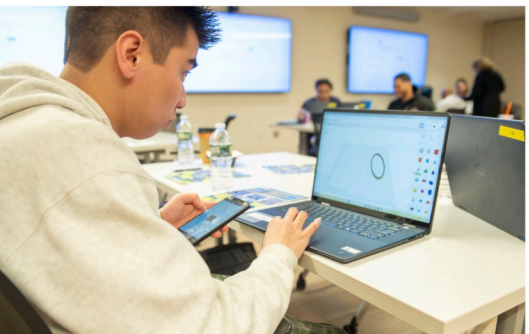
ROXBURY COMMUNITY COLLEGE

CATALOG
2026-2027



Vision

Roxbury Community College empowers the community through education that matters.

Mission Statement

Roxbury Community College (RCC) provides a nurturing environment, where all community members are welcome, regardless of past education. We transform lives through excellence and innovation, preparing our learners for active citizenry and success in a changing world.

RCC Institutional Learning Outcomes

Question with Curiosity, Respect, and Intention

- Communicate effectively with all audiences
- Collaborate professionally in all contexts
- Inquire about the root of problems and seek solutions
- Build community through dialogue and engagement

Critique with Context

- Make informed, data-driven decisions
- Inquire about improving inequitable norms
- Communicate expectations of yourself and others
- Nurture a desire and curiosity for continuous learning

Lead with Informed Influence

- Develop leadership in social advocacy
- Practice civic engagement in local and global communities
- Address issues of equity that arise in multicultural, multilingual contexts
- Develop skills that lead to economic self-sufficiency

Effect Change with Applied Knowledge

- Become proficient in technology for personal and professional use
- Demonstrate excellence in applied and critical thinking skills
- Strive continuously to make improvements to yourself and your community
- Develop information literacy skills for lifelong learning

Dear RCC Students,

On behalf of the Board of Trustees, Foundation Board, RCC Leadership, and the entire RCC community, I welcome you to Roxbury Community College (RCC)!

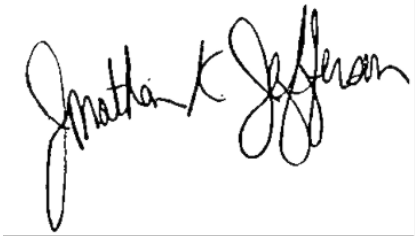
At RCC, we take pride in offering exceptional academic programs that lead to immediate employment or transfer. Many RCC students choose to enroll in programs that provide the strongest employment opportunities, such as STEM, Health Careers, Smart Building Technology, Business, Early Childhood Education, Biotechnology, and Nursing; however, we're proud to offer 24 associate degree programs and eight certificate programs. Regardless of your educational path, your RCC education will equip you with the knowledge and skills needed for long-term success.

Another defining characteristic of your RCC educational journey is the one-on-one support that you will receive from RCC's dedicated faculty and staff community. Financial Aid advisors, academic advisors, SUCCESS coaches, the Project Access team, the Student Life team, and more, are here to support you. You are never alone at RCC. You are more than just a number, you are an important part of the RCC community.

I encourage you to read through this catalog to learn more about the courses, programs, and support services available at the College. Please use this document as a resource throughout your time here. When you have a question, start by reviewing this catalog, then reach out to a faculty or staff member for additional information and guidance.

Thank you for choosing RCC as your educational home. I look forward to seeing you and getting to know you throughout your time at the College.

Sincerely,



Dr. Jonathan K. Jefferson
President, Roxbury Community College
presoffice@rcc.mass.edu

TABLE OF CONTENTS

Vision and Mission **2**
Vision Mission 2
President Welcome **3**
Welcome from the President 3
Roxbury Community College Governing Boards and Officers **7**
Executive Operations Council 7
Executive Leadership Council 7
Senior Leadership Council 7
RCC Board of Trustees 8
Accreditation **9**
Accreditation 9
Directions and Parking **10**
Campus Location 10
Getting Here 10
Parking 10
Academic Calendar **11**
Fall 2026 11
Winter 2026-2027 11
Spring 2027 12
Summer 2027 12
How to Enroll at Roxbury Community College **14**
New Students 14
Current Students 14
Transfer Students 14
Readmit Students 14
How to Enroll 14
High School Students 14
Senior Citizens 15
Veterans 15
International Students 15
Student Support Resources and Services **16**
Academic Advising 16
SUCCESS Advising 16
Faculty Advising 16
Academic Support Services 17
Project Access and the Rox Box 17
The Testing Center 17
The Fort 17
Business Innovation Center (BIC) 17
Career and Internship Services (CIS) 17
Honors Program 18
Transfer Services 18
Student Accessibility Services 19
Library 19
Semester Laptop Loan Policy 20
RCC Connect 20
College Services **21**
Bookstore 21
Public Safety and Security 21
Jeanne Clery Act Disclosure 22
Lost and Found 22
Academic Policies **23**
Graduation Requirements 23
Academic Honors 23
Grades 23
Repeating a Course for Credit 24
Auditing Policy and Procedures 24
Withdrawal Policy 24
Academic Standing 24
Requirement for Academic Overload 25
Attendance 25
Change of Academic Major 25
Change of Name and/or Address 25
Enrollment Verification 25
Loan Deferment Certification 25
Transfer Credit Policy 26
Transcript Requests 26
Credit for Prior Learning Policy 26
VALOR Act Academic Credit Policy 27
Your RCC Account 27
RCC Student Email 27
EAB Navigate 27

Canvas....28
MyRCC....28
Printing (PaperCut)....28
Financial Aid....29
Financial Aid....29
How to Apply....29
Eligibility....29
Repeated Courses....29
Return of Title IV Funds (R2T4) Policy for Students Who Withdraw....29
Financial Aid Satisfactory Academic Progress (SAP) Policy....29
Student Accounts/Business Office....31
Payment - Tuition and Fees....31
Health Insurance....32
Refund Policy....33
Tuition Waivers....33
Billing Error or Dispute....33
Returned Payments....33
Failed Payment Arrangements....33
Financial Holds....34
Collection Agency Fees....34
Intercept Program of the Commonwealth of Massachusetts....34
Institutional Policies....35
Affirmative Action....35
College Procedures for Responding to Reports of Sexual Assualt....35
Children on Campus....35
Acceptable Use Policy....35
CORI Policy....37
SORI Policy....37
Suicide Prevention Procedures Active Suicide Attempt....37
The Wellness Center....37
Office of Student Life....39
Clubs and Organizations....39
Bulletin Boards....39
Student Government Association....39
Student Commons....39
Student Rights and Responsibilities....40
Academic Integrity and Student Conduct....40
Chapter 151C. Fair Educational Practices....40
Family Education Rights and Privacy Act (FERPA)....40
Grade Appeals....40
Right to Protest....41
Policy on Audio/Video Recording in the Classroom....41
Absences for Pregnancy or Childbirth....42
Changing Biographical Data....42
Recyclable Materials Policy....42
Programs....43
Program List....43
Arts and Humanities (AA)....44
Arts and Humanities: Musical Arts (AA)....44
Arts and Humanities: Theatre Arts (AA)....45
Arts and Humanities: Visual Arts (AA)....46
Biological Science (AA)....47
Biological Science: Laboratory Animal Care (AA)....48
Broadcast Media Technology (AA)....49
Business Administration (AA)....50
English (AA)....51
Health Careers (AA)....52
Liberal Arts (AA)....53
Mathematics (AA)....54
Physical Science (AA)....55
Social Science (AA)....56
Social Science Urban Sustainability Advocacy (AA)....57
Accounting (AS)....58
Biotechnology (AS)....59
Business Management (AS)....61
Criminal Justice (AS)....62
Early Childhood Education (AS)....63
Engineering (AS)....64
Information Systems Technology (AS)....65
Radiologic Technology (AS)....66
Web Technologies (AS)....67
Nursing (AS)....68
Accounting (Certificate)....69
Biotechnology/Biomanufacturing (Certificate)....70
Broadcast Media Techology (Certificate)....70

Early Childhood Education (Certificate)....71
Health Careers (Certificate)....72
Information Systems Technology (Certificate)....72
Life Science (Certificate)....73
Network Administration (Certificate)....73
Course Descriptions....75
All Courses....75
ACS....75
BMT....75
BUS....76
CJP....78
ECE....79
EGR....81
ENG....81
HLT....84
HUM....85
IST....90
LAN....94
MAT....95
NUR....96
SCI....97
SSI....99

ROXBURY COMMUNITY COLLEGE GOVERNING BOARDS AND OFFICERS

EXECUTIVE OPERATIONS COUNCIL

Dr. Jonathan K. Jefferson	President
James Whitley	Vice President for Academic Affairs
Kerry Lubin	Chief Financial Officer
Lauretta Siggers-Benton	Interim Vice President for Advancement and RCC Foundation
Randi Korn	Vice President for Retention and Student Success

EXECUTIVE LEADERSHIP COUNCIL

Dr. Jonathan K. Jefferson	President
James Whitley	Vice President for Academic Affairs
Kerry Lubin	Chief Financial Officer
Lauretta Siggers-Benton	Vice President of Marketing
Darryl Jelley	Interim Vice President for Academic Affairs and RCC Foundation
Randi Korn	Vice President for Retention and Student Success
Loretta Minor	Vice President of Enrollment
Aneesa Nichols	Interim Dean, Workforce and Economic Development
Robyn Shahid-Bellot	Vice President for Enterprise Transformation
Jordan Smock	Vice President for Communications and External Affairs
Valerie Thornhill-Hudson	Executive Administrator, Chief of Staff, Secretary to the Board of Trustees
Richard Ward	Executive Director for the Reggie Lewis Track and Athletic Center
Lidon Weatherly	Director of Human Resources

EXECUTIVE OPERATIONS COUNCIL

Daveen Blythe	Associate Dean of Professional Studies and Health Careers
Amy Cavelier	Registrar
Maithily Erande	Chief Information Officer
Lance Greene	Senior Director of the Reggie Lewis Track and Athletic Center
William Hoag	Dean of Library Services
Cassandra Mombrun	Dean of Nursing
Shami Qazi	Executive Director of Facilities and Capital Projects
Dr. Hillel Sims	Associate Vice President of Academic Affairs
Jeff Van Dreason	Dean of Institutional Assessment
Erica Wells	Assistant Vice President of Advancement

RCC BOARD OF TRUSTEES

Dr. Richard O'Bryant#(Chair)
Chief Belonging Officer, The John D. O'Bryant African American Institute, Northeastern University

Israul (Izzy) Marrero (Vice Chair)
Community Services Officer, Boston Police Department

Rev. Omari Aarons
Founder and Managing Partner Aarons Group, LLC

Portsha Franklin-Gordon
Senior Director, College and Career Pathways at West End House

Dr. Jeffrey Santos Lopes
Sargeant, Boston Police Department

Miriam Ortiz
Chief Impact Officer, Eastern Bank

Sheriece Perry, Esq.
Director, Court Services and Law Libraries Department, Massachusetts Trial Court, Office of Court Management

Anthony Samuels
President, Done Right Facilities Services

Tameka Simmons
RCC Alumni, Human Resources Specialist

Corey Yarbrough
Executive Director, 826 Boston

Xzavion Youngblood
RCC Student Trustee

ACCREDITATION

ACCREDITATION

Roxbury Community College is accredited by the New England Commission of Higher Education (NECHE).

Accreditation of an institution of higher education by NECHE indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied though a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by NECHE is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by NECHE should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education
301 Edgewater Place, Suite 210
Wakefield, MA 01880
(781) 425 7785
Email:#info@neche.org

- 2025 SELF STUDY
- 2015 SELF STUDY
- ACCREDITATION LETTER
- NECHE Focused Evaluation Report, Fall 2023

DIRECTIONS AND PARKING

CAMPUS LOCATION

The campus, located at 1234 Columbus Avenue, is adjacent to Malcolm X Boulevard and Cedar Streets. This 16-acre campus consists of five buildings: Administration, Academic, Media Arts, Health Sciences, and the Reggie Lewis Track and Athletic Center.

The campus includes five buildings housing classrooms, specialized science and computer laboratories, the Library and the Learning Center, the Reggie Lewis Track and Athletic Center, a 450+ seat theater, music, dance and art studios, a new food service court, snack machines and dedicated spaces for student activities, quiet games, and small group meeting spaces.

GETTING HERE

Directions By Car

From Southeast Expressway - Southeast Expressway to Mass. Ave./ Roxbury Exit-straight off ramp-through lights (Mass. Ave.) onto Melnea Cass Boulevard. Follow to the end and go left onto Tremont Street which becomes Columbus Avenue. Follow Columbus Avenue for approximately 1/2 mile. Look for the College on your left. Parking is available at the Cedar Street lot (corner of Cedar Street and Columbus Avenue).

From the Boston Logan Airport - 25 Logan Airport, East Boston, MA 02128. When leaving the airport, follow signs to Boston and go through the toll booth. The toll fee is $3.00. After the toll booth, enter the tunnel and follow the directions toward 93 South/Southeast Expressway. Follow the directions above.

South of Boston - Route 93 North to Southeast Express- way. Follow the directions above.

North of Boston - Route 93 South/Route 1 to Southeast Expressway. Follow the directions above.

West of Boston - Mass. Pike East to the last exit (Southeast Expressway). Follow the directions above.

Public Transportation

Trains - From Downtown Boston take the Orange Line toward Forest Hills. Get off at the Roxbury Crossing station. The College is located across the street on Colum- bus Avenue.

Buses - Columbus Avenue

22 - Ashmont Station - Ruggles Station via Jackson Square

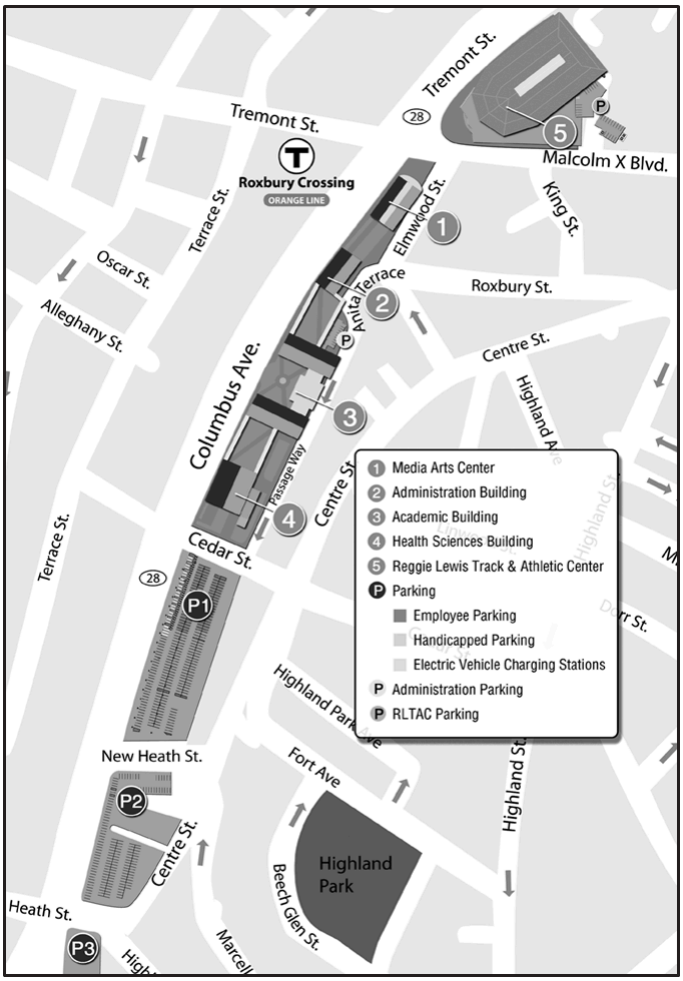
29 - Mattapan Station - Ruggles Station via Jackson Square

66 - Harvard Station - Nubian Station via Allston & Brookline Village

Buses - Malcom X. Boulevard (Reggie Lewis Center stop - the College is located across the street on Columbus Avenue)

23 – Ashmont Station - Ruggles Station via Nubian Station

28 – Mattapan Station - Ruggles Station via Nubian Station



PARKING

Students with parking passes can park in spaces in Lot #1 or Lot #2 that are not designated as employee parking. Visitors may park in Lot #2. Note that the new electric car charging stations in Lot #1 are for electric car charging only and should not be used for general parking.

ACADEMIC CALENDAR

FALL 2026

August 31, 2026	First Day of Classes – Fall Full Semester and Fall 1 (first 8 week)
September 7, 2026	Labor Day – HOLIDAY
September 8, 2026	Last Day for Add/Drop Schedule Changes – Fall Full Semester and Fall 1 (first 8 week)
September 11, 2026	Opening Workshop
September 14, 2026	First Day of Classes – Fall Access
September 21, 2026	Last Day for Add/Drop Schedule Changes – Fall Access
October 9, 2026	Last Day for Student-Initiated Withdrawals – Fall 1 (first 8 week)
October 12, 2026	Indigenous Peoples' Day – HOLIDAY
October 24, 2026	Last Day of Classes – Fall 1 (first 8 week)
October 26, 2026	First Day of Classes – Fall 2 (second 8 week)
October 26 - 31, 2026	Midterm – Fall Full Semester
October 28, 2026	Final Grades Due 11:59 PM – Fall 1 (first 8 week)
November 2, 2026	Last Day for Add/Drop Schedule Changes – Fall 2 (second 8 week)
November 2, 2026	Deadline – Petition to Graduate December 2026 and January 2027
November 2 - 7, 2026	Midterm – Fall Access
November 11, 2026	Veterans Day – HOLIDAY
November 13, 2026	Last Day for Student-Initiated Withdrawals – Fall Full Semester and Fall Access
November 18, 2026	Spring and Winter Registration Begins
November 25 - 28, 2026	Thanksgiving Break – No classes after 5:00 PM on November 25. No Saturday Classes
December 4, 2026	Last Day for Student-Initiated Withdrawals – Fall 2 (second 8 week)
December 12, 2026	Last Day of Classes – Fall Full Semester and Fall Access
December 14 - 19, 2026	Final Exams
December 19, 2026	Last Day of Classes – Fall 2 (second 8 week)
December 19, 2026	Last Day of Term and Fall Conferral Date
December 25, 2026	Christmas – HOLIDAY
December 28, 2026	Final Grades Due 11:59 PM – Full Semester and Fall 2 (second 8 week)

WINTER 2026-2027

December 28, 2026	First Day of Classes – Winter
December 30, 2026	Last Day for Add/Drop Schedule Changes – Winter (11:59 PM)
January 1, 2027	New Year's Day – HOLIDAY
January 5, 2027	Midterm
January 8, 2027	Last Day for Student-Initiated Withdrawals – Winter

January 15, 2027	Final Exams
January 15, 2027	End of Term and Winter Conferral Date
January 22, 2027	Final Grades Due 11:59 PM

SPRING 2027

January 18, 2027	Martin Luther King Jr. Birthday – HOLIDAY
January 19, 2027	Mid-Year College Workshop
January 20, 2027	First Day of Classes – Spring Full Semester and Spring 1 (first 8 week)
January 26, 2027	Last Day for Add/Drop Schedule Changes – Spring Full and Spring 1 (first 8 week)
February 1, 2027	First Day of Classes – Spring Access
February 8, 2027	Last Day for Add/Drop Schedule Changes – Spring Access
February 15, 2027	Presidents' Day – HOLIDAY
February 26, 2027	Last Day for Student-Initiated Withdrawals – Spring 1 (first 8 week)
March 8 - 13, 2027	Midterm – Spring Full Semester
March 14, 2027	Last Day of Classes – Spring 1 (first 8 week)
March 15, 2027	Deadline – Petition to Graduate May 2027
March 15 - 20, 2027	Spring Break
March 22, 2027	First Day of Classes – Spring 2 (second 8 week)
March 22, 2027	Final Grades Due 11:59 PM – Spring 1 (first 8 week)
March 22 - 27, 2027	Spring Access Midterm
March 29, 2027	Last Day for Add/Drop Schedule Changes – Spring 2 (second 8 week)
April 9, 2027	Last Day for Student-Initiated Withdrawals – Spring Full Semester and Spring Access
April 14, 2027	Registration for Summer and Fall Begins
April 19, 2027	Patriots' Day – HOLIDAY
April 30, 2027	Last Day for Student-Initiated Withdrawals – Spring 2 (second 8 week)
May 8, 2027	Last Day of Classes
May 10 - 15, 2027	Final Exams
May 14, 2027	Commencement Exercises
May 15, 2027	Last Day of Classes for Spring 2 (second 8 week)
May 20, 2027	Final Grades Due 11:59 PM – Spring Full Semester and Spring 2 (second 8 week) / End of Term and Spring Conferral Date

SUMMER 2027

May 24, 2027	First Day of Classes – Summer Full Semester and Summer 1 (first 5 week)

May 31, 2027	Memorial Day – HOLIDAY
June 1, 2027	Last Day for Add/Drop Schedule Changes – Summer Full Semester and Summer 1 (first 5 week)
June 14, 2027	Last Day for Student-Initiated Withdrawals – Summer 1 (first 5 week)
June 18, 2027	Juneteenth – HOLIDAY
June 25, 2027	Deadline – Petition to Graduate August 2027
June 26, 2027	Last Day of Classes – Summer 1 (first 5 week)
June 28 - July 2, 2027	Summer Break – No Classes
June 30, 2027	Final Grades Due 11:59 PM – Summer 1 (first 5 week)
July 5, 2027	Independence Day – HOLIDAY (observed)
July 6, 2027	First Day of Classes – Summer 2 (second 5 week)
July 12, 2027	Last Day for Add/Drop Schedule Changes – Summer 2 (second 5 week)
July 26, 2027	Last Day for Student-Initiated Withdrawals – Summer Full Semester and Summer 2 (second 5 week)
August 7, 2027	Last Day of Classes / End of Term and Summer Conferral Date
August 11, 2027	Final Grades Due 11:59 PM

HOW TO ENROLL AT ROXBURY COMMUNITY COLLEGE

NEW STUDENTS

Students who have never attended any college or university are welcomed as new students at Roxbury Community College. Roxbury Community College is a public, two-year college with an open admission policy. All students are required to submit proof of high school completion for acceptance. Original credentials from foreign high schools are accepted if accompanied by an official translation. Students must meet the prerequisites established for all college-level courses to enroll.

Home-schooled students without a high school diploma or high school equivalency certificate are eligible to apply for admission to a degree or certificate program, provided they have successfully completed an approved home-school program in accordance with Massachusetts General Laws or the laws of their home state.

Admission into some programs is competitive due to a limited number of openings or a competitive application process.

CURRENT STUDENTS

Students who have enrolled each semester at Roxbury Community College or have attended RCC within the last two years are continuing students. Congratulations, your degree/certificate completion is within sight!

TRANSFER STUDENTS

If you've completed college-level courses at another accredited college or university, you are considered a Transfer Student. Roxbury Community College welcomes you and is here to support your academic and career goals.

After you've been accepted to RCC, please request that official transcripts from all previously attended institutions be sent to the Registrar's Office. Submitting your transcripts early helps ensure that you and your academic advisor can build the most efficient path toward completing your program and achieving your goals

See the Transfer Credit Policy for additional details about transferring credit into Roxbury Community College. RCC requires official transcripts to be sent directly from the institutions where credit was earned for credit to transfer. Transcripts must be sent from an online third party (such as Parchment/Instructure or the National Student Clearinghouse) preferably to the Registrar's Dropbox or be mailed in a sealed envelope. Transcripts emailed by a student are considered unofficial and will not be accepted for transfer credit.

