out-of-State Resident and Worker Continuing Education Tuition	At least twice the continuing education tuition rate for the associated course-section	For non-residents who are brought from outside the state by their employers to attend the course
Credit Award Evaluation Fee	\$25.00 per evaluation	Applies to evaluation of CEU's and/or experiential learning for the purpose of awarding TSTC semester credit.
External Certification of Specialty	Cost of exam	
Allied Health Malpractice Insurance	Cost of insurance	For students in allied health programs
Student Medical Health and Accident Insurance	Cost of insurance	Optional, unless required by program
Library Fines	Varies by College 10 cents per book or magazine per day \$1.00 per video or DVD per day Lost Item – cost of replacement plus a 10% processing fee	
Mailbox Fee	\$5.00 per semester	For TSTC West Texas, Sweetwater, students living off campus

## Waivers and Exemptions

The tables in this section describe tuition and fee waivers and exemptions for college credit courses. Contact the TSTC Corporate Training Division for this information for continuing education and workforce training programs.

Students classified as Texas Residents for purposes of tuition assessment may be eligible to have all or part of their state tuition and/or designated tuition waived if they qualify for one of the waivers or exemptions. Contact the appropriate office for additional information and to determine eligibility.

WAIVERS & EXEMPTIONS FOR RESIDENTS	OFFICE
Students who graduate early from a Texas high school	Sponsored Programs 325-641-3922
Students who are the highest ranking graduate of their high school class (valedictorian)	Sponsored Programs 325-641-3922

High school graduates who received AFDC benefits while in high school	Sponsored Programs 325-641-3922
Texas veterans or dependents of Texas veterans who were killed in action or died while in service (Hazelwood)	Sponsored Programs 325-641-3922
Children of POWs and MIAs as certified by the U.S. Department of Defense	Sponsored Programs 325-641-3922
Children of disabled Firefighters or Peace Officers as certified by the Texas Higher Education Coordinating Board	Sponsored Programs Sears Building 325-641-3922
Blind or Deaf Students as certified by the Texas Rehabilitation Commission, the Texas Commission for the Blind, or the Texas Commission for the Deaf and Hard of Hearing (Blind or Deaf students are certified by the Department of Assistive and Rehabilitative Services – Rehabilitation Services, Blind and Deaf-Blind Services, and Deaf and Hard of Hearing Services.)	Sponsored Programs 325-641-3922
Students employed as Certified Educational Aides as authorized by the Texas Higher Education Coordinating Board	Sponsored Programs 325-641-3922
Students in foster or other residential care as certified by the Texas Department of Protective and Regulatory Services	Sponsored Programs 325-641-3922

Students classified as Residents or Non-residents for purposes of tuition assessment may be eligible to have all or part of their state tuition and/or designated tuition waived if they qualify for one of the waivers or exemptions listed. Contact the appropriate office for additional information and to determine eligibility.

<b>WAIVERS &amp; EXEMPTIONS FOR RESIDENTS OR NON-RESIDENTS</b>	<b>OFFICE</b>
High school students enrolled in class sections for dual high school and college credit may have state tuition and designated tuition waived or reduced.	Admissions and Records Sears Building 325-235-7349
Students enrolled in more than one Texas public institution of higher education at the same time may have a reduction in minimum state tuition charges.	Student Accounting Sears Building 325-641-3926
Senior citizens 65 years of age or older may audit courses without payment of state and designated tuition.	Admissions and Records Sears Building 325-235-7349
Citizens 55 years of age or older may have state tuition waived upon verification of age.	Admissions and Records Sears Building 325-235-7349
TSTC employees, their spouses and/or dependents have a reduction in state tuition and a waiver of designated tuition.	Admissions and Records Sears Building 325-235-7349

Students classified as Non-residents of Texas for purposes of tuition assessment may be eligible to pay resident rates if they qualify for one of the waivers or exemptions listed. Contact the appropriate office for additional information and to determine eligibility.

<b>WAIVERS &amp; EXEMPTIONS FOR NON-RESIDENTS</b>	<b>OFFICE</b>
Military personnel stationed in Texas and their spouses and children	Admissions and Records Sears Building 325-235-7349

Individuals employed at least half time as teachers or professors at Texas institutions of higher education and their spouses and children	Sponsored Programs 325-641-3922
Individuals employed at least half time as teaching or research assistants at Texas institutions of higher education and their spouses and children	Sponsored Programs 325-641-3922
Students whose families transferred to Texas as a part of the State's plan for economic development. Employer company must be certified as eligible by the Texas Higher Education Coordinating Board	Sponsored Programs 325-641-3922
Students who receive a competitive scholarship of at least \$1,000	Sponsored Programs 325-641-3922
Students who reside in a county or parish of Arkansas, Louisiana, New Mexico, or Oklahoma that is adjacent to Texas where a current reciprocity agreement is in effect with a college or university in the out-of-state county or parish.	Sponsored Programs 325-641-3922
Students from Mexico or Canada enrolled through a Texas Higher Education Coordinating Board approved Exchange Program	Sponsored Programs 325-641-3922
Students from Mexico who demonstrate financial need	Sponsored Programs 325-641-3922
Nonimmigrant aliens residing in Texas in accordance with NATO treaties and their spouses and children	Sponsored Programs 325-641-3922

## Installment Payment Plan

College credit students may pay their registration charges (state tuition and designated tuition), campus housing, and meal plans on an installment payment plan. In accordance with State law, these students may pay their state and designated tuition in installments for the fall and spring semesters and for summer terms.

In order to validate the payment plan option, the initial payment and the signed Installment Agreement must be returned to the **STUDENT ACCOUNTING OFFICE** at the time of registration. The payments are due as follows:

Fifteen-Week Term:

1/3 prior to the beginning of the term plus the \$25 installment plan fee

1/3 prior to the 6<sup>th</sup> class week

1/3 prior to the 11<sup>th</sup> class week

Twelve-Week or Longer Term:

1/3 prior to the beginning of the term plus the \$25 installment plan fee

1/3 prior to the 5<sup>th</sup> class week

1/3 prior to the 9<sup>th</sup> class week

Less Than Twelve-Week Term:

½ prior to the beginning of the term plus the \$25 installment plan fee

½ before the class week prior to the halfway point of the term

A student who elects to pay in installments will:

1. pay a \$25.00 installment plan fee;
2. be responsible for making payments on or before the due dates established at the time of registration;
3. be charged a late fee of \$25.00 for each payment made more than seven business days after the payment is due;
4. be unable to obtain official copies of his/her student records until the debt is paid in full;
5. be at the risk of being dropped or barred from attending classes until the debt is paid or acceptable arrangements are made with the **STUDENT ACCOUNTING OFFICE**; and
6. be responsible for payment of any remaining balance if he/she withdraws from the College.

College credit students may pay their registration charges (State tuition and designated tuition), campus housing, and meal plans on an installment payment plan. In accordance with State law, these students may pay their state tuition and designated tuition in installments for the fall and spring semesters and for summer semesters that are 12 to 15 weeks in length. .

In order to validate the payment plan option, the initial payment and the signed Installment Agreement must be returned to the Student Accounting Office at the time of registration. The initial payment amount is one third of the total charges, plus a \$25.00 installment plan fee. The remaining charges are divided into two equal payments. The first of these payments is due prior to the sixth class week. The final payment is due prior to the eleventh class week.

A student who elects to pay in installments will:

1. pay a \$25.00 installment plan fee;
2. be responsible for making payments on or before the due dates established at the time of registration;
3. be charged a late fee of \$25.00 for each payment made more than seven business days after the payment is due;
4. be unable to obtain official copies of his/her student records until the debt is paid in full;
5. be at the risk of being dropped or barred from attending classes until the debt is paid or acceptable arrangements are made with the Student Accounting Office; and
6. be responsible for payment of any remaining balance if he/she withdraws from the College.

## Emergency Tuition Loan

College credit students who are unable to pay their state and designated tuition at the time of registration because of financial hardship may be eligible for emergency tuition loans. A student who is unable to repay the emergency tuition loan on the date due may apply for a possible extension for repayment. Contact the Student Accounting Office for more information.

## Meal Plans

Students who reside in campus housing will receive a 15-meal-per-week meal plan which is included in the cost of the room and board. The 15-meal plan includes three meals per day, Monday through Friday.

Non-resident students may purchase plans for 15 meals per week (\$1350.00 per term), 21 meals per term (\$175.00 per term), 70 meals per term (\$575.00 per term), or 150 meals per term (\$1150.00 per term). Payment is made in the Student Accounting Office. No credit will be given for missed meals.



## Housing

The Sweetwater campus is the residential campus in West Texas. Students may request one of three types of residential housing. They are the Avenger, Rolling Plains, and WASP Apartments; the Cedar, Mesquite, Oak, and Pecan Lodges; or the Bluebonnet Inn. The cost of housing, which includes the student's meal plan, is listed below. A \$150.00 deposit is required with a student's application; plus a \$75.00 cleaning fee.

### ***The Avenger, Rolling Plains, and WASP Apartments***

Each apartment houses four students with two students per bedroom.

Two bedrooms, 15 meals/week..... \$2240.00 per semester

### ***The Bluebonnet Inn***

Each room in the Bluebonnet Inn houses two students and has a private bath.

One bedroom, 15 meals/week ..... \$2,365.00 per semester

### ***The Cedar, mesquite, Oak and Pecan Lodges***

All rooms in the Lodges house one student with every two rooms sharing one adjoining bath.

One bedroom, 15 meals/week ..... \$2,365.00 per semester

## Refunds

### Refunds for Changes in Enrollment

The following definitions apply when calculating refunds for changes in course enrollments.

- *Reduction in course load* occurs when a student drops a course(s) having more credit hours than he/she adds, resulting in the student being enrolled in fewer credit hours overall.
- *Withdrawal* occurs when a student completely ends his/her enrollment at the College for the current term.
- *Credit courses* are courses for which a student is eligible to earn credit toward a certificate or associate degree. Credit courses also include support courses required for the student's enrollment, such as developmental education, etc.

## Refunds for Drops/Reduction in Course Load

Students who drop credit courses and reduce their course loads while remaining enrolled at the College will have their state and designated tuition refunded, based on the official drop date recorded by the Admissions and Records Office. Students who concurrently add and drop the same number of credit hours will not be charged or refunded for these simultaneous transactions.

Refunds for credit courses are calculated as follows, with refunds for sessions of other lengths being calculated according to approved pro-rated formulas.

- *Fifteen Week Semester*

Prior to the first day of class	100%
During class days one through fourteen	70%
During class days fifteen through nineteen	25%
After twentieth class day	0%
- *Twelve Week Session*

Prior to the first day of class	100%
During class days one through twelve	70%
During class days thirteen through fifteen	25%
After fifteenth class day	0%
- *Eight Week Session*

Prior to the first day of class	100%
During class days one through eight	70%
During class days nine through ten	25%
After tenth class day	0%
- *Six Week Session*

Prior to the first day of class	100%
During class days one through five	70%
During class day six	25%
After sixth class day	0%

## Refunds for Continuing Education and Workforce Training

Contact the TSTC Corporate Training Division for information on refunds for continuing education and workforce training programs.

## Refunds for Federal Financial Aid Recipients

Special refund requirements apply to students who receive federal aid that is classified as "Title IV" funds. Title IV funds include awards such as Pell grants, Supplemental Educational Opportunity grants (SEOG), Federal Direct loans and PLUS loans, and other federal awards. Students must attend classes to remain eligible for federal financial aid. Students who are considering withdrawing from all classes before completing 60% of the semester should contact the Financial Aid Office to learn how this would affect their financial aid. This calculation is also performed for students that quit attending and receive a grade of F in all of the current term classes.

If a student reduces a course load or withdraws from TSTC, the College and/or the student may be required to return federal funds awarded to the student. The student may be eligible for a refund of a portion of the state and designated tuition paid to TSTC for that term. If the student received financial assistance, the refund is returned to the grant, scholarship, or loan sources from which the assistance was received.

A federal formula dictates the amount of Title IV aid that must be returned to the federal government by the College and the student. This formula applies to a student who is receiving Title IV funds if that student withdraws from the College on or before the 60% point in time in the term. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the term divided by the number of calendar days in the term. Scheduled breaks of five consecutive days or more are excluded from this calculation.

If any funds are to be returned after the refund of Title IV aid, they are used to repay TSTC funds, state funds, and other private sources. If there is an unpaid balance, then all aid sources are repaid before any funds are returned to the student. Funds released to a student due to a credit balance on the student's account do not relieve the student's obligation to repay Title IV funds when the student withdraws.

The priority for distribution of refunds and repayment is as follows:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Loan (not offered at TSTC West Texas)
4. Federal PLUS Loan
5. Federal Pell Grant Program
6. Federal SEOG Program
7. Other Title IV Aid
8. Other Federal, State, Private, or Institutional Aid
9. The Student.

## Bookstore Refunds

Textbooks are eligible for a full refund if they are returned within 9 days of purchase and are accompanied by the sales receipt.

Books not in their original condition or those past the 9 day period may be sold back to the bookstore during the last week of each term.

Tools, supplies, and notions are non-refundable, unless they are defective. If they are defective, the items must be returned within two weeks of purchase and must be accompanied by the sales receipt in order to receive a refund.

## Housing and Food Service Refunds

Housing refunds will be made according to the following schedule, only after students have officially withdrawn or received approval to move off-campus and have returned their keys to the housing Office.

Prior to the first class day .....	100%
First through the twelfth class day .....	70%
After twelfth class day .....	0%

## Refund of Other Fees

No refunds are given for installment plan fees. No refunds are given for health insurance, malpractice insurance, and other miscellaneous student-requested fees after expenses have been incurred by the college.

## Financial Assistance

TSTC's philosophy is to provide financial assistance to students who would otherwise be unable to pursue a postsecondary education. However, the primary responsibility for paying the cost of a college education rests with the student and his/her family. Funds are available through the Financial Aid Office to supplement those resources, but probably not enough to pay for all expenses.

Several types of financial assistance are available to TSTC students. These include grants (federal and state), which are awarded to students with the most financial need and which do not have to be repaid; loans, which must be repaid; scholarships; and, part-time on-campus or community service employment.

## Continuing Education and Workforce Training

The availability of financial assistance for continuing education and workforce training programs is different from that described here. Contact TSTC Corporate Training Division for more information.

## Applying for Financial Assistance

### Requirements for Receiving Aid

**Students can only receive aid at one college at a time even if taking classes at several different colleges.**

Any student applying for financial assistance at any TSTC West Texas location must be enrolled in an eligible program of study and complete the Free Application for Federal Student Aid (FAFSA). This includes students and parents who are only applying for the Parent (PLUS) Loan. Award Letters are usually mailed to applicants within 4 - 6 weeks of submitting all requested documentation for their financial aid file to the financial aid office. Required documentation may include, but is not limited to, applicant (student) and spouse or parents' tax transcript for the year requested on the FAFSA, verification of dependency status or claims of dependents, verification of citizenship, documentation of all income not included on the tax transcript and proof of marital status. Applicants are required to submit proof of any information that is requested by the financial aid office. Any applicant, spouse or parent that should have filed a tax return, but failed to do so, will be required to do so before an aid application will be processed. All award letter notifications assume full time regular enrollment unless stated otherwise. Awards are also contingent upon availability of funds.

Financial aid will not be transmitted to student accounts until all official transcripts (sealed, stamped envelope) are submitted to the TSTC West Texas Registrar's Office.

Students receiving any type of additional assistance (sponsorship, scholarships, VA, etc) must notify the Financial Aid Office immediately. Additional assistance may affect the amounts of Federal or State aid for which a student is eligible. Failing to notify the Financial Aid Office may cause the student to owe money to the Federal or State programs or to TSTC West Texas.

For assistance in completing the FAFSA, [click here](#) or visit this FAFSA website: <http://www.fafsa.ed.gov/>

For more detailed information visit the TSTC West Texas Website: <http://www.tstc.edu/westtexas/>.