Registrar's Office
Administration Building (2), Suite 202
Phone: 857-701-1002
Email: registrars.office@rcc.mass.edu

READMIT STUDENTS

Students who previously attended Roxbury Community College and have been away for two to five years are considered readmitted students. To return, students may need to update their admissions information, resolve any outstanding college requirements, and meet with an Academic Advisor to develop a plan for successful re-enrollment.

Students who have not attended Roxbury Community College for five or more years must submit a new admissions application. Reapplying students may also need to satisfy any outstanding college requirements and meet with an Academic Advisor to develop a plan for successful re-enrollment.

Welcome back!

HOW TO ENROLL

Complete the admission application for free online at https://www.rcc.mass.edu/apply.

Students applying for financial aid must complete the FAFSA application at https://studentaid.gov/. The Office of Financial Aid can provide assistance to complete all required forms. All required documents for financial aid must be submitted prior to the awarding of aid. For more information on financial aid at RCC, please contact the Office of Financial Aid at finaid@rcc.mass.edu

Placement testing is required for all first-time, new college students who have a high school GPA below 2.7. Please make an appointment to reserve your seat for placement testing, Visit us online at www.rcc.mass.edu/testing.

The placement test covers Math, English, and Reading, and takes approximately 2 1/2 hours to complete. Students whose first language is not English are advised to take the English-as-a-Second-Language Placement Test. A study guide is available online and in the Testing Office.

- Transfer and readmit students may not need to take the placement test if their official transcript(s) shows successfully completed college-level coursework. Students transferring from another college or university must arrange for their official transcripts to be sent to RCC, Office of the Registrar, for evaluation before they may register for classes. See Transfer Credit Policy section for more information
- Returning students, without financial holds, are encouraged to register online at https://myrcc.rcc.mass.edu/ICS/Registrar/. Students may visit RCC Connect at Roxbury Community College. RCC Connect staff will walk you through the online procedure.
- New, transfer, and readmit students meet with an Academic Advisor after placement testing to review placement scores; discuss academic and career goals; select a program of study; and identify courses.
- New, transfer, and readmit students may enroll in courses at RCC Connect. Students may receive a printed copy of their class schedule.
- Students are responsible for all tuition and fees at the time of registration. The Office of Student Accounts will review the student bills and what financial aid is applied to the bill. Additionally, the Office of Student Accounts assists with waiving student health insurance at RCC.
- According to Massachusetts law 105 CMR 220.600, all full-time students (12 or more credits) under the age of 30 and all full-time and part-time students in Health Profession programs must present evidence of immunization against measles, mumps, rubella; tetanus, diphtheria and pertussis; varicella (chickenpox), Hepatitis B, and Meningitis (if 21 years and under), to attend classes. Immunization verification must be signed and dated by the health care provider to be considered complete. For more information about immunizations documentation and the Wellness Center, please click here.

HIGH SCHOOL STUDENTS

RCC encourages high school students to explore the College's academic resources through programs that cater to their needs and interests. Participating high school students have the opportunity to consider RCC as their ladder towards achieving future intellectual and professional goals. The following programs launch high school students into higher educational learning:

Dual Enrollment

The Dual Enrollment Program relies on state appropriations each semester. Roxbury Community College accepts applications for the Dual Enrollment Program for the fall, spring and summer semesters. This is a

great opportunity for students to earn college credits, while simultaneously earning credits towards their high school diploma. This program also offers students the opportunity to develop their academic experience and career opportunities without paying tuition and fees.

Students must have a minimum GPA of 2.5 to be accepted into the program.

Chapter 74 Secondary Post Secondary Cvte Linkage

RCC welcomes Boston Public high school students in Chapter 74 programs. High school students receive college credit for courses completed in approved Chapter 74 programs. Please bring your BPS transcript to the Enrollment Center when completing the RCC application.

SENIOR CITIZENS

Residents of the Commonwealth of Massachusetts who are 60 years of age or older are eligible to enroll in credit courses on a space-available basis, tuition-free. However, all applicable fees must be paid prior to the first class.

VETERANS

We are happy to serve our Veterans. Please visit www. gibill.va.gov or contact your nearest VA representative (V.A. Buffalo: 888-442-4551) in order to obtain your Certificate of Eligibility. Please bring a printed copy of your paperwork that confirms your status as a current or former member of the United States Armed Forces (example: DD 214), waivers, orders, and waive your health insurance through Gallagher. You will need to register with Gallagher using your @roxbury.edu email address, where you will receive a verification link. The verification link will bring you to a waiver page

Please visit https://benefits.va.gov/gibill/ for information concerning the Post 9/11 GI Bill®. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official#U.S. government web site at https://www.va.gov/educa- tion/gi-bill/post-9-11/ch-33-benefit. Please contact RCC Connect for further information and a Veteran's package.

If you are a current member of the Massachusetts National Guard, please visit the following website https://massnationalguard.org/index.php/resources/education.html for instructions on how to receive your tuition and fee waiver. Finally, all veterans must complete the admissions process and provide proof of a high school diploma or GED.

Section 702 of the Choice Act

Section 702 of the Veterans Access, Choice and Ac- countability Act of 2014 ("Choice Act"), requires VA to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty at public institutions of higher learning if the schools charge qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015. These new requirements will ensure that our Nation's recently discharged Veterans, and their eligible family members, will not have to bear the cost of out-of-state charges while using their well-deserved education benefits.

For all courses, semesters, or terms beginning after August 1, 2021, Roxbury Community College charges qualifying veterans, dependents and eligible individuals' tuition and fees at the rate for in-state residents. Covered individuals including the following will be charged the in-state resident rate:

- A veteran using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 31 (Vocational Rehabilitation) or Chapter 33 (Post-9/11 G Bill), of 38 U.S.C. who lives in the state in which the institution is located (regardless of their formal state of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of their formal state of residence).
- Anyone described above, while they remain continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person must be using educational benefits under Chapter 30, Chapter 31, or Chapter 33 of 38 U.S.C.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b) (9)) who lives in the state in which the institution is located (regardless of their formal state of residence).

INTERNATIONAL STUDENTS

Complete the admission application for free online at https://www.rcc.mass.edu/apply.

The international admissions guide can be found at http://www.rcc.mass.edu/international-admissions-guide#. All documentation must be submitted in English.

International students must complete their application by the following deadlines:

- Spring Semester: November 1st
- Fall Semester: June 7th

International Students must maintain Good Academic Standing and have a Valid F-1 Student Visa.

How to Apply

- Complete the I-20 Application. Students must select a Major from the general application.
- High School Diploma or transcripts must be evaluated and approved by a foreign educational agency. Translations will not be accepted.
- Submit a Certified Affidavit of Support.
- Submit a current Certified Official Bank letter showing a minimum of $35,000.00 US dollars in the bank account to cover total educational and living expenses for one year.
- Current immunization record.
- Complete I-901. Please follow the instructions on www.fmjfee.com.

If you are already in the United States, a Non-Immigrant (F-1 status), and have a Certificate of Eligibility (I-20AB) from another school or college, you must submit a copy of the I-20AB, from your current institution and a copy of the Transfer Evaluation form, I-94 document, and Passport showing your currentF-1 Visa.

If English is not your is not your first language, you are required to submit proof of at least intermediate level or English proficiency. We accept:

TOEFL: a total score of at least 60

IELTS: a score of 60 or higher

Duolingo: a score between 90-115

If you have successfully completed a college-Level English and Math course the placement test may be waived.

All information to be uploaded to the application must be submitted in English.

STUDENT SUPPORT RESOURCES AND SERVICES

ACADEMIC ADVISING

Academic advising begins the moment you enroll at Roxbury Community College (RCC). Your Academic Advisor is your partner throughout your educational journey and is here to help you make informed decisions, overcome challenges, and achieve your academic, career, and personal goals.

Whether you are selecting your first semester of classes, exploring majors, preparing to transfer, or planning for graduation, your advisor is available to provide guidance, answer questions, and connect you with the resources you need to be successful.

Finding Your Advisor

All students enrolled in a degree or certificate program are assigned either an Academic Advisor/SUCCESS Advisor or a Faculty Advisor.

To find your assigned advisor:

- Log in to **MyRCC**.
- Select the **Registration** tab.
- Click **My Degree Progress**.
- View your assigned advisor.

If you need assistance locating your advisor, please contact the Advising Center.

When Should I Meet with My Advisor?

Students are encouraged to meet with their advisor at least **twice each semester**. Regular advising appointments help ensure you remain on track toward completing your degree or certificate and allow you to address questions before they become barriers to your success.

Your Academic Advisor can help you:

- Explore majors, careers, and transfer opportunities.
- Develop an individualized academic plan.
- Select and register for courses.
- Understand degree and certificate requirements.
- Review your Degree Audit and monitor your academic progress.
- Add, drop, or withdraw from courses.
- Complete a Change of Major.
- Submit a Petition to Graduate.
- Understand college policies, procedures, and academic expectations.
- Connect with tutoring, financial aid, accessibility services, counseling, and other campus resources.
- Navigate academic challenges and develop strategies for success.
- Prepare for graduation and your next educational or career step.

Meeting with your advisor regularly can help prevent registration delays and keep you moving toward your educational goals.

Advising Services

Academic advising is available:

- In person
- Virtually through Microsoft Teams or Zoom
- By scheduled appointment
- During designated drop-in advising hours

Scheduled appointments provide dedicated time to discuss academic planning, degree progress, transfer planning, career exploration, and long-term educational goals.

Drop-in advising is designed for quick questions or immediate needs, such as registration assistance, schedule changes, form signatures, or referrals to campus resources. Because drop-in advising is offered on a first-come, first-served basis, students may experience longer wait times during peak periods, including registration and the beginning of each semester. Students with more complex advising needs may be asked to schedule a follow-up appointment to ensure they receive adequate time and individualized support.

Advisors are also available by email. Please allow up to **two business days** for a response.

At RCC, our goal is to provide every student with individualized, holistic support from enrollment through graduation, empowering you to achieve your academic, career, and personal goals.

SUCCESS ADVISING

SUCCESS Advisors provide specialized advising, coaching, and mentorship for designated student populations. In addition to academic advising, SUCCESS Advisors focus on helping students develop the skills, confidence, and connections needed to thrive inside and outside the classroom.

Students assigned to a SUCCESS Advisor have access to:

- Individual academic coaching and mentorship.
- Personalized academic planning.
- Academic success and skill-building workshops.
- Time management, study skills, and goal-setting support.
- Communication skills development for academic and professional settings.
- Affinity spaces and community-building opportunities.
- Support for English Language Learners.
- Leadership opportunities, campus engagement, and off-campus experiences.
- Referrals to campus and community resources.

SUCCESS Advisors work collaboratively with students to promote academic achievement, personal growth, and persistence toward graduation.

FACULTY ADVISING

After earning 45 college credits, students are assigned as a Faculty Advisor within their academic division.

Faculty Advisors provide discipline-specific guidance related to coursework, career pathways, internships, transfer planning, and professional development within a student's field of study. Faculty Advisors also help students understand industry expectations and prepare for employment or continued education after graduation.

Academic Advisors and Faculty Advisors work together to provide a comprehensive advising experience that supports students from their first semester through graduation and beyond.

ACADEMIC SUPPORT SERVICES

Students are encouraged to take advantage of free tutoring services available in all subject areas. Tutoring occurs in The Learning Center (Academic Building 3-203) and online. Professional tutors with expertise in Writing, Math, Science, Computers, Language, and Business courses work with individuals or small groups to improve academic skills and develop learning strategies. Tutoring is designed to enhance and support classroom learning so that you gain the skills and confidence to be successful in your coursework. Assistance is also provided in learning how to navigate online courses and academic portals. Drop by The Learning Center (Academic Building 3-203) or visit https://www.rcc.mass.edu/current-students/academic-support/learning-center/index.html to make an appointment.

PROJECT ACCESS

Project Access at Roxbury Community College works with students who are facing non-academic issues that can often serve as barriers to degree/certificate completion.

These issues may include housing and food instability, personal safety concerns, inadequate childcare, and other basic human needs insecurities. Project Access is fortunate to be partnering with several nonprofit organizations that serve the Greater Boston Area.

Through this centralized services approach, the Project Access Team helps students navigate complex systems for accessing Federal, State, and local resources, such as health insurance, childcare, legal services, transportation, and food assistance programs. Project Access also meets the needs of students through the Rox Box, our onsite food pantry.

Staff can also provide targeted referrals to organizations across resource areas, including mental health, domestic violence, childcare, furniture, transportation, technology, housing, and more. The goal of Project Access is to holistically facilitate student success and increase retention.

Appointments can be made with Project Access staff directly. To learn more or to make an appointment, please contact:

Nancy Santos, M.S.
Director of Project Access
Building 3, Room 353
Nsantos@rcc.mass.edu
857-701-1660

THE TESTING CENTER

Most new students are required to take the Self-Guided Placement which assesses readiness for college-level English and mathematics courses. There is no “pass” or “fail”—your scores simply help determine whether you should begin in college-level or developmental coursework. Students may take the Self-Guided Placement Test once within a 12-month period. Placement testing is also required for non-degree and dual-enrollment students unless an exemption applies.

High School Equivalency Testing (HiSET and GED)
RCC offers both the HiSET and GED exams, providing students with pathways to earn a high school equivalency credential and demonstrate college readiness.

Credit by Examination (CLEP)
Students may also take College-Level Examination Program (CLEP) tests to earn college credit for knowledge gained outside the classroom, allowing them to accelerate their academic progress.

TEAS Testing
The TEAS (Test of Essential Academic Skills), required for admission to certain healthcare programs, is offered in person at RCC at the beginning of the Fall and Spring semesters.

Contact Info
Email:testing@rcc.mass.edu
Front Desk Phone: 857-701-1400

THE FORT

Mission Statement:

Changing lives one credit, program and opportunity at a time. The Fort is a social, emotional, and experiential learning re-entry program for individuals significantly impacted by incarceration. Current or prospective RCC students enrolled in academic courses or in a workforce development program are eligible for membership. Through access to wraparound services and unwavering guidance and support, The Fort facilitates the successful entry or reentry into the community and the workforce through academic education, life-skills training, civic engagement, community service, and restorative work, all with a focus on mental and physical health.

Project Description:

Through catered, caring, and hands-on involvement with our members, The Fort aims to be the premier collegiate social, emotional, and experiential learning re-entry program in the country. We recruit, engage, and proudly support individuals significantly impacted by incarceration. Our program is available to current and prospective RCC students enrolled in academic courses or workforce development programs. We act as determined and supportive program navigators, providing assistance in securing tutors, mentors, internships, and ultimately a career in the workforce or as a small business owner.

Contact: thefort@rcc.mass.edu

BUSINESS INNOVATION CENTER (BIC)

The Business Innovation Center (BIC) empowers Roxbury Community College (RCC) students and the broader Boston community to turn ideas into sustainable ventures that generate life-sustaining wages and build generational wealth. Grounded in equity, the BIC removes structural barriers for emerging and small businesses while anchoring entrepreneurship across RCC’s curriculum.

We do this throughout the lifecycle of a business from ideation and startup, launching and growing, to scaling long-term job creating enterprises. The BIC also offers access 2200 square feet of space equipped with workstations with computers and a networked printer to support "entrepreneurs-in-residence" and students; a flexible classroom/conference room with a Smartboard, dry-erase walls, and modular furniture; a dedicated classroom; and a flexible workspace for partners to provide complementary services such as mentoring, financial counseling for businesses and access to financing.

- **Phone**: 857-701-1008
- **Email**: BIC@rcc.mass.edu
- **Office**: Building 3, Room 130

CAREER AND INTERNSHIP SERVICES (CIS)

Career and Internship Services (CIS) at RCC empowers students to pursue upward economic mobility through comprehensive career support. CIS helps students explore career pathways, build professional networks, develop resumes and job search skills, and connect with employers through strategic partnerships.

Rooted in a commitment to equity and student success, CIS aligns academic goals with individualized career development strategies and holistic support. Through personalized coaching, targeted resources, and meaningful industry connections, students gain the skills, confidence, and knowledge to pursue fulfilling careers and achieve long-term success.

Whether students are exploring career options, seeking internships or jobs, or refining their application materials, CIS offers tailored guidance every step of the way. Our mission is to unlock opportunity and empower every RCC student to realize their potential and advance along a path to economic independence and sustainable career growth.

Phone: 857-701-1226
Email: careerservices@rcc.mass.edu

HONORS PROGRAM

Roxbury Community College's Commonwealth Honors Program offers academically motivated students a stimulating, challenging, and rewarding educational experience that supports critical thinking and innovation through a student-centered curriculum. Students who qualify for the program get the opportunity to enroll in honors courses, complete honors projects in non-honors courses, engage in independent, multi-disciplinary research, get more one-on-one time with faculty mentors, and attend and present their research at conferences such as RCC's Honors Showcase, the Massachusetts Undergraduate Research Conference (Mass URC), and the Northeastern Regional Honors Conference. Upon successful completion of the program, students will be granted the title of Commonwealth Honors Scholar and are guaranteed acceptance into an honors program at any of the public colleges or universities in Massachusetts.

For more detailed information about the benefits and requirements of RCC's Commonwealth Honors Program, please visit the Honors Program webpage at www.rcc.mass.edu/honors-program or contact Sheila Victorin at svictorin@rcc.mass.edu

TRANSFER SERVICES

Transfer After RCC

Roxbury Community College students have many options when transferring for a bachelor's degree. RCC Transfer Services is here to guide you through that process. RCC's Transfer Services website serves as a guide for transfer exploration, direct transfer information, and advising support. Visit: https://www.rcc.mass.edu/current-students/transfer-services/index.html.

Coordinator of Transfer Affairs and Articulation

Meet with Evan Desatnick, Coordinator of Transfer Affairs, to learn about transfer opportunities through an on-campus or online appointment.

Building 3, South Wing, Floor 5, Suite 533H
Email: transfercenter@roxbury.edu
Phone: 857-701-1652

Transfer Engagement Events

RCC Transfer Services hosts many engagement events throughout the academic year:

- Online or On-Campus Appointments
- Transfer Table Visits throughout the academic year
- Transfer Information Sessions/Workshops
- Transfer Fairs and Mini-Fairs
- College/University Tours
- Virtual Information Sessions

Mass Transfer

www.mass.edu/masstransfer

MassTransfer is a collaboration between the Commonwealth's community colleges, state universities, and the University of Massachusetts system. The goal of MassTransfer is for students to transfer seamlessly from their community college to a State University/UMass campus. The following bachelor institutions participate in MassTransfer:

- Bridgewater State University
- Fitchburg State University
- Framingham State University
- Mass College of Art & Design
- Mass College of Liberal Arts
- Mass Maritime Academy
- Salem State University
- UMass Amherst
- UMass Boston
- UMass Dartmouth
- UMass Lowell
- Westfield State University
- Worcester State University

MassTransfer consists of three main components to aid students in their state transfer process:

- MassTransfer General Education and STEM General Education Foundations
- MassTransfer A2B (Associate to Bachelor) degree pathways
- MassTransfer Commonwealth Commitment

Students are encouraged to visit Roxbury Community College's Transfer Services webpage, https://www.rcc.mass.edu/succeed/transfer-services.html to view the specific degree programs at RCC that are MT eligible. Visit the MA Department of Higher Education's website www.mass.edu/masstransfer for general MassTransfer Information.

Mass Transfer policies and guidelines are periodically reviewed and updated and can be subject to change by the Commonwealth of MA Department of Higher Education in tandem with the MA system of Higher Education.

The Massachusetts Guarantee

https://www.rcc.mass.edu/succeed/transfer-services.html

The Massachusetts Guarantee is a partnership (through the New England Board of Higher Education, NEBHE) between the state's community colleges and many state private independent colleges and universities. Based on MassTransfer, the goal of this program is seamless transfer to many private colleges in Massachusetts with the following benefits:

- Guaranteed transfer of associate degree credits
- No application fee or admission essay
- Guaranteed admission, given the student has met all eligibility criteria for the selected Massachusetts Guarantee institution and the institution has available capacity within the intended major
- Junior status upon enrollment
- Scholarship and financial incentives varying by institution

There are many colleges participating in the Massachusetts Guarantee program. Visit: https://www.mass.edu/masstransfer/maguarantee/home.asp for a full list.

Transfer Articulation Agreements

RCC has established transfer agreements with many private colleges and universities to assist students with a seamless transfer process. The design and goal of a transfer articulation agreement is to maximize course transfer in specific majors between institutions. Visit the RCC Transfer Services website for a list of RCC transfer articulation agreements: www.rcc.mass.edu/succeed/transfer-services.html

Transfer Student Scholarships

Navigating the world of transfer student scholarships can be challenging. There are many colleges/universities that have their own scholarships (often called merit scholarships). There are also private and public non-profit organizations that offer scholarship opportunities for transfer students. Visit RCC's transfer webpage to view what four-year colleges offer transfer scholarships to their college or university: https://www.rcc.mass.edu/current-students/transfer-services/index.html

Transfer Equivalency Databases

To determine whether courses transfer from RCC to four-year colleges/universities, it is important to understand a few key factors:

- If a course is transferable, it may transfer as either course-to-course (e.g., English Comp to English Comp) or course-to-elective. Keep in mind, if the course transfers as an elective, it still counts toward the 120 credits for your bachelor's degree.
- If you are looking at course transferability to colleges/universities beyond the New England region, you will want to contact each college and meet with their transfer admissions representative to gauge the college transfer credit policy and procedure.
- Colleges/universities may do pre-admission credit evaluation, so it is important to ask about this possibility.

For detailed information on Massachusetts state college/university course equivalencies, click the following link:
Massachusetts Course Equivalency Database (MAST)

Transfer Application Process

STEP ONE: Apply

Applying to college/university as a transfer student will have its own deadlines and requirements. Once you have decided on which colleges/universities you are applying to, consider the following:

- If you are applying to a four-year state college/university, you will most likely be applying as a MassTransfer student. Click here for steps to apply: https://www.mass.edu/masstransfer/a2b/application.asp

If you are applying to a selective four-year private college/university, review their full admissions application deadlines and requirements. Many schools will most likely be using the Common Application. Click here for a step-by-step guide and video tutorial on how to apply via the Common Application for transfer students: https://www.commonapp.org/apply/transfer-students

STEP TWO: Send RCC Transcripts

- Part One: Send an official Roxbury CC transcript to the university you are applying to by requesting an official college transcript.
- Part Two: Send a final Roxbury CC transcript after you have received your final grades from the academic semester.

Note: Check with the Roxbury CC Registrar's Office to ensure that your graduation status is recorded on your transcript before you request a final transcript.

STEP THREE: Apply for Financial Aid

If you are receiving financial aid at RCC, make sure you update your#FAFSA. You will also want to find out the CEEB school code(s) of the colleges/universities you are applying to when you transfer. Some colleges may require the CSS Profile. Click the following link for information: CSS Profile

STUDENT ACCESSIBILITY SERVICES

Roxbury Community College is committed to creating an educational environment that promotes academic excellence and personal exploration for all students. RCC commits to equal educational opportunity and full participation for persons with disabilities. Student Accessibility Services (SAS) engages students in an interactive process to determine reasonable accommodations. Furthermore, it is our philosophy that disability is a form of diversity, and it is our mission to ensure that we are providing comprehensive services to ensure the success of all students with disabilities. This statement is part of the College's overall commitment to non-discrimination of all persons in employment, creating accessible facilities, student programs, activities, and services.

Students interested in obtaining reasonable accommodation for support in completing their degree or certificate programs must register with the Office of Student Accessibility Services.

Contact Information:

Office of Student Accessibility Services
Roxbury Community College Campus, Academic Building; Building 3, Room 205
Phone: 857-701-1278
Email: accessibility@rcc.mass.edu

Click here for the Student Accessibility Website

LIBRARY

The library at Roxbury Community College offers information resources and services that support the academic programs of the College. The library has been renovated into a beautiful learning space. The entrance to the library is on the 2nd floor.

Informational Resources:

- Over 20,000 circulating and reference books. This includes many required textbooks reserved for use in the library.
- Over 60 online databases contain tens of millions of articles from journals, magazines, and newspapers.
- Over 300,000 e-books.
- Over 90,000 streaming videos from Kanopy and Avon.
- Audiovisual material including videotapes and DVDs for classroom or in-library use.

Library Services:

- Borrowing Services: Circulation of library materials including audiovisual equipment for classroom use.
- Reference Services: Research help for reference questions and research. Chat reference available 24 hrs.
- Instruction Services: Class and individual instruction in research methods and information literacy.
- Interlibrary Loan: The delivery to RCC library users of books and documents that belong to other libraries.
- Tutorials: Subject research guides and online tutorials.
- Archives and Special Collections: Collect, preserve, and make available historical materials documenting the history of RCC and the surrounding area of Boston.
- Laptop semester loan program.

Interlibrary Cooperation:

Starting in the fall of2026, the RCC Library will be joining the Metro Boston Library Network (MBLN) which includes the Boston Public Library, several surrounding public libraries, Fisher College and many Boston Public School libraries. As a result, all RCC students, faculty, and staff will have access to BPL's vast physical and electronic resources and community events.

The Metro Boston Library Network (MBLN) includes public libraries from the following communities:

- Boston

- Chelsea
- Malden

College library:

- Fisher College

The library also belongs to the Fenway Library Organization, which includes academic libraries in the Boston area, most within walking distance of RCC. You may borrow books from any of these libraries. To retrieve materials from these libraries, simply present an active RCC ID card. You may also order books from these libraries and have them sent to the RCC Library where they can be borrowed.

SEMESTER LAPTOP LOAN POLICY

Purpose

The purpose of this document is to clarify the roles and responsibilities for staff and individuals borrowing equipment from the RCC Library.

Policy Statement

RCC allows current students to borrow a laptop for a semester on a first-come, first-served basis.

- Currently enrolled students taking credit classes are eligible, excluding any existing holds on students' accounts.
- All laptops must be returned at the end of the semester.
- Laptops are considered "lost" if not returned by the due date.
- All questions concerning problems with the working condition of the item, or any technical issues, will be referred to the IT department.
- The RCC Library is responsible for the management of inventory.

Students

By borrowing equipment from the library, each student agrees to the following:

- Return semester loan laptops by the due date. A borrowed laptop is considered lost if it is not returned by the due date.
- Notify the library immediately if the laptop is lost, stolen, or damaged.
- Comply with the College's Computer Acceptable Use Policy while using the laptop.
- Understand that the College is not responsible for any lost data, documents, or applications saved on the laptop. Devices are restored to default, meaning everything is erased upon return.
- Be aware that if the laptop and all accessories are not returned to the library circulation desk by the due date, a block will be placed on the student's account. This block will prevent the student from obtaining a diploma and registering for classes until the laptop is returned.

Library Laptop Loan Policy

- Return semester loan laptops by the due date. A borrowed laptop is considered lost if it is not returned within ten days of the due date.
- The student is responsible for their borrowed laptop while in possession. It is the student's responsibility to reimburse the College if the items are lost or damaged.
- Students agree to pay the cost of laptop/power cord if lost or damaged:
  - Lost or irreparably damaged: $400
  - Power cord: $25
  - Students may be responsible for replacement costs if damaged and not under warranty.
- Notify the library immediately if the laptop is lost, stolen, or damaged.
- Comply with the College's Computer Acceptable Use Policy while using the laptop.
- Understand that the College is not responsible for any lost data, documents, or applications saved on the laptop. Devices are restored to default, meaning everything is erased upon return.
- Be aware that if the laptop and all accessories are not returned to the library circulation desk by the due date, a block will be placed on the student's account. This block will prevent the student from registering for classes until the laptop is returned.

RCC CONNECT

Starting college, and staying on track, can feel overwhelming. Whether you have questions about admissions, financial aid, registration, academic planning, or simply aren't sure where to go next, RCC Connect is your first stop for support.

RCC Connect is here to help you succeed.

At RCC Connect, you'll find a team that's committed to helping you navigate every step of your college journey. Instead of being sent from office to office, you'll receive personalized guidance, timely follow-up, and connections to the people and resources you need. We're here to make getting help simpler, faster, and more accessible.

Your story, your goals, and your experiences matter. That's why RCC Connect is built on the belief that every student deserves to feel seen, supported, and empowered to succeed. Wherever you're starting from, we're here to help you move forward—with confidence, community, and a team that's with you every step of the way.

Every student's journey matters. Our mission is not just connecting you to services, but to cultivate belonging, opportunity, and the support you need to persist, achieve, and thrive.

Location:

Building 3, 1st Floor, Rooms 106 & 107

Hours of Operation:

Mondays & Thursdays, 9am-6:30pm

Tuesdays, Wednesdays & Fridays, 9am-5pm

COLLEGE SERVICES

BOOKSTORE

Students may purchase and rent textbooks and purchase instructional materials required for courses online. Please see Roxbury Community College | Online Bookstore at bncvirtual.com/tcc on MyRCC (left-side menu) for more information. Payment can be made by MasterCard, Visa, American Express, debit cards, PayPal, Apple Pay, money orders, and checks. Financial Aid Bookstore Credit can also be used to purchase required supplies and materials for students with Pell Awards.

Financial Aid Book Voucher

After visiting the RCC Online Bookstore, the bookstore charge request form can be found by selecting the Financial Aid tab in the MyRCC portal and then selecting the second radio button under the FA Home Page. Processing can take between three to five business days. Email confirmations with a voucher ID number and information pertaining to approval are sent to students electronically.

CAMPUS POLICE AND PUBLIC SAFETY

The RCC Department of Public Safety is staffed 24 hours per day, 7 days per week, to provide public safety services to the college community.

Mission Statement

The Mission of the Public Safety Department is to work in partnership with the college community to provide a safe and secure environment in which students, faculty, and staff may work, learn, and live. The Public Safety Department engages in joint problem-solving partnerships to identify issues of community concern and work collaboratively to continuously improve the safety and security of the campus.

Philosophy

Public safety and security is a partnership between Public Safety and the college community. Security is everybody's business and the Public Safety Department cannot do it alone. Public Safety encourages the college community to practice "See Something, Say Something." If you see something that doesn't seem right, or notice a crime being committed, contact the Public Safety Department right away.

The Public Safety Department works diligently to maintain a safe and secure campus. To accomplish this, Public Safety works to achieve three goals:

- Developing and maintaining a modern and functioning Public Safety Department.
- Developing and maintaining a comprehensive Security Emergency Management Plan.
- Conducting outreach programs and establishing partnerships with stakeholders.

The Public Safety Department

The Public Safety Department is under the direction of the Assistant Vice President of Public Safety and Auxiliary Services, who is also the Chief of the RCC Police. Assisted by an Assistant Director/Deputy Chief, they administer the public safety function on campus, which is currently carried out by public safety officers from Allied Universal Security Services, Inc., a contracted private security company. The Chief, the Deputy Chief, and the Lieutenant are armed, sworn police officers pursuant to Massachusetts General Law Chapter 63, Section 22. They have the power of arrest and have the authority to carry out investigations and serve criminal processes. The Allied Universal civilian public safety officers provide the patrol force. Through fixed posts, walking patrols, and mobile patrols, the public safety officers patrol the campus in a highly visible manner, providing services to the college community and serving as a deterrent to crime. Public safety officers respond to calls for service throughout the campus, enforce college rules, monitor and enforce parking rules, open and close the campus, provide first aid and CPR, provide escorts, and other like functions.

The Public Safety Department is located in Building 3, Room 109. It is staffed 24/7 and maintains a dispatch center where calls for service are received and dispatched. The phone number is 857-701-1310, with an emergency line of 617-541-6404. Dispatchers also monitor life-safety systems including a CCTV system, fire detection and suppression systems, and two-way radios.

The Public Safety Department maintains reports and records in a digital Records Management System as well as a daily log. Each week, a Daily Crime Log is printed for the previous week and posted on the Public Safety webpage. A copy is also kept at the Public Safety Department and is available for viewing in accordance with the Clery Act.

Visit the RCC Public Safety webpage for more information, current crime statistics, and more, at https://www.rcc.mass.edu/explore/public-safety/index.html

Student and Staff Identification Cards

The Public Safety Department issues Identification Cards to students, staff, and faculty of the college. Faculty and Staff ID cards are facilitated by Human Resources when a new employee starts their employment. Students requiring ID cards must bring a form of photo ID and a copy of their schedule issued by the Business Office showing that they are currently enrolled in good standing. Students and Staff are required to show their ID cards to college officials and public safety officers upon request.

Parking Passes

The Public Safety Department issues parking passes to students and staff in good standing. Students and staff should bring their valid ID card and their vehicle registration to the Public Safety Department to be issued a pass. Student passes are only valid for semesters that the student is studying at RCC. Employee parking is reserved in designated spaces in Lot 1. Students have access to non-reserved open parking in Lots 1 and 2. Vehicles without a pass, or that are parked illegally elsewhere on campus, may be tagged with a violation sticker.

Reporting Crimes and Emergencies

All members of the RCC Community and all visitors are encouraged to accurately and promptly report potential criminal activity, suspicious behavior, and emergencies on campus to Public Safety at X-1310 or 617-541-6904. There are also Blue Light Emergency Call Boxes located throughout campus.

Reports may be made in person at the Public Safety Department, or via phone, and an officer will be dispatched to your location on campus, any time of the day or night. Students and employees should report all criminal offenses to Public Safety for the purpose of assessing the crime for potential distribution of a timely warning notice and for the annual disclosure of crimes on or near campus.

Reporting Crimes to Campus Security Authorities

While the college prefers that the college community report crimes to Public Safety, we also recognize that there are times when individuals may feel more comfortable reporting these instances to another party. The Clery Act authorizes other college officials to be designated Campus Security Authorities (CSA). A CSA is "an official of an institution who has significant responsibilities for student and campus activities, including, but not limited to student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution."

CSAs are mandated to report the crimes for immediate action, and for inclusion in the Annual Security Report. However, victims reporting crimes to a CSA may remain anonymous.

Annual Security Report

In accordance with the Clery Act, RCC gathers statistics for crimes that occur on or near campus. These crimes and related safety information are reported to the college community each October in the Annual Security Report. The Annual Security Report is available for anyone to see and is posted on RCC's website. In addition to crimes, the Annual Security Report details information about Sexual Violence, Sexual Harassment, and related Title IX issues.

Weapons Policy

With the exception of sworn law enforcement personnel, RCC prohibits the possession, carrying, or use of any firearm, ammunition, explosive, or other weapon upon any property owned or controlled by the college. The carrying of any firearm on a school or college campus, except by a sworn law enforcement officer, is a violation of state law, even if the person has a License to Carry Firearms issued by the state.

JEANNE CLERY ACT DISCLOSURE

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires all institutes of higher education to disclose campus policy statements and crime statistics. Our annual report is available at https://www.rcc.mass.edu/explore/public-safety/index.html.

LOST AND FOUND

Public Safety Office, Building 3, Room 109 RLTAC

Lost and Found items turned into the Department of Public Safety will be logged and stored. Please present photo identification i.e., driver's license, RCC student ID when retrieving your items.

ACADEMIC POLICIES

GRADUATION REQUIREMENTS

To qualify for graduation, a student must meet the following conditions:

- Qualify as a matriculated student.
- Complete all course requirements as specified by the academic program of study with a minimum grade point average (GPA) of 2.00 for college-level courses, unless other requirements are specified by the academic program. For specific major requirements, consult the Program of Studies.
- Earn the number of credit hours required, and at least 25% of the credits for a degree or certificate must be completed at RCC.
- Complete and submit a Petition to Graduate Form (PTG), available from the Advising Office during the semester they plan to graduate. Students who don't meet the requirements to graduate for the term the PTG was submitted should meet with their advisor and revise their PTG.
- Students may submit a PTG to participate in the spring commencement ceremony if they have two (2) courses remaining and have or intend to register for them during the summer semester.
- Students will be notified about their final conferral status via RCC email which will include updates about transcripts, diplomas or certificates, and the commencement ceremony.

ACADEMIC HONORS

Dean's List

Full-time students in college-level courses with a semester Grade Point Average (GPA) between 3.50 and 3.75, and no grade lower than a "B" during that semester, will be placed on the Dean's List.

President's List

Full-time students in college-level courses with a semester GPA between 3.76 and 4.00, and no grade lower than a "B" during that semester, will be placed on the President's List.

GRADES

Grade Point Average (GPA)

Grade points earned in any course are found by multiplying the quality points assigned to the letter grade by the number of credits for the course. The grade point average is determined by adding the total points earned in all courses that semester and dividing this total by the total credits attempted.

Example:

Credit Hours Attempted	Grade	Quality Points	Attempted Credits	Total
English 101	A	4.0	3	12
Math 103	B	3.0	3	9
Science 121	F	0.0	4	0
Business 131	C	2.0	3	6

Grading Policy

Roxbury Community College faculty assign a letter grade for all credit courses. Each letter grade from "A" to "F" carries a numerical value used to calculate your Grade Point Average (GPA).

The College respects the right of individual departments, programs, and faculty to use other scales as their curricula require and supports the use of individual scales when articulated in the syllabus.

Grade	Quality Points	Range Interpretation
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Very Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Satisfactory Plus
C	2.0	Satisfactory
C-	1.7	Passing
D+	1.3	Unsatisfactoy, Passing
D	1.0	Unsatisfactoy, Passing
F	0.0	Unsatisfactoy, Course Failure

Nonnumeric Grades

AU – Audit: A course is being audited. No grade is assigned, no credit is earned, and the course does not apply to a degree or certificate. Tuition and fees are charged for the course. The course will appear on the student's transcript as "AU." An audited course does not show credits attempted or earned and will not be considered by the Financial Aid Office when awarding aid.

I – Incomplete: May be issued if the student made satisfactory progress in a course but is unable to complete the coursework before the end of the term. If the student and faculty member agree, they sign an Incomplete Contract listing all outstanding assignments and exams, along with a timeline for completion. The contract is filed with the Office of the Registrar.

FI – Incomplete ("F"): Assigned when an "I" grade reverts to "F."

NA – Never Attended: May be assigned when a student does not engage in a class and fails to drop by the deadline. Only students who appear on the first day roster are eligible for an NA and faculty are not obligated to enter an NA. Students receiving an "NA" will be dropped from courses as indicated. This may affect financial aid eligibility. Students should contact the Financial Aid Office to determine whether their award is affected. Appeals may be submitted through an academic dean. It is ultimately the student's responsibility to drop if not attending the class.

NP – Did Not Pass: Applies to non-credit courses only.

P – Pass: Applies to non-credit courses only.

R – Course Repeated.

S – Satisfactory (A–C equivalent): Midterm evaluation only.

TR – Transfer Credit: Course(s) accepted from another college or university.

U – Unsatisfactory (D–F equivalent): Midterm evaluation only.

W – Withdrawal Designations

- W – Student-initiated Withdrawal
- WA – Administrative Withdrawal: A student is withdrawn from a course by a faculty member or administrator.
- WIP – Work in Progress: No grade submitted by instructor.
- NA – Never Attended: May be assigned when a student does not engage in a class and fails to drop by the deadline. Only students who appear on the first day roster are eligible for an NA and faculty are not obligated to enter an NA. Students receiving an "NA" will be dropped from courses as indicated. This may affect financial aid eligibility. Students should contact the Financial Aid Office to determine whether their award is affected. Appeals may be submitted through an academic dean. It is ultimately the student's responsibility to drop if not attending the class. An NA does not remain on the transcript.

REPEATING A COURSE FOR CREDIT

When a student repeats a course, the higher grade is used to compute grade point average. Both grades appear on the transcript. For example, if a student receives a D in a course and retakes the course and receives a C-, the C- will replace the D in the student's GPA. However, the D will remain on the student's transcript. If the grade for the repeated course is the same, or lower, than the previous grade, then the credits will not count toward the student's degree. Please note, every time a student repeats a course that course is applied to a student's attempted and earned credits, as it relates to the financial aid satisfactory academic progress policy. Financial Aid does not cover the tuition and fees to repeat a course for which the student earned a passing grade.

AUDITING POLICY AND PROCEDURES

Registration to audit is limited to any three-credit and non-laboratory courses offered based on the available seats in the class. Course Audit Form [using DocuSign or similar mechanism] is required to start the process.

Student: Full or Part-time matriculated RCC (Roxbury Community College) students can audit one course during any term of an academic year.

Faculty: Teaching faculty will permit students to audit their courses after considering the class size, modality, and any requirements to attend the class. Faculty will share a copy of their permission and any specific requirement with the student. The Dean of the divisions and the Advising Office must be notified via email.

Process:

a. Registration starts with obtaining the teaching faculty's permission via email and it must be completed before the end of the "Add and Drop" period identified/listed on the Academic Calendar for the respective term.
b. The course work required is at the discretion of the instructor or faculty of the course. A copy of the requirements shall be shared with the student.
c. Students can switch from a regular registration to auditing a course during the Add and Drop period by making a request to the Registrar's Office to change the credit type.
d. Advising staff will assist students during an online or in-person appointment to complete the process.
e. A fully registered student gains access to observe and fully participate in the course activities and any Office Hours offered by the teaching faculty.
f. The Registrar's Office adds "AU" Credit Type at time of registration and an "AU" Grade Code to the student's transcript during midterm grade submission and notifies the teaching faculty.
g. Financial Aid is not used to pay the $300 fee for auditing a course.
h. Future online registration to repeat the same course for a grade is allowed

WITHDRAWAL POLICY

Failure to attend class does not constitute official withdrawal from a course or from Roxbury Community College.

Students who wish either to withdraw from one or more courses in a semester (with plans to return in a future semester) or to withdraw permanently (from all courses and not return to RCC) must complete a#Withdrawal Form by the deadline indicated on the academic calendar.

Withdrawals should be discussed with your advisor, and then your completed Withdrawal Form should be submitted to the Registrar's Office.

Students should check with the Office of Financial Aid to verify the impact on their awards and with the Office of Student Accounts to resolve any account issues.

Permanent withdrawals will receive a Total Withdrawal exit date and hold on their account and will need to reapply if they wish to be reinstated.

ACADEMIC STANDING

All RCC students are expected to maintain good academic standing toward the completion of their certificate or degree. A student's academic standing indicates the progress toward that certificate or degree based upon a minimum satisfactory cumulative grade point average (GPA) and pace toward program completion required each semester.

Good Academic Standing establishes a minimum cumulative grade point average (GPA) based on credit hours attempted and the successful completion of a percentage of the total credits attempted. Students who are not in good academic standing are not considered to be making satisfactory academic progress (SAP) towards completing their degree or certificate program. A student who is not making satisfactory academic progress toward completing their degree or certificate program may not be eligible to receive Financial Aid.

We strongly encourage all students to work closely with their academic advisor to ensure that they register for a credit load that will enable them to balance family and work responsibilities with the ability to complete their coursework successfully.

Good Academic Standing

The College considers a student to be in Good Academic Standing if they meet the following minimal cumulative grade point average (GPA) and pace requirements.

For our Associate degree programs:

Credit Hours Attempted	Grade	Quality Points
0-12	1.5	50%
13-30	1.7	67%
31 or more	2	67%

For our credit-bearing certificates:

Credit Hours Attempted	Grade	Quality Points
0-12	1.5	50%
13 or more	2	67%

Academic Warning

Students who fail to maintain the minimum cumulative grade point average and/or pace required for good academic standing at the end of a semester will be placed on academic warning. Students on academic warning must consult with an Academic Advisor and take advantage of academic support services provided by the college to improve their GPA and/or pace to get back in good academic standing. It is not sufficient to consult with a faculty advisor. Students on Academic Warning will be notified by the College at the conclusion of each semester.

Dismissal and the SAP Appeal Process

A student who is not in good academic standing for a second consecutive semester (after being on Academic Warning at the end of the previous semester) will be dismissed from the College for not meeting satisfactory academic progress requirements. These dismissed students are no longer considered active students at the College and cannot enroll in any future courses unless they are returned to active status by successfully completing the SAP Appeal process. Students who have been dismissed for failing to meet satisfactory academic progress requirements will be notified by the College at the conclusion of each semester.

Students who wish to resume their studies at the College after being dismissed must contact their Academic Advisor immediately to complete and submit a SAP Appeal. The SAP Appeal process allows a dismissed student to document why they failed to maintain good academic standing and how the student plans to get back in good academic standing if the SAP Appeal is approved. When completing the process, all students are expected to conduct themselves with integrity and present factual information with documentation to support their SAP Appeal and explain why they should be readmitted to the College.

An Academic Advisor can help a dismissed student complete a SAP Appeal. A student who submits a SAP Appeal will receive a final decision from the College within 15 business days either approving the appeal and allowing the student to return to active status or denying the SAP Appeal. If a student's SAP Appeal is denied, the student is considered dismissed and cannot enroll in any future courses at the College.

Academic Probation

If a dismissed student's SAP Appeal is approved by the College, the student will be returned to active status, put on Academic Probation, allowed to resume taking courses at the College, and provided with an Academic Success Plan that must be followed for the student to get back in good academic standing. Students on Academic Probation are expected to follow the terms of their Academic Success Plan until they are back in good academic standing. Once they are back in good academic standing, a student is no longer considered to be on Academic Probation at the College.

Students should be aware that being allowed to enroll in courses again while on Academic Probation does not automatically reestablish eligibility for Financial Aid. Students with questions about their Financial Aid eligibility should contact their Academic Advisor or the Financial Aid Office.

REQUIREMENT FOR ACADEMIC OVERLOAD

The College considers 15 credits per semester to be the threshold for a full courseload. Students who wish to take more than 15 credits in a semester should be in Good Academic Standing. Advising believes that students should have a good grasp of their academics before embarking on a heavy and challenging load. For every 1 credit, 3 hours of outside work is typically required. Hence, for 15 credits, approximately 45 hours of outside work is expected. The College recommends that students register for no more than 6 credits for the optional Winter session.

ATTENDANCE

Students are expected to attend all scheduled class meetings. The course syllabus will include the instructor's attendance policy. Students must contact the instructor if they are unable to attend class. Students are responsible for all coursework during an absence. Instructors are not required to assign make-up assignments, exams, or extra credit. Excessive absences will have a negative effect on students' ability to meet the course objectives and may result in a failing grade. Roxbury Community College supports and enforces the attendance policy as stated on every course syllabus.

Students who have missed, or know that they will miss, more than three consecutive classes due to illness should contact their dean and academic/faculty advisor. Upon receipt of documentation regarding the illness, the dean will notify the appropriate faculty in writing that the student's absence was due to a documented illness.

CHANGE OF ACADEMIC MAJOR

To change your major:

1. Obtain a Change of Major Form from Academic Advising.
2. Meet with your advisor or academic faculty advisor to discuss the change of program.
3. Complete the Change of Major Form and obtain the appropriate signatures.
4. Return the completed form to the Registrar's Office.

NOTE: You may not register for courses in the new major until the form has been processed by the Registrar. When a major change is approved, you must meet all graduation requirements in effect at the time of the major change. A major change may lengthen the time needed to complete graduation requirements and may affect financial aid eligibility. Students may change their major before the end of the Add/Drop period of the term. Changes of major submitted after the Add/Drop date will be processed after the end of the current term.

CHANGE OF NAME AND/OR ADDRESS

If you change your name or address while enrolled at the College, you must complete a Change of Name/Address form, which is available at the RCC Connect and on the Registrar's Office page of the website.