To view your account and financial aid award information visit: [WebAdvisor](#)

## When to Apply

The key to obtaining financial assistance is to *apply early*. To ensure that an aid package is available and ready, TSTC recommends the completed file, including the FAFSA and all required documents be received in the Financial Aid Office according to the following priority processing schedule:

***To enroll in the:***

Fall term  
Spring term  
Summer term

***Apply for financial assistance by:***

May 1  
October 1  
March 1

Applications completed by these deadlines are processed for available funds on a first-come first-served basis. Late applicants may not have funds available on registration day, when payment for state and designated tuition and fees is due. Since financial assistance is not always available at registration, it is recommended that students make alternative arrangements to pay registration expenses

Financial aid must be renewed each academic year by completing a new FAFSA and submitting new documentation. Students may begin this process for the next academic year as soon as their tax returns have been filed or in the preceding spring before the fall term. Additional information is available on the TSTC Financial Aid website:

<http://www.tstc.edu/westtexasfinancialaid/financialaid>

## How to Apply

These are the first steps in applying for financial assistance:

1. Apply for your Personal Identification Number (PIN) at <http://pin.ed.gov>. You will need a PIN to electronically sign your FAFSA. If you are a dependent student, one parent will need to apply for a PIN as well.
2. Complete your FAFSA (Free Application for Federal Student Aid). Apply on-line at <http://fafsa.ed.gov> and electronically file your application. The necessary paperwork you will need to apply for financial aid will include items such as appropriate tax returns and amounts of any additional income including child support and Social Security benefits received into the household. **Be sure to choose the IRS Data Retrieval Option** to have your tax return



information imported into the FAFSA. You will also need to add our school code to your application; this ensures that your information will be sent to our school. After you have completed, electronically signed and submitted your FAFSA it generally takes four business days to process before they send the information to us. Filing your application correctly can reduce errors and reduce the processing time. All other Federal and State financial aid programs depend upon the results of your completed FAFSA (Pell Grant) application.

**TSTC West Texas School Code (including Abilene, Breckenridge, Brownwood and Sweetwater campuses): 009932**

3. Complete the West Texas Declaration of Intent and Consent form by [clicking here](#). This is a general form used by the financial aid office here at TSTC West Texas which indicates the program with which you intend to enroll, which campus you plan to attend, and which semesters you plan to begin. Make sure to answer all of the questions, sign and date the form and submit it.

Additional steps may be required to apply for some types of financial assistance.

## Types of Financial Assistance

A variety of resources are available for financial assistance at TSTC. Some of these are included in the following list. All students applying for assistance through the financial aid office must complete the FAFSA (Free Application for Federal Student Aid) application to determine financial need.

- *Federal Pell Grant*. This federal aid program provides financial assistance for obtaining a postsecondary education. It is intended to be the base of a student's financial aid package. Eligibility is based on a student's financial need. Pell Grant awards are disbursed during the fall, spring, and terms.
- *Federal Supplemental Educational Opportunity Grant (FSEOG)*. This federal aid program helps college students who have exceptional need. The amount of the FSEOG varies according to the availability of other grants, scholarships, loans, and student employment. FSEOG funds are limited and are awarded on a first-come first-served basis.
- *Texas Public Education Grant (TPEG)*. This state program provides financial assistance in obtaining a postsecondary education. Eligibility is based on a student's financial need and availability of funds.
- *Toward Excellence, Access & Success (TEXAS)*. These state awards pay state and designated tuition for certain students who have graduated from Texas public or accredited private high schools within the preceding 16 months. Students must have completed the recommended or advanced high school curriculum and be able to show financial need. Students who do not meet the criteria for the TEXAS Grant may be eligible for the Texas Grant II.
- *Federal and State Work-Study Program (FWS)*. Work-study programs are designed to provide part-time on-campus employment of students with financial need. These Federal and State funds are very limited and students must apply early. Community service jobs may also be available as funding permits. These are financial aid programs.

- *Federal Loans.* Various types of federal loans are available, including the Subsidized Direct, Unsubsidized Direct, and Direct Parent (PLUS) Loan. To be certified for a loan, students must first apply for the Federal Pell Grant, as described earlier in the Financial Assistance section. Additional application forms and counseling will be required for loans and described to the student when loans are awarded. These funds must be repaid when a student leaves school for any reason.

### **Financial Assistance Not Administered by the Financial Aid Office:**

- *Department of Assistive and Rehabilitative Services.* The Department of Assistive and Rehabilitative Services (DARS) provides financial assistance to students whose significant physical or mental disabilities have resulted in substantial vocational disabilities. Learning disorders are among the eligible conditions. In order to provide training assistance, DARS must determine that such training is necessary for employment and that the individual has a good chance of success in the chosen program. Applicants must submit an application and be tested and counseled before eligibility is determined. The amount of DARS assistance depends on available funds and individual need. A full-time DARS representative is available to assist DARS clients while attending TSTC. Contact your local Department of Assistive and Rehabilitative Services office for an application and more information.
- *Workforce Investment Act (WIA).* The Workforce Development Board in your area may offer payment of tuition and/or other expenses to students who qualify for this program. Interested applicants should contact the nearest Workforce Center or call 1-800-457-5600 or 1-800-457-5633. Applications for the program should be made as far in advance of registering as possible.
- *Veterans' Benefits (G.I. Bill).* TSTC is approved for training veterans and their eligible dependents under the provisions of various laws. For more information and details please contact one of the TSTC West Texas Veteran Benefits representatives. For TSTC West Texas those representatives are Pam Marler and Lorie Greenrock.

## **Scholarships**

Each year a number of individuals, businesses, and organizations provide scholarships for TSTC students. Please review the website for a list of scholarships, application deadlines, and process for applying. Links to several external scholarships are also available on the website.

<http://www.westtexas.tstc.edu/?action=generalapp>

## Waivers and Exemptions

TSTC is authorized to grant tuition and fee waivers to qualified resident and non-resident students based on Texas Higher Education Coordinating Board rules. For details, see "Tuition and Fee Waivers and Exemptions" in the Tuition and Fees section of this catalog. Waivers and exemptions are administered through the Sponsorship office and the Business Office.

## Maintaining Financial Aid Eligibility

### Financial Aid Standards of Academic Progress (SAP)

When you enroll in classes, you are expected to successfully complete those classes. You are also expected to complete your program of study within the specified time frame for that program. To continue receiving financial aid you must maintain a term and cumulative grade point average (GPA) of at least 2.0. You must also complete a minimum of 67% of the classes which you attempted or originally enrolled. This 67% requirement is calculated on a term and cumulative basis. You cannot receive aid for more than 150% of the specified time frame for your program of study. All attempted credit hours are counted even if you were not receiving aid to pay for them. Review the full Standards of Academic Progress (SAP) requirements on the website.

[http://www.westtexas.tstc.edu/index.cfm?action=FinAid\\_FaStandards](http://www.westtexas.tstc.edu/index.cfm?action=FinAid_FaStandards)

#### **Financial Aid will NOT pay for the following (including, but not limited to):**

- Courses taken without having declared a major in an eligible program of study
- Courses taken that are not required for your degree requirements
- More than two academic programs or one program change
- Courses taken by audit or placement tests
- Credit hours in excess of the 150% maximum timeframe
- Courses for which you register after the census date of the term
- More than two retakes of any course except remedial
- Remedial courses in excess of 27 credit hours
- Retakes of previously passed courses
- Continuing Education Courses

#### **Financial Aid will NOT pay for the following (including, but not limited to):**

- Courses taken without having declared a major in an eligible program of study
- Courses taken that are not required for your degree requirements
- More than two academic programs or one program change
- Courses taken by audit or placement tests
- Credit hours in excess of the 150% maximum timeframe
- Courses for which you register after the census date of the term
- More than two retakes of any course except remedial
- Remedial courses in excess of 27 credit hours
- Retakes of previously passed courses
- Continuing Education Courses

## **Failure to Meet Financial Aid Standards of Academic Progress**

Failure to maintain the Financial Aid Standards of Academic Progress will cause you to be placed on financial aid warning or suspension. Warning is a warning period to alert you to your failure to meet the terms of SAP and most of your aid will remain in place during warning. During suspension, you will not be able to receive any financial aid. After regaining a term and cumulative GPA of 2.00 and a completion rate of 67% for attempted classes, a student may make a written appeal to the financial aid office to have financial aid eligibility reinstated.

If you stop attending, withdraw, or receive all Fs in your classes you may be responsible for repaying all or a portion of the federal financial aid that you were awarded.

## **Appeal Process Related to Standards of Academic Progress**

If there are mitigating circumstances, a student who has been denied financial aid because of failure to meet the financial aid standards of academic progress may file a written appeal to the financial aid office. Appeal procedures for extreme hardship or mitigating circumstances are described in the full SAP document and on the website. The decision of the financial aid office in all SAP appeals is final and cannot be appealed. A student may only have one appeal granted while attending TSTC.

## **Maximum Time Frame for Receiving Financial Aid**

Students may receive financial assistance for up to 150% of the certificate or degree programs' required credit hours. Financial aid is not available for students that have met or exceeded the 150% timeframe. Students who change programs or who enter new programs after graduation should consult with the Financial Aid Office to confirm their continuing eligibility for financial aid.

## **Refunds for Financial Aid Recipients**

Refunds for financial aid recipients depend on the students' withdrawal dates. For example, students withdrawing before the 60% date of the semester may owe the Federal Government and/or College money. Students owing money to the federal aid programs or the college will not be eligible to enroll at this or most other colleges. For more information, see "Refunds for Federal Financial Aid Recipients" in the Refunds section of this catalog.

## **Attendance in Class**

Students must attend and participate in class to earn the financial aid awarded. Failure to attend class by the census date for each course may result in a reduction or cancellation of financial aid for the term or block. If enrolled in classes that are taught in official block scheduling formats, financial aid for that class will not be earned until attendance is verified by the census date of each class with different and various start dates. Loans and certain grants will not be available until attendance is verified for classes totaling at least 6 credit hours. If financial aid has already been sent to the Higher One card or disbursed to the student, the student will be responsible for repaying those funds to the college.

Students must attend class beyond the 60% point to avoid owing money back to Federal Financial Aid programs or TSTC West Texas. For additional information on the consequences of withdrawing or not

attending class, please see our webpage section under "Withdrawal from the college". Earned financial aid will be calculated on your last documented date of participation in class even if you do not officially withdraw and/or receive a grade of "F" in all classes. Owing money back to federal aid programs, as determined by the Return to Title IV federal refund calculation (R2T4), could stop you from receiving financial aid at this or any other college in the future.

## Withdrawal from the College

A student earns financial aid based solely on the length of time he or she has attended the College. Until a student has passed the 60% point of the current trimester, only a portion of the student's disburseable aid has been earned. The amount of earned aid has no relationship to institutional charges or other incurred costs of attendance. A student who withdraws before the 60% point of the enrollment period may, but not necessarily, be required to repay funds to a specific financial aid program. A payment owed but not paid by the student to the financial aid program may result in suspension of future financial aid until the debt has been paid or satisfactorily resolved. Examples are available in the Financial Aid Office.

**How to Withdraw:** Students who wish to withdraw from school must obtain a form from the Admissions and Records Office. Students must officially complete the prescribed forms and obtain the appropriate approval signatures in order to officially withdraw from the college. All forms must be submitted to the Admissions and Records Office. If this procedure is not followed, the student is not officially withdrawn from the college and will receive "All F's" on his/her grade report.

More detailed information can be viewed on the TSTC West Texas website:

<http://www.tstc.edu/westtexasfinancialaid/withdrawal>

To view financial aid and other student related information, visit: [WebAdvisor](#)

## Scholastic Information

### Continuing Education and Workforce Training

The Scholastic Information provided here applies to courses taken for college credit. Contact the TSTC Corporate Training Division for information on continuing education and workforce training programs.

### Grading Standards

TSTC measures student achievement of skills, knowledge, and competencies through a system of grading standards. Four grades (A, B, C, D) indicate that credit was received and grades were awarded. One mark (CR) indicates that credit was received but no grade was awarded. One grade (F) and various other marks indicate that no credit was received and no grade points were awarded.

The following system of final grades and marks is used by TSTC to report student performance for each course attempted and/or credited toward graduation.

<b>Grade</b>	<b>Interpretation</b>	<b>Grade Points</b>
A	Excellent/Superior Performance Level	4
B	Above Required Performance Level	3
C	Minimum Required Performance Level	2
D	Below Required Performance Level	1
F	Failure to Meet Performance Requirements	0
P	Pass/Meets Required Performance Level (For use in a developmental course or a specialized course and may be used, at the discretion of a college, for up to six credit hours in a program.)	Not Computed
IP	In Progress (For use when a student has not had sufficient time to complete the course due to the registration date, extended illness, or other circumstances beyond the student's control. A grade of IP will be changed to a grade of F if the student does not complete the course requirements by a date specified by the faculty member or within one year, whichever is less.)	Not Computed
IM	Incomplete-Military Leave (For use by students who are called to active military service near the end of a term. A grade of IM will be changed to a grade of W if the student does not complete the course requirements within two years of the date the IM grade was awarded.)	Not Computed
W	Withdrawal	Not Computed
CR	Credit (Represents credit for courses that are accepted toward program completion and graduation as a result of transfer from other institutions or programs, advanced standing evaluation, credit by examination, articulation agreements, or other validations of course-required knowledge and skills)	Not Computed
AUD	Audit of Course	Not Computed
S	Satisfactory (for use in Continuing Education courses and programs)	Not Computed
UN	Unsatisfactory (for use in Continuing Education courses and programs)	Not Computed
X	No Grade Assigned	Not Computed
FA	Failing (prior to September 1988)	0
I	Incomplete (prior to September 1988)	Not Computed
U	Unsatisfactory (prior to September 1988)	0
WF	Withdrew Failing (prior to September 1988)	0
WP	Withdrew Passing (prior to September 1988)	Not Computed

Grading systems for continuing education and workforce training programs may be somewhat different from those described in this section. Contact the TSTC Training Division for more information.

## Grade Point Averages

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, a student who takes a three-hour course and earns an "A" accumulates 12 grade points for that course (3 hours X 4 points for an A = 12 points). A student's grade point average is computed by adding the grade point values for all college-level courses for which grade point values may be computed (A, B, C, D, F, FA, U, WF), and dividing this total by the number of credit hours attempted during the same period. The quotient is carried to two decimal points. Only hours for which grades are awarded are used in calculating the grade point average (GPA).



## **Term Grade Point Average**

The Term GPA is computed for all TSTC college-level courses with grades of A, B, C, D, and F recorded during a specific term. Developmental education courses are excluded from the Term GPA calculation.

## **Cumulative Grade Point Average**

The Cumulative GPA is computed for all TSTC college-level courses using all grades and grade points earned since enrolling at TSTC. Developmental education courses are excluded from the Cumulative GPA calculation. The Cumulative GPA is used to qualify students for graduation and for graduation honors.

## **Standards of Progress Grade Point Average**

A Term and Cumulative Standards of Progress GPA is computed using all TSTC college-level and developmental education courses. The Standards of Progress GPAs are used for determining scholastic standing, term scholastic honors and financial aid eligibility. See 'Financial Aid Standards of Academic Progress' in the Financial Aid section for more information.

## **Scholastic Standing**

TSTC's scholastic standards are based on a philosophy of advancing student progress toward successful course and program completion. The criteria for scholastic standing are designed to monitor student progress so that faculty and staff can intervene and assist students who have difficulty meeting minimum requirements.

Scholastic standing is computed at the end of each enrollment period and is based on the Standards of Progress (SOP) Term and Cumulative GPAs.

## **Good Standing**

A student who maintains 2.00 or higher SOP Cumulative and Term GPAs at the end of each enrollment period is in good scholastic standing.

A student who does not maintain this minimum is placed on scholastic probation, or scholastic suspension. These two scholastic levels alert faculty and staff to problems in the student's scholastic performance so that appropriate intervention and assistance can be provided.

## **Scholastic Probation**

A student whose SOP Cumulative or Term GPAs fall below 2.00 at the end of an enrollment period is placed on scholastic probation. A student may continue on scholastic probation by achieving a SOP

Term GPA of 2.00 or higher at the end of the enrollment period. A student is removed from scholastic probation when the SOP Cumulative and Term GPAs are 2.00 or higher.

Scholastic probation is a serious warning that the quality of the student's work must improve in order for the student to continue enrollment at TSTC. Students on scholastic probation are required to meet with a counselor or advisor prior to registration and may be required to enroll in special programs or courses. After counseling with appropriate college staff, the student may be permitted to enroll in a new program.

## **Scholastic Suspension**

Scholastic suspension occurs when a student on scholastic probation fails to maintain minimum academic standards. A student on scholastic probation who fails to achieve a SOP Term GPA of 2.00 or higher will be suspended for one calendar year. A suspended student may appeal for a waiver of the suspension to the Vice President of Student Learning or their designee. A student on scholastic suspension is permitted to reapply for enrollment after one year. A student who re-enters the college after having been suspended is placed on scholastic probation and is subject to the minimum requirements governing scholastic probation.