ENROLLMENT VERIFICATION

Enrolled students who require verification of enrollment must obtain an Enrollment Verification Form available at RCC Connect and on the Registrar's Office page on the website. The processing time for enrollment verifications is three to five business days.

Verifications may be forwarded directly to a third-party if requested by the student. There is no fee for this service.

LOAN DEFERMENT CERTIFICATION

Students who have student loans from other institutions may submit their loan deferment forms to Registrar's window at RCC Connect. You may only be certified for current or previous semesters in which they were registered. There is no fee for processing loan deferment forms.Please obtain a deferment form from your lender, as RCC does not offer a deferment form.

TRANSFER CREDIT POLICY

Students may transfer credit from another college to Roxbury Community College under the following guidelines:

1. RCC requires official transcripts to be sent directly from the institutions where credit was earned for credit to transfer. Transcripts must be sent from an online third party (such as Parchment/Instructure or the National Student Clearinghouse), preferably to the Registrar's Dropbox, or be mailed in a sealed envelope. Transcripts emailed by a student are considered unofficial and will not be accepted for transfer credit.
2. Students must be accepted into RCC before official transcripts are evaluated for transfer credit.
3. For eligible transfer credits, the courses must have been taken at an institution accredited by one of the six regional accreditation agencies in the United States or by a national accreditation agency recognized by the Council for Higher Education Accreditation (CHEA). Consult your college about any special requirements for online courses.
4. Credit earned at international institutions not accredited by one of the six regional United States accreditation agencies may transfer if their credentials are evaluated by CED or WES.
5. Only credit for college-level coursework will transfer. Credit for pre-college-level or developmental coursework does not transfer. However, RCC uses developmental coursework for student placement purposes.
6. Audited coursework does not transfer.
7. Therefore, transfer credit grades are not used in calculating grade or quality point averages.
8. Credit will transfer as (1) the course equivalent at RCC, if it exists, or (2) as an elective equivalent within a comparable department, if it exists.
9. RCC requires a minimum grade of C (2.00 on a 4.00 scale) or higher for courses and credits to transfer.
10. Grades of Pass (P), Satisfactory (S), or similar grades will transfer only when official transcripts indicate that such grades are equivalent to a grade of C or higher. This is usually found on the back of the transcript, which is the Legend.
11. For programs offered on the RCC campus, a maximum of 45 credits for a degree program and 25% for a certificate of the credits required in a program may be transferred in. We require students to complete at least one quarter (25%) of the credits of the first associate degree at that institution to graduate (referred to as the residency requirement). Exceptions to this would be subject to recommendation by the appropriate faculty and approval of the Director/Dean.
12. Credit will be granted for satisfactory scores on Advanced Placement (AP) examinations based on institutions' policies. Official score reports from the College Board are required in order to receive credit for AP. Follow the link for AP scores.
13. Credit will be granted for satisfactory scores on College-Level Examination Program (CLEP) examinations based on institutions' policies. Official score reports from the College Board are required to receive credit for CLEP.
14. Credits earned 10 years prior to enrollment at Roxbury Community College are not accepted for transfer credit for Science and IST courses unless approved by the Vice President of Academic & Student Affairs at Roxbury Community College.

Contact the Registrar's Office at Roxbury Community College for additional details about transferring credit into Roxbury Community College.

Registrar's Office
Administration Building (2), Suite 202
Phone: 857-701-1002 Email: registrars.office@rcc.mass.edu

TRANSCRIPT REQUESTS

Ordering an Official Academic Transcript Online

Roxbury Community College has authorized the National Student Clearinghouse to provide official academic transcript ordering online. Click **here** for **Online Transcript Request** and select **Roxbury Community College**.

You can order transcripts using any major credit card. Your card will only be charged after your order has been completely processed. Order updates are available via mobile text message and will also be emailed to you. You can also track your order online using your email address and order number.

Your signed consent is required to fulfill your transcript order. For your convenience, a consent form will be generated for your order that you can approve instantly online or return via fax, mail, or as a scanned email attachment.

Other Ways to Order:

- **In Person -** Transcripts can be requested directly from RCC Connect during normal business hours. Payment can be made by exact cash, check or money order (payable to Roxbury Community College), or credit card/debit card. RCC Connect is located at 1234 Columbus Avenue, Roxbury, MA 02120, in Building 3, 1st Floor, Rooms 106 & 107
- **Note:** If you do not need an official transcript, you may choose to print your Unofficial Transcript from your MYRCC portal. Log into MYRCC click on the My Grades tab, then click on View Unofficial Transcript. If you need help with your MYRCC login, you can contact our IT department at 857-701-1555.

CREDIT FOR PRIOR LEARNING POLICY

RCC supports the concept of life-long learning to meet the retraining, upgrading and personal enrichment needs of students. It is the policy of Roxbury Community College that a student's experience outside the college classroom shall be evaluated for college credit at the request of the student.

Background

1. Roxbury Community College (RCC) recognizes that adult learners acquire knowledge and skills through life and work experience. Through Credit for Prior Learning (CPL), RCC will assess this knowledge and skills and grant credit/recognition for the learning that has taken place.
2. CPL is used to evaluate knowledge, skills and competencies which may have been acquired through, but not limited to, work experience, independent reading, hobbies, volunteer work, non-formal learning, travel and artistic pursuits.
   The assessment and evaluation of prior learning and the determination of competency and credit awarded will be done by instructional or faculty staff who have the appropriate subject matter expertise, but other staff in an institution may have a supporting role in the process.
   The work required for CPL includes, but is not limited to, classroom-based and individual advising; classroom-based and individual assessment, training and upgrading; development of assessment tools; and training in the use of flexible assessment.
3. RCC accepts credit earned through CPL (as transfer credit) from accredited post-secondary institutions that have formally adopted quality assurance standards from a recognized organization such as the Council for Adult and Experiential Learning, the European Union or UNESCO. Such transfer credit is applied in the context of RCC course and program requirements.

Guidelines

1. **CPL Director/Dean**
   The Director/Dean acts as the contact person for CPL inquiries; (s)he offers orientation seminars, portfolio preparation courses and other CPL related courses; and acts as liaison between the assessor(s) and the learner.
2. **CPL Assessor**
   Prior learning will be assessed by qualified specialists, approved by the relevant department/ program, who have expertise in the area to be assessed, and trained in assessment methods that meet quality assurance requirements for CPL. Assessors will be responsible for ensuring that the documentation provided by the learner supports the claim for credit/recognition. If the assessor determines that the

knowledge the learner has demonstrated is sufficient and appropriate, credit/recognition will be granted.
The Director/Dean, CPL will work with assessors with content expertise to develop appropriate assessment methods and/or provide training to content experts in how to conduct CPL assessments.

3. **Documentation and Demonstration of Achievement**
   a. Evidence
      All CPL requires evidence. The learner has the primary responsibility for preparing the evidence that learning has taken place and that it contributes to an appropriate balance of theory and practical application. Tangible proof of competence can be provided through documentation of accomplishments or demonstration of skill and knowledge. Depending on the subject area, certain types of documentation or demonstration are more useful than others.
   b. Examinations
      The purpose of exams is to measure knowledge of the content of, or the achievement of, the learning outcomes that are equivalent to those of a specific course.
      1. Challenge exams#are created for students who have not attended the course but who wish to demonstrate that they have achieved the course outcomes. Challenge exams are designed by a course instructor or program department.
      2. Standardized exams#are prepared by national organizations, such as the College Level Examination Program (CLEP); are applicable to a large population; and measure a specific level of achievement in a specific subject.
   c. Equivalencies
      Course equivalencies are awarded to learners who have completed and been evaluated in programs, professional licenses, or professional certificates outside of the college or university system. These non-formal programs and credentials are evaluated by RCC, and credit may be granted if the program or credential meets the assessment criteria.
   d. Portfolios
      Portfolios summarize the learning gained from non-formal learning experiences. A portfolio is a collection of information that demonstrates the depth and breadth of what the learner knows and/or can do. A portfolio can be used alone or in combination with other methods of assessment. It provides evidence of learning.
4. **Eligibility**
   A learner requesting CPL must normally be admitted to a RCC program before the CPL process commences.
   CPL can be used to accumulate credit in programs or to satisfy admission requirements to certain programs upon approval by the appropriate department chair or designate.
5. **Conditions**
   - Credits granted for prior learning towards a specific program at RCC can be used in other programs at RCC where specific transfer credit exists.
   - Credits granted for prior learning at RCC may not always be transferable to other institutions. It is the responsibility of the learner to determine transferability.
   - For programs offered on RCC campus, a maximum of (45 credits for a degree program and 25% for a certificate) of the credits required in a program may be awarded for prior learning. Exceptions to this would be subject to recommendation by the appropriate faculty and approval of the Director/Dean.
   - Not all courses are eligible for CPL; non-eligibility will be determined by the appropriate department after consultation with the Director/Dean.
   - Credit awarded through CPL will be monitored to avoid awarding credit more than once for the same learning in a course/program.
   - A successful CPL will apply only to the designated course and will not constitute a successful CPL of any prerequisites to that course.
   - CPL will not normally be granted for a course previously transcripted without the special permission of the department and without reasonable evidence of the acquisition of new knowledge.
   - Transcripts reflect the course being granted credit with a grade of TR, which will count as credits attempted and taken, but not for GPA calculations.
   - If a request for CPL is unsuccessful, there will be no listing on the transcript.
   - Learners who receive an unfavorable decision from the assessor will have access to CPL appeal process.
   - Students are advised to consult with the Financial Aid office regarding any impacts enrollment in CPL courses may have on eligibility for student aid.
6. **Fees**
   The cost of CPL is $75 per credit per course assessed, with a non-refundable application fee of $30. Students are responsible for all associated costs and all fees are non-refundable.

VALOR ACT ACADEMIC CREDIT VALIDATION POLICY

Roxbury Community College is fully committed to supporting the Valor Act Academic Credit Validation Policy. Active-duty military members and veterans may be eligible for credit by assessment toward the completion of a degree or certificate. For more information, please contact the Office of the Registrar at registrars.office@rcc.mass.edu.

YOUR RCC ACCOUNT

Upon admission, each RCC student is assigned a unique student email account in the form username@roxbury.edu. #Your RCC Registration Information letter includes the link and all the information you need to easily activate your new RCC account.

Student ID: 999999

User name: newstudent

Email address: newstudent@roxbury.edu

https://go.rcc.mass.edu is your one-stop location for:

- Activating your account
- Changing your password
- Setting your verification methods
- Accessing your RCC applications

RCC STUDENT EMAIL

The RCC e-mail system is Office365. There, you will be able to access Email, use the Microsoft Office Suite (Word, Excel, PowerPoint, etc.), access your calendar and utilize other Office365 tools available on the website.

Logging into your RCC E-mail account for the first time:

- Go to https://go.rcc.mass.edu. You will be prompted for your username and Student ID #. This information will be in the tech letter you received from RCC.
- You will be prompted to create a password that you can easily remember.
  - Passwords must:
    1. Be at least 12 characters long
    2. Include both upper- and lower-case letters
    3. Include a number (1 2 3 4 5 6 7 8 9 0) or a special character (! @ # $ % ^ & *)
    4. Do not use any part of your name.
- Once you access the Home page, click on Outlook to access your email

NOTE: All RCC systems use the same username and password, so it is very important that you always remember your credentials.

EAB NAVIGATE

EAB Navigate is your personalized, all-in-one digital guide through college. Available as a mobile app or a desktop site, EAB Navigate puts everything you need to succeed right at your fingertips. You can instantly

book appointments with your academic advisor, check your daily class schedule, discover campus resources like the Learning Center, and even find peer study groups through the built-in "Study Buddies" feature. Go to https://rccmass.campus.eab.com/

- Log in with your username and password.

CANVAS

Canvas is Roxbury Community College's official Learning Management System (LMS) used to deliver all current course content, materials, and communications. All online, hybrid, and web-enhanced courses use Canvas.

Through Canvas, students can:

- Access course materials and syllabi
- Submit assignments and complete assessments
- Participate in course discussions and communicate with instructors
- View feedback, grades, and track academic progress

To access Canvas, visit https://rcc.instructure.com and log in using your RCC username and password.

Mobile Access: Canvas is also accessible through the free **Canvas Student** app, available on iOS and Android.

Note: Canvas is used for all course delivery. MyRCC (Jenzabar) is no longer used as a learning platform but remains the student portal for registration, financial aid, and personal information.

Need Help?

For technical support, contact the RCC IT Help Desk at helpdesk@rcc.mass.edu.

24/7 Canvas support is also available from the Help option in the Global Navigation Menu within Canvas.

MYRCC

MyRCC is a student portal - part of the College's Jenzabar student information system. It provides a single point of access for students, allowing them to:

- Register for (Add) courses and Drop courses
- View personal course schedules
- Search for courses meeting certain criteria
- Update address and other personal information
- Download course materials
- View/print grades/GPA/unofficial transcript
- View account balance

Logging into MyRCC

Go to https://myrcc.rcc.mass.edu

Type in your User ID (your email without the "@rcc.mass.edu") and Password, then click on Login.

For extra convenience, go to your Android or iOS app store and download mobile versions of Office365, EAB Navigate and Canvas LMS. Log in with your RCC username and password.

Help is Always Available
By phone: 857.701.1555
By email: helpdesk@rcc.mass.edu
In person: Building 3, Room 327

PRINTING WITH PAPERCUT

PaperCut is RCC's pay-for-print and copy management system. From any of the workstations in the Library or the Learning Center, you can send your print jobs to the Ricoh printers installed there.

1. Your job will be held at the printer for up to 24 hours until you release it.
2. On the printer, press "Print Release" and then enter your RCC email address and your password to release your job.
3. To check your balance or add more money at any time to your account, go to: http://rccprint:9191/user
4. Must be connected to a lab computer such as Library (WiFi will not work)

- Each student is given $25 printing allowance per semester
- Black and white prints cost $0.10 per page, color pages cost $0.20 per page
- Save money by printing double-sided
- If you have used up your printing allowance, purchase more at IT.

FINANCIAL AID

FINANCIAL AID

https://www.rcc.mass.edu/afford/financial-assistance/

The Office of Financial Aid at Roxbury Community College assists students and their families in meeting the costs of a college education. The goal of the Financial Aid Office is to ensure that students do not face financial barriers if they want to earn a college degree or certificate. Roxbury Community College participates in a wide range of federal, state, and private financial aid programs. Students should be aware that all institutions, including Roxbury Community College, are subject to adjustments in funding allocations from both the Commonwealth of Massachusetts and the United States Department of Education.

HOW TO APPLY

To begin the financial aid process, a student must complete the Free Application for Federal Student Aid (FAFSA) using their FSA ID. Apply at www.studentaid.gov. It is necessary for students and their contributor (if required) to sign the FAFSA using an FSA ID. Be sure to designate Roxbury Community College (Federal School Code 011930) in the College Release section.

Allow 3–5 business days for your FAFSA to be processed. Your application for financial aid will be reviewed once it is submitted and you have been accepted into a qualified academic program.

The email you provide on your FAFSA application will be used to notify you of any documents needed to complete your financial aid. Once you have registered for classes, you will be assigned an RCC email. Please monitor your RCC email for financial aid notifications and updates.

Please remember to reapply for aid every year. The State of Massachusetts priority deadline is July 1st, so complete your FAFSA as early as possible. While you should try to meet this priority deadline, you will still receive the full amount of federal aid each year. Remember your FSA ID and password, as you will need them frequently.

Approximately 18% of all students are chosen by the Department of Education to complete a process called Verification. If you are chosen for Verification, we cannot complete your financial aid award until we have collected and reviewed your documents. Mark all documents clearly with your name and RCC student ID number. Keep copies of everything.

Processing of applications and awarding for the upcoming academic year begins in late April for new and returning students.

ELIGIBILITY

To receive federal, state, and institutional financial aid, students must:

- Have a high school diploma or GED
- Be enrolled in an eligible degree or certificate program (non-Degree Majors are not eligible for Financial Aid)
- For grant programs, not have a previous bachelor's degree
- Have a valid Social Security number
- Not be in default on a federal loan or owe repayment on a federal grant at any institution
- Be a U.S. citizen or eligible noncitizen
- Maintain satisfactory academic progress
- Complete the FAFSA or be eligible to complete the MASFA

State and private financial aid programs may have additional requirements. The Office of Financial Aid looks forward to working with you. Services are available by appointment and walk-in.

REPEATED COURSES

Students may qualify for financial aid for repeated coursework. For most programs, the Financial Aid Office can count repeated coursework in students' enrollment status for financial aid purposes as long as (1) the student has not yet earned credit for that course, or (2) it is the student's first attempt to retake the course following the student having previously earned credit. In other words, once a student receives a grade in a class (A through D-), he or she can only get financial aid for that class one more time if he or she needs to repeat it. Some programs at Roxbury Community College follow different eligibility rules, and students may not qualify for repeat coursework even under the conditions above. Those programs are: Nursing and Radiologic Technology.

RETURN OF TITLE IV FUNDS (R2T4) POLICY FOR STUDENTS WHO WITHDRAW

Title IV funds are awarded to a student under the assumption that the student will attend the College for the entire period for which the assistance is awarded. When a student ceases attendance, withdraws, or is administratively withdrawn, prior to the 60% point of their payment period (typically a semester), their financial aid will be prorated based on the number of days he or she attended. If financial aid was disbursed to the student prior to withdrawal, he or she may be required to pay back a portion of the money, based on a federal determination of the eligibility as of the date he or she withdraws.

The percentage earned is equal to the number of calendar days completed up to the withdrawal (officially or unofficially) date divided by the total number of calendar days in the semester/payment period. Breaks of 5 days or longer are not included in the count of total days in the payment period.

- Earned Percent = Number of Days Completed ÷ Total Days in Payment Period
- Unearned Percent = 100% - Percent Earned

Once the 60% point in the semester/payment period is reached, a student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

Additional information is available in the Financial Aid Office regarding the withdrawal process and the impact on a Financial Aid package. We strongly advise all students to consult with the RCC Connect Financial Aid Team prior to making changes to their enrollment.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Office of Financial Aid is required by federal and state regulations to monitor the academic progress of financial aid recipients. Financial aid applicants must comply with the Satisfactory Academic Progress (SAP) Policy as a condition of continued eligibility. The academic progress of all financial aid applicants is required to be tracked from the first date of enrollment at Roxbury Community College, whether or not financial aid was received. SAP calculations factor in all coursework included on your RCC transcript.

The College evaluates students' academic progress at the end of each fall, spring, and summer semester. Students are evaluated based on cumulative grade point average (GPA), percentage of credits successfully completed out of all credits attempted (also known as "pace"), and maximum time frame limitation. To receive financial aid, all students must be in good standing and maintain satisfactory academic progress toward their degree/certificate requirements each semester they are enrolled. Failure to maintain satisfactory academic progress may result in the cancellation of financial aid awards.

The Office of Financial Aid will consider students pursuing an associate's degree to be making satisfactory academic progress if they meet all the following criteria:

For our Associate degree programs:

Credit Hours Attempted	Minimum Cumulative GPA	Pace
0-12	1.5	50%
13-30	1.7	67%
31 or more	2	67%

For our credit-bearing certificates:

Credit Hours Attempted	Minimum Cumulative GPA	Pace
0-12	1.5	50%
13 or more	2	67%

Maximum Time Frame Limitation

Students must complete their educational program within a time frame no longer than 150% of the published length of the educational program, as measured by transfer and attempted credits. (For example, a student could receive federal financial aid for up to 90 credits while enrolled in a 60-credit undergraduate program).

Developmental Coursework

Developmental courses are not counted in the cumulative GPA calculation but will be counted toward pace. Financial Aid eligibility for remedial courses is limited to 30 credit hours. Note: For financial aid purposes, English as a Second Language classes do not count towards the 30-credit restriction; however, all classes reduce the lifetime eligibility limits for the Federal Pell Grant Program.

Certificate Coursework

Certificate programs are focused on academic training programs designed to assist degree and non-degree students seeking a targeted education to enhance employment skills and employment prospects. Students may pursue a certificate as part of their degree of study or by itself.

Certificates that require 24 (or fewer) credits to complete do not include a warning semester. Satisfactory Academic Progress will be reviewed at the end of the first semester of study. Due to the length of certificate programs, students will be placed on academic review at the start of their program and may be dismissed at the end of the first semester of study for failing to meet the above standards.

Certificate students will have the same option of submitting a SAP Appeal if they are dismissed because they are not able to maintain satisfactory academic progress due to extenuating circumstances that prevent them from successfully completing their courses.

NOTE: While certificate programs are generally financial aid approved, aid is restricted to classes required for the specific certificate only. Aid cannot be given for classes that are not specifically listed as needed for the Certificate. Certificate students will not receive aid for retaking classes to improve their grades.

Withdrawals, Incompletes, and Course Repeats

Attempted credits include grades of F, U, I, W, PS, and WA as well as repeated courses. Students may repeat courses to improve a grade (students in degree-seeking programs can retake prior to successfully completed courses to improve grades one time and receive aid for the retake). However, credits for repeated courses will count as additional credits attempted for financial aid purposes. Incomplete grades are not included in the GPA calculation until they are converted to actual course grades. These courses count as attempted credits that are not yet earned and may negatively affect a student's pace.

Satisfactory Academic Progress Statuses

Good – The student has met the Satisfactory Academic Progress Criteria.

Warning – Students who fail to meet the minimum standard will be given one semester of warning. This warning period is meant to inform the students of existing academic problems and provide time for corrective action. Students who are placed on warning are eligible to receive federal aid for their warning semester but will be reviewed at the end of the semester. At the end of the warning period, students who are meeting the minimum requirements will be considered back in good standing and eligible for student financial aid.

Dismissal – Students who fail to meet the minimum standards at the end of a Warning or Probation semester will be dismissed. Dismissed students are not eligible to receive financial aid, and all existing financial aid awards will be cancelled. Students who feel that there are extenuating circumstances that have caused them to fail to meet the minimum standards can submit an SAP Appeal request to have their eligibility reinstated. For an SAP Appeal to be approved, it must be realistically possible for the student to get back in good academic standing, regain their eligibility, and complete their degree.

Probation – If students appeal a dismissal and the appeal is approved, they will be placed on Probation for at least one semester, during which time they will be considered for Financial Aid. Their progress will be reviewed at the end of each probationary semester. If students meet the Satisfactory Academic Progress criteria, they will return to Good Standing. If they meet the terms of their academic plan but fail to meet the overall Satisfactory Academic Progress Policy criteria, they may remain on Probation as stated in their academic plan. If the standards are not met, they will be dismissed again.

Appeal Process – The appeal process is designed to ensure that students who are dismissed:

- Understand in what way they are failing to meet the minimum standards for Academic Performance.
- Have explained and documented the extenuating circumstances that have led to the failure to meet standards.
- Understand the academic choices available to help them bring their performance up to the minimum standards.
- Develop a realistic plan, including a timeline and specific levels of performance goals necessary to regain acceptable satisfactory academic progress status in a reasonable period while working toward the completion of their degree.

Students who successfully appeal their dismissal will have to agree to the terms of an Academic Success Plan in order to have their financial aid eligibility reinstated on a probationary basis. This probationary status will be reviewed at the end of each subsequent semester.

Academic Success Plan – Academic performance will be reviewed at the end of each subsequent period of enrollment to ensure that students are meeting the terms of their Academic Success Plan. Students who meet the minimum standards at the end of any semester will have their probation ended and be fully reinstated.

Students who, after a semester review of their probation, fall below the minimum cumulative standards, but have met the expectations outlined in their academic plan, may continue on probation while following the plan to regain satisfactory academic performance status, and a subsequent appeal is not necessary as long as the expected progress is being made.

Students who, after a semester review of their probation, fall below the minimum cumulative standards, and have failed to meet the expectations outlined in their Academic Success Plan, will be dismissed again and are deemed ineligible to receive financial aid.

STUDENT ACCOUNTS/BUSINESS OFFICE

PAYMENT - TUITION AND FEES

Students are responsible for paying all tuition and fees by the published due date each semester, including any nonrefundable fees. Students will receive an email notification to their RCC email account when their electronic billing statement is available for viewing online. Billing statements are updated biweekly.

To avoid disruption to their enrollment, students must either pay their balance in full, have approved financial aid sufficient to cover their charges, or have an active monthly payment plan in place before the start of the semester. Students may view their account balance at any time through the MyRCC Student Portal: https://myrcc.rcc.mass.edu/ics.

Roxbury Community College (RCC) accepts personal checks, money orders, traveler's checks, and all major credit cards. Cash payments are not accepted. Payments may be made in person at RCC Connect or online through the MyRCC Student Portal.

RCC also accepts employer, union, and other third-party payments. Students whose tuition and fees will be paid by a third party (e.g., employer, sponsors) should submit the required authorization or sponsorship documentation to the Student Accounts Office by email at studentaccounts@rcc.mass.edu or in person at RCC Connect. If a third party is paying a student's tuition and fees, the student may need to establish the organization as an authorized payer before payment can be processed. In some cases, an invoice may be requested through the Student Accounts Office.

Students planning to use financial aid to cover tuition and fees must complete the FAFSA and all additional financial aid requirements before the start of the term. Until financial aid has been reviewed and approved, students remain responsible for their account balance

Past due and long-term payment plans are available through Nelnet at http://mycollegepaymentplan.com/Roxbury/.

For specific information about payment plans, contact the Student Accounts Dept at (857) 701-1493.

Roxbury Community College

Financial Responsibility Agreement

PAYMENT OF FEES/PROMISE TO PAY

I understand when I register for any class at Roxbury Community College (hereinafter referred to as RCC) or receive any service from RCC I accept full responsibility to pay all tuition, fees, and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree my registration and acceptance of these terms constitutes a contractual agreement (i.e., a financial obligation as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which RCC is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees, and other associated costs by the published or assigned due date.)

I understand and agree if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above. Furthermore, I understand that failure to attend class or meet payment deadlines does not automatically withdraw me from classes. I understand that published tuition and fees are subject to change by the Board of Trustees and any changes in my classification, residence, or other status issues may change the amount of fees owed or financial aid received, if applicable. I further understand that RCC reserves the right to cancel my enrollment at any time. Additionally, I understand that I must comply with all RCC Polices and Procedures, located at https://www.rcc.mass.edu/footer/policies-procedures.html.

FINANCIAL AID

I understand that aid described as "estimated" on my Financial Aid Award and Student Account does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program.

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked.

If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me.

I agree to allow financial aid I receive to pay any and all charges assessed to my account at RCC such as tuition, fees, health insurance and meal plans, and any other educational charges, in accordance with the terms of the aid.

Federal Aid: I understand that any federal Title IV financial aid that I receive, except for Federal Work Study wages, will first be applied to any outstanding balance on my account for tuition, fees, health insurance and meal plans, and any other educational charges. Federal Title IV financial aid includes aid from the Pell Grant and Supplemental Educational Opportunity Grant (SEOG).

Prizes, Awards, Scholarships, Grants: I understand that all prizes, awards, scholarships, and grants awarded to me will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of a prize, award, scholarship, or grant may be considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid (i.e., grants, Federal Work Study) which, if already disbursed to my student account, may be reversed and returned to the aid source.

COMMUNICATION

Method of Communication: I understand and agree that RCC uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from RCC on a timely basis. I further understand that RCC Student Financial Services sends all communication to my RCC Roxbury account.

Contact: I authorize RCC and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es), or wireless device(s) regarding my delinquent student account(s), any other debt I owe to RCC, or to receive general information from RCC. I authorize RCC and its agents and contractors to use text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to RCC Student Fiscal Services or in writing to the applicable contractor or agent contacting me on behalf of RCC.

Updating Contact Information: I understand and agree that I am responsible for keeping RCC records up to date with my current physical addresses, email addresses, and phone numbers with RCC Student Fiscal Services. Upon leaving RCC for any reason, it is my responsibility to provide RCC with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to RCC.

METHOD OF BILLING

I understand that RCC uses electronic notification (via email) as its official billing method, and therefore I am responsible for viewing and paying my student account by the scheduled due date. I further understand that failure to review my account does not constitute a valid reason for not paying my bill on time. I agree to regularly monitor my account through

the MyRCC student portal, view any outstanding charges, and make payment before the assigned due date. Additionally, I understand that RCC Student Fiscal Services reserves the right to contact me via mail or telephone, if necessary. Billing information is available at https://www.rcc.mass.edu/afford/student-accounts.html.

BILLING ERRORS

I understand that administrative, clerical, or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed as a result of my enrollment at RCC. I understand that errors or disputes about my bill should be submitted in writing within 30 days, and to allow 7–10 business days for research. Administrative, clerical, or technical billing errors do not absolve my financial responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed because of registration and/or grades received at Roxbury Community College.

APPEALS PROCESS

A written appeal must include my name, student ID number, a detailed description or explanation and any relevant documentation with the appeal form. The Director of Student Accounts or designee will review the appeal and consult with other departments (e.g. Financial Aid, Registrar) to determine decision. A decision will be issued within 15 business days.

Billing inquiries and appeals
are submitted to studentaccounts@rcc.mass.edu.

RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS

If a payment made to my student account is returned for any reason, I agree to repay the original amount of the payment plus a returned payment fee of $10.00. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with RCC may result in cancellation of my classes, suspension of my eligibility to pre-enroll/enroll in future classes at RCC, and/or suspension of my eligibility to utilize payment plans in the future.

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree that if I fail to pay any outstanding charges on my student account due to RCC by the scheduled due date, RCC Student Financial Services will place a financial hold on my student account, preventing me from pre-enrolling/enrolling in future classes, or receiving other RCC services.

Collection Agency Fees: I understand and accept that if I fail to pay any outstanding charges due to RCC by the scheduled due date and fail to make acceptable payment arrangements to bring my account current, RCC Student Financial Accounts may refer my delinquent account to a collection agency. I further understand if RCC refers my student account balance to a third party for collection, whether an attorney or collection agency, I will be responsible for any costs (including but not limited to collection fees) associated with attempting to collect the monies due and owing. I understand a collection fee will be assessed and will be due and owing in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law but not to exceed 15% of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, applicable costs. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus. Additionally, I understand that my delinquent account may be reported to the Massachusetts Payment Intercept Program and one or more of the national credit bureaus.

WITHDRAWAL

If I decide to completely withdraw from RCC, I will do so through my Student Portal on the MyRCC website and contact the Admissions Department.

PRIVACY RIGHTS & RESPONSIBILITIES

I understand that RCC is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits RCC from releasing any information from my education record without my expressed permission. Therefore, I understand that if I want RCC to share information from my education record with someone else, I must provide permission by following the Third Party Access procedure outlined at https://www.rcc.mass.edu/current-students/registrar-services/ferpa.html. I further understand that I may revoke my permission at any time as instructed in the same procedure.

IRS FORM 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to RCC upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to RCC, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN.

STUDENT AGE

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by RCC are a necessity, and I am contractually obligated pursuant to the “doctrine of necessaries.”

ENTIRE AGREEMENT

This agreement supersedes all prior understandings, representations, negotiations, and correspondence between the student and RCC, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by RCC if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification. This agreement shall be construed in accordance with Massachusetts law and any lawsuit arising out of this agreement is subject to the exclusive jurisdiction of the Boston Municipal Court (BMC) – Roxbury Division.

SEVERABILITY CLAUSE

If any provision, term, or clause of this Agreement is declared illegal, unenforceable, or ineffective in a legal forum with competent jurisdiction to do so, this Agreement shall be deemed severable, and all other provisions, terms, and clauses of the Agreement will remain valid and binding on the Parties.

HEALTH INSURANCE

Massachusetts General Law (Chapter 23) requires that any student registered for **9 or more credits** must be enrolled in a health insurance plan. The Commonwealth of Massachusetts requires you to submit your health insurance information to the College via online electronic submission. Please log into: www.gallagherstudent.com/RCC

Students who are taking fewer than nine credits at Roxbury Community College are not required to enroll in the health insurance plan.

If you enroll for the **fall semester**, you have until **November 30th, 2026** to complete the health insurance waiver process. Students who enroll for the **spring semester** have until **March 30th, 2027**. Failure to waive the health insurance charge by the approved deadline will result in the insurance charges remaining on your bill. Students who do not have a qualified health insurance plan are required to enroll in the Roxbury Community College Student Health Insurance Plan provided by Blue Cross Blue Shield via Gallagher Student Health.

International Students are required to purchase the school's insurance coverage, unless they have alternate coverage that meets state requirements, that is from a US based carrier. Insurance from

another country, travel insurance or accident insurance is not acceptable and does not meet state requirements.

MassHealth may qualify as a comparable coverage, but that determination is made by MassHealth. Free care that is provided by hospitals and community health centers does not qualify as adequate coverage.

Please Note: You cannot waive the student health insurance if you are covered by out of state Medicare, MassHealth Limited, Health Safety Net, Children's Medical Security Plan and free care.

See the instructions on how to waive your health insurance here: Health Insurance Waiver Instructions.pdf

Students may waive coverage by going to https://www.gallagherstudent.com/students. Sign in or register on the website and complete all applicable information, and a confirmation email will be sent to you by Gallagher. Please keep a copy of your confirmation email for your records. Send health insurance inquiries to rccstudent@gallagherstudent.com or call (877) 320-6857.

If you do not waive your health insurance by the published deadline, you will be responsible for the health insurance charge and any other fees or charges associated with your student account.

REFUND POLICY

The schedule of refunds for tuition and general college fees outlined on this page only applies when a class has been formally dropped, as established by the Enrollment Services Center. Application and registration fees are nonrefundable. Lack of attendance or course abandonment does not constitute a drop or withdrawal, and the student will be responsible for the full balance.

Refund Policy

There will be no refunds or adjustments for classes for which a student has registered and not attended. Once a student's enrollment has gone past the add/drop date, there are no refunds.

The refund policy applies to tuition and fees for all students who register for one or more courses at RCC. This policy goes into effect on the first day of classes for each semester. You may add or drop classes during the add/drop period without charge, except for the registration fee, which is nonrefundable. The official start and end dates of the add/drop period can be found online at https://www.rcc.mass.edu/events.html, listed as "Last Day for Schedule Changes."

Refund Policy Rules

There will be no refunds or adjustments for classes for which a student has registered and not attended. Once a student's enrollment has gone past the add/drop date, there are no refunds.

The refund policy applies to tuition and fees for all students who register for one or more courses at RCC. This policy goes into effect on the first day of classes for each semester. You may add or drop classes during the add/drop period without charge, except for the registration fee, which is nonrefundable. The official start and end dates of the add/drop period can be found online at https://www.rcc.mass.edu/events.html, listed as "Last Day for Schedule Changes."

Financial Aid Refunds

Tuition waivers are available to Roxbury Community College students. These waivers include, but are not limited to, members of the National Guard, veterans, senior citizens, Native Americans, state employees, and wards of the state. In order to receive a tuition waiver, you must present the waiver at the time of registration or before the first day of class. If you present the waiver after the first day of class, the College will make adjustments on a case-by-case basis. The Commonwealth of Massachusetts does not fund all courses; therefore, the use of certain waivers for those unfunded courses will be restricted.

Students with approved tuition waivers, tuition remission, or tuition vouchers may register on a space-available basis, and fees must be paid. Tuition waivers, tuition remission, or tuition vouchers do not apply to special programs, seminars, or private instruction administered by the Division of Continuing Education (DCE). Also, certain tuition waivers that apply to the state-supported day division do not apply to Division of Continuing Education programs, including summer and winter sessions.

TUITION WAIVERS

Tuition waivers are available to Roxbury Community College students. These waivers include, but are not limited to, members of the National Guard, veterans, senior citizens, Native Americans, state employees, and wards of the state. In order to receive a tuition waiver, you must present the waiver at the time of registration or before the first day of class by emailing the form to studentaccounts@rcc.mass.edu. If you present the waiver after the first day of class, the College will make adjustments on a case-by-case basis. The Commonwealth of Massachusetts does not fund all courses; therefore, the use of certain waivers for those unfunded courses will be restricted.

Students with approved tuition waivers, tuition remission, or tuition vouchers may register on a space-available basis, and fees must be paid. Tuition waivers, tuition remission, or tuition vouchers do not apply to special programs, seminars, or private instruction administered by the Division of Continuing Education (DCE). Also, certain tuition waivers that apply to the state-supported day division do not apply to Division of Continuing Education programs, including summer and winter sessions.

BILLING ERROR OR DISPUTE

Errors or disputes about a bill should be submitted in writing within 30 days, and please allow 7–10 business days for research. Administrative, clerical, or technical billing errors do not absolve a student of their financial responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed because of registration and/or grades received at Roxbury Community College.

The written inquiry must include your name, student ID number, a description of the presumed error, and the dollar amount of the presumed error. Send billing inquiries to studentaccounts@rcc.mass.edu.

The Appeal Process and form can be found on the MyRCC portal.

RETURNED PAYMENTS

Any declined payment by any financial institution of a check or web payment (ACH) issued to Roxbury Community College may result in the assessment of a $25.00 returned payment service charge in addition to repaying the original amount. If this occurs, all future payments to Roxbury Community College must be made with guaranteed funds (credit card, cashier's check, or money order). Personal checks will not be accepted.

Students will be placed on hold until the payment and fees have been paid in full and will not be permitted to register for future semesters.

FAILED PAYMENT ARRANGEMENTS

Failure to pay any outstanding charges on the student account by the scheduled due date will result in a financial hold being placed on the account. Failure to comply with the terms of any payment plan or agreement signed with Roxbury Community College may result in a student being unable to enroll in future payment plans and may result in delinquent accounts referred to a collections agency.

Students are responsible for any costs (including but not limited to collection fees) associated with the attempt to collect the balance due. Additionally, delinquent accounts may be reported to the Massachusetts Payment Intercept Program and one or more of the national credit bureaus.

FINANCIAL HOLDS

Students who have not met their financial obligations will be placed on financial hold. This hold will prevent students from registering and deny them access to other RCC services.

COLLECTION AGENCY FEES

If a student fails to fulfill their financial obligations to Roxbury Community College by the scheduled due date and fails to make acceptable payment arrangements to bring their account current, Roxbury Community College may refer their delinquent student account to a collection agency pursuant to MGL C.7A and 815 CMR 9.00.

A student is responsible for paying the delinquent account and any collection of agency fees, including reasonable attorney fees, incurred for the collection of a delinquent account.

Delinquent accounts may be reported to one or more of the national credit bureaus, and/or may be reported to the Massachusetts Payment Intercept Program.

INTERCEPT PROGRAM OF THE COMMONWEALTH OF MASSACHUSETTS

A delinquent student account may be referred to the Intercept Program of the Commonwealth of Massachusetts, which intercepts state tax refunds and lottery winnings as authorized by MGL C.62D and C.7A.

INSTITUTIONAL POLICIES

AFFIRMATIVE ACTION

Non-discrimination requires the elimination of all existing unlawful discriminatory conditions, whether purposeful or inadvertent. Roxbury Community College is continuing to systematically examine all policies and procedures to be sure that they do not, if implemented as stated, operate to the detriment of any person based on a protected classification. The College shall require that the practices of those responsible in matters of employment and education, including all supervisors and faculty, are non-discriminatory. Should the College discover discrimination in treatment or effect in any employment, educational or service decision, action, inaction, or practice within the College, all appropriate corrective and/or disciplinary actions shall be taken.

Roxbury Community College is committed to a policy of Affirmative Action, equal opportunity, equal education, non-discrimination, and diversity, thereby providing a learning, working, and living environment for its students, employees, and other members of the College Community, which values the diverse backgrounds of all people. The College believes that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, age, and disability backgrounds of members of the College community enriches the institution and its various constituencies. The College will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of their communities.

Roxbury Community College is committed to providing equal access to educational, co-curricular, and employment opportunities at the College for all applicants, students, and employees in compliance with all applicable laws, regulations, and policies. The complete text of this policy is available from the Affirmative Action Officer at the Office of Human Resources and from the Title IX Coordinator in Student Affairs. The policy for Affirmative Action and Nondiscrimination may be found online at https://www.rcc.mass.edu/footer/policies-procedures.html or in the “Affirmative Action & EEO” link at the bottom of the RCC main web page.

COLLEGE PROCEDURES FOR RESPONDING TO REPORTS OF SEXUAL ASSAULT

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX has evolved to include comprehensive sexual misconduct policies. These policies offer protections and support to all people on campus, who experience sexual harassment, assault, relationship violence, and stalking.

RCC is committed to addressing any such conduct which takes place within programs and services of the college. Such matters that have occurred off campus with parties not affiliated with the college are still eligible to receive support from the college as well. All employees who receive a disclosure of such a report are required to report this to the Title IX Coordinator. An individual who has experienced sexual violence has the right to file (or not file) a Complaint. An individual may also choose to file a criminal complaint, in which case the Title IX Coordinator and/or Campus Public Safety can assist the victim with that process. Reporting the incident to the Title IX Coordinator or Campus Public Safety does not obligate the reporting party to file criminal charges.

Any individual who wishes to file a report of such conduct to be addressed should contact the Title IX Coordinator directly: Josh Crary, Assistant Dean for Accessibility and Title IX Coordinator, 857-701-1533, and by email at jcrary@rcc.mass.edu. The Title IX Coordinator can be found in building 3, room 205.

The Title IX policy can be found within the Policy for Affirmative Action and Nondiscrimination at https://www.rcc.mass.edu/footer/affirmative-action-eep-statement-of-non-discrimination.html.

CHILDREN ON CAMPUS

Unattended children are not permitted on campus. Children should not accompany their caregivers to testing, classroom, or laboratories while classes are in session. If you need assistance identifying dependable day care, the Project Access at RCC Office may be able to assist. Students who repeatedly violate this policy may be asked to leave campus with their children and/or be brought through the student conduct system.

ACCEPTABLE USE POLICY

Purpose

This policy outlines the acceptable use of information resources at Roxbury Community College and applies to employees, contractors, consultants, temporaries, and other staff at Roxbury Community College, including all personnel and affiliated via third party contractors. This policy applies to all data and equipment that is owned or leased by Roxbury Community College. The purpose of this policy is to protect employees, partners and the College against internal and/or external exposure of confidential information, malicious activity, including the compromise of systems and services, legal issues, financial loss, and damage to reputation by individuals, either knowingly or unknowingly.

Scope

Personnel using data and information resources (including but not limited to Internet/Intranet/Extranet-related and core systems, computer equipment, software, operating systems, storage media, and network accounts providing electronic messaging), must use them for business purposes in accordance with their job functions and responsibilities, serving the interests of the College and the customers in a legal, ethical, responsible, and secure manner, with respect for the rights of others.

Policy

It is the responsibility of every user of information resources to know the Information Security Policies and the acceptable use of information resources, and to conduct their activities accordingly.

General Use

- Safeguard user accounts and passwords, and use them only as authorized
- Respect all pertinent licenses, copyrights, contracts, as well as other restricted and proprietary resources
- To accommodate employees, Roxbury Community College understands employees will access the Internet for personal needs periodically
- It is expected that employees will exercise good judgment regarding the reasonableness of personal use and any question regarding appropriate use will be decided by management
- Notify the appropriate system, network and/or security administrator(s) of any suspected or actual security violations/incidents
- Secure all unattended workstations from unauthorized viewing or use
- All workstations must be configured to automatically lock after 15 minutes of inactivity and users should log off or lock their machines during extended periods of inactivity.

Unacceptable Use

- Damaging computer systems
- Preventing another user from authorized resources
- Accessing unauthorized systems or data resources, or utilizing functions that are not necessary for the performance of the employee’s duties
- Revealing account passwords to others. Employees who receive usernames and passwords must keep their usernames and

passwords confidential and must not share that information with others.
- Using another person's computer account, with or without their permission
- Providing information about employees to parties outside
- Employees are forbidden to install software on their computers without the prior approval of their supervisor
- Procurement of or use of any Software as a Service (SaaS) providers without the approval of Information Technology (see POL-23 System-Acquisition & Development Policy)
- Implementation of any information technology component, product or service without the approval of and involvement from IT
- Removing software from systems, unless assigned as a job requirement or prior consent from Information Technology is obtained
- Providing protected customer or vendor information to any unauthorized person
- Intentionally corrupting, misusing, or stealing software or any other computing resource
- Sending unsolicited (spam) electronic messaging (e.g., email) and chain letters
- Forging electronic messaging header information
- Using electronic messaging, telephone or other communication method, to actively engage in procuring, viewing, or transmitting material that is in violation of sexual harassment or hostile workplace laws
- Accessing, editing, deleting, copying, or forwarding files or communications of another user in any media (e.g., paper, electronic, video, etc.), unless assigned as a job requirement or with prior consent from the file owner
- Deleting, editing, or copying files in another person's computer or electronic messaging account
- Illegal use, including duplication or distribution of copyrighted or College proprietary material, including electronic, hardcopy, audio, and video in any medium
- Employees are forbidden to install software on their computers without the prior approval of their supervisor
- Procurement of or use of any Software as a Service (SaaS) providers without the approval of Information Technology (see POL-23 System-Acquisition & Development Policy)
- Implementation of any information technology component, product or service without the approval of and involvement from IT
- Removing software from systems, unless assigned as a job requirement or prior consent from Information Technology is obtained
- Circumventing any of the information security measures of any host, network or account without officer approval for emergency business purposes
- Using resources for personal benefit
- Introducing malicious programs into the information systems
- Unauthorized modification of configuration files
- Knowingly executing a program that may hamper normal activities, without prior authorization
- Operating a wireless network or allowing other computers to connect to your computer wirelessly
- Employees must not reveal any information about the College's clients or employees which is not already publicly available without expressed permission from their manager
- Unauthorized disclosure of confidential information to individuals outside the College and to individuals within the College without a business need, legal or regulatory requirement
- Disclosure of Personally Identifiable Information (PII) such as social security numbers, bank/credit card numbers, driver's license/id numbers, etc. and any other information classified as confidential, personal or sensitive to any unauthorized individual within the College without a business need
- Disclosure of PII to any individual outside of the College unless there is a legal or regulatory requirement
- Unencrypted transmission of PII (and confidential, personal and sensitive information), trade secrets, proprietary financial information and financial account numbers such as in the body of or an attachment to an electronic message, via FTP, via instant messenger or via fax
- Storing confidential information including PII (and confidential, personal and sensitive information), trade secrets, proprietary financial information or financial account numbers on laptop computers and mobile computing devices unless no alternative exists and then it must be encrypted
- Downloads from the internet are strictly forbidden. If downloads are required for business use, contact IT and arrangements may be made
- Under no circumstance is an employee authorized to engage in any activity deemed illegal by international, federal, state, or other local laws while utilizing College assets
- Under no circumstances may an employee disable anti-virus software or alter anti-virus software settings
- Under no circumstances may an employee disable firewall software or alter firewall software settings
- Employees should not open any electronic messaging attachments that are not expected, or are from unknown addresses, or appear in any way suspicious
- Employees must not use College accounts to post publicly accessible messages or posts.
- Employees may not perform vulnerability scans, monitor network traffic, attempt to elevate rights or privileges, or gain access to information not expressly intended for them
- Employees must be extremely cautious about the use of instant message applications, as these applications are insecure. Sensitive information must not be shared through this mechanism.
- To ensure compliance with this policy, Roxbury Community College may perform periodic monitoring of systems, networks, and associated equipment at any time. Personnel using any Roxbury Community College's information resources consent to disclose the contents of any files or information stored or passed through Roxbury Community College's equipment. All data contained on or passing through the College's assets is subject to monitoring and remains the property of the College at all times.