## **Scholastic Honors**

Full-time students (those enrolled for 12 or more credits) who earn SOP Term GPAs of 4.0 are placed on the President's List. Full-time students who earn SOP Term GPAs of 3.5 to 3.99 are placed on the Dean's List.

## **Grade Reports**

Students are expected to monitor their academic progress. Final grade reports are provided to students at the end of each term on the TSTC web site via WebAdvisor at <https://webadvisor.tstc.edu/>. Students should review the grade reports for accuracy. All requests for review or correction must be submitted to the Admissions and Records Office within 12 months of the close of the semester in which the course was taken.

## **Grade Changes**

Student grades are among the most important records kept by the college. Policies and procedures ensure the privacy and integrity of student grade records and, at the same time, provide students a process to appeal final course grade decisions. The following policies and procedures must be followed to request a grade change.

- A grade change must be requested within one year of the issuance of a grade.
- A grade may be changed due to an error, a student completing course work previously graded "IP" (In Progress), or a fact-supported finding by appropriate members of the administration or appeal committee operating in accordance with established college procedures.
- A grade cannot be changed to a "W" (Withdrawal) unless doing so is in conjunction with an administrative drop or withdrawal from the College that is approved in accordance with college procedures.

- A change of grade form must be completed, noting the reason for the grade change, and signed by the student's instructor and the Program Chair.
- Upon receipt of the completed and signed grade change form, the Admissions and Records Office makes the official change to a student's transcript record.
- A copy of the change of grade form is placed in the student's permanent file for audit purposes.

## **Transcript of Credit**

The transcript of credit is an official statement of the student's complete academic record accumulated at TSTC. Upon a written or web request to any TSTC college, the Admissions and Records Office will release official transcripts to the student or to a third-party that is authorized by the student to receive the transcript. Any documentation requesting a transcript, other than from WebAdvisor which is password protected, must include the student's signature. Normally, the minimum time for processing such requests is 24 hours; however, transcripts requested at the end of a term require approximately one week for processing. Students who request transcripts prior to the end of a term, with current courses and grades to be included in the transcripts, must clearly note the current work as part of the request.

Official transcripts may be withheld if any financial obligations to TSTC have not been paid or if official transcripts have not been received from previously attended institutions. Students who have not complied with all exit requirements will not be provided with transcripts.

## **Classification**

Students are classified as freshmen if they have earned less than 30 hours of college credit. They are classified as sophomores if they have earned 30 to 72 hours of college credit.

## **Course Load**

Students in good standing may register for course loads equivalent to those specified in their instructional programs and petition to the Registrar.

Students may register for less than normal loads but must register for a minimum of 12 credits to be considered full-time. Students who are making unsatisfactory progress or carrying excessive outside work may be required by department chairs or advisors to register for less than normal loads.

Students may register for up to 18 credits with the approval of the faculty advisor. Enrollment for more than 18 credits requires approval of the department chair.

## **Assessment and Testing Requirements**

Texas State Technical College West Texas provides placement testing services for all prospective and new students. Before enrolling at TSTC West Texas, all students must either present scores on an approved Texas Success Initiative (TSI) test (as of August 26, 2013, the TSI Assessment is the only approved TSI test), present evidence of TSI completion from another Texas college or university, or present proof that they are exempt from the TSI requirements (see "Exemptions from College Readiness Standards" below). Additional placement testing may be required for entry into specific courses or programs.

Before receiving an Associate Degree, students must complete TSI requirements as specified in the Texas Success Initiative (TSI). In general, students may meet TSI standards by (1) completing the capstone developmental education courses with a grade of C or better in the skill areas of reading, writing, and mathematics; (2) by participating in and completing a developmental education activity specified on the students' individual TSI plans; or (3) by re-testing and passing the TSI Assessment test. Additional information regarding TSI completion requirements may be obtained from the Admissions and Records Office.

Students who are not exempt from TSI requirements and who do not obtain "College Ready" scores on the TSI Assessment must adhere to the following:

- **Associate of Applied Science Degree programs:** must participate in developmental education programs until TSI requirements are met. TSI must be met before a student can graduate with an AAS.
- **Level II Certificate programs (43 or more semester credit hours):** must participate in developmental education programs until TSI requirements are met. TSI must be met before a student can graduate with a Level II Certificate.
- **Level I Certificate programs (42 or less semester credit hours):** have no requirements for testing as mandated by the State of Texas.

Students who enroll first in a Level I Certificate program and then change to a Level II Certificate or an Associate of Applied Science Degree program must meet all the requirements of the new program including TSI.

## Student Success Program

The TSTC Student Success Program is established to comply with the Texas Success Initiative (TSI) authorized by the State of Texas beginning in 1989 and revised in 2003. In administering this state-wide program, the Texas Higher Education Coordinating Board (THECB) adopted rules that state, in part, that Texas public institutions of higher education use the flexibility and responsibility under the rules to improve individualized programs to ensure the success of students in higher education.

The Student Success Program at TSTC West Texas meets the TSI requirements for colleges to assess students for college readiness, to develop learning plans for students whose skill levels are not at college level and to determine when students are ready to perform freshman-level academic coursework. The primary focus of the Student Success Program is on students' achievements of their educational goals.

## College Readiness Requirements

Before enrolling at TSTC West Texas, all students are evaluated for college readiness. College readiness means a student may enroll in college-level classes providing prerequisites have been met. Students are determined to be college ready based on:

- scores on an approved Texas Success Initiative (TSI) test (as of August 26, 2013 – the TSI Assessment is the only TSI approved test),
- a college readiness designation on the official transcript from another Texas college or university,
- graduation with an associate or baccalaureate degree from a Texas public college or university,
- a grade of “C” or higher in a reading, writing and/or mathematics course in the list of college readiness courses.
- completion of an individualized learning plan and/or the capstone course for reading, writing, and/or mathematics, or
- documentation that they are exempt from the college readiness requirements (see “College Readiness Exemptions” for complete list of exemptions).

## College Readiness Advising Programs

Students who do not meet the criteria for college readiness must meet with an advisor in the ***NEW STUDENT ADMISSIONS OFFICE OR COUNSELING AND TESTING OFFICE***. Admission and program academic advisors will work with students to establish an individualized learning plan. The learning plan is developed for each individual student according to the specific needs of the student and may include enrollment in developmental courses, tutorials, laboratories and/or other non-course based activities to prepare the student for college-level coursework. The plan will specify the appropriate measure for determining a student’s college readiness. Learning plans may include provisions for students to retake an approved TSI test, subject to availability.

## TSI Test Standards

The following provides the minimum passing scores on the TSI Assessment:

### College Ready Scores:

<b>TSI Assessment Test</b>	<b>Score</b>
Math	350+
Reading	351+
Writing	363+ and 4 on WritePlacer essay OR 5 on WritePlacer essay

Note: Test score information is subject to change. Confirm required scores at the Registrar's office.

\*As of August 26th, 2013, the Asset, Compass, Accuplacer and THEA are no longer TSI approved assessment tests. If students have not registered for college-level coursework in the Fall 2013 semester and are not TSI met (in one or all sections) OR are not exempt, they must take the new TSI Assessment to verify their college-readiness scores.

\*\*Students with disabilities will take a test approved for TSI purposes with appropriate accommodations.

\*\*\*Non-native English speakers are required to be assessed in reading, writing, and math skills. An alternative test such as TOEFL may be used to determine the level of English proficiency. Depending upon scores, students will be enrolled in non-credit English as a Second Language (ESL) courses, academic ESL courses, developmental courses in reading and math, and/or college-level courses as appropriate until such time as their English proficiency allows testing on an approved TSI instrument. Contact the Registrar's Office for additional information.

## Developmental Education Courses

Students who test below the minimum passing standards will be assigned to an individual TSI plan which will provide specific course and/or non-course activities for completing TSI requirements.

There are no restrictions on the number of times students may retake a TSI approved test in order to achieve passing scores. However, it is in students' best interest to complete the developmental education program or activity specified on their individual TSI plans for the sections of the test they have not TSI met in before they retake the test.

Students who do not achieve TSI met scores on their first attempt complete TSI standards and may satisfy requirements for each skill area in reading, writing and mathematics with any of the following methods:

1. Complete the capstone developmental education course with a grade of C or better for a specific skill area. The capstone developmental education courses are:

READ 0200, Reading Skills II  
WRIT 0200, Writing Skills II  
DMTH 0200, Intermediate Algebra

2. Re-test on an approved TSI test in a specific skill area and achieve a passing score. Contact the Counseling and Testing Office for information on specific college procedures and schedules for testing and re-testing.



3. Complete the specific developmental activity prescribed on the individual student TSI plan, such as a Cornerstone Refresher course. See Admissions for more information about these Non-course based options (NCBOs).

### **College Level Courses**

TSTC West Texas has designated the following courses to satisfy requirements college readiness standards. Students who transfer from regionally accredited institutions of higher education with grades of C or higher in these courses (or equivalents) are determined to be “college ready.” Students must submit official transcripts indicating successful completion of the course(s).

#### **WRITING**

ENGL 1301, 1302 Composition  
ENGL 1207, 2308 Creative Writing  
ENGL 2311, 2314, 2315 Technical & Business Writing  
WRIT 0200 Writing Skills II (or equivalent capstone developmental writing course)

#### **READING**

ENGL 2xxx Any 2nd year English Literature Course  
GOVT 2301, 2302 U.S. Government  
HIST 1301, 1302 U.S. History  
HIST 2301 Texas History  
HUMA 1301 Introduction to Humanities  
PSYC 2301 General Psychology  
READ 0200 Reading Skills II (or equivalent capstone developmental reading course)  
SOCI 1301 Introduction to Sociology

#### **MATHEMATICS**

DMTH 0200, Intermediate Algebra (or equivalent capstone developmental math course)  
MATH 1314 College Algebra  
MATH 1316 Plane Trigonometry  
MATH 1324, 1325 Mathematics for Business & Social Sciences  
MATH 1332, 1333 Contemporary Mathematics  
MATH 1350, 1352 Fundamentals of Mathematics  
MATH 1342, 1442, Elementary Statistical Methods  
MATH 1348, Analytic Geometry

## **Exemptions from College Readiness Standards**

Exemptions: qualified student can enroll in entry-level, credit-bearing coursework without further testing or other demonstration of college-readiness:

(a) The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course:

- (1) For a **period of five (5) years from the date of testing**, a student who is tested and performs at or above the following standards that cannot be raised by institutions:

- (A) **ACT**: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
- (B) **SAT**: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or

(2) For a period of three (3) years from the date of testing, a student who is tested and performs on the **Texas Assessment of Academic Skills (TAAS)** with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.

(3) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:

(A) **on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS)** with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or

(B) **STAAR end-of-course (EOC)** with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

(4) A student who has graduated with an **associate or baccalaureate degree** from an institution of higher education.

(5) A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has **satisfactorily completed college-level coursework** as determined by the receiving institution.

(6) A student who has previously attended any institution and has been **determined to have met readiness standards by that institution**.

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

(8) A student who is **serving on active duty** as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

(9) A student who on or after August 1, 1990, was **honorably discharged, retired, or released from active duty** as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

(b) An institution may exempt a non-degree-seeking or non-certificate-seeking student.

(c) **ESOL Waiver**--An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL

coursework and interventions. The waiver must be removed prior to the student attempting 15 credit hours of developmental ESOL coursework or attempting entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(l) (1) and (2) for developmental education still apply.

(d) Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption Testing and remediation policies are subject to change without notice. Contact the Counseling and Testing Office for more information

## **TSI Testing Schedule**

The TSI Assessment is administered at each TSTC college on a variety of schedules. Check with the Counseling and Testing Office for specific dates and times. Some tests may be available on computer, as well as on paper.

### **Pre-Assessment Activity (PAA)**

Every student must complete the TSTC West Texas Pre-Assessment Activity (PAA) before they take the TSI Assessment. Contact the Counseling and Testing Office for more details.

Special test accommodations are made for students with disabilities if such accommodations are requested on or before the appropriate application and registration deadlines. Contact the Counseling and Testing Office for more information.

**Contact your closest campus to set up an appointment to test.**

### **Testing Center Hours:**

Monday – Friday  
8:00am – 5:00pm

#### **Abilene Campus:**

650 E. Hwy 80  
Abilene, TX 79601  
Susan Hash  
[Susan.hash@tstc.edu](mailto:Susan.hash@tstc.edu)  
325-734-3641

#### **Available Tests:**

TSI Assessment  
HESI Mobility  
Proctored tests  
CLEP  
DANTES/DSST  
PSI FAA Airman Knowledge Test

#### **Breckenridge Campus:**

307 N. Breckenridge  
Breckenridge, TX 76424  
Amy Freeman  
[Amy.freeman@tstc.edu](mailto:Amy.freeman@tstc.edu)  
254-559-7715

#### **Available Tests:**

TSI Assessment  
HESI Mobility  
Proctored tests

**Brownwood Campus:**  
305 Booker Street Ave.  
Brownwood, TX 76801  
Vicki Campbell  
[Vicki.campbell@tstc.edu](mailto:Vicki.campbell@tstc.edu)  
325-641-3912

**Available Tests:**  
TSI Assessment  
HESI Mobility  
Proctored tests

**Director, Counseling and Testing**  
Christie Shaw, M.A.  
300 Homer K Taylor Dr.  
Sweetwater, Texas 79556  
[Christie.shaw@tstc.edu](mailto:Christie.shaw@tstc.edu)  
325-236-8292

**Sweetwater Campus:**  
300 Homer K Taylor Dr.  
Sweetwater, TX 79556  
Patricia Carpio  
[Patricia.carpio@tstc.edu](mailto:Patricia.carpio@tstc.edu)  
325-235-7441

**Available Tests:**  
TSI Assessment  
HESI Mobility  
Proctored tests  
ASE Certification Tests

## Advising

TSTC believes advising is essential to student success, and, therefore, the College supports student progress with designated advisors. All new students are to contact an Admissions Advisor (AA) to begin the admission advising process. The Admission Advisor will help the applicant/student with all the college admission and program requirements. Students are encouraged to call for appointments; however, Admission Advisors are available for walk-ins.

Once the student has enrolled, the student is assigned a faculty academic advisor. The student will be registered in subsequent semesters by the faculty academic advisor.

## Essentials for College Success

The Career Readiness program is courses for students in their first and last semester. It is designed to expose students to the employability skills necessary for success for all technicians; consequently, creating the Complete Technician. Technical program advisory committees have stated that soft skills are as important to the success of a graduate as technical skills.

The Career Readiness courses guides students in developing and refining skills in the areas of Critical Thinking, Life-Long Learning, Workplace Interactions and Relationships, Professional Etiquette, Self-Management, Job Search, Job Placement and Work Ethics. This gives the technician an edge in competing in the labor force and the tools to insure long-term career development and success.

# Degree and Program Planning

## Credentials

TSTC offers programs of study leading to an Associate of Applied Science degree and a Certificate of Completion. All programs are approved by the Texas Higher Education Coordinating Board.

- *Associate degree programs* are designed to train technicians who work with professionals. Because technicians must be able to understand the profession and translate ideas into actual processes, the technical programs combine theory and laboratory classes with laboratory and shop experience. The curricula are usually based on mathematics and sciences. Graduates of these programs receive Associate of Applied Science degrees.
- *Certificate programs* are designed to produce the skilled workers needed by modern industry. Skill programs emphasize laboratory and shop experience, rather than theory. Graduates of these programs receive Certificates of Completion.

## Institutional Awards

- TSTC offers technical training in defined skill sets which can be grouped in various combinations to meet specific job requirements for business and industry. These training programs are designed to allow students and/or incumbent workers to acquire TSTC training while they continue to work or pursue further training. Credits earned in these programs may be applied to a college credit Certificate of Completion and/or Associate of Applied Science degree if all requirements are met.

## Degree and Certificate Plans

A degree or certificate plan includes a set of courses that are required to earn a specific degree or certificate. Electives are approved by the student's faculty advisor and indicated in the plan. Course credit may be earned at TSTC, transferred from another college or university, or awarded through examination.

Courses may be substituted if they are approved by the faculty/director of the student's major field of study and the Admissions and Records Office. No condition guarantees that a course substitution will be approved. Each request is decided on its own merit.

Credits earned at other colleges and universities must be approved for transfer credit by the faculty/director in the student's major field of study. Credit for courses in related areas may also require approval from the director of that program area. Before consideration of transfer credit can begin, official transcripts from all the institutions the student attended must be in the Admissions and Records Office, and a grade of C or better must have been earned in the course(s).

A student is certified for graduation only when credit has been earned for all courses in the degree or certificate plan and any appropriate course substitution and/or transfer credit authorizations are on file.