Other provisions

- Explicit management approval must be provided for use of IT resources by employees or third parties
- Explicit management approval is required to add a new device to the network
- Authentication is required to use any technology
- Accessing unauthorized systems or data resources, or utilizing functions that are not necessary for the performance of the employee's duties
- A list of all devices and personnel with access shall be maintained
- Devices will be labeled with owner, contact information and purpose
- A list of acceptable uses of technology and acceptable network locations shall be maintained
- A list of College approved products shall be maintained

Enforcement

- Personnel using Roxbury Community College's information resources in opposition to this policy may be subject to limitations on the use of these resources, suspension of privileges (including internet access), as well as disciplinary and/or legal action, including termination of employment.
- Employees, contractors, consultants, temporaries, and all personnel affiliated via third parties shall sign an agreement to comply and be governed by this policy and the Roxbury Community College Information Security Policies upon hire and again annually.
- For employees with access to credit card data or sensitive information, background checks will be performed.

Related Regulations

This policy is a component of Roxbury Community College information security program that is intended to comply with the PCI-DSS, FERPA, Gramm Leach Bliley Act and other regulations.

Exceptions

Only the Chief Information Officer (CIO) or a designated appointee is authorized to make exceptions to this policy.

Violations

Any user found to have violated this policy may be subject to disciplinary action, up to and including notifying the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity.

A Supervisor, Department Manager, Dean, or Vice President will address violations of this policy by staff members and have full authority to sanction an immediate stop to the actions in question. Appeals from any formal disciplinary action taken against a unit professional staff member will be governed by their specific contractual grievance procedure. The Complaint Procedure of the Board of Higher Education Non-Unit Professionals Personnel Policies will govern non-unit staff. The Vice President of Enrollment Management and Student Affairs will address violations of this policy by students.

Disclaimer

The College makes no warranties of any kind, whether expressed or implied, with respect to the information technology services it provides. The College will not be responsible for damages resulting from the use of communication facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a College employee, or by the user's error or omissions. Use of any information obtained via the Internet is at the user's risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communication facilities and services, except material represented as an official College record. The College also does not accept responsibility for removing material that some users may consider defamatory or otherwise offensive. Users should be advised, however, that dissemination of such material may subject them to liability in other forums.

CORI POLICY

In order for a student to be eligible to participate in an academic, community, or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Criminal History Systems Board pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing a student's CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

SORI POLICY

In addition to the review of student's CORI for particular programs, Roxbury Community College may now also access a student's Sex Offender Registry Information (SORI). For additional information or clarification, students should contact the Dean of their program.

For more information regarding the College's CORI/SORI check process, please contact Human Resources, Building 2, Room 313.

SUICIDE PREVENTION PROCEDURES ACTIVE SUICIDE ATTEMPT

- Any member of the College community who has actual knowledge that a student has just engaged in, is in the process of engaging in, or is about to engage in suicidal behavior, shall immediately contact emergency personnel.
- For on-campus emergencies call Campus Security, Ext. 5338 or dial 0 from a campus phone.
- The Dean of Students or designee shall notify the student's emergency contact.
- The Dean of Students or designee will consult with the RCC's Behavioral Intervention Team to determine an appropriate medical referral, help identify support strategies or develop a follow-up action plan.
- If a student refuses medical assistance from emergency personnel, the student is subject to involuntary treatment and/or commitment based on the professional judgment of emergency personnel.

Previous Suicide Attempt

- Any member of the College community who has actual knowledge that a student has stated plans or intentions to commit suicide shall contact the Dean of Students or designee who shall notify the student's emergency contact.
- The Dean of Students or designee will attempt to meet with the student to assess the situation and assist them with obtaining appropriate medical care and support as necessary.
- The Dean of Students or designee will consult with the RCC's Behavioral Intervention Team to determine an appropriate medical referral, help identify support strategies or develop a follow-up action plan.
- An RCC student who has attempted suicide or recently before matriculating shall be required to be assessed by a mental health professional to determine the level of continued suicide risk posed and whether they are capable of continuing at the College and conducting themselves in a reasonable and safe manner.

Stated Plans or Intentions to Commit Suicide

- Any member of the College community who has actual knowledge that a student has stated plans or intentions to commit suicide shall contact the Dean of Students or designee who shall notify the student's emergency contact.
- The Dean of Students or designee will attempt to meet with the student to assess the situation and assist them with obtaining appropriate medical care and support as necessary.
- The Dean of Students or designee will consult with the RCC's Behavioral Intervention Team to determine an appropriate medical referral, help identify support strategies or develop a follow-up action plan.
- A student who has stated plans or intentions to commit suicide shall be required to be assessed by a mental health professional to determine the level of continued suicide risk posed and whether they are capable of continuing at the College and conducting themselves in a reasonable and safe manner.

THE WELLNESS CENTER

The Wellness Center

The RCC Wellness Center supports the well-being of students through programs, services, and spaces that nurture the mind, body, spirit, and sense of belonging. Our work is rooted in the belief that wellness is not only the absence of illness, but also the presence of connection, community, rest, joy, and care.

The Wellness Center offers holistic and culturally responsive programming for all currently enrolled RCC students, with a commitment to centering the needs and lived experiences of BIPOC, LGBTQ+ , first-generation, and historically underserved students. Programs and services include wellness cohort groups such as Rise & Thrive: Women of Color Collective, The Shift: Men of Color Collective, LGBTQ+ affinity spaces, community

care circles, self-defense training, mindfulness and restorative wellness programming, reproductive health education, psychoeducation workshops, and partnerships with local community health organizations.

The Wellness Center also coordinates health and wellness initiatives that respond to the evolving needs of our student community, including flu and COVID-19 vaccine clinics, community health referrals, advocacy and education series, and peer wellness programming. Peer Wellness Mentors support student engagement, promote wellness resources, and help connect students to care and community. Beginning in Fall 2026, students will also have access to a sensory wellness space designed to offer a calming environment for rest, grounding, and self-regulation.

Behavioral Health Services provides students with access to a clinical counselor who offers confidential support. Services may include crisis support, short-term counseling, and referrals to long-term counseling or community-based care. Behavioral Health Services can be contacted at behavioralhealth@rcc.mass.edu and is located in Building 4, Room 313.

To learn more about Wellness Center programming, connect with:

Brenda Flores
Director of SUCCESS & Wellness
bflores@rcc.mass.edu

Maria Alejandra Mosquera
Assoc. Director of Behavioral Health
mmosquera@rcc.mass.edu

OFFICE OF STUDENT LIFE

CLUBS AND ORGANIZATIONS

The College recognizes that significant learning occurs outside the classroom. Through the Office of Student Life, cultural, social, and recreational activities offer opportunities for students to share their ideas and experiences with one another in an atmosphere of acceptance and tolerance. All student clubs and organizations are assisted in their development through the Office of Student Life. Roxbury Community College Activity Period is on Tuesdays and Thursdays from 1:30 p.m. to 3:00 p.m.

New clubs and organizations may be formed at the beginning of the fall and spring semesters. For a student club or organization to use the College name and facilities, an application for club recognition must be submitted and approved by the Office of Student Engagement. This form is available in the Student Life Office, Building 3, Room 219. Each club must have a faculty or staff advisor, must be open to all students, and must operate within the policies of the College and the Constitution of the Student Government Association.

Visit Student Life for more information.

BULLETIN BOARDS

Bulletin boards are located in every College building. Any material posted on College bulletin boards must be approved and stamped by the Office of Student Life. Posting unlawful, threatening, abusive, libelous, defamatory, or obscene material is prohibited. Any material not stamped, or any material posted in places other than bulletin boards (e.g., pillars, walls, or elevators), will be removed. All materials must be removed within 24 hours after the end of the activity or event.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is comprised of up to five elected students chosen each year by their peers and up to fifteen Student Representative positions (self-appointed) who serve as the official representatives of the student body at Roxbury Community College. The SGA represents students when issues and policies affect student life at the College, advises the College governance structure by serving on all College governance committees, and acts as a liaison between the College administration and students. Student Government Association meetings are held weekly during the fall and spring semesters. All students are invited to attend.

STUDENT COMMONS

The Student Commons is located on the first floor of Building 3. The Student Commons provides a gathering place for student activities and events.

STUDENT RIGHTS AND RESPONSIBILITIES

ACADEMIC INTEGRITY AND STUDENT CONDUCT

All Roxbury Community College students are entrusted and expected to uphold all requirements outlined in the code of conduct in the student handbook. The code of conduct provides a code of ethics to promote excellence, personal growth, and superb learning and scholarship. The code of conduct, requirements, and grievance procedures are found within the student handbook and can be found here. Any questions, concerns, or reports of conduct which may violate the code of conduct should be reported to the Senior Associate Dean of Students, Josh Crary, at 857-701-1533 or jcrary@rcc.mass.edu. Formal complaints can be filed for review at this link:

https://cm.maxient.com/reportingform.php?RoxburyCC&layout_id=400

CHAPTER 151C. FAIR EDUCATIONAL PRACTICES

Section 2B. Absence of student due to religious beliefs

Any student who is unable, because of their religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which they may have missed because of such absence on any particular day. Students must inform their instructors prior to the anticipated absence to confirm arrangements for completion of course requirements. No adverse or prejudicial effects shall result to any student because of their availing themself of the provisions of this section.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, 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 student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the College to amend should write the College 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 College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their 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 College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College 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 University in an administrative, supervisory, academic, or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to be notified annually by the College of what student record information the College designates as "directory information," and the right to request that no student information be designated as directory information.
The College identifies the following student information as directory information:
• Name
• Major, including the division or program in which a student is enrolled
Directory information may be released by the College to a requesting third party without a student's prior written consent. A student has the right to request that none or only some of their student record information be designated as directory information. A student must notify the College's Registrar, in writing, within two (2) weeks of the beginning of each academic semester if they do not wish to have any or some of their student information designated as directory information.

Notwithstanding the College's definition of directory information, the Department of Defense (the "DOD"), pursuant to the Omnibus Consolidated Appropriations Act of 1997 (the "Solomon Amendment"), identifies the following information as "student recruiting information": NAME, ADDRESS, TELEPHONE LISTING, AGE (or year of birth), PLACE OF BIRTH, LEVEL OF EDUCATION (e.g., first-year student, sophomore), DEGREE AWARDED, MOST RECENT EDUCATIONAL INSTITUTION ATTENDED, and CURRENT MAJOR(S).

If the College receives a request for student recruiting information from the DOD, or one of its affiliated agencies, the College will release the student recruiting information requested. Because the information sought by the DOD may include information not designated as directory information under the College's policy, compliance with the DOD's request may result in the release of personally identifiable information. When student recruiting information is released pursuant to a DOD request, notice of the request and the release of the information will be posted in a conspicuous location in the College's Registrar's Office for a period equaling one academic year. If a student has exercised their right to request that no information be designated as directory information, then no information shall be released to any third party, including the DOD.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.
The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5901

GRADE APPEALS

Level One: Informal Process

This is the informal stage where most complaints are resolved. The student contacts the faculty member in an attempt to resolve the issue. This must happen by email, phone, or in person within 30 calendar days

after the course has ended. The faculty member has ten (10) calendar days to respond to the complaint. If the matter is not resolved informally within ten (10) days, they may appeal to Level Two.

Level Two: Formal Process

Prior to filing a written Grievance at Level Two, the student must consult with the Student Grievance Officer (SGO).

The faculty member should also consult with the Student Grievance Officer at this phase of the process. The Student Grievance Officer shall notify the parties in writing when a complaint is not resolved informally at Level One.

Step 1: The student may, within ten (10) calendar days after the receipt of the Student Grievance Officer (SGO) written notice, file a Level Two Appeal. Students should prepare a written statement of their Level Two final grade appeal to the SGO. The written statement should include a detailed statement of all the known facts, documents, and materials that support the student's appeal. The student shall also state the date it is filed and that it is being filed at "Level Two, Step One."

The SGO will deliver the written statement and all documentation to the faculty member within five (5) calendar days. The faculty member will forward a written response to the SGO within ten (10) days of receipt of the grievance. The SGO will then forward the faculty member's response to the student within five (5) days.

Step 2: If a student is not satisfied with the faculty member's decision or if no written response was submitted and wishes to file a final appeal, a Level Two, Step Two grievance, the student has ten (10) calendar days to file the final appeal. The Chief Academic Officer will investigate the grade appeal and forward their written decision to the Student Grievance Officer (SGO) within ten (10) calendar days after receipt of Step Two appeal. Thereafter, the SGO shall deliver the decision to the student and faculty member within five (5) calendar days. This decision is final and cannot be appealed further.

Withdrawal

A student may withdraw their complaint or Grievance at any time. Withdrawal must be accomplished in writing or by oral agreement confirmed in writing.

Retaliation

No member of the College community shall retaliate or threaten to retaliate against, interfere with, restrain, or coerce any student in the exercise of their rights under the Student Grievance Procedure or their participation in any Grievance proceedings.

Collateral Rights of Person Grieved By Student

If the recommendations made at any level of the Grievance procedure result in sanctions against a college employee, the sanctions shall be regarded as administrative actions subject to all conditions of applicable collective bargaining agreements and College or Board of Higher Education personnel policies.

Alternative Forums

Filing a Grievance in accordance with the Student Grievance Procedure in no way abrogates a student's right to file a complaint with an appropriate state or federal agency or in another forum.

RIGHT TO PROTEST

The Massachusetts Board of Regional Community Colleges adopted the following policy on April 11, 1969:

1. Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society.
2. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, faculty members, staff, and students are encouraged in a sustained and independent search for knowledge.
3. Freedom to teach and freedom to learn depend upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community, students, faculty, and staff members.
4. Roxbury Community College will respect and will defend the right of its members to lawful exercise of free speech and assembly on behalf of causes, whether popular or unpopular. These rights are properly exercised only when due regard for the rights of others is assured, and actions denying the rights of others to move or speak freely, whether or not such interference is their motive, lie outside constitutional guarantees and the obligation of the college to defend them. Therefore, if in the judgment of the President or their designee, persons are attempting to interfere with freedom of movement or speech of members or guests of the college community, or the orderly operation of the College, the President or their designee is authorized to do the following:
    a. Advise such person(s) of the impropriety of their activity and request immediate desistance from such activity. If such person fails to desist, call the appropriate authority to remove those interfering.
    b. Suspend temporarily such members of the college community who have participated in such interference and persist in such activity.
    c. Grant, as soon as reasonably possible, a hearing before an appropriate committee to any person appealing such suspension. Following such a hearing, the committee will make a recommendation to the President.
    d. Any person who involves themself in the willful destruction of college or personal property will, in addition, be answerable to charges filed with civil authorities.

POLICY ON AUDIO/VIDEO RECORDING IN THE CLASSROOM

As part of the education and learning experience, students routinely take notes during class lectures. In addition, students and instructors may wish to record lectures and other classroom presentations. Lecture notes and recordings involve issues related to the intellectual property rights of instructors and the privacy rights of students. To protect these rights, Roxbury Community College has adopted the following policy to govern these activities in the classroom.

Instructors' Intellectual Property Rights

Individual Roxbury Community College instructors retain intellectual property rights to their lecture and class presentations and related material; notes or class materials may not be exchanged or distributed for commercial purposes, for compensation, or for any purpose other than study by students enrolled in the class. Unauthorized use of class notes or recordings is subject to the federal Copyright Act, the General Laws of Massachusetts, and Roxbury Community College policy and may subject an individual to legal proceedings brought by the instructor as well as action by the College.

Note-Taking

Class notes may be written by students enrolled in a class during lectures or other class presentations for purposes of individual or group study. If an enrolled student is absent, another enrolled student may take notes to share with the absent student. Students are not allowed to distribute lecture notes to anyone who is not an enrolled student in the same class.

Audio and/or Video Recording by Students for Study Purposes

With the prior permission of the instructor and the consent of other students in attendance, an enrolled student may make an audio recording of the lecture or class presentations only for the purposes of individual or group study with other students enrolled in the same class.

Students must obtain prior permission from the instructor each time they wish to make a recording. The instructor must assure that each student attending the class on that occasion is aware of the recording and has agreed to be recorded. Student-initiated video recording and use of any other electronic means of capturing or transmitting class presentations or lectures for note-taking purposes is not permitted in classes.

Third-Party Note-Taking and Recording

No third party will be allowed to attend classes on behalf of an enrolled student, except for those authorized through the Student Accessibility Office on behalf of an enrolled disabled student.

Recording by Instructors to Meet Course Learning Objectives

Instructors may make audio or video recordings of presentations for instructional purposes related to that course at Roxbury Community College. Subsequent use of the recording requires the written permission of everyone captured in the recording. The recordings may not be shown or distributed to any other individual or group without the express written permission of every person recorded in that class.

ABSENCES FOR PREGNANCY OR CHILDBIRTH

In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. When the student returns to the College, they shall be reinstated to the status they held when the leave began, which includes the opportunity to make up any missed work. The college will work with the student and instructor(s) to coordinate such accommodations. Students should contact the Title IX Coordinator directly.

CHANGING BIOGRAPHICAL DATA

The following process is followed when any student seeks to change their biographical data as provided and maintained in College records.

Legal Name – A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required.

Examples include, but are not limited to:
- Financial Aid records
- Student Accounts records
- Student Personally Identifiable Information
- Student Directory information
- Payroll records
- Health records
- Official transcripts
- Federal immigration documents; and
- Interactions with government agencies

In order for any student to change their legal name on College records, a student must present a certified copy of a court order or other legal document indicating a legal name change has been granted.

Sex Designation – In order for any student to change their sex designation in official College records, a student must provide a certified copy of a court order, or other legal identification, such as a Massachusetts driver's license, reflecting the change in sex.

RECYCLABLE MATERIALS POLICY

The ACUERDO Academic and Administrative Policy Committee [AAAPC] of Roxbury Community College recognizes the responsibility to make our students and staff aware of the importance of recycling materials whenever possible to conserve the world's limited resources and conserve energy while exercising sound financial practices.

The Facilities Department will implement a plan to recycle materials that would otherwise become waste, including paper, cardboard, bottles, and cans, from throughout buildings and grounds, in support of the Massachusetts Department of Environmental Protection's waste ban, which prohibits disposal of recyclable paper, cardboard, and paperboard; glass and metal containers; and single-resin, narrow-necked plastics.

Success in reducing waste through recycling is based on the cooperation of all the individuals in the College community. To ensure success of recycling efforts, the following will be adopted:

- All faculty, staff, and students are expected to support recycling efforts throughout the college.
- A system to document recycling amounts will be created and implemented by the Facilities Department at Roxbury Community College. Collection bins will be placed in various indoor and outdoor locations, including Student Commons, near the elevators in all buildings to collect recyclable paper, plastic bottles, soda cans, and glass.
- Administration and offices of the College may provide educational material on recycling where appropriate. Faculty are encouraged to include conversations about waste reduction in lessons if feasible and relevant to course conversations.

Approved by the AAAPC in consultations with Facilities Department: February 2024, unanimous vote.

PROGRAMS

PROGRAMS

Program	Degree
Arts and Humanities	Associate in Arts
Arts and Humanities: Musical Arts	Associate in Arts
Arts and Humanities: Theatre Arts	Associate in Arts
Arts and Humanities: Visual Arts	Associate in Arts
Biological Science	Associate in Arts
Biological Science: Laboratory Animal Care	Associate in Arts
Broadcast Media Technology	Associate in Arts
Business Administration	Associate in Arts
English	Associate in Arts
Health Careers	Associate in Arts
Liberal Arts	Associate in Arts
Mathematics	Associate in Arts
Physical Science	Associate in Arts
Social Science	Associate in Arts
Social Science Urban Sustainability Advocacy	Associate in Arts
Accounting	Associate in Science
Biotechnology	Associate in Science
Business Management	Associate in Science
Criminal Justice	Associate in Science
Early Childhood Education	Associate in Science
Engineering	Associate in Science
Information Systems Technology	Associate in Science
Radiologic Technology	Associate in Science
Web Technologies	Associate in Science
Nursing	Associate in Science
Accounting	Certificate
Biotechnology/Biomanufacturing	Certificate
Broadcast Media Techology	Certificate
Early Childhood Education	Certificate
Health Careers	Certificate
Information Systems Technology	Certificate
Life Science	Certificate
Network Administration	Certificate

ARTS AND HUMANITIES

Program Overview

62 credit hours - Program Code: ALAAH

The Arts and Humanities program prepares students for transfer to a four-year college or university to pursue a variety of majors in the visual and performing arts (theater, music, visual arts, and dance). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate-level education in arts education and administration. For more information about this program, contact the Arts, Humanities, and Social Sciences Division in
3-301.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
ENG-110	INTRO TO SPEECH
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	
MAT-103 ***Or above***	PRE-CALCULUS COREQ ***Or above***

Electives

HUMELECT	HUMANITIES ELECTIVES
LANELECT	WORLD LANGUAGE ELECTIVE
SCIELECT	LAB SCIENCE ELECTIVE
SSIELECT	SOCIAL SCIENCE ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
LANELECT (World Language Electives)	3.00
MAT103+ (Math 103 or above)	3.00
Total:	15.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
ENG110 (Intro to Speech)	3.00
HUMELECT (Humanities Electives)	3.00
LANELECT (World Language Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
Total:	16.00

THIRD SEMESTER FA 2027	Credit Hours
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSIELECT (Social Science Electives)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	16.00

FOURTH SEMESTER SP 2027	Credit Hours
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	15.00

ARTS AND HUMANITIES: MUSICAL ARTS

Program Overview

62 credit hours - Program Code: ALAMU

The Arts and Humanities/ Musical Arts concentration prepares students for transfer to a four-year college or university to pursue a variety of majors in music education (performance, arranging, composing, history, criticism, and management). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate level training. A bachelor's degree is essential to obtain entry-level positions in teaching, arranging, and composing.