Although advisors are available to assist them, students are responsible for keeping track of their progress toward meeting program requirements. Contact the faculty/academic advisor for assistance.

## Change of Major

Students who wish to change majors should meet with a faculty/academic advisor. Students must meet the entry requirements of the new major. Students receiving financial aid should check with the Financial Aid Office before changing their major.

To change majors, students must follow these procedures.

1. Complete the Change of Major form, including obtaining all required signatures. Students may be required to meet additional admission criteria for the new major.
2. Return the completed form and all supporting documentation to the Admissions and Records Office for processing.

## Additional Degrees and Certificates

Credit hours may be applied toward more than one degree and/or certificate, as long as those hours meet requirements of those credentials.

# Graduation and Commencement

## Graduation Requirements

Within five years of initial enrollment in credit courses at Texas State Technical College, a student may graduate with a degree or certificate according to the catalog requirements in effect at the time of first enrollment at Texas State Technical College, or any subsequent catalog, provided the degree, certificate, the program, and requisite courses are still being offered. If a student fails to complete within five years all requirements of the catalog in effect at the time of initial enrollment, the student will be required to graduate under a catalog not older than five years. Exception to this requirement may be approved in extenuating circumstances by the Vice President of Student Learning.

To obtain a diploma, a student must apply for graduation and satisfy all financial obligations to the college. Diplomas are issued after final grades have been recorded on the student's permanent record and the student is certified as a graduate.

Students are notified of their eligibility for graduation when they achieve the following requirements for the applicable degree or certificate.

1. All TSI-related requirements are met (Associate degrees only).
2. All required course work is satisfactorily completed.
3. At least 25% of the total required credit hours are earned at the college granting the degree or certificate.
4. The student's cumulative grade point average is 2.00 or higher.
5. The student's grades in all major courses are C or better.
6. All credits accepted for transfer by TSTC and applied to the degree or certificate are approved.
7. The student has no pending disciplinary issues as defined in the college student handbook.



## Commencement Ceremonies

Since graduation ceremonies and receptions are generally held before graduate certification occurs, students are permitted to participate in these events only upon the recommendation by faculty. Students are required to wear the regalia designated by TSTC during commencement ceremonies.

## Graduation Honors

Students receiving associate degrees or certificates who earn Cumulative GPAs of 4.0 receive TSTC Board of Regents' Honors.

Students receiving associate degrees or certificates who earn Cumulative GPAs of 3.50 to 3.99 receive Honors.

## Graduate Guarantee

If an associate degree or certificate of completion graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for the program under which the student graduated, TSTC will provide the graduate with up to 9 tuition-free semester credit hours of additional skill training, in accordance with the following.

1. The graduate must have earned the degree or certificate since May 1992 in a technical program published in the TSTC catalog.
2. The graduate must have earned the majority of credits at TSTC and must have completed the degree or certificate within four years of initial enrollment.
3. The graduate must be employed full-time in an area directly related to the program concentration as certified by the Vice President of Student Learning of TSTC West Texas.
4. Employment must have commenced within twelve months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by TSTC as program competencies, and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, and assigned college representatives will develop a written educational plan for retraining.
7. Retraining will be limited to 9 semester credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within one calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer will be responsible for the cost of housing, travel, living expenses, books, insurance, uniforms, fees, and/or other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. A student's sole remedy against TSTC and its employees for skill deficiencies shall be limited to 9 semester credit hours of tuition-free education, as described above.

12. A request to develop an educational plan for additional skill training by TSTC can be initiated through a written contact with the Office of the President.

## **Curriculum**

### **Developmental Studies**

TSTC provides developmental studies for students who need assistance with basic academic skills, according to the Texas Success Initiative. Developmental studies services include preparation for TSI testing, diagnostic testing of students' basic skill levels, and training in the basic skills of reading, writing, and mathematics. Developmental education courses are not counted as credit toward graduation. However, they are used along with the credit courses for determining course load, scholastic standing, term honors, and satisfactory academic progress for financial aid. Students enrolled in developmental courses must earn a grade of "C" or better and complete all required courses within the areas of reading, writing and math to meet the requirements of the Texas Success Initiative.

### **General Education Courses**

TSTC has been accredited since 1971 by the Commission on Colleges of the Southern Association of Colleges and Schools. Under this accreditation, associate degree programs must contain a basic core of general education courses. This basic core must contain a minimum of 15 semester credit hours and include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Specific core course requirements are included within each associate degree plan.

### **Prerequisites and Co-requisites**

Students must complete designated prerequisite courses before registering for certain courses and must take co-requisite courses during the same term. Such requirements are indicated as part of the course descriptions. Students are responsible for taking courses in sequence and at the proper level. Failure to adhere to prerequisite and co-requisite requirements may result in the students being withdrawn from the courses.

### **Credit Award for Assessments and Training**

Texas State Technical College will award TSTC semester course credit for internal and external assessments and for non-traditional training and experiences. Senate Bill 111 from the 79th Regular Session of the Texas Legislature (TEC 51.968) requires all Texas public colleges and universities to adopt a policy regarding the awarding of academic credit to entering freshmen who have completed a "post secondary level program" while still in high school. Those programs include Advanced Placement (AP) courses, College Level Examination Program (CLEP), and the International Baccalaureate Diploma (IBD). House Bills 133 and 1170 (TEC 51.3041) require all institutions of higher education to award course credit toward a degree for students' completion of certain military training.

The institution publishes policies that include criteria for evaluating, awarding, and accepting credit for transfer, experiential learning, credit by examination, advanced placement, and professional course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.

The SACS Standards also include a requirement that “The institution awards academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to a designated credit experience.” This SACS Standard is addressed in the, “Credit Award for Non Traditional Assessments and Training” section of the accreditation guidelines.

Credit awards for Texas State Technical College (TSTC) courses based on credit by examination or credit from a non-traditional external agency organization is available to students who plan to enroll at TSTC and to currently enrolled students. TSTC awards credit for various examinations published by the College Board, including the College Board Advanced Placement Program (AP) and the College Level Examination Program Subject Exams (CLEP-S). TSTC also awards credit for training received while in the United States Armed Services, for credit earned through the International Baccalaureate Diploma Program, and for credit earned in high school dual credit courses. Additional non-traditional educational training such as TSTC training credit (CEU), corporate or industry certifications and trainings, TSTC Challenge Exams, and life experiences may also be considered for TSTC credit award based on appropriate and consistent criteria.

## **GENERAL RULES AND REGULATIONS**

The total number of semester credit hours awarded for Credit Awards may vary depending upon the student’s program of study; however, the total credit awarded (including transfer credits) cannot exceed 75% of the total credits required for the student’s declared program of study. At least 25% of the total credits in a TSTC student’s certificate or AAS degree plan must be earned through regular semester credit hour (SCH) instruction at a TSTC college.

To receive Credit Awards, students must be enrolled at TSTC and have completed a minimum of six semester credit hours of non-developmental coursework at TSTC. New students who request and meet the standards for Credit Awards will be granted credit pending completion of six non-developmental semester credit hours at TSTC.

While credit may be awarded by TSTC for external exams and training, this credit may not satisfy requirements for a specific program of study. Students should check with program advisors to determine if accepted Credit Awards will meet program requirements.

Credit Awards which result in course credit will be reflected on the student’s transcript with the TSTC course number. Credit Awards resulting in TSTC course credit will satisfy degree requirements when the specific course is listed in the degree plan.

A grade of CR (credit) will be assigned for any course in which Credit Awards are received. This grade is not computed in the grade point average, and the credit does not count toward calculation of student load for a term.

The student is responsible for obtaining documentation of external exam scores and/or other training and submitting it to the Registrar’s Office at a TSTC College. Scores for the College Examination Program (CLEP) and Advanced Placement (AP) examinations, as well as other Credit Award documentation, should be received prior to enrollment for use in course advisement and placement.

Students must complete the Credit Award Request form with appropriate documentation to initiate the Credit Award process. Credit Awards based on exam or test scores require no additional approval other than the Registrar certifying that the score reports have been received and validated. Credit Awards

based on subjective, qualitative evaluation require the approval of the appropriate college administrator(s) as specified for the Credit Award type.

Payment of any fees associated with Credit Award program must be received before credit can be posted to the student's transcript. Students are notified in a timely manner of the disposition of their requests for a Credit Award. Students who are denied a Credit Award may appeal to the appropriate college administrator through the college's published appeal process.

## CLEP Subject Area Exams

The College Level Examination Program (or CLEP) is a series of tests offered by the College Board. The tests cover a variety of subject areas including business, science and mathematics, history and social sciences, foreign languages, and composition and literature. CLEP exams are offered on most college and university campuses.

TSTC awards course credit for the following CLEP Subject Exams providing the minimum score has been obtained on the specific test. TSTC does not award credit for the CLEP General Exams. CLEP Scores are valid for ten (10) years from the test date.

CLEP Subject Test Name	Score	Minimum Credits	TSTC Course(s)
Principles of Accounting	50	6	ACCT 2301, 2302, 2401, 2402
General Biology	50	8	BIOL 1406, 1407
Introductory Business Law	50	3	BUSI 2301
General Chemistry	50	8	CHEM 1411, 1412
Principles of Macroeconomics	50	3	ECON 2301
Principles of Microeconomics	50	3	ECON 2302
English Composition with Essay (expires 2020)	50	6	ENGL 1301, 1302
College Composition (Effective 7/1/2010)	50	6	ENGL 1301, 1302
English Literature	50	6	ENGL 2322, 2323
American Literature	50	6	ENGL 2327, 2328
American Government	50	3	GOVT 2305
History of U.S. I	50	3	HIST 1301
History of U.S. II	50	3	HIST 1302
Humanities	50	6	HUMA 1301, 1302
College Algebra	50	3	MATH 1314
Trigonometry	50	3	MATH 2413
Calculus w/ Elementary Functions	50	4	MATH 2413
Pre Calculus	50	3	MATH 2312

Introductory Psychology	50	3	PSYC 2301
Human Growth and Development	50	3	PSYC 2314
Introductory Sociology	50	3	SOCI 1301
Spanish Language	50	6	SPAN 1311, 1312
Spanish Language	55	12	SPAN 1311, 1312, 2311, 2312

## Advanced Placement

Advanced Placement (AP) exams are offered by the College Board to students who complete AP courses while enrolled in high school. The exams cover a variety of subject areas including business, science and mathematics, history and social sciences, foreign languages, and composition and literature.

TSTC awards course credit for the following AP Exams providing the minimum score has been obtained on the specific test. AP scores are valid ten (10) years from the test date.

AP Test Name	Minimum Score	Credits	TSTC Course(s)
Art, History of	3	3	ARTS 1303
Art, History of	4	6	ARTS 1303, 1304
Biology	3	4	BIOL 1406
Biology	4	8	BIOL 1406,1407
Chemistry	3	4	CHEM 1411
Chemistry	4	8	CHEM 1411, 1412
Computer Science A	3	3	COSC 1301, ITSC 1302, 1307
Macroeconomics	4	3	ECON 2301
Microeconomics	4	3	ECON 2302
English Language	3	3	ENGL 1301
English Language	4	6	ENGL 1301, 1302
English Literature	3	3	ENGL 2322,
English Literature	4	6	ENGL 2322, 2323
U. S. Government & Politics	3	3	GOVT 2305
U. S. History	3	3	HIST 1301
History of U. S.	4	6	HIST 1301, 1302
Music Theory	3	3	MUSI 1306
Statistics	3	3	MATH 1342
Calculus AB	3	3	MATH 2312
Calculus AB	4	4	MATH 2413
Calculus BC	3	4	MATH 2414
Physics B	3	8	PHYS 1401, 1402
Physics C	3	8	PHYS 2425, 2426
Psychology	3	3	PSYC 2301
Spanish Language	3	3	SPAN 1311 equivalent
Spanish Language	4	3	SPAN 1311 + 1312 equivalent
Spanish Language	5	3	SPAN 1311, 1312, 2311, 2313 equivalent

## Credit for Military Training

Students who received training while in the United States Armed Services may receive credit for that training, provided appropriate documentation is provided and the training is equivalent to a course or courses offered by TSTC. Credit awarded for military training is based on the recommendations from the American Council on education in its Guide to the Evaluation of Educational Experiences in the Armed Services and must be approved by the appropriate TSTC department chair for the specific subject area.

“The Military Registries provide quality assurance and policy guidance to the U.S. Army, Navy, and Marine Corps in support of the Army/ACE Registry Transcript Service (AARTS) and the Sailor/Marine/ACE Registry Transcript (SMART). More than 2,300 colleges and universities recognize these ACE-endorsed transcripts as official documentation of military experiences and accurate records of applicable ACE credit recommendations.”

Students who wish to receive credit for military training should obtain a transcript from the Defense Activity for Non-Traditional Education Support (DANTES). This agency maintains the educational records of the service members who have completed DANTES Subject Standardized Tests (DSSTs), CLEP examinations, USAFI (United States Armed forces Institute), and GED tests.

Students with former military training may find additional information at:

[http://www.dantes.doded.mil/Programs/Exams\\_TranscriptRequest.html](http://www.dantes.doded.mil/Programs/Exams_TranscriptRequest.html)

Before July 1, 1974, the results of courses and tests taken under the auspices of USAFI (United States Armed Forces Institute, disestablished 1974) are also available from the DANTES Program:

**DANTES Program**  
**The Chauncey Group International**  
**P. O. Box 6605**  
**Princeton, NJ 08541-6605**

There is a \$10.00 fee charged for each transcript from DANTES.

## International Baccalaureate Diploma Program (IBD)

Students who have received an International Baccalaureate Diploma (IB) may receive TSTC course credit for the following exams with scores of four (4) or higher on either standard level (SL) or higher level (HL) examinations. Students who have taken IB exams but do not have an IB diploma may receive credit for scores of five (5) or higher on higher level (HL) examinations only.

IBD Exam Name	Minimum Score with IB Diploma	Minimum Score without IB Diploma	Credits	TSTC Course(s)
Biology (HL)	4	5	8	BIOL 1406, 1407
Biology (SL)	4	n/a	8	BIOL 1406, 1407
Chemistry (HL)	4	5	8	CHEM 1411, 1412
Chemistry (SL)	4	n/a	8	CHEM 1411, 1412
Economics (HL)	4	5	6	ECON 2301, 2302
Economics (SL)	4	n/a	6	ECON 2301, 2302
English Language A1 (HL)	4	5	6	ENGL 2322, 2323
English Language A1 (SL)	4	n/a	6	ENGL 2322, 2323



Mathematics (HL)	4	n/a	6	MATH 1314, 1316
Math Methods (SL)	4	n/a	3	MATH 1314
Math Studies (SL)	4	n/a	3	MATH 1324 or 1325
Philosophy (HL)	4	5	3	PHIL 1301
Philosophy (SL)	4	n/a	3	PHIL 1301
Physics (HL)	4	5	4	PHYS 1401
Physics (SL)	4	n/a	4	PHYS 1401
Psychology (HL)	4	5	3	PSYC 2301
Psychology (SL)	4	n/a	3	PSYC 2301

## TSTC Challenge Exams

TSTC Challenge Exams are comprehensive examinations for technical courses in which proficiency may be determined by examination. These exams are designed and written by qualified faculty and authorized by the college department and/or department chairs.

Students who wish to earn TSTC course credit through a Challenge Exam must comply with the following requirements in addition to the General Rules and Regulations for Credit Awards.

1. Students may or may not be enrolled in the course to attempt the Challenge Exam.
2. Students not currently enrolled in the Challenge Exam course may take the exam at any time providing the appropriate Credit Award Request form is completed.
3. Students currently enrolled in a Challenge Exam course must take the exam and complete the appropriate Credit Award Request form no later than the census date of the course. A TSTC college may establish a Challenge Exam deadline earlier than the census date of the course as stated in its local College Operating Procedure.
4. A testing center fee as approved by the Board of Regents may apply for Challenge Exams.

## TSTC Semester Credit for Continuing Education Units

TSTC students who have successfully completed continuing education (CEU) courses offered by a TSTC college are eligible to apply for a semester credit hour (SCH) course credit. Only CEU courses approved as workforce education courses in the Workforce Education Course Manual that are offered by a TSTC college are eligible for a semester credit course credit.

CEU coursework must be demonstrated to be substantially the same as the equivalent SCH coursework. SCH equivalencies for CEU courses must be fully documented to show that individual continuing education students have met the same or similar objectives, rigor, course evaluation process, and course competencies. Faculty qualification standards are the same as would be required in the equivalent SCH course.

In addition to the General Rules and Regulations for Credit Awards, students must sign and submit a Continuing Education Hours (CEU) Course Equivalency Evaluation Form to the instructional administrator of the appropriate WECM technical program in which the course(s) reside.

Once a student has submitted a Continuing Education Hours (CEU) Course Equivalency Evaluation Form, the college evaluation procedure will include the following requirements:

- 1) The department chair will ensure that the following required criteria are evaluated and documented prior to recommending a SCH course equivalency for CEU coursework:

- a) The actual number of class/lab (contact) hours in the CEU course is comparable to the approved number of contact hours for the SCH WECM equivalent course.
  - b) The instructor of the CEU class holds the credentials/experience that would be required of an instructor teaching the SCH equivalent of the WECM course, as defined by the Southern Association of Colleges and Schools (SACS).
  - c) The course tasks, competencies, learning outcomes for the CEU course are equivalent to those of the SCH version of the WECM course.
  - d) The course requirements for satisfactory completion of the CEU course are equivalent to those of the SCH version of the WECM course.
  - e) Students in the CEU course are evaluated/assessed comparably to students in the equivalent SCH version of the WECM course.
  - f) The student has received a satisfactory (passing) final grade for the CEU course.
- 2) Department chairs may consider additional criteria, such as results from formal certification or licensure exams taken as part of or at the conclusion of the CEU course. Appropriate documentation of any additional criteria considered by the department chair must be included with the Continuing Education Hours (CEU) Course Equivalency Evaluation Form.
  - 3) In documenting the equivalency of CEU coursework to SCH coursework, the department chair may utilize any of the following to establish sufficient justification for recommending a SCH equivalency for a CEU course.
    - a) Written documentation provided by the student and/or instructor of a course syllabus, lesson plans, assignments, attendance records, test scores, and final grade.
    - b) Interview with student and/or instructor of record.
    - c) Written documentation of instructor credentials including official transcripts, resumes, and/or work experience for the instructor of record.
    - d) Written documentation from and/or interview with the provider institution of the CEU course.
  - 4) Based on the documentation and evaluation of the CEU coursework, the department chair may (1) recommend approval of equivalent SCH course credit to the appropriate director or dean or (2) close the request with no recommendation for approval. The department chair will notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.
  - 5) When a director receives a recommendation from a department chair for equivalent SCH course credit for a CEU course, the director or dean may (1) recommend approval of equivalent SCH course credit to the Vice President for Student Learning or designee or (2) close the request with no recommendation for approval. The director will notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.
  - 6) When the Vice President for Student Learning or designee receives a recommendation from a director for equivalent SCH course credit for a CEU course, the Vice President or designee may (1) approve the equivalent SCH course credit or (2) close the request with no approval. The Vice President or designee will notify the student promptly when the request for SCH equivalent course credit is either approved or not approved.
  - 7) When the Vice President or designee approves an equivalent SCH course, the approved form and related documentation are submitted to the Admissions and Records Office for processing. The Vice President or designee has final authority for awarding equivalent SCH credit of CEU coursework.
  - 8) Additional fees as approved by the Board of Regents may apply for evaluation of CEU coursework for SCH course credit.

Students who are not awarded SCH equivalent credit for CEU coursework are eligible to earn credit through TSTC Challenge Exams.

## **Audited Courses**

Students may audit courses with permission from the course instructors and the Admissions and Records Office. Students auditing courses must adhere to the same class requirements as those students taking the courses for credit. Audited courses are not considered when determining a credit hour load, and a grade of "AUD" is shown on the students' grade reports. Students may take courses for credit after auditing them but may not receive credit by examination or use audited courses as course substitutions in degree or certificate plans. Students who audit courses will be charged state and designated tuition as specified in the Tuition and Fees section of this catalog. Contact the Admissions and Records Office for more information.

## **TSTC Semester Credit for Experiential Learning**

Experiential learning allows students to receive college credit for equivalent educational experiences acquired through earlier schooling situations, work/on-the-job training or life experiences. Upon approval of the appropriate department chair and/or director, a student may develop a petition for a course or courses offered by TSTC to gain college-level credit. Petitions are reviewed by the appropriate department chair and/or dean and submitted to the Vice President for Student Learning for approval.

A petition for semester credit for experiential learning is a document that demonstrates learning and knowledge gained through work and life experiences. The petition must specifically state the skills and knowledge gained that is equivalent to those taught in the college course(s). The petition can include knowledge and skills gained from a wide variety of sources including, but not limited to: full or part-time jobs, independent reading and study, training programs or in-service courses, volunteer work, cultural and artistic pursuits, military service, and travel study.

For more information contact the Admissions and Records office or the Office of Student Learning.

## **Cooperative Education**

Most certificate and degree programs offer students opportunities to participate in cooperative training with industry for at least one semester. Students in cooperative experiences earn up to 12 credit hours working off-campus at jobs related to their fields of study. This phase of training is a cooperative effort between the student, industry, and TSTC to provide valuable work experience. Cooperative education is competitive, enabling some qualified students to earn income to help support their education. Students who are interested in participating in cooperative experiences should discuss the opportunities with their department chairpersons.

## **Individualized Instruction**

Some programs of study offer individualized instruction. In these programs, students may complete course requirements without attending regularly-scheduled lecture or laboratory sessions. Students enroll in an agreed-upon number of contact hours and are awarded credit when course objectives are met. This allows students to advance through program requirements at a comfortable speed, which may be slower or faster than the more traditional approach. Students should talk with their department chairpersons about the availability of individual instruction in their programs of study.

## College Connections

TSTC West Texas provides high school juniors and seniors the opportunity to earn college credit through participation in College Connections. Many of our courses are conveniently offered online, allowing students to work independently or in a supervised computer lab on their high school campus. Students who successfully complete 9-12 hours in an identified Career Pathway may receive a Marketable Skills Award upon graduation from high school. The Marketable Skills Award enables students to enter the workforce at an entry level position with the necessary skills for their chosen field, or they may continue their education at TSTC West Texas to complete additional industry certifications and/or an A.A.S. degree. For admission requirements and enrollment information contact the College Connections Office at 254.559.7716.

## Day/Evening/Weekend Courses

The majority of college credit courses are taught on weekdays during the day, with selected courses offered during the evenings and/or on Saturdays. Continuing education and workforce training courses are scheduled throughout these time periods; contact the TSTC West Texas Workforce Development Office for details.

## Distance Learning

TSTC offers instruction through a variety of electronic media, including videoconferencing and the Internet. Through videoconferencing labs, TSTC sends and receives classes to and from various colleges and schools. Internet classes offer students the opportunity to complete college courses using personal computers and Internet connections. Each TSTC program that offers distance learning courses has requirements specific to that department.

Distance learning courses are not self-paced. However, depending on the nature of the instructional method, students may complete course requirements as their schedules permit. Students enrolled in distance learning courses must meet deadlines, take scheduled tests, etc., but typically they do not have to be in classrooms at specific times, except when required by the instructors. Those students who take courses via the Internet complete assignments using computers and communicate with instructors through e-mail, fax, telephone, and various other online communication and collaboration tools and/or learning management systems. Some distance learning courses require proctored testing.

Admission requirements are the same as those for on-campus students. Students planning to take only distance learning courses should notify the Admissions and Records Office so that appropriate information and advising can be arranged. Advising is accomplished by e-mail and telephone.

In most cases, tuition for distance learning courses is the same as on-campus courses. The "Tuition and Fees" section of this catalog provides more details. The cost of proctored exams, if any, is paid by the students. Students may order books and materials from the TSTC Bookstore or purchase them locally.

# Enrollment

## Registration

Registration dates are published in the college calendar and/or college website. Returning students and new students who have completed admission procedures should contact their local TSTC campus for specific registration information and registration deadlines.

## Schedule Changes

Currently enrolled students may add courses, drop courses, or change sections before classes begin by contacting their program advisors. After classes begin, all students may change their schedules by obtaining course schedule change form available from the Admissions and Records Office, instructors and/or department chairs. The completed form must be submitted to the Admissions and Records Office for processing before the change can take place. Changes are effective only when this process has been completed. Courses changes have published deadlines on the college website calendar.

## Drops and Withdrawals

Students may drop courses or withdraw from the College by completing a course schedule change form, obtaining the appropriate approval signatures, and submitting the form to the Admissions and Records Office. The effective date is the date the course schedule change form is received in the Admissions and Records Office. Deadlines for course drops and withdrawals from the college are published in the TSTC college calendar.

Students who concurrently drop and add the same number of credit hours in a simultaneous transaction do not incur additional charges or receive refunds. See “Refunds for Changes in Enrollment” in the Refunds section for more information.

Courses that are dropped prior to the official census dates do not appear on the student’s transcript. After the official census dates, students who drop courses or withdraw from the institution receive marks of “W” (Withdrawal), provided the forms are received on or before the published deadline.

Students who have completed at least 75% of the term and who are called to active military service may request an excused absence rather than withdrawal from their courses. Students who request leave based on military service will be given grades of “IM” in all courses and will have two years from the end of the term to complete course work. Grades of “IM” awarded to students called to military service will be changed to “W” grades if the required course work is not completed by the end of the two-year period.

Students who withdraw from the College must ensure that all library books and laboratory equipment are returned and all financial obligations are settled before they leave.

## Limitations on the number of Drops per Student

Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007

or later. Any course that a student drops is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.” Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Contact the Texas State Technical College West Texas Admission & Records Office at (325) 235-7349 for more information before you drop a course.

A TSTC West Texas student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution’s policies on dropping courses.

## **Student Participation**

Students are responsible for their own class attendance and participation. Faculty members may establish requirements for student participation in specific learning activities both in and out of the classroom and may consider these requirements when determining final grades.

## **Student Absence on Religious Holy Days**

Under Texas Education Code 51.911, a student who is absent from class for the observance of a religious Holy Day is allowed to take an examination or complete an assignment scheduled for that day within a reasonable time period, as established by the faculty member. The student must give written notice by submitting a completed absence request form to the Admissions and Records Office within the first 10 days of the term.

# **Articulation Agreements**

## **High School Memorandum of Understanding**

TSTC West Texas has established Memorandums of Understanding (MOU's) with various high schools throughout the state. These agreements allow entering students to earn high school and college credit at the same time while enrolled in a TSTC West Texas Program. To determine if a particular high school is participating in this program, contact the high school counselor and appropriate TSTC West Texas department chairperson.

## **Transfer of Credit**

The transfer of course credit from TSTC to other Texas colleges and universities is facilitated by the Texas Higher Education Coordinating Board (THECB) *Academic Course Guide Manual* (ACGM) and *Workforce Education Course Manual* (WECM). In general, students may submit an official TSTC transcript to another college or university for consideration of transfer credits. Acceptance of credits is at the discretion of the receiving institution. Contact the appropriate faculty academic advisor or the Registrar's Office for more information.



## Resolution of Transfer Disputes for Lower Division Courses

The following procedures specified in Texas Higher Education Coordinating Board Rules (Chapter 4, Subchapter B, Section 4.27) shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

- (1) If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.
- (2) A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
- (3) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
- (4) If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

Each institution of higher education shall publish in its course catalogs the procedures specified in all subsections of Section 4.27 in the Texas Higher Education Coordinating Board rules.

The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.

If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

## Scholastic Integrity

TSTC expects all students to engage in scholastic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity. Any student found guilty of scholastic dishonesty is subject to disciplinary action. Scholastic dishonesty includes, but is not limited to, cheating on academic work, plagiarism, and collusion.

- *Cheating on academic work* includes, but is not limited to:
  - copying from another student's test paper or other academic work;
  - using materials during a test that have not been authorized by the individual giving the test;
  - collaborating with another student, without authorization, during an examination or in preparing academic work;
  - bribing another person to obtain an unadministered test;
  - knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of an unadministered test; and
- substituting for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.
- *Plagiarism* means claiming another's work as one's own without acknowledging its origin and doing so for credit.
- *Collusion* means unauthorized collaboration with another person in preparing a written work offered for credit.

Discipline for scholastic dishonesty follows the same course as other disciplinary actions, except the appropriate faculty member considers and reviews the case first. The student may appeal the faculty member's decision to the program chairman or department head and then to the Associate Vice President of Student Learning. If the student is not satisfied with the decision of the Associate Vice President of Student Learning, he/she may follow the normal disciplinary appeal procedures. Students are not suspended from class or from the College until they have received due process.

# Student Services

## Student Housing

### Residence Living

Individual student housing is available to students at a minimum cost in facilities that are owned and operated by the college. Resident housing is offered on a contractual basis for terms concurrent with school terms. Students required to live on campus are accommodated on a first-come, first-served basis. Resident housing is then rented on a first-come, first-served basis for those students not required to live on campus by the mandatory housing policy. All housing is available without regard to race, age, color, religion, national or ethnic origin, gender, genetic information, veteran status or disability. Housing for disabled students is available on a limited basis.

TSTC provides a clean, wholesome residential living environment that supports student growth and development outside the classroom. The student's residence is a place that he/she calls home and in which the student works and relaxes.

Facilities and services are designed to be conducive to study and compatible with the rights and responsibilities of the individual or group. TSTC seeks to create a sense of community for campus residents.

### Mandatory Housing Policy

All students must reside in campus housing unless they are exempt based on one or more of the following criteria:

1. Over the age of 21
2. Married
3. Parent or legal guardian of a child/children who lives at the student's permanent address
4. Live with parents or other relatives within a fifty-mile radius of Texas State Technical College West Texas, Sweetwater campus, as determined by the Vice President of Student Development
5. Enrolled as a part-time student, taking nine hours per semester or less
6. Enrolled only for evening classes (i.e., EMS students); or
7. Possesses a health condition that requires special medical attention and/or facilities unavailable in campus housing.

Students who do not fit any of the above criteria, but who desire an exemption from this policy, may submit a written request for exemption, providing a detailed supportive rationale, to the Vice President of Student Development. An exemption may be granted on a case-by-case basis at the discretion of the Vice President of Student Development.

Students, who are required to live on campus, but choose not to abide by this policy, will be assessed room and board fees. Failure to fulfill this financial obligation will result in the cancellation of class registration.



## **Housing Facilities and Procedures**

Texas State Technical College West Texas Sweetwater Campus offers three styles of student housing. These include a two-bedroom apartment that houses four students, a single occupancy dorm room with a shared bath and a double-occupancy dorm room with a private bath.

The apartments have a total student capacity of 96 students. The maximum capacity per apartment is four residents, with two per bedroom. Requests for single occupancy are granted only when a documented medical condition warrants or when rooms are available. The 72 single occupancy residence houses the college bookstore and laundry/vending area. The double occupancy room residence houses 48 students bringing the total on-campus housing capacity to 212.

To reserve a room, a student must complete and return the housing application with the required \$150.00 deposit plus a \$75.00 cleaning fee (total of \$225.00) to the college's Housing Office.

Housing deposits should be in the form of a personal or certified check, credit card or a money order made payable to Texas State Technical College. The college will retain \$150.00 as a deposit for property loss or damage, excessive cleaning and repairs. The deposit will be refunded to the student upon official withdrawal from campus housing, minus any charges for damages incurred. To qualify for a housing deposit refund, the student must notify the Supervisor of Housing, in writing, 30 days prior to the start of the term. Students should allow 30 days for refunds.

Once the housing application and deposit are received, confirmation of the room reservation will be sent to the applicant. Notification of housing assignments and roommates will also be given. A Resident Housing Agreement and Residence Life Rules and Regulations will be provided when the student moves in. The Residence Life Rules and Regulations require the student's signature before he or she may move into campus or auxiliary housing.

If resident housing capacity is reached, applicants not yet assigned to campus housing will be notified. If a student is required to live on campus, or if a student wants to live on campus, that student will be placed in auxiliary off-campus housing and will eventually be relocated to campus housing.

## **Room Assignments**

Students may request a particular room and roommate. All attempts will be made to accommodate these requests. However, the Housing Office reserves the right to assign students to rooms and

roommates as it sees fit. Students must retain assigned rooms unless permission to change is obtained from the Housing Office. Normally, the deadline for changing rooms or apartments is ten days after the beginning of each term. Residents who move after this date, or who move without permission, may be assessed a \$50 relocation fee.

Rooms are furnished with twin-sized beds, mattresses, chests of drawers, bedside tables, desks and Venetian blinds. Apartments are also furnished with couches, chairs, kitchen tables and chairs and major kitchen appliances. Students may rearrange the furniture at their own discretion, but all furniture must remain in the room or apartment. Students should bring their own pillows, bed linens, bedspreads, desk/bedroom lamps, desk chair, clocks, kitchen paraphernalia and other personal items.