However, an associate's degree is the minimum requirement for individuals pursuing a career in performing, criticism, and management. Patience, understanding, and the ability to effectively communicate orally and in writing are also necessary. A multitude of career opportunities exists for those with a bachelor's degree in the Humanities, including teaching, marketing, publishing, arts management, and research and development. For more information about this program, contact the Arts, Humanities, and Social Sciences Division in 3-301.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
HUM-103	MUSIC THEORY I
HUM-118	FUNDAMENTALS OF MUSIC
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	
MAT-103 ***(Or above)***	PRE-CALCULUS COREQ ***(Or above)***

Electives

MAELECT	MUSICAL ARTS ELECTIVES
HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
LANELECT	WORLD LANGUAGE ELECTIVE
SCIELECT	LAB SCIENCE ELECTIVE

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
LANELECT (World Language Electives)	3.00
MAT103+ (Math 103 or above)	3.00
Total:	15.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
HUM103 (Music Theory I)	3.00
HUMELECT (Humanities Electives)	3.00
LANELECT (World Language Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
Total:	16.00

THIRD SEMESTER FA 2027	Credit Hours
MAELECT (Musical Arts Electives)	3.00
MAELECT (Musical Arts Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSIELECT (Social Science Electives)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	16.00

FOURTH SEMESTER SP 2027	Credit Hours
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00
MAELECT (Musical Arts Electives)	3.00
MAELECT (Musical Arts Electives)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	15.00

ARTS AND HUMANITIES: THEATRE ARTS

Program Overview

62 credit hours - Program Code: ALATA

The Arts and Humanities/Theater Arts concentration prepares students for transfer to a four-year college or university to pursue a variety of majors in theater arts education (performance, technical theater, theater management, theater history, and criticism). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate-level education in theater arts education or administration. A bachelor's degree is essential to obtain entry-level positions in teaching. However, an associate's degree is the minimum requirement for individuals pursuing a career in performing, technical theater, and theater arts management. Patience, understanding, and the ability to effectively communicate orally and in writing are also necessary. A multitude of career opportunities exists for those with a bachelor's degree in Theater Arts, including teaching, performing, advertising, writing, publishing, theater business management, and research and development. For more information about this program, contact the Arts, Humanities, and Social Sciences Division in 3-301.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
ENG-110	INTRO TO SPEECH
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	
MAT-100 ***(Or higher)***	***(Or higher)***

Electives

TAELECT	THEATRE ARTS ELECTIVES
HUMELECT	HUMANITIES ELECTIVES
LANELECT	LANGUAGE ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
LANELECT (World Language Electives)	3.00
MAT100+ (MAT 100 or higher)	3.00
Total:	15.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
ENG110 (Intro to Speech)	3.00
LANELECT (World Language Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
TAELECT (Theatre Arts Electives)	3.00
Total:	16.00

THIRD SEMESTER FA 2027	Credit Hours
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSIELECT (Social Science Electives)	3.00
SSIELECT (Social Science Electives)	3.00
TAELECT (Theatre Arts Electives)	3.00
TAELECT (Theatre Arts Electives)	3.00
Total:	16.00

FOURTH SEMESTER SP 2027	Credit Hours
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	15.00

ARTS AND HUMANITIES: VISUAL ARTS

Program Overview

62 credit hours - Program Code: ALAVA

The Arts and Humanities/Visual Arts concentration prepares students for transfer to a four-year college or university to pursue a variety of majors in the visual arts (painting, sculpture, graphic design, textile design, and visual technology, e.g., photography). The background provided by study in these

areas is also helpful for students considering undergraduate and/or graduate-level education in arts education or administration. A bachelor's degree is essential to obtain entry-level positions in teaching. However, an associate's degree is the minimum requirement for individuals pursuing a career in fine arts, graphic arts, commercial art, art advertisement, marketing, and arts management. Patience, understanding, and the ability to effectively communicate orally and in writing are also necessary. A multitude of opportunities exists for those with a bachelor's degree in the Humanities, including teaching, employment in advertising agencies and publishing firms, arts business management, and research and development. For more information about this program, contact the Arts, Humanities, and Social Sciences Division in 3-301.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	
HUM-165 ***Or***	DRAWING I ***Or***
HUM-170	PAINTING I
HUM-166 ***Or***	DRAWING II ***Or***
HUM-171	PAINTING II
MAT-103 ***(Or above)***	PRE-CALCULUS COREQ ***(Or above)***

Electives

VAELECT	VISUAL ARTS ELECTIVES
HUMELECT	HUMANITIES ELECTIVES
LANELECT	LANGUAGE ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
LANELECT (World Language Electives)	3.00
MAT103+ (Math 103 or above)	3.00
Total:	15.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
LANELECT (World Language Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSIELECT (Social Science Electives)	3.00
VAREQ (Drawing 1 or Painting 1)	3.00
Total:	16.00

THIRD SEMESTER FA 2027	Credit Hours
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSIELECT (Social Science Electives)	3.00
VAELECT (Visual Arts Electives)	3.00
VAELECT (Visual Arts Electives)	3.00
VAREQ2 (Drawing 2 or Painting 2)	3.00
Total:	16.00

FOURTH SEMESTER SP 2027	Credit Hours
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00
SSIELECT (Social Science Electives)	3.00
VAELECT (Visual Arts Electives)	3.00
Total:	15.00

BIOLOGICAL SCIENCE

Program Overview

64 credit hours - Program Code: ALABS

Students choosing a Biological Sciences concentration receive a strong foundation in biology, chemistry, and mathematics. This foundation helps qualified students transfer to a four-year institution at the junior class level with a major in biology and/or a variety of health-related programs, including pre-medical, pre-veterinary, pre-dental, pharmacy, and nutrition. Students who seek employment after completing this program may qualify for entry-level positions such as a laboratory technician in a college or university environment, research laboratory, or pharmaceutical company. NOTE: When selecting Humanities Electives, be aware that many four-year colleges require two semesters of world language study. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
SCI-103	BIOLOGY I W/LAB
SCI-104	BIOLOGY II W/LAB
SCI-123	PRINCIPLES OF CHEMISTRY I
SCI-124	PRINCIPLES OF CHEMISTRY II
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	
MAT-103 ***Or above***	PRE-CALCULUS COREQ ***Or above***

Electives

HUMELECT	HUMANITIES ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
HUMELECT (Humanities Electives)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
SCI103 (Biology I w/LAB)	4.00
Total:	16.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
HUMELECT (Humanities Electives)	3.00
MAT103+ (Math 103 or above)	4.00
SCI104 (Biology II w/LAB)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	17.00

THIRD SEMESTER FA 2027	Credit Hours
* FREE (Elective/Non Elect)	3.00
HUMELECT (Humanities Electives)	3.00
SCI123 (Prin. of Chem I w/LAB)	4.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	17.00

FOURTH SEMESTER SP 2027	Credit Hours
* FREE (Elective/Non Elect)	3.00
SCI124 (Prin. of Chem II w/LAB)	4.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	14.00

BIOLOGICAL SCIENCE - LABORATORY ANIMAL CARE

Program Overview

64 credit hours - Program Code: ALAAC

Students choosing the Laboratory Animal Care concentration receive a strong foundation in biology, chemistry, anatomy & physiology, and mathematics. This program includes hands-on experience in laboratory animal care through the science internship. This foundation prepares students for transfer to four-year institutes and employment as a technician. The biomedical research facility is at the forefront of medical discovery and serves as one of

the primary settings in which a laboratory animal technician works. At research facilities, laboratory animal technicians and veterinary technologists typically work under the guidance of veterinarians, research physicians and other laboratory technicians as a member of an animal care team. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
MAT-103	PRE-CALCULUS COREQ
SCI-103	BIOLOGY I W/LAB
SCI-104	BIOLOGY II W/LAB
SCI-123	PRINCIPLES OF CHEMISTRY I
SCI-124	PRINCIPLES OF CHEMISTRY II
SCI-201	ANATOMY & PHYSIOLOGY I W/LAB
SCI-202	ANATOMY & PHYSIOLOGY II W/LAB
SCI-299	SCIENCE INTERNSHIP
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	

Electives

HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
HUMELECT (Humanities Electives)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
SCI103 (Biology I w/LAB)	4.00
Total:	16.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
HUMELECT (Humanities Electives)	3.00
MAT103 (Pre-Calculus)	4.00
SCI104 (Biology II w/LAB)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	17.00

THIRD SEMESTER FA 2027	Credit Hours
* FREE (Elective/Non Elect)	3.00
HUMELECT (Humanities Electives)	3.00
SCI123 (Prin. of Chem I w/LAB)	4.00
SCI201 (Anat/Phys I w/LAB)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	17.00

FOURTH SEMESTER SP 2027	Credit Hours
SCI124 (Prin. of Chem II w/LAB)	4.00
SCI202 (Anat/Phys II w/LAB)	4.00
SCI299 (Science Internship)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	14.00

BROADCAST MEDIA TECHNOLOGY

Program Overview

65 credit hours - Program Code: ALABT

This program is designed for students who wish to begin a career in Broadcast Radio or Television. In addition to learning the latest in digital editing technology, students will use state-of-the-art equipment and develop, produce, and direct a short video project. Other techniques taught include synchronization, audio mixing, lighting, dubbing, and special effects production. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
BMT-100	INTRO PROD & DIRECTING
BMT-101	INTRODUCTION TO MEDIA STUDIES
BMT-110	TELEVISION PRODUCTION
BMT-120	VIDEO TECHNIQUES
BMT-210	ADVANCED TV PRODUCTION
BMT-230	INTRO.VIDEO EDITING
BMT-298	BMT INTERNSHIP I
BMT-299	BMT INTERNSHIP II
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
ENG-251	JOURNALISM I
MAT-103 ***(Or above)***	PRE-CALCULUS COREQ ***(Or above)***

Electives

HUMELECT	HUMANITIES ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
BMT100 (Intro to Prod/Directing)	3.00
BMT120 (Video Techniques)	3.00
ENG101 (English Comp. I)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
Total:	16.00

SECOND SEMESTER SP 2026	Credit Hours
BMT110 (Television Production)	3.00
ENG102 (English Comp. II)	3.00
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	15.00

THIRD SEMESTER FA 2027	Credit Hours
BMT101 (Intro to Media Studies)	3.00
BMT298 (BMT Internship I)	3.00
ENG251 (Journalism I)	3.00
MAT103+ (Math 103 or above)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
Total:	16.00

FOURTH SEMESTER SP 2027	Credit Hours
BMT210 (Adv Tel. Production)	3.00
BMT230 (Intro. To Video Editing)	3.00
BMT299 (BMT Internship II)	3.00
HUMELECT (Humanities Electives)	3.00
SSIELECT (Social Science Electives)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	18.00

BUSINESS ADMINISTRATION

Program Overview

65 credit hours - Program Code: ALABA

This program is designed for students interested in transferring to a four-year college to pursue a major in accounting, banking, computer information systems, insurance, management, retailing, or other related business fields. A combination of specialized business courses and a broad-based liberal arts curriculum provides a strong foundation in oral and written communication, mathematics, and accounting. Career opportunities in this field are available in both the public and private sectors, and may include employment in government agencies, schools, industries, and accounting, insurance, or advertising firms.

A bachelor's degree is essential for entry-level positions in teaching and certain administrative, research, industrial, and advertising positions. NOTE: Students who intend to transfer to a four- year college or university should consider the requirements of that institution before selecting their courses. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
MAT-103 ***Or above***	PRE-CALCULUS COREQ ***Or above***
SSI-122	GENERAL PSYCHOLOGY
SSI-221	ECONOMICS I (MICRO)
SSI-222	ECONOMICS II (MACRO)
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	
BUS-101	PRINCIPLES OF ACCOUNTING I
BUS-102	PRINCIPLES OF ACCOUNTING II
BUS-131	MANAGEMENT I
BUS-141	INTRO TO MARKETING
BUS-203	MANAGERIAL ACCOUNTING
BUS-206	INTRO TO FINANCE
BUS-221	BUSINESS LAW I

Electives

HUMELECT	HUMANITIES ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
BUS101 (Prin of Acct I)	3.00
ENG101 (English Comp. I)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
MAT103+ (Math 103 or above)	3.00
SSI221 (Economics I: Micro)	3.00
Total:	18.00

SECOND SEMESTER SP 2026	Credit Hours
BUS102 (Prin of Acct II)	3.00
ENG102 (English Comp. II)	3.00
HUMELECT (Humanities Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSI222 (Economics II: Macro)	3.00
Total:	16.00

THIRD SEMESTER FA 2027	Credit Hours
BUS131 (Management I)	3.00
BUS221 (Business Law 1)	3.00
HUMELECT (Humanities Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSI122 (General Psychology)	3.00
Total:	16.00

FOURTH SEMESTER SP 2027	Credit Hours
BUS141 (Marketing)	3.00
BUS203 (Managerial Accounting)	3.00
BUS206 (Intro to Finance)	3.00
HUMELECT (Humanities Electives)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	15.00

ENGLISH

Program Overview

65 credit hours - Program Code: ALAEN

A concentration in English prepares students for transfer to a four-year college or university to pursue a variety of majors, including literature, linguistics, rhetoric, creative writing, journalism, and media/ communications. This background is also relevant for students who are considering graduate-level education in law or education. A bachelor's degree is essential to obtain entry-level positions in teaching, technical or specialized writing, and media reporting. Many opportunities exist for individuals with bachelor's degrees in English, such as careers in schools, colleges, newspapers, advertising agencies, publishing firms, libraries, radio and television stations, public relations firms, legal agencies, business, and research and development. For more information, contact the Arts, Humanities, and Social Sciences Division, in Room 3-301.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
ENG-110	INTRO TO SPEECH
ENG-201	BRITISH LITERATURE 1
ENG-220	WORLD LITERATURE I
ENG-226	LITERATURE IN AMER 1
SSI-101	WORLD HISTORY I
SSI-102	WORLD HISTORY II
MAT-103 ***(Or above)***	PRE-CALCULUS COREQ ***(Or above)***

Electives

ENGELECT	ENGLISH ELECTIVES
HUMELECT	HUMANITIES ELECTIVES
LANELECT	WORLD LANGUAGE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVE

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
ENG110 (Intro to Speech)	3.00
LANELECT (World Language Electives)	3.00
MAT103+ (Math 103 or above)	3.00
Total:	15.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
ENG201 (British Literature 1)	3.00
LANELECT (World Language Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSI101 (World History I)	3.00
Total:	16.00

THIRD SEMESTER FA 2027	Credit Hours
ENG220 (World Literature I)	3.00
ENG226 (Literature in Amer. I)	3.00
HUMELECT (Humanities Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSI102 (World History II)	3.00
Total:	16.00

FOURTH SEMESTER SP 2027	Credit Hours
ENGELECT (Eng Elect See Hrs/Recomm)	3.00
ENGELECT (Eng Elect See Hrs/Recomm)	3.00
ENGELECT (Eng Elect See Hrs/Recomm)	3.00
HUMELECT (Humanities Electives)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	15.00

HEALTH CAREERS

Program Overview

64 credit hours - Program Code: ALAHC

A concentration in Health Careers prepares students for transfer to a four-year college or university to pursue a variety of majors, including literature, linguistics, rhetoric, creative writing, journalism, and media/ communications. This background is also relevant for students who are considering graduate-level education in law or education. A bachelor's degree is essential to obtain entry-level positions in teaching, technical or specialized writing, and media reporting. Many opportunities exist for individuals with bachelor's degrees in Health Careers, such as careers in schools, colleges, newspapers, advertising agencies, publishing firms, libraries, radio and television stations, public relations firms, legal agencies, business, and research and development. For more information, contact the Arts, Humanities, and Social Sciences Division, in Room 3-301.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
MAT-120	INTRO TO STATISTICS
SCI-122	SURVEY OF CHEMISTRY II W/LAB
SCI-103	BIOLOGY I W/LAB
SCI-104	BIOLOGY II W/LAB
SCI-121	SURVEY OF CHEMISTRY I W/LAB
SCI-201	ANATOMY & PHYSIOLOGY I W/LAB
SCI-202	ANATOMY & PHYSIOLOGY II W/LAB
SCI-204	MICROBIOLOGY W/LAB
SSI-122	GENERAL PSYCHOLOGY
SSI-209	HUMAN GROWTH AND DEVELOPMENT

Electives

HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
MAT120 (Intro to Statistics)	3.00
SCI103 (Biology I w/LAB)	4.00
SSI122 (General Psychology)	3.00
Total:	16.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
HUMELECT (Humanities Electives)	3.00
SCI104 (Biology II w/LAB)	4.00
SCI121 (Survey of Chem I w/LAB)	4.00
Total:	14.00

THIRD SEMESTER FA 2027	Credit Hours
HUMELECT (Humanities Electives)	3.00
SCI122 (Survey of Chem II w/LAB)	4.00
SCI201 (Anat/Phys I w/LAB)	4.00
SSI209 (Human Growth & Dev.)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	17.00

FOURTH SEMESTER SP 2027	Credit Hours
* FREE (Elective/Non Elect)	3.00
* FREE (Elective/Non Elect)	3.00
HUMELECT (Humanities Electives)	3.00
SCI202 (Anat/Phys II w/LAB)	4.00
SCI204 (Microbiology w/LAB)	4.00
Total:	17.00

LIBERAL ARTS

Program Overview

62 credit hours - Program Code: ALALA

The Liberal Arts program is recommended for students who are undecided about which concentration to choose. This program offers students an organized approach to a liberal arts education with exposure to a wide variety of subject areas. Students may elect to concentrate their studies in humanities, mathematics, physical education, social sciences, or natural sciences. Many employers in professions such as education, law, medicine, economics, and journalism prefer that individuals have the broad educational background provided by a liberal arts program. In order to facilitate transfer to a baccalaureate program in Massachusetts public institutions, Roxbury Community College's General Education program in Liberal Arts has been designed to fulfill the requirements of the Commonwealth Transfer Compact. NOTE: Students who intend to transfer to a four-year college or university should consider the requirements of that institution before selecting their courses. For more information, contact the Division of Arts, Humanities, and Social Sciences, Room 3-301.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	
MAT-103 ***(Or above)***	PRE-CALCULUS COREQ ***(Or above)***

Electives

SCIELECT	LAB SCIENCE ELECTIVE
HUMELECT	HUMANITIES ELECTIVE
LANELECT	WORLD LANGUAGE ELECTIVE
SSIELECT	SOCIAL SCIENCES ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
LANELECT (World Language Electives)	3.00
MAT103+ (Math 103 or above)	3.00
Total:	15.00

SECOND SEMESTER SP 2026	Credit Hours
* FREE (Elective/Non Elect)	3.00
ENG102 (English Comp. II)	3.00
LANELECT (World Language Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	16.00

THIRD SEMESTER FA 2027	Credit Hours
* FREE (Elective/Non Elect)	3.00
HUMELECT (Humanities Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	13.00

FOURTH SEMESTER SP 2027	Credit Hours
* FREE (Elective/Non Elect)	3.00
* FREE (Elective/Non Elect)	3.00
* FREE (Elective/Non Elect)	3.00
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	18.00

MATHEMATICS

Program Overview

62 credit hours - Program Code: ALAMA

The Mathematics concentration provides students with the equivalent of the first two years of a mathematics program of study in a four-year college or university. In addition, courses in the Mathematics Department offer a strong foundation in mathematics that is advantageous to students interested in many other fields of study and particularly helpful for those individuals with little or no previous exposure to or success in mathematics. Students who

complete the mathematics concentration generally transfer to a college or university program in mathematics or education, or to a related area such as computer science, engineering, or physical science. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
EGR-120	ENGINEERING COMPUTATIONS I
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
MAT-103	PRE-CALCULUS COREQ
MAT-201	CALCULUS I (W/APPLC)
MAT-203	CALCULUS II (W/APPL)
MAT-205	CALCULUS III(W/APPL)
MAT-225	LINEAR ALGEBRA
MAT-244	ORDINARY DIFFERENTIAL EQUATIONS ORD DIF EQUAT
SCI-143	PRINCIPLES OF PHYSICS I W/LAB
SCI-144 *Or*	PRINCIPLES OF PHYSICS II W/LAB *Or*
SCI-123	PRINCIPLES OF CHEMISTRY I

Electives

HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
EGR120 (Engineering Computatns I)	3.00
ENG101 (English Comp. I)	3.00
HUMELECT (Humanities Electives)	3.00
MAT103 (Pre-Calculus)	4.00
Total:	16.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
HUMELECT (Humanities Electives)	3.00
MAT201 (Calculus I)	4.00
SCI143 (Prin. of Phys I w/LAB)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	17.00

THIRD SEMESTER FA 2027	Credit Hours
* FREE (Elective/Non Elect)	3.00
MAT203 (Calculus II)	4.00
MAT225 (Linear Algebra)	4.00
SCIELMAT (SCI144 or SCI123)	4.00
Total:	15.00

FOURTH SEMESTER SP 2027	Credit Hours
* FREE (Elective/Non Elect)	3.00
MAT205 (Calculus III)	4.00
MAT244 (Ord. Dif. Equations)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	14.00

PHYSICAL SCIENCE

Program Overview

67 credit hours - Program Code: ALAPS

Students choosing the Physical Science concentration receive a strong foundation in chemistry, physics, and mathematics qualifying them to enter the junior year of a science/math program of study at a four-year college or university. Students who complete the Physical Science concentration usually transfer to a college or university program in physics, chemistry, mathematics, or a related major such as computer science or engineering. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
MAT-103	PRE-CALCULUS COREQ
MAT-201	CALCULUS I (W/APPLC)
MAT-203	CALCULUS II (W/APPL)
SCI-123	PRINCIPLES OF CHEMISTRY I
SCI-124	PRINCIPLES OF CHEMISTRY II
SCI-143	PRINCIPLES OF PHYSICS I W/LAB
SCI-144	PRINCIPLES OF PHYSICS II W/LAB
IST-120 ***Or*** CIS-141	MICROCOMPUTER APPLICATIONS ***Or***

Electives

HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
MAT103 (Pre-Calculus)	4.00
SCI123 (Prin. of Chem I w/LAB)	4.00
Total:	17.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
HUMELECT (Humanities Electives)	3.00
MAT201 (Calculus I)	4.00
SCI124 (Prin. of Chem II w/LAB)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	17.00

THIRD SEMESTER FA 2027	Credit Hours
* FREE (Elective/Non Elect)	3.00
HUMELECT (Humanities Electives)	3.00
MAT203 (Calculus II)	4.00
SCI143 (Prin. of Phys I w/LAB)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	17.00

FOURTH SEMESTER SP 2027	Credit Hours
* FREE (Elective/Non Elect)	3.00
* FREE (Elective/Non Elect)	3.00
HUMELECT (Humanities Electives)	3.00
SCI144 (Prin. of Phys II w/LAB)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	16.00

SOCIAL SCIENCE

Program Overview

62 credit hours - Program Code: ALASS

A concentration in any of the social sciences provides excellent preparation for students who aspire to careers in law, mental health, or education, as well as for those seeking employment in social science organizations, government service, and community organizations. The curriculum has been designed with very few required courses and many electives in order to allow students maximum flexibility for exploration. Students continuing their education at a four-year college or university will be expected to major in a particular subject area. A bachelor's degree is essential for most entry-level positions. Students interested in pursuing a career in the social sciences or education should possess a genuine concern for others and a desire to help people improve the quality of their lives. The ability to communicate well both orally and in writing is an essential skill for anyone considering a career in these areas. For more information, contact the Arts, Humanities, and Social Sciences Division in 3-301.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
ENG-110	INTRO TO SPEECH
MAT-120	INTRO TO STATISTICS
SSI-101	WORLD HISTORY I
SSI-102	WORLD HISTORY II
SSI-122	GENERAL PSYCHOLOGY
SSI-123	INTRODUCTION TO SOCIOLOGY
SSI-221	ECONOMICS I (MICRO)

Electives

SCIELECT	LAB SCIENCE ELECTIVE
HUMELECT	HUMANITIES ELECTIVES
LANELECT	WORLD LANGUAGE ELECTIVE
SSIELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
ENG110 (Intro to Speech)	3.00
MAT120 (Intro to Statistics)	3.00
SSI101 (World History I)	3.00
Total:	15.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
HUMELECT (Humanities Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSI102 (World History II)	3.00
SSI122 (General Psychology)	3.00
Total:	16.00

THIRD SEMESTER FA 2027	Credit Hours
LANELECT (World Language Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSI123 (Intro to Sociology)	3.00
SSI221 (Economics I: Micro)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	16.00

FOURTH SEMESTER SP 2027	Credit Hours
* FREE (Elective/Non Elect)	3.00
HUMELECT (Humanities Electives)	3.00
LANELECT (World Language Electives)	3.00
SSIELECT (Social Science Electives)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	15.00

SOCIAL SCIENCE URBAN SUSTAINABILITY ADVOCACY

Program Overview

61 credit hours - Program Code: ALAUS

Students who enroll in the new Urban Sustainability Advocacy (USA) concentration will receive instruction and training in the following pedagogical areas: advocacy, climate change, data analytics, environmental science, public policy, qualitative and quantitative statistical methods, social justice, sociology, and urban sustainability. For more information, contact the Arts, Humanities, and Social Sciences Division in 3-301.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I