## **Housing Rules and Regulations**

Resident housing regulations exist to provide a comfortable and productive learning environment for residents. These rules are enforced by the housing Office and its staff. Non-compliance with these regulations will result in disciplinary action that could include suspension or expulsion from campus housing or the college. Students should refer to the applicable System Operating Standards for further details on domicile search procedures, interdiction terms used in searches, etc. The System Operating Standards are available at [www.tstc.edu/systemoffice/sos](http://www.tstc.edu/systemoffice/sos).

## **Room Damage**

Upon assignment of a room or apartment, residents are responsible for taking inventory of the damages already in their residence or face charges for these damages when they vacate that residence. A form for this purpose will be provided to each resident at check-in and will remain on file in the Housing Office until that resident leaves campus. Additionally, weekly room inspections may be conducted by the Housing Office staff to identify problems before residents may be fined. Damages will be assessed based on these listings and costs will be charged to their student accounts. They may either pay for the damages or have the charges subtracted from their deposit upon official withdrawal from campus housing.

# **Counseling and Testing Services**

Counseling and testing services assist students in obtaining maximum results from their educational opportunities. Students are encouraged to make appointments; however, walk-ins are welcomed and accommodated, based on counselor availability.

Counseling services promotes positive mental health for improved personal, career, and academic growth. These services include individual and group counseling, scholastic and financial counseling, workshops, mediation, and referral to outside agencies. Information disclosed during counseling sessions is strictly confidential, except when it involves potential danger to oneself or others, child abuse, or criminal conduct.

Testing services provides the Accuplacer test which meets TSI testing requirements. In addition, departmental certification tests are administered as appropriate. Other instruments are offered that provide information and guidance in academic and career areas and help in understanding personal strengths and weaknesses.

## **Student Activities and Intramurals**

The purpose of the Student Activities unit of TSTC West Texas is to provide our students with a variety of athletic and non-athletic activities outside the classroom; to enhance their physical activity and develop their habits of good sportsmanship and fair play; and to improve their social skills through participation in clubs, organizations, special events, intramural sports, and college-sponsored trips as available per location.

Activities include but are not limited to: flag football , basketball, softball, volleyball, dodge ball, fishing, table tennis, billiards, mixers, Halloween carnival and haunted house, health fair, movie nights and video gaming events.

## **Student Government**

The Student Government Association (SGA) is the governing body that represents students and advises the college administration on issues of student interest and concern.

## **Student Clubs and Organizations**

Student clubs and organizations provide many opportunities for students to get involved in campus activities. Some clubs and organizations focus on particular professional fields, while others relate to more general interests, hobbies and support services. Each club or organization must have a faculty/staff advisor and must be approved annually by the Vice President of Student Development. Students are encouraged to visit the Student Activities office in the Student Center to learn more about student clubs and organizations. Please refer to our web site for a complete list of active clubs and organizations.



## **Student Publications**

Students who are interested in writing, photography, or journalistic projects are encouraged to become involved in various college publications. Contact the Coordinator of Student Activities for more information.

## **Student Identification/TECH OneCard/TECH Bucks/HigherOne Account**

All new college credit students are required to obtain TSTC identification (ID)/TECH OneCard when they register. ID cards may be required for students in continuing education and workforce training programs. An ID Card fee is included with other registration charges, and an additional fee is charged if a replacement card is needed. Students should carry these cards at all times because they must be presented for various purposes, such as meal plans/food service, cashing checks, paying fees, entrance into the Wellness Center, and checking out library books. Misuse of ID cards may result in disciplinary action.

The TECH OneCard signifies your status as an active member of the Texas State Technical College community and provides you with options on how to receive your financial aid refund. No refunds are issued until all charges through the college have been deducted from your financial aid. In some cases, you may not have excess funds to credit after your charges are paid. All of the following choices are processed through your TECH OneCard account, not through TSTC. Therefore, it is very important that you activate your card immediately. See Student Accounting to set up your Tech Bucks account.

TECH Bucks is a great, new feature used with your TSTC Student ID. Simply deposit any amount of money with the campus cashier and use your ID card to pay for items in the Bookstore, Food Service and select vending machines on campus. Tech Bucks is a great way to manage your money, eliminating the need to carry cash, checks or use credit cards.

### **How are TSTC refunds delivered to students?**

Each registered TSTC student will receive a TECH OneCard. Your card will arrive in the mail at your primary address on file with the College. To receive your refund, you must activate your Card. During card activation, you will choose how to receive your refund money. If you want faster access to your funds, simply choose to have your refunds deposited directly into your Higher One OneAccount. Activate your Card and make your refund selection online at <http://www.TECHOneCard.com/>.

### **The Higher One OneAccount**

The Higher One OneAccount is a fully functioning FDIC insured FREE CHECKING account that allows you to access your financial aid refunds quicker and easier than ever before. The OneAccount has no minimum balance, no monthly fees, and free Internet banking features. With it, you can use your TECH OneCard to make purchases anywhere Debit MasterCard is accepted. However, there could be charges or conditions that you should be aware of by reviewing the TECH OneCard website at <http://www.TECHOneCard.com/>.

## **Library/Learning Resource Center**

The Learning Resource Center - Library (LRC) provides print and non-print resources and services for students and faculty, including access to the Internet. Materials are selected to serve the curricular, vocational, and recreational needs of the college community. A professional librarian and library assistants are available to aid students in locating and using these materials. The Sweetwater campus houses the main library for TSTC West Texas and the Abilene, Breckenridge and Brownwood campuses have branch libraries.

Resources available include books, periodicals, computers, online databases, Internet access, computer software, DVDs and videos. Services include library orientation, reference help and inter-library loans. Students must clear their LRC records before the end of each semester. Official transcripts are not released and registration for subsequent semesters may not be allowed until all obligations are met.

## **College Bookstore**

The TSTC Bookstore maintains a wide selection of books and supplies required for classes and labs. The bookstore also offers an assortment of educational materials. Depending on campus location, health care products, stamps, cards, envelopes, and snacks, as well as an array of college sportswear, hats, and novelties are also offered.

## **Food Service**

TSTC Food Service provides meals, fast food, snacks, related items and services of high quality in a timely and cost-effective manner. Available meal plan options are designed to meet the varied needs of today's college student in terms of value, cost and nutrition. Every effort is made to serve a variety of well-balanced and nutritious meals, snack items and assorted beverages and to accommodate special dietary needs.

Dine-in only meals are available for residents. For convenience, both dine-in and take-out meals are available to non-residents, consumers in the college community, guests of the college and the general public from the surrounding communities. Service and accommodations are top priorities in carrying out the goals of the Food Service Department.

# Student Health

## Health Services

The mission of the Health Services staff of Texas State Technical College West Texas is primarily to provide students and secondarily faculty and staff with medical treatment and referral as appropriate. Furthermore, the health Services and Cardiovascular Fitness Strength Training Center staff offers services that will provide TSTC West Texas students, faculty, staff and non-student participants adequate programming on health related topics, such as sexually transmitted diseases (STDs), HIV/AIDS, nutrition, wellness/fitness, alcohol and drug abuse. Through orientation programs, an annual Health Fair and Cardiovascular Fitness Strength Training Center activities as well as videos and literature, the goal is to meet the needs and interest of persons in the college community and encourage participation in the Cardiovascular Fitness Strength Training Center and other health related programs. Campus input is welcome.

Treatment for minor injuries and minor illness is available from the college nurse in the health Services Office in THE CENTER. Expenses incurred by the student for off-campus medical services are the sole responsibility of the student. Students with long-term health problems (e.g., allergies, diabetes, hypertension, etc.), should confer with the nurse to he/she can be aware of their condition and thus be better prepared to assist them. Students should report any illness or accident to the college nurse. Services offered include:

- Monitor blood pressure
- Monitor blood glucose
- Monitor weights
- Arrange appointments with doctors when requested
- Arrange transportation when necessary
- Liaison between TSTC West Texas students and student accident and/or health insurance companies, hospitals, doctor's offices, etc. regarding filing TSTC West Texas insurance claims by students
- Work with hospitals and doctors regarding filing TSTC West Texas insurance claim forms

## Health Insurance

Information on health insurance is provided in the "Student Insurance" section of this catalog.

## HIV Policy and Procedures

TSTC does not discriminate against students who are HIV-positive. The College works to increase awareness and educate its students and employees about HIV infection and the AIDS virus with the express purpose of preventing infection and limiting the consequences of infection. Copies of TSTC's policy and procedures relating to HIV infection are available in the Health Services Office in the CENTER. Additional information and referral services for testing are available in the Health Services Office.

## Bacterial Meningitis Notification

State law requires that information regarding bacterial meningitis be provided to new college students. Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast. It is an inflammation of the membranes that surround the brain and spinal cord and can infect the blood. The disease can be treated, but those who survive may develop severe health problems and severe disabilities. Vaccinations that are effective against 70% of the most common types of bacterial meningitis are available and should be considered by those living in close quarters and by college students aged 25 or younger. For more information, contact your health care provider, the TSTC Student Health Center, the local or regional Texas Department of Health Office.

### **\* Bacterial Meningitis Vaccination Required for All New Students Living on Campus \*** **Effective January 1, 2010.**

The State of Texas has passed a new law (HR 4189) that will require all first-time freshmen and transfer students who wish to live in campus residence halls or apartments to have a vaccination against bacterial meningitis. All first-time freshmen and transfer students wishing to live on campus must provide the following before moving into campus housing:

1. Certification from a physician evidencing that the student has been vaccinated at least ten (10) days prior to moving into the residence halls; **or**
2. An affidavit or a certificate from a physician stating that the vaccination would be injurious to the health and well being of the student or stating that the vaccination has been declined for reasons of conscience.

The approved form for an exemption can be found here:

<https://webds.dshs.state.tx.us/immco/affidavit.shtm>

If students are over the age of 18, they can complete the form themselves, listing themselves as the parent or legal guardian.

Students are strongly encouraged to visit with their primary care physician or area health clinic as soon as possible to receive the appropriate vaccinations. Vaccinations are available at the Taylor County Health Department, 2241 S. 19<sup>th</sup>, Abilene, Texas 79605; 325-692-5600, and the Nolan County Health Unit, 301 East 12<sup>th</sup> Street, Sweetwater, Texas 79556, 325-235-5436.

## Student Health Insurance

Students are required to adhere to stringent safety precautions and to make provisions for the cost of medical treatment in the event of an accident or emergency illness. Students in allied health programs are required to show proof of health insurance. Other students are required to:

1. Show proof of having health insurance coverage; or
2. Enroll in the TSTC student health insurance plan; or
3. be personally responsible for expenses incurred in receiving medical treatment.

The student health insurance offered for a fee at TSTC is a low-cost group plan that provides financial protection in the event of an accident or illness requiring emergency medical treatment and/or hospitalization. Students are responsible for expenses not covered by insurance. Contact the Health Services Office, the Admissions and Records or the Business Office for more information.

Some TSTC programs require student medical health and accident insurance. Contact the program advisor for more information.

## Services for Students with Disabilities

### LEGISLATIVE CONTEXT

The College Operating Procedure outlined in this document was developed to ensure equal access at TSTC for individuals with disabilities and to ensure full compliance with the following state and federal legislative acts and any ensuing amendments to same:

A. The Rehabilitation Act of 1973 (PL 93 - 112, 29 U.S.C.):

“No otherwise qualified handicapped individuals in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program receiving Federal financial assistance.”

B. The Americans with Disabilities Act - 1990 (PL 101 - 336, 42 U.S.C.):

“The nation’s proper goals regarding individuals with disabilities are to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for (persons with disabilities.)”

C. The Americans with Disabilities Amendments Act - 2008 ( P.L. 110-325)

“To carry out the ADA’s objectives of providing “a clear and comprehensive national mandate for the elimination of discrimination” and “clear, strong, consistent, enforceable standards addressing discrimination” by reinstating a broad scope of protection to be available under the ADA”

To accomplish this mandate, both physical and programmatic access must be provided. This means more than the removal of architectural barriers and the provision of auxiliary services. It means that reasonable and appropriate accommodations must be made part of the instructional process to ensure equal educational opportunity.

TSTC is committed to providing equal educational opportunities for persons with disabilities. Assurance of equal educational opportunity rests upon legal foundations established by federal law, specifically the Rehabilitation act of 1973 including section 504, the Americans with Disabilities Act of 1990, and The Americans with Disabilities Amendments Act 2008. By federal law, a person with a disability is anyone who:

1. Has a physical or mental impairment;
2. Has a record of such impairment; or
3. Is regarded as having such an impairment which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing or learning.

Reasonable and appropriate accommodations are provided to students with documented disabilities. Students are encouraged to allow for sufficient time to process accommodation requests.

Through the integration of teaching, research and service, it is our mission to provide an outstanding educational experience for each student. Our mission is to enhance the experience for students with disabilities. TSTC will strive to ensure a comprehensively accessible experience where individuals with disabilities have the same access to programs, opportunities and activities as others.

TSTC enhances the spirit of the law by providing services to all students with permanent or temporary disabilities to ensure that all TSTC programs and activities are accessible. TSTC will assist students in maximizing their potential while helping them develop and maintain independence. Our philosophy is one that promotes self-awareness, self-determination and self-advocacy in a comprehensively accessible environment.

## Child Care Services

The Child Day Care Assistance Program is designed to provide certified, high quality day care assistance to as many students as possible. Students are required to apply for assistance through the State of Texas Child Care Program Operations (CCPO), however, acceptance to CCPO is not a requirement for assistance through the Texas State Technical College West Texas program. Additional assistance with CCPO co-payment is available.

For registered daycare centers in your area, see the SOS contact on your campus.

## Campus Security

The Student Right-to-Know and Campus Security Act (Public Law 101-542), the Crime Awareness and Campus Security Act (Public Law 102-26), the Higher Education Technical Amendments of 1991, and the Higher Education Technical Amendments of 1992 require institutions of higher education to prepare, publish, and distribute to all employees, prospective students, and students an Annual Security Report by September 1 of each year. This report contains data about specific criminal offenses that occurred on campus during the most recent calendar year and the two preceding calendar years, as well as the number of arrests for crimes occurring on campus. TSTC's Annual Security Report is available online and with the Campus Police.

Section 46.03 of the Texas Penal Code states "it is a third degree felony to bring a firearm, illegal knife, club or prohibited weapons onto the physical premises of an educational institution." Weapons include handguns, shotguns, rifles of any kind or caliber, bows and arrows, ammunition of any kind, and knives (5 ½ or more inches in length).

Information provided by the State of Texas concerning registered sex offenders may be obtained through the web site that is maintained by the TSTC Webmaster. Additional information relating to state- or federally-mandated public information requirements is also available on that web site.

## Student Success

- The SOS Office (part of the Counseling and Testing Office) provides several programs designed to aid qualifying students (special populations) in reaching their true potential at Texas State Technical College West Texas.

Services available:

- Childcare assistance;
- Textbook loan assistance;
- Transportation assistance; and
- Tutoring services.

Students receiving these services must meet specific criteria including Pell Grant eligibility.

These services, which are partially funded through a Carl D. Perkins grant, are contingent upon availability of funds and adherence to program policies. Not all services are available at all campuses.



## **Career Services**

The Career Services Office is responsible for assisting graduates with securing employment in their fields. Career Services professionals, working with instructional personnel, assist students and graduates in writing resumes, seeking out prospective employers and obtaining job interviews. While the college keeps abreast of the changing job market and will do everything possible to assist the graduate in finding a good job, students cannot be guaranteed employment upon graduation.

## **Student Conduct and Discipline**

### **Student Conduct**

The general morale of the student body is dependent upon many factors; among these are the success of its graduates, the attitude of faculty and administration, the general behavior of individual students, and the reputation of the College. TSTC believes a primary factor in strong student morale is an overall regard for good citizenship on the part of the student body. TSTC assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit.

TSTC regulations forbid gambling, the use of controlled substances and alcoholic beverages, and the appearance of anyone under the influence of any of these on the campus or when attending or participating in activities sponsored by the college. All TSTC buildings are tobacco free.

Possession of firearms, illegal knives, and other prohibited weapons on TSTC facilities is a violation of TSTC policies. Persons who violate these policies will be subject to serious consequences, including referral for criminal prosecution and dismissal from College.

Racial and/or sexual harassment of employees or students is not tolerated and is expressly prohibited at TSTC. Activities constituting 'hazing' are also prohibited. No person or organization may engage in, solicit, encourage, direct, aid, permit, or condone hazing, regardless of consent or acquiescence in any hazing activity.

No person or group of people acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on any campus or property of the TSTC System; further, the administration is charged with keeping the colleges free of disruptive activities and may take whatever disciplinary action is deemed necessary in instances of disruption or threat of disruption.

Students are expected to dress and groom themselves in an appropriate manner while on campus and while participating in activities sponsored by the College. Students, whose conduct casts an unfavorable reflection upon the College, and thereby upon all students, are subject to disciplinary action.

Additional information on student conduct is available in the Student Handbook.

### **Student Discipline Procedures**

Any alleged violation or flagrant disregard of TSTC rules and regulations will be brought to the attention of the Vice President of Student Development who will initiate an investigation of the situation. After a complete and thorough investigation, the Vice President of Student Development or designated

disciplinary officer will determine the course of action. The Vice President's or disciplinary officer's decision may be appealed through the appropriate college appeals process.

Additional information regarding policies and procedures relating to student conduct and discipline is available in the TSTC Student Handbook found online at:

[www.tstc.edu/westtexasstudents/studenthandbook](http://www.tstc.edu/westtexasstudents/studenthandbook).

## General Information

### Buildings and Facilities

Situated on sixty-five acres, Texas State Technical College West Texas, Sweetwater Campus, has twenty-one buildings, which include instructional facilities (both classrooms and labs), a 24/7 Police Department, Administration Building, Information Technology Building, Bookstore and Student Center. The facilities have been built or remodeled and renovated since the College opened in 1970.

In addition, the Sweetwater campus has eight apartment buildings with a capacity to house 216 students. Recreational facilities include The Center, which houses a Cardiovascular Fitness Center, a Strength Training Center, a full-size indoor basketball court, billiards and a student lounge with satellite TV. Outside, there are volleyball and basketball courts, a softball diamond, and covered pavilion. Offsite the college owns and a lakefront recreational site located at Lake Sweetwater. The West Texas Campus also owns a 2-megawatt wind turbine offsite which generates green energy and is a training ground for the TSTC West Texas Wind Technology Program.

In the fall term of 1991, Texas State Technical College opened the Abilene campus, located on the east side of Abilene. The renovated facility provides more than 51,000 square feet of space for instructional classrooms, labs, library, and conference center with advanced training equipment and teaching tools, an electronics media center, an interactive video distance learning lab, student services activities and administrative offices.

In addition to the Abilene main campus, the TSTC West Texas Workforce Development Office and the TSTC Culinary Institute are housed in the T&P Train Depot, a historically renovated building just minutes away from the Abilene main campus.

In September 1993, the Texas State Technical College School of Aviation Technologies opened an Aviation Maintenance program at the Abilene Regional Airport.

The Breckenridge campus is comprised of three buildings located in the heart of the city. The facilities offer a friendly, pleasant atmosphere complete with the latest technology. Two interactive distance learning labs are available to students to access courses from other sites. Customer service is a focal point on this campus. Just minutes away from the main campus, the TSTC West Texas Welding Program is located in a pre-engineered facility in the Breckenridge Industrial Park.

The Brownwood campus is composed of three buildings located in the heart of the city. Building Two was recently renovated and houses a modern library, conference center, student services one-stop shop, classrooms and labs.

The TSTC West Texas Welding Program is housed in a pre-engineered welding lab, and the TSTC West Texas mobile welding trainer has been placed on campus to increase capacity in this high-demand program.

TSTC West Texas will continue to build, renovate, and re-purpose facilities for our students to meet the increasing demand for a skilled workforce in the State of Texas.

## **Instructional Philosophy**

TSTC trains employees for tomorrow's careers, helping to strengthen the economic competitiveness of Texas and improve the lives of its people. TSTC believes in "learning by thinking and doing." Its curriculums give students the technical knowledge, skills, and abilities they need to be successful in their chosen careers. Its faculty members are highly qualified, with years of business and industry experience in their respective fields, and the facilities and equipment provide students with significant opportunities to apply what they learn.

## **Industry Advisory Committees**

Industry Advisory Committees are an essential component of TSTC's graduate success. Their members guide curriculum development by advising faculty on the skills, knowledge, and abilities that employees need. They help to create and equip facilities so students gain experiences that enhance their value to employers. Their on-going involvement ensures that TSTC students receive the right kind of education.

## **Institutional Research**

Institutional research supports planning, evaluation, and improvement initiatives. Using paradigms from the social sciences and organizational and management theory, institutional research deals with a wide range of topics and issues critical to the health and advancement of the College. Institutional research collects and analyzes data; designs and implements studies dealing with students, personnel, facilities, equipment, programs, and services; develops databases suitable for longitudinal studies; and disseminates the results to be used for the betterment of TSTC and those that it serves.

## **The TSTC Foundation**

The TSTC Foundation is a non-profit organization created to assist the colleges of the Texas State Technical College System and their students. The Foundation assists TSTC with student scholarships, discretionary dollars, capital needs, and other projects determined by the TSTC Board of Regents.

The TSTC Foundation was established to function as a self-contained private corporation benefiting Texas State Technical Colleges and their students. Although The Foundation is separate from the college, it is integrated into the programs and objectives of the TSTC system. The Foundation's main objective is to complement the state's support of the colleges by providing financial support for new and on going projects and activities in areas of research, education and community service.

At the core of The Foundation are dedicated, focused donors with an extremely high level of expertise and professionalism who all work together as a TEAM. It is within this environment The Foundation operates with the highest level of ethics and competence in order to enrich not only TSTC, but also the community.

TSTC can take pride in many things: Our "Technology Incubators" are on the cusp of groundbreaking technology that would effect and enhance the communications world. Our aviation department works tirelessly towards the development of practices. These are just a couple of examples why the efforts of The Foundation are so crucial in bringing in much needed financial support.

## Release of Student Records

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Texas State Technical College West Texas receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Texas State Technical College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Texas State Technical College West Texas who performs an institutional service of function for which the school

would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Texas State Technical College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Texas State Technical College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Texas State Technical College West Texas includes the following as its directory information:

1. Student Name
2. Preferred Address
3. Preferred Telephone Number
4. E-mail Address
5. Major field of study
6. Classification
7. Participation in officially recognized extracurricular activities
8. Degrees, certificates, awards and honors
9. Weight and height if a member of an athletic team
10. Dates of attendance
11. Enrollment Status (full-time, part-time, undergraduate, etc)
12. Photographic Image
13. Most previous institution attended

All other information may NOT be released without written consent of the student.

## **TSTC's Formal Written Complaint Handling Procedure**

Most questions or complaints can be addressed through routine college channels. If additional assistance is needed, you are encouraged to file a formal written complaint. TSTC is committed to your satisfaction. The Customer Service Representative for our college is the Administrative Assistant to the office of the President.

1. Submit your complaint in writing by filling out the Effective Customer Relations form. This form may be downloaded at [www.westtexas.tstc.edu](http://www.westtexas.tstc.edu), or obtained at THE CENTER Information Station or the Welcome Center in the Lance Sears Building. Alternatively, you may communicate verbally to TSTC's Customer Service Representative at 325-235-7334.

2. The TSTC Customer Service Representative will acknowledge your complaint and let you know the matter is receiving attention. You will be notified in writing within five working days of receiving the complaint as to the length of time it will take to resolve the issue.
3. The TSTC Customer Service Representative will investigate the complaint.
4. A solution that is consistent with TSTC policies, as well as applicable local, state, and federal laws, will be proposed to you in writing in the time frame specified in step 2.
5. You will be contacted by the Customer Service Representative within ten days of the written response to determine your satisfaction with the proposed solution and to be sure that the provisions of the solution have been implemented.
6. If you are not satisfied with the proposed solution, you may request that your complaint be considered by a Dispute Resolution Committee appointed by the college president. This committee will review all available documentation and render a decision as to the resolution of the complaint. All decisions of the committee are final and are not open to further review.

## **Texas Higher Education Coordinating Board Complaint Procedure**

Students have the right to complain to the Texas Higher Education Coordinating Board regarding the institution's management of Title IV, HEAF (Higher Education Assistance Fund) programs, or its advertising or promotion of its educational programs. Complaints regarding the institution must be made in writing to: Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711.





Beginning students may be unsure about which career path best suits their needs. TSTC West Texas offers a variety of educational programs, from culinary arts to nursing, welding to digital arts, and accounting to wind energy. This section provides a brief description of each program, as well as job titles specific to that career path. For more information on any of the programs, visit our website at: [www.westtexas.tstc.edu](http://www.westtexas.tstc.edu) or by clicking on one of the links below.

## Texas State Technical College West Texas Career Offerings

### Architecture, Manufacturing & Engineering

- Applied Engineering Technology
- Computer Aided Drafting and Design
- Energy Management
- Environmental Science Technology
- Oil & Gas - Downhole Tool Technician
- Pipe Welding Technology
- Solar Energy
- Welding Technology
- Wind Energy Technology

### Audio-Video Technology and Communications

- Digital Arts
- Digital Media
- Digital Signage Technology

### Business, Computers & Information Services

- Computer Network Systems and Administration
- Computer Science Database and Web Programming Technology
- Software and Business Accounting
- Software and Business Publishing

### Health Science

- Associate Degree Nursing (ADN) LVN-RN Career Bridge Program
- Chemical Dependency Counseling
- Emergency Medical Technology/Paramedic
- Health Information Technology
- Vocational Nursing

### Hospitality and Tourism

- Culinary Arts
- Food Service Technology

### Transportation

- Auto Collision Repair
- Automotive Technology
- Aviation Maintenance Technology
- Diesel Technology
- TSTC Air Academy

## Architecture, Manufacturing & Engineering

### Applied Engineering Technology

The Applied Engineering Technology program is a merging of various systems and controls, both mechanical and electrical. The AET program combines computers, control systems, electrical systems and mechanical systems, and gives students the opportunity to learn the principles and skills required to be an Automation Technician. In the labroom setting, students receive hands-on experience with up-to-date equipment and systems. They learn to troubleshoot and repair industrial equipment, and study the skills, tips, and tricks to make them successful in this exciting field. Career opportunities for graduates of the AET program include: Automation Technician, Automated Equipment Maintenance Technician, Engineering Technician, Systems Design Technician, and High Speed Manufacturing Technician.

### Computer Aided Drafting & Design

The Computer Aided Drafting and Design program prepares drafters for various industries. A drafter creates technical drawings and plans that are visual guidelines on how to construct products. Standards vary from company to company and project to project, so being able to adapt easily is a necessity. Drafters work closely with engineers, typically work within a traditional office setting, and are expected to do research on various aspects of their assigned projects. In the CAD program, students study various types of drafting: architectural (both residential and commercial), civil, pipe, electro-mechanical, and 3D. Attention to detail, following verbal and written instructions, and finishing projects on time is essential skills for drafters. Persons in this field can obtain employment in companies such as the Texas Department of Transportation, surveying companies, NASA, Boeing, Goodyear, plumbing companies, city engineering departments, oil and gas companies, machine shops, military bases, and architecture firms.

### Energy Management

The Energy Management Technology Program at TSTC West Texas is an advanced, emerging technology focused on preparing students for the internationally recognized AAE Certified Energy Manager certification. The energy efficiency and renewable energy sectors are positioned to have a long-term transformative effect on the nation's economy. This program prepares students with the skills and knowledge needed to enter and advance in the field of energy management. Courses will focus on a variety of content areas such as energy auditing, renewable energy, building performance efficiency, and sustainability. The program is designed for work skills enhancement, immediate employment and hybrid delivery for those students wishing to continue working while attending school.

### Environmental Science Technology

The Environmental Science Technology program's purpose is to develop practical skills to the applied sciences of geology, biology, chemistry, and mathematics. The ENV program promotes student research and the use of applicable laws and regulations in all aspects of Environmental Science Technology. With guidance from an environmental-based advisory committee, the program oversees instructional delivery in specialized courses with an end goal of an associate's degree, or any of four certificates of completion. Opportunities in the workplace include: Water/Wastewater Treatment Operators, Environmental Sampling Technicians, Safety and Health Specialists/Consultants, Quality Control Supervisors, Environmental Investigators and Environmental Compliance Officers.

### Oil & Gas – Downhole Tool Technician

The Downhole Tool Technician certificate is a specialty, fast-track program developed under the Applied Engineering Technology division which trains students in specific skill sets related to basic shop fundamentals and refurbishing/redressing downhole tools used in the oil & gas well servicing industry. The Level I certificate is designed to lead to immediate employment in the oil & gas servicing industry sectors after just 15 weeks of hands-on training.

### Pipe Welding

Pipe welding Technology is an advanced technology designed to provide entry-level pipe and structural welders for the Oil & Gas industry. Students learn welding safety, blueprint reading, SMAW (stick) welding, and pipe welding to the advanced level. The program is designed to lead to immediate employment after just 2 semesters of training.

### Solar Energy

Due to rising gas prices and the national push to move towards renewable energy in the United States, the solar energy industry is booming. To meet this industry need, TSTC West Texas has developed a certificate program and associate's degree in Solar Energy. Solar energy can be used for residential, commercial and some light industrial applications. This technology is used to support solar thermal (heating of fluids) and solar photovoltaic (PV) generation of electrical power. This renewable energy resource has created many new jobs in the industry, including electrical marketing, building and construction, solar installation, and many others. Solar Technicians are needed to sell, manufacture, design, install and maintain equipment. Major companies, such as Chevron, BP Global, DuPont and others now have, or are adding, solar divisions. New companies in Texas, too, are joining the effort, with more expected to come online in the coming years.

### Welding Technology

The Welding Technology program at TSTC West Texas is a 12-month certificate providing the instruction needed to become an entry-level structural welder. In the first semester, students are introduced to arc welding, welding safety with tools and equipment, and gas metal arc welding. In the second semester, intermediate and advanced metal arc welding and basic blueprint reading are covered. The last semester encompasses flux core, gas tungsten arc and pipe welding. To round out the program, critical thinking, computer applications and job search skills help prepare students for placement within the workforce. Welders can find positions in aircraft parts and repair, construction, oil and gas (drilling rigs), wind turbine repair, and pipeline construction and repair.

### Wind Energy Technology

In the Wind Energy Technology program, students learn to operate and maintain the systems that make a wind turbine function. Wind energy instructors emphasize the safety aspects of working in the wind energy industry, and practice those principles throughout the program. Students learn about SCADA (Supervisory Control and Data Acquisition), electrical, pneumatic, communications, computer, control and hydraulic systems. Some of the courses in the Wind Energy Technology program include: AC/DC Circuits, Wind Turbine Materials and Electro-Mechanical Equipment, Digital Fundamentals, Iberdrola Renewable, Industrial Automation, Programmable Logic Controllers, Basic Fluid Power (Hydraulics and Pneumatics), Wind Business, and Wind Turbine Troubleshooting and Repair. The need for skilled wind energy technicians is rising, not only in Texas, but across the United States.

## **Audio-Video Technology & Communications**

### [Digital Arts](#)

TSTC West Texas is training students as concept artists for the entertainment industry. This premium program focuses on drawing, both traditionally and electronically. Students work closely with industry leaders to learn all of the skills necessary to work in this highly competitive and creative field. This is a program that truly prepares students to produce the quality of artwork needed to satisfy the demand of the entertainment industry as well as equip them with the tools to grow as creative thinkers and innovators.

The TSTC Digital Art program is an intense, fast-paced conceptual and skill-based program targeted at those students with a passion for art and technology. The two-year program consists of attending conferences and workshops that act as a necessary supplement to complete the curriculum. The know-how required using 2D and 3D tools to design, compose, and structure ideas are of indisputable value.

### [Digital Media](#)

Graduates of the Digital Media Technology Program will be employable in the print, photography, videography, and web design industries. The program is intense and fast-paced targeting student with a passion for art, media and technology. The two-year program consists of 5 semesters and includes courses in typography, basic design concepts, digital imaging using Photoshop, computer illustration, digital video, web design and fundamentals of photography.

### [Digital Signage Technology](#)

TSTC West Texas has the only Digital Signage Technology program in the State of Texas. Digital Signage, also known as Narrowcasting or Digital Out Of Home (DOOH) advertising, allows information to be displayed on digital screens in almost any location. The information might be advertisements, entertainment, or information. It can be changed or scheduled according to season, time of day, or day of week. Digital Signage is revolutionizing the advertising and entertainment industries. Digital Signage media is special—it is not TV, and it is not a website. The content created for Digital Signage is new, refreshing, and different from any other medium yet encountered.

The DST degree includes courses on digital content creation with animation using Adobe Photoshop and Flash, as well as other animation and video software. Students learn system design and scheduling using well-known industry products. Through the DST program, students can train for fantastic opportunities in a growing industry.

## **Business, Computers & Information Services**

### [Computer Network Systems & Administration](#)

The Computer Network Systems and Administration program is designed to educate, equip, and elevate students to a skill level that is above industry standard. In doing so, the graduated student will have a relevant impact in the workforce, ensuring longevity and tenure within the networking industry. The CNS student begins the program with fundamental courses in computer application and networking. They then progress through theory and practical application of up-to-date computer hardware/software and standardized industry equipment. Networking positions are available in a variety of job settings including: large corporations, small businesses, professional offices and government organizations. Computer networking offers an excellent career path since it involves a series of job titles, each with very different requirements and responsibilities: Network Administrator, Network Service Technician, and Network Programmer/Analyst just to name a few. Computer networking is the most in-demand specialty in the information technology field.

[Computer Science Database and Web Programming Technology](#) at TSTC West Texas provides the knowledge and skills needed to develop programming solutions that allow dynamic web pages to interact with databases. The program also provides instruction in general programming solutions. The CST program presents hands-on experience with programming languages (C++, Visual Basic, PHP and Java), database systems (Access, MySQL, Microsoft SQL Server), and the design and implementation of websites. The need for computer programming skills continues to increase as the uses of the Internet and mobile technology create demand for applications and software systems. Programmers and Computer Software Engineers must have strong problem-solving and analytical skills. They should be able to communicate effectively with others, multi-task, and be able to concentrate and pay close attention to detail. The CST program prepares students for jobs such as: Computer Programmer, Software Developer, Applications Developer, Web Programmer, Database Programmer, Internet Programmer, and Computer Software Engineers.

#### [Software & Business Accounting](#)

In the Software & Business Accounting program, students are introduced to several types of software that are used in the business world. Students learn management concepts and techniques, along with the basics of computerized accounting, payroll accounting and small business accounting. SBA students gather valuable skills through real-world projects, and can attend labs staffed by highly trained instructors to assist the students with any problems. Many SBA students pursue a bachelor's degree after their time at TSTC to round out their expertise and increase their standard of living. A degree in Software & Business Accounting is versatile, with opportunities in numerous work environments.

#### [Software & Business Publishing](#)

In the Software & Business Publishing program, students are introduced to several types of software that are used in the business world. Students learn management concepts and techniques, along with the basics of desktop publishing, Photoshop, and web page production. SBP students gather valuable skills through real-world projects, and can attend labs staffed by highly trained instructors to assist the students with any problems.

### **Health Science**

#### [Associate Degree Nursing \(ADN\) LVN-RN Career Bridge Nursing Program](#)

In the LVN-RN Career Bridge Nursing Program, students learn a more holistic approach to nursing, where one not only cares for the patient but also for the family. ADN students participate in an active learning environment, including Simulation Learning Labs and are led by instructors with a medical/surgical background. The job outlook for nurses is exceptional, with choices in areas such as: hospitals, nursing homes, home health providers, insurance companies, and telemedicine.

#### [Chemical Dependency Counseling](#)

The Chemical Dependency Counseling Program at TSTC West Texas facilitates the development of the skills necessary for success in the chemical dependency counseling services industry. The program focuses on clinical evaluations, treatment planning, referrals, service coordination, individual and group counseling, documentation, professional and ethical responsibilities, and client, family, and community education. With this knowledge base, students will be prepared to work as counselor interns as they strive toward licensure requirements. Graduates of the CDC program find work opportunities through the criminal justice system, substance abuse treatment centers, or hospitals.

### [Emergency Medical Technology/Paramedic](#)

The Emergency Medical Services program at TSTC West Texas prepares EMS professionals to meet the ongoing needs of the EMS workforce. The program provides a classroom environment that encourages and promotes professional EMS education through lecture, scenario and laboratory training. The program also offers real-life experiences through hospital and ambulance provider clinical internships. During an ambulance internship, students learn alongside current paramedic professionals, giving the students the chance to meet and interact with prospective future employers and coworkers. The majority of EMS students begin employment with EMS provider agencies across the United States, primarily within Texas. Most EMS students begin gainful employment after completing the initial certification of EMT-Basic, offered in two semesters. At each exit point in the program, the EMS student gains a certification level resulting in an increase of income, with the level of Licensed Paramedic as paramount. EMS students may also find employment in other areas, including: fire departments, Safety Officers/Training Officers, hospitals, or as other specialty trained technicians.

### [Health Information Technology](#)

In the Health Information Technology program, students learn how to transcribe, code, analyze, and protect medical information. Doctors and other health care professionals need accurate records to treat their patients, and professionals in the Health Information Technology industry make that possible. Employment opportunities exist in any industry that utilizes patient data. Health information technology careers are found in a variety of settings including: healthcare facilities, consulting firms, government agencies, insurance companies, healthcare IS/IT vendors, pharmaceutical companies, as well as many other environments.

### [Vocational Nursing](#)

The nursing profession is a large part of the high-demand healthcare field. In the TSTC West Texas Licensed Vocational Nursing program, students participate in an innovative learning environment that helps develop their care-giving skills. Instruction consists of classroom, Simulation Learning Labs, interactive online sessions, virtual clinicals and on-site healthcare clinicals. In the Simulation Learning Lab, students practice the skills and techniques introduced in their classes and they will be challenged to work through real-world scenarios. After time in the Simulation Learning Labs, students move to clinical sites at hospitals, nursing homes and doctors' offices where they experience the reality and pace of the nursing profession. Graduates in the VN program have many employment opportunities to consider such as: hospitals, nursing homes, home healthcare, doctors' offices, and insurance companies.

## **Hospitality & Tourism**

### [Culinary Arts](#)

Business is sizzling in the foodservice industry and those businesses need employees. Food service is the largest non-governmental employer in the United States and the field is expected to continue growing. In the Culinary Arts Program, students train with faculty, all professional chefs, to learn basic and specialized culinary principles and techniques. Students receive hands-on experience in food preparation and learn the professionalism required for on-the-job success. Menu planning, catering, butchering skills, sauce creation, sugar and chocolate work, cake decorating, and the artistry of plate presentation are just some of the skills students learn at TSTC. Chefs work in restaurants, hotels and resorts, catering, health spas, schools, hospitals, cruise lines and as personal chefs. If one of these career opportunities sounds appealing, the TSTC West Texas Culinary Arts Program could start you on the path to success.



### [Food Service Technology](#)

The (Industrial) Food Service Technology Program (IFS) is a (6) six-course, two-semester program designed to give students a basic-to-intermediate working knowledge in many areas of the restaurant industry. With a working knowledge in several areas, a graduate can easily be placed in the industry with the ability to increase their knowledge and receive promotions. The program covers things such as, sanitation and safety, knife skills, food preparation and cooking methods, sauces, product identification, nutrition and basic baking skills. Graduates find employment in chain restaurants, hospital cafeterias and industrial kitchens where food is prepared in several different ways from scratch to heat-and-serve.

## **Transportation**

### [Auto Collision Repair](#)

In the Auto Collision Repair Technology program, students study the areas of collision repair: structural, nonstructural, paint refinishing and estimating. Students learn how to work safely in a shop, and the environmental concerns that are present in that work setting. There is a shortage of collision repair technicians at present and in the foreseeable future.

### [Automotive Technology](#)

In the Automotive Technology program students learn about all areas of the vehicle: engine repair, automatic and standard transmissions, brakes, air conditioning, suspension, steering, performance, and electrical. Students learn how to work safely in an automotive repair shop, and the environmental concerns that are present in that work setting. The hands-on training received at TSTC West Texas prepares students for ASE certification in the areas of automotive repair and maintenance. Graduates with ASE certifications are more employable and receive higher pay. At this time there is a shortage of trained automotive technicians, and job possibilities in this industry include repair of vehicles in automotive dealerships, independent shops, specialty shops, and fleet shops.

### [Aviation Maintenance Technology](#)

The purpose of the Aviation Maintenance Technology department is to train men and women to become the next generation of technicians responsible for the inspection, troubleshooting, repair, overhaul and operation of aircraft across the United States. Students taking classes at the TSTC Hangar (located at the Abilene Regional Airport) will be challenged to master powerplant theory, airframe structural repair, electrical, hydraulic, and fuel systems among other topics as part of the forty three different subject areas identified by the FAA.



While in school, students will enjoy a combination of classroom study along with significant hands-on training. All aviation-related classes are conducted face-to-face at our hangar where students can benefit from the interaction with other students along with the knowledge and experience of our talented faculty.

The gap between qualified aircraft mechanics and job openings across the nation continues to grow at an accelerating rate. Join the Aviation Maintenance Technology department and watch your career take off!

### [Diesel Technology](#)

In the Diesel Technology program students learn all areas of repair and maintenance of diesel trucks and equipment. These areas include: diesel engines, suspension, steering, brakes, electrical/electronics, preventive maintenance, drive train, ventilation and air conditioning, heating and hydraulics. Students learn how to work safely in a diesel repair shop, and the environmental concerns that are present in that work setting.

### [TSTC Air Academy](#)

There's nothing quite like looking at our world from above the clouds, and the TSTC Air Academy offers the training that will allow you to do just that--learn how to fly, whether it's simply for pleasure or purely as a profession. The Air Academy offers one-on-one instruction in aerodynamics, navigation, meteorology and hands-on flying skills. Learn the basics of controlling an aircraft in flight using one of our two Piper Warriors. Hone your confidence and expertise and get ready to move up in complexity with our Piper Archer. If you really want to stretch yourself, take on our Piper Seminole and learn the intricacies of flying a sophisticated, multi-engine aircraft.



Students have the opportunity to train at the Air Academy for their FAA private pilot license and then progress on to pursue their instrument, commercial and certified flight instructor ratings.

Whether you want to fly your family in a small aircraft or hundreds of travelers in a jumbo jet, it all starts right here at the TSTC Air Academy!



## Personnel Directory

[Online West Texas Employee Directory](#)

## Important Numbers

### Abilene

**Main Campus: 650 East Highway 80, Abilene, Texas 79601**

**Aviation Maintenance Hangar – 1717 Navajo Trail, Abilene, Texas 79601**

**TSTC Culinary Institute (T&P Building): 901 North 1<sup>st</sup> Street, Abilene, Texas 79601**

**TSTC West Texas Workforce Development (T&P Building): 901 North 1<sup>st</sup> Street, Abilene, Texas 79601**

**All Offices .....325-672-7091**

**FAX .....325-676-4823 or 325-734-3658**

Admissions & Records .....	325-734-3606
Air Pilot Training .....	325-671-8009
Aviation Maintenance Technology .....	325-672-4418
Bookstore .....	325-235-7402
Career Planning and Placement .....	325-734-3612
Chemical Dependency Counseling .....	325-738-3355
Computer Aided Drafting & Design Technology .....	325-734-3648 or 734-3635
Computer Network Systems and Administration .....	325-734-3640
Computer Science Database & Web Programming .....	325-734-3699
Counseling & Testing .....	325-734-3641
Culinary Arts Institute/Food Service Technology .....	325-734-3642
Digital Arts .....	325-734-3653
Digital Media .....	325-734-3652
Digital Signage .....	325-738-3323
Digital Imaging & Design .....	325-734-3640
Emergency Medical Services .....	325-734-3649
Financial Aid .....	325-734-3630
Foundation Studies (Developmental) .....	325-734-3687
General Education .....	325-734-3634
Health Information Technology .....	325-734-3627
Library .....	325-734-3341
Marketing .....	325-734-3318
Physical Plant .....	325-734-3625
Software and Business Accounting/Publishing .....	325-734-3646
Student Accounting .....	325-734-3603
Tech Prep .....	325-734-3654
TSTC Help Desk .....	800-592-8784
Veterans Services .....	325-734-3347
Workforce Development Administration	325-672-1590

## Breckenridge

### 307 North Breckenridge Avenue, Breckenridge, Texas 76424

The Breckenridge Rural Technology Center is comprised of four remodeled buildings. Three are located in the heart of the city and the fourth is located on the industrial loop. The Breckenridge center offers a friendly, pleasant atmosphere for students enrolled in a variety of technical education courses. The center features two interactive distance learning labs, student lounge, two computer learning labs, a library, student support services, plus lab/shop areas for technical programs of study.

#### **All Offices ..... 254-559-7700**

FAX .....	254-559-7704
Admissions & Records .....	254-559-7713
Bookstore .....	254-559-7733
Campus Administration .....	254-559-7707
Construction Management Technology .....	254-559-7735
Chemical Dependency Counseling .....	254-559-7721
Computer Information Technology .....	254-559-7723
Counseling .....	254-559-7715
Environmental Science Technology .....	254-559-7739
Financial Aid .....	254-559-7718
Library .....	254-559-7743
Health Information Technology .....	254-559-7733
New Student Admissions .....	254-559-7711
Nursing (VN ) .....	254-559-7731
Physical Plant .....	254-559-7709
Student Accounting .....	254-559-7703
Testing .....	254-559-7715
Workforce Development Services .....	254-559-7707

## Brownwood

305 Booker Avenue, Brownwood, Texas 76801

**All Offices .....325-643-5987**

**Main FAX .....325-646-1885**

**Campus Administration.....325-641-3918**

Admissions & Records .....	325-641-3910
.....	325-641-3917
Bookstore .....	325-641-3938
Career Planning and Placement .....	325-641-3901
Chemical Dependency Counseling (CDC) .....	325-641-5965
Computer Aided Drafting & Design (CAD) .....	325-641-3906
Computer Networking Systems and Administration (CNS) .....	325-641-3904
Computer Science Database & Web Programming (CST).....	325-641-3924
Counseling & Testing .....	325-641-3912
Foundations - Math .....	325-641-3914
Foundations - Reading and Writing .....	325-641-3911
Financial Aid .....	325-641-5955
Health Information Technology (HIT).....	325-641-5956
Library .....	325-641-3938
New Student Admissions .....	325-641-3911
.....	325-641-3917
Nursing - Associate Degree (ADN) .....	325-641-5961
Physical Plant .....	325-641-3920
Software and Business Management (SBM) .....	325-641-3915
Sponsored and VA Students.....	325-641-3922
Student Accounting .....	325-641-3942
Welding Technology (WLT) .....	325-641-3907
Corporate College - Safety Training .....	325-641-5962

## Sweetwater

300 Homer K. Taylor Drive, Sweetwater, Texas 79556

Admissions Advisors .....	325-235-7300
Admissions & Records .....	325-235-7435
Applied Engineering/Robotics Technology .....	325-235-7346
Auto Collision Repair Technology .....	325-235-7319
Automotive Technology .....	325-235-7327
Bookstore .....	325-235-7402
Campus Services .....	325-235-7380
Career Services .....	325-235-7331
Central Receiving .....	325-235-7384
Computer Aided Drafting & Design .....	325-7343635
Computer Network Systems and Administration .....	325-235-7449
Counseling & Testing .....	325-235-7414
Custodial Services .....	325-235-7364
Department of Public Safety .....	325-235-7400
Developmental Education .....	325-235-7303
Diesel Technology .....	325-235-7363
Digital Arts/Digital Signage .....	325-235-7429
Downhole Tool/Oil and Gas .....	325-236-8279
Energy Management Technology .....	325-236-8280
Financial Services .....	325-235-7337
Financial Aid .....	325-235-7387
Food Service .....	325-235-7413
Health Information Technology .....	325-734-3627
Human Resources .....	325-235-7372
Institutional Research & Planning .....	325-235-7482
Instructional Division Administration .....	325-235-7415
Instructional Support .....	325-235-7371
Library .....	325-236-7406
New Student Admissions .....	325-235-7300
Nursing (ADN) .....	254-641-5961
Nursing (VN) .....	325-235-7493
Office of The President .....	325-235-7334
Physical Plant .....	325-235-7381
Purchasing .....	325-235-7342
Software & Business Management Technology .....	325-235-7330
Solar Energy Technology .....	325-235-7403
Sponsor and Veteran Information .....	325-641-3922
Student Accounting .....	325-235-7347
Student Development .....	325-235-7311
Student Center .....	325-236-8249
Telecommunications & Network Services .....	325-235-7474
Welding Technology .....	325-236-8284
Wind Energy Technology .....	325-236-8283
Workforce Development Administration .....	325-672-9456



[www.tstc.edu](http://www.tstc.edu)

**TSTC Harlingen**  
1.800.852.8784

**TSTC Marshall**  
1.888.382.8782

**TSTC Waco**  
254.799.3611

**TSTC West Texas**

Abilene	325.672.7091
Breckenridge	254.559.7700
Brownwood	325.641.3911
Sweetwater	325.235.7300