ENG-102	ENGLISH COMPOSITION II
ENG-110	INTRO TO SPEECH
MAT-120	INTRO TO STATISTICS
SCI-133	INTRO ENVIRONMENTAL SCIENCE ECOLOGY
SSI-101	WORLD HISTORY I
SSI-102	WORLD HISTORY II
SSI-123	INTRODUCTION TO SOCIOLOGY
SSI-205	HUMAN RELATIONS
SSI-212	URBAN SOCIOLOGY
SSI-223	URBAN ECONOMICS
SSI-230	COMMUNITY ORGANIZING

Electives

SCIELECT	LAB SCIENCE ELECTIVE
HUMELECT	HUMANITIES ELECTIVES
LANELECT	WORLD LANGUAGE ELECTIVE
SSELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
MAT120 (Intro to Statistics)	3.00
SCI133 (Envir Sci of the Reg/lab)	4.00
SSI101 (World History I)	3.00
Total:	16.00

SECOND SEMESTER SP 2026	Credit Hours
* FREE (Elective/Non Elect)	3.00
ENG102 (English Comp. II)	3.00
HUMELECT (Humanities Electives)	3.00
SSI102 (World History II)	3.00
SSI123 (Intro to Sociology)	3.00
Total:	15.00

THIRD SEMESTER FA 2027	Credit Hours
ENG110 (Intro to Speech)	3.00
LANELECT (World Language Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	3.00
SSI205 (Human Relations)	3.00
SSI212 (Urban Sociology)	3.00
Total:	15.00

FOURTH SEMESTER SP 2027	Credit Hours
HUMELECT (Humanities Electives)	3.00
LANELECT (World Language Electives)	3.00
SSELECT (Social Science Elect)	3.00
SSI223 (Urban Economics)	3.00
SSI230 (Community Organizing)	3.00
Total:	15.00

ACCOUNTING

Program Overview

64 credit hours - Program Code: SBUAN

This program is designed for students interested in the fields of general accounting, financial accounting, auditing, cost accounting, or management accounting in both the public and private sector. In all of these areas, records must be kept and financial reports prepared that provide the financial data needed to evaluate past performance and future operations. Compliance with Internal Revenue Service law and other government regulations requires that businesses maintain accounting records accurately and prepare appropriate reports. Graduates of this program are qualified for entry-level positions such as accounts payable or accounts receivable clerk, inventory manager, cost accounting clerk, junior accountant in public accounting firms, and full-charge bookkeeper in a motel or restaurant environment. Course work in computers further enhances employment opportunities, but a bachelor's degree in accounting is generally required for most professional positions. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
IST-120 *or*	MICROCOMPUTER APPLICATIONS *or*
CIS-141	
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
MAT-103 *(Or above)*	PRE-CALCULUS COREQ *(Or above)*
SSI-221	ECONOMICS I (MICRO)
SSI-222	ECONOMICS II (MACRO)
BUS-101	PRINCIPLES OF ACCOUNTING I
BUS-102	PRINCIPLES OF ACCOUNTING II
BUS-103	INCOME TAXES
BUS-104	COMPUTERIZED ACCT
BUS-130	INTRODUCTION TO BUSINESS
BUS-201	INTERMEDIATE ACCOUNTING I
BUS-202	INT ACCOUNTING II
BUS-203	MANAGERIAL ACCOUNTING
BUS-206	INTRO TO FINANCE
BUS-221	BUSINESS LAW I

Electives

BUSELECT	BUSINESS ELECTIVES
HUMELECT	HUMANITIES ELECTIVES
SCIELECT	LAB SCIENCES ELECTIVE

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
BUS101 (Prin of Acct I)	3.00
BUS130 (Intro to Bus)	3.00
DEVEDG (Developmental Courses GR)	0.00
ENG101 (English Comp. I)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
MAT103+ (Math 103 or above)	3.00
Total:	18.00

SECOND SEMESTER SP 2026	Credit Hours
BUS102 (Prin of Acct II)	3.00
BUS103 (Income Taxes)	3.00
BUS221 (Business Law 1)	3.00
ENG102 (English Comp. II)	3.00
SSI221 (Economics I: Micro)	3.00
Total:	15.00

THIRD SEMESTER FA 2027	Credit Hours
BUS104 (Computerized Acct.)	3.00
BUS201 (Interm. Acct. I)	3.00
HUMELECT (Humanities Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSI222 (Economics II: Macro)	3.00
Total:	16.00

FOURTH SEMESTER SP 2027	Credit Hours
BUS202 (Interm. Acct. II)	3.00
BUS203 (Managerial Accounting)	3.00
BUS206 (Intro to Finance)	3.00
BUSELECT (Business Electives)	3.00
HUMELECT (Humanities Electives)	3.00
Total:	15.00

BIOTECHNOLOGY

Program Overview

66 Credit Hours - Program Code: SSCBT

The purpose of the Associate in Science degree program in biotechnology is two-fold. All students will obtain a broad- based science background focusing on courses in the life and chemical sciences. In addition, students will develop specific laboratory skills applicable to procedures commonly performed in research, hospital and industrial laboratories all over the United States. Students successfully completing the program will be able to transfer to a four-year university to further their studies in the sciences at the baccalaureate level or, if they prefer, directly enter the workforce as entry-level research or laboratory assistants. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
MAT-103	PRE-CALCULUS COREQ
MAT-111	MATHEMATICS FOR TECHNOLOGY
SCI-103	BIOLOGY I W/LAB
SCI-104	BIOLOGY II W/LAB
SCI-123	PRINCIPLES OF CHEMISTRY I
SCI-124	PRINCIPLES OF CHEMISTRY II
SCI-204	MICROBIOLOGY W/LAB
SCI-206	BIOMANUFACTURING I W/LAB
SCI-207	BIOMANUFACTURING II W/LAB
SCI-208	TECHNIQUES IN MOLECULAR BIOLOGY
SCI-298	INTERNSHIP IN BIOTECHNOLOGY
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	

Electives

HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCES ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
DEVEDG (Developmental Courses GR)	0.00
ENG101 (English Comp. I)	3.00
MAT103 (Pre-Calculus)	4.00
SCI103 (Biology I w/LAB)	4.00
SCI123 (Prin. of Chem I w/LAB)	4.00
Total:	18.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
SCI104 (Biology II w/LAB)	4.00
SCI124 (Prin. of Chem II w/LAB)	4.00
Total:	14.00

THIRD SEMESTER FA 2027	Credit Hours
MAT111 (MATH for Technology)	3.00
SCI204 (Microbiology w/LAB)	4.00
SCI206 (Intro to Biomanufac I)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	14.00

FOURTH SEMESTER SP 2027	Credit Hours
HUMELECT (Humanities Electives)	3.00
SCI207 (Intro to Biomanufac II)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	10.00

FIFTH SEMESTER FA 2028	Credit Hours
HUMELECT (Humanities Electives)	3.00
SCI208 (Tech. in Mol. Biology)	4.00
SCI298 (Biotechnology Internship)	3.00
Total:	10.00

BUSINESS MANAGEMENT

Program Overview

64 credit hours - Program Code: SBUBM

The AS degree in Business Management provides a broad background in the basic principles and applications of marketing, production, finance, personnel management, and accounting. Students acquire skills that can be applied in a wide variety of businesses in positions such as management trainee, assistant manager, administrative assistant, or sales trainee. Students can enhance their career options by concentrating their course work in retailing, marketing, personnel, or other areas, and by participating in internship opportunities. For more information contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
SSI-122	GENERAL PSYCHOLOGY
SSI-221	ECONOMICS I (MICRO)
SSI-222	ECONOMICS II (MACRO)
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	
MAT-100 ***Or higher***	***Or higher***
BUS-101	PRINCIPLES OF ACCOUNTING I
BUS-102	PRINCIPLES OF ACCOUNTING II
BUS-130	INTRODUCTION TO BUSINESS
BUS-131	MANAGEMENT I
BUS-141	INTRO TO MARKETING
BUS-206	INTRO TO FINANCE
BUS-221	BUSINESS LAW I

Electives

BUSELECT	BUSINESS ELECTIVES
HUMELECT	HUMANITIES ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
BUS130 (Intro to Bus)	3.00
ENG101 (English Comp. I)	3.00
HUMELECT (Humanities Electives)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
MAT100+ (MAT 100 or higher)	3.00
Total:	18.00

SECOND SEMESTER SP 2026	Credit Hours
BUS101 (Prin of Acct I)	3.00
BUS221 (Business Law 1)	3.00
ENG102 (English Comp. II)	3.00
SSI122 (General Psychology)	3.00
SSI221 (Economics I: Micro)	3.00
Total:	15.00

THIRD SEMESTER FA 2027	Credit Hours
BUS102 (Prin of Acct II)	3.00
BUS131 (Management I)	3.00
HUMELECT (Humanities Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
SSI222 (Economics II: Macro)	3.00
Total:	16.00

FOURTH SEMESTER SP 2027	Credit Hours
BUS141 (Marketing)	3.00
BUS206 (Intro to Finance)	3.00
BUSELECT (Business Electives)	3.00
BUSELECT (Business Electives)	3.00
BUSELECT (Business Electives)	3.00
Total:	15.00

CRIMINAL JUSTICE

Program Overview

62 Credit Hours - Program Code: SHSCJ

The Program offers students an academic foundation in Criminal Justice combined with an emphasis on a real world understanding of the field. The curriculum is designed to encourage academic excellence while incorporating the college's commitment to cultural education, strengthening the community and educating Criminal Justice professionals who are sensitive to the needs and concerns of people of color. Courses in the major include Introduction to Criminal Justice, Law Enforcement Operations and Criminal Law. Other Program courses, including English, Humanities, Mathematics and Social Sciences are designed to facilitate transfer to four-year Programs. For more information about opportunities in Criminal Justice contact the Health and Human Services Division, in 4-319.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
CJP-100	INTRODUCTION TO CRIMINAL JUSTICE
CJP-110	INTRO TO CRIMINOLOGY
CJP-120	CRIMINAL LAW
CJP-130	LAW ENFORCEMENT OPERATIONS
CJP-140	CRIMINAL COURT PROCESS
CJP-200	CONSTITUTIONAL LAW
CJP-210	CORRECTIONAL INSTITUTIONS
SSI-119	INTRO/US GOVT & POL
SSI-122	GENERAL PSYCHOLOGY
SSI-123	INTRODUCTION TO SOCIOLOGY
MAT-100 ***Or higher***	***Or higher***

Electives

CJPELECT	CRIMINAL JUSTICE ELECTIVE
HUMELECT	HUMANITIES ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
CJP100 (Intro to Criminal Justice)	3.00
DEVEDG (Developmental Courses GR)	0.00
ENG101 (English Comp. I)	3.00
MAT100+ (MAT 100 or higher)	3.00
SSI123 (Intro to Sociology)	3.00
Total:	15.00

SECOND SEMESTER SP 2026	Credit Hours
CJP120 (Criminal Law)	3.00
CJP130 (Law Enforcement)	3.00
ENG102 (English Comp. II)	3.00
SSI119 (Intro to US Gov't)	3.00
SSI122 (General Psychology)	3.00
Total:	15.00

THIRD SEMESTER FA 2027	Credit Hours
CJP110 (Intro to Criminology)	3.00
CJP140 (Criminal Court Process)	3.00
CJP210 (Correctional Institutions)	3.00
HUMELECT (Humanities Electives)	3.00
SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
Total:	16.00

FOURTH SEMESTER SP 2027	Credit Hours
CJP200 (Constitutional Law)	3.00
CJPELECT (Criminal Justice Elective)	3.00
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00

SCIELECT (Lab Sci Elec See Hrs/Rec)	4.00
Total:	16.00

EARLY CHILDHOOD EDUCATION

Program Overview

64 Credit Hours - Program Code: SHSEE

This program is designed for students who are interested in working with young children in developmentally appropriate programs. In addition to Early Childhood Education courses including two 150 hours practicum, the student is given a strong foundation in liberal arts. Upon completion of the programs, the student is qualified to work in a licensed childcare setting or transfer to a four-year college for further study. Graduates can become teachers of young children in day care centers, nursery schools, and Head Start programs. The program meets the requirements of the Department of Early Education and Care for teacher certification. For more information, contact the Division of Health and Human Services in 4-319.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ECE-100	FOUNDATIONS OF EARLY CHILDHOOD EDUC
ECE-105	HEALTH, SAFETY AND NUTRITION
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
SSI-122	GENERAL PSYCHOLOGY
ECE-101	CHILD GROWTH & DEV
ECE-102	OBSERVING & RECORDING
ECE-106	GUIDANCE & DISCIPLINE
ECE-203	SPECIAL NEEDS CHILD CARE
ECE-206	EARLY CHLD CURR I
ECE-207	EARLY CHILD CURRICULUM II
ECE-298	CHILDCARE INTERNSHIP I
ECE-299	CHILDCARE INTERNSHIP II
MAT-100 ***Or higher***	***Or higher***

Electives

ECEELECT	ECE ELECTIVES
HUMELECT	HUMANITIES ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ECE100 (Foundations Early Childh)	3.00
ECE101 (Child Growth & Dev)	3.00
ENG101 (English Comp. I)	3.00
MAT100+ (MAT 100 or higher)	3.00
SCIELEC (SCI151, 133, 103 or 106)	4.00
Total:	19.00

SECOND SEMESTER SP 2026	Credit Hours
ECE102 (Obs/Recording Chldhd Beh)	3.00
ECE105 (Health, Safety, and Nutri)	3.00
ECE106 (Guidance and Discipline)	3.00
ENG102 (English Comp. II)	3.00
HUMELECT (Humanities Electives)	3.00
Total:	15.00

THIRD SEMESTER FA 2027	Credit Hours
ECE206 (ECE Curriculum I)	3.00
ECE298 (ECE Internship I)	3.00
ECEELECT (ECE Electives)	3.00
HUMELECT (Humanities Electives)	3.00
SSI122 (General Psychology)	3.00
Total:	15.00

FOURTH SEMESTER SP 2027	Credit Hours
ECE203 (Special Needs in Chld Ed)	3.00

ECE207 (ECE Curriculum II)	3.00
ECE299 (ECE Internship II)	3.00
ECEELECT (ECE Electives)	3.00
SSIELECT (Social Science Electives)	3.00
Total:	15.00

ENGINEERING

Program Overview

61 Credit Hours - Program Code: SSCEG

This program is designed to give students who are talented in the physical sciences a strong background in mathematics, chemistry, and physics. Students graduating with a Pre-Engineering concentration can gain employment as technicians at high-technology firms or can transfer to a four-year college or university to complete a baccalaureate degree. This pro- gram is excellent for students who want to be engineers. Our focus is on mathematical problem solving, which prepares you for a competitive career in industry. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
MAT-103	PRE-CALCULUS COREQ
MAT-201	CALCULUS I (W/APPLC)
MAT-203	CALCULUS II (W/APPL)
MAT-205	CALCULUS III(W/APPL)
SCI-123	PRINCIPLES OF CHEMISTRY I
SCI-143	PRINCIPLES OF PHYSICS I W/LAB
SCI-144	PRINCIPLES OF PHYSICS II W/LAB
EGR-120	ENGINEERING COMPUTATIONS I
EGR-121	ENGINEERING DESIGN

Electives

HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
EGR120 (Engineering Computatns I)	3.00
ENG101 (English Comp. I)	3.00
MAT103 (Pre-Calculus)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	16.00

SECOND SEMESTER SP 2026	Credit Hours
EGR121 (Engineering Design)	3.00
ENG102 (English Comp. II)	3.00
HUMELECT (Humanities Electives)	3.00
MAT201 (Calculus I)	4.00
Total:	13.00

THIRD SEMESTER FA 2027	Credit Hours
MAT203 (Calculus II)	4.00
SCI123 (Prin. of Chem I w/LAB)	4.00
SCI143 (Prin. of Phys I w/LAB)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	15.00

FOURTH SEMESTER SP 2027	Credit Hours
* FREE (Elective/Non Elect)	3.00
* FREE (Elective/Non Elect)	3.00
HUMELECT (Humanities Electives)	3.00
MAT205 (Calculus III)	4.00
SCI144 (Prin. of Phys II w/LAB)	4.00

Total:	17.00

INFORMATION SYSTEMS TECHNOLOGY

Program Overview

64 Credit Hours - Program Code: SCSIT

The Information Systems Technology Department offers an Associate in Science Degree in Information Systems Technology that allows students to develop the information technology skills needed to succeed in today's professional environment. This degree will provide students with more options from which to choose in order to pursue a career or transfer to a four-year college: (1) The degree prepares students for a wide variety of employment opportunities in the computer information services industry such as computer operator, help desk support, programmer analyst, PC support technician, and network support technician. (2) This program is transferable to the University of Massachusetts Boston or other private or public University towards a four-year Bachelor of Science degree in Information Technology (BSIT). As a student in the program, you are expected to work with a department advisor in planning semester-by-semester class schedules leading toward fulfillment of all program requirements. If you plan to earn a bachelor's degree, you are responsible for learning the departmental requirements of the school to which you plan to transfer. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
IST-110 ***Or***	IT PROBLEM SOLVING ***Or***
CIS-102	
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	
IST-130	LINUX OPERATING SYSTEMS
IST-142	NETWORK FUNDAMENTALS-CISCO
IST-145 ***Or***	VISUAL BASIC ***Or***
CIS-122	
IST-150 ***Or***	WEB DESIGN FLUENCY ***Or***
CIS-155	
IST-170 ***Or***	JAVA I ***Or***
CIS-255	
IST-210	SOCIAL ISSUES & ETHICS IN COMPUTING
IST-230 ***Or***	RELATIONAL DATABASES ***Or***
CIS-281	
IST-270 ***Or***	JAVA II ***Or***
CIS-271	
IST-298 ***Or***	IST INTERNSHIP ***Or***
CIS-298	
MAT-103	PRE-CALCULUS COREQ

Electives

HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
SCIENCE	LAB SCIENCE ELECTIVES
MAT/IST	INFORMATION SYSTEMS TECHNOLOGY OR MATHEMATICS ELECTIVE

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
IST110 (or CIS102: Intro to Progr)	3.00
IST145 (or CIS122: Visual Basic)	3.00
MAT103 (Pre-Calculus)	4.00
Total:	16.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
HUMELECT (Humanities Electives)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
IST130 (Linux Oper. Systems)	3.00
IST170 (or CIS255: Java I)	3.00
Total:	15.00

THIRD SEMESTER FA 2027	Credit Hours
HUMELECT (Humanities Electives)	3.00
IST230 (or CIS281: Relational DB)	3.00
IST270 (or CIS271: Java II)	3.00
SCIENCE (Lab Sci see Hrs/ Recomm)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	16.00

FOURTH SEMESTER SP 2027	Credit Hours
IST142 (Network Fundamentals)	4.00
IST150 (or CIS155: Web Dsgn Fluen)	3.00
IST210 (Soc Issues & Ethics)	3.00
IST298 (or CIS298: Internship)	3.00
MAT/IST (Mat201 or IST Elect)	4.00
Total:	17.00

RADIOLOGIC TECHNOLOGY

Program Overview

70 Credit Hours - Program Code: SNRRT

The Radiologic Technologist works within the healthcare environment to provide diagnostic images for treatment and diagnosis. The imaging professional is responsible for accurately positioning patients and ensuring that a quality diagnostic image is produced. Each Radiologic Technologist is responsible for radiation safety, radiation protection and basic patient care. Clinical experience in Boston – area hospitals combined with coursework prepares graduates for positions in this high demand field. For more information about this program, contact the Health and Human Services Division, Building 4-319.

Prerequisite courses must be completed before applying to the program. See program admissions information. The student must be selected into the program before registering for Radiology/Allied Health (HLT) courses. It is recommended that students complete other general education courses before applying (i.e. Anat and Phys II, English II, Psychology, Humanities elective).

Course Requirements

Prerequisites

ENG-101	ENGLISH COMPOSITION I
SCI-201	ANATOMY & PHYSIOLOGY I W/LAB
MAT-100 ***Or higher***	***Or higher***

Requirements

SSI-122	GENERAL PSYCHOLOGY
ENG-102	ENGLISH COMPOSITION II
HLT-151	BASIC RADIOLOGIC TECHNOLOGY BASIC RAD TECH
HLT-158	A&P FOR RADIOLOGIC TECH A&P RAD TECH
HLT-150	INTRO TO RADIOLOGY TECHNOLOGY
HLT-152	BASIC RADIOLOGIC PROCEDURES
HLT-154	CLINICAL PRACTICUM I
HLT-170	PRINCIPLES OF RADIOLOGICAL QUALITY
HLT-171	RADIOLOGICAL INSTRUMENTATION
HLT-172	INTERMEDIATE RADIOLOGIC PROCEDURES
HLT-174	CLINICAL PRACTICUM II
HLT-175	CLINICAL PRACTICUM III RAD TECH
HLT-250	FUNDAMENTALS OF RADIOBIOLOGY
HLT-252	ADVANCED RADIOGRAPHIC PROCEDURES
HLT-254	CLINICAL PRACTICUM IV
HLT-270	TOPICS IN RADIOLOGICAL TECHNOLOGY
HLT-274	CLINICAL PRACTICUM V

Electives

OPENELEC	OPEN ELECTIVES

Program Path

FIRST SEMESTER SP 2025	Credit Hours
ENG101 (English Comp. I)	3.00
MAT100+ (MAT 100 or higher)	3.00

SCI201 (Anat/Phys I w/LAB)	4.00
Total:	10.00

SECOND SEMESTER FA 2026	Credit Hours
HLT150 (Intro to Radiology Tech.)	3.00
HLT152 (Basic Radiographic Proc.)	3.00
HLT154 (Clinical Practicum I)	4.00
HLT158 (A&P FOR RAD TECH)	4.00
Total:	14.00

THIRD SEMESTER SM 2026	Credit Hours
HLT151 (BASIC RADIOLOGIC TECHN)	2.00
Total:	2.00

FOURTH SEMESTER SP 2026	Credit Hours
HLT170 (Principles of Rad.Quality)	3.00
HLT171 (Radiologic Instrument.)	3.00
HLT172 (Interm Radiographic Proc.)	3.00
HLT174 (Clinical Practicum II)	3.00
Total:	12.00

FIFTH SEMESTER FA 2027	Credit Hours
HLT175 (Clinical Practicum III)	5.00
Total:	5.00

SIXTH SEMESTER SP 2027	Credit Hours
ENG102 (English Comp. II)	3.00
HLT250 (Fund. Radiobiology)	4.00
HLT252 (Adv.Radiographic Proc.)	3.00
HLT254 (Clinical Practicum IV)	4.00
Total:	14.00

SEVENTH SEMESTER FA 2028	Credit Hours
* FREE (Elective/Non Elect)	3.00
HLT270 (Topics in Rad. Tech.)	3.00
HLT274 (Clinical Practicum V)	4.00
SSI122 (General Psychology)	3.00
Total:	13.00

WEB TECHNOLOGIES

Program Overview

64 Credit Hours - Program Code: SCSWT

The Information Systems Technology Department offers an Associate in Science Degree in Web Technologies that is designed for students interested in becoming Webmasters or Web developers using the personal computer as a tool in designing, developing and maintaining both front and back-end components of Web sites. Through an in-depth course of study and a capstone project, students will learn to create, maintain and manage industry-standard Web sites and commerce sites on networks. Graduates of this program will be prepared for entry-level employment in the rapidly emerging field of Web authoring software and tools and Web development. If you plan to earn a bachelor's degree, you are responsible for learning the departmental requirements of the school to which you plan to transfer. For more information contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
IST-110 ***Or***	IT PROBLEM SOLVING ***Or***
CIS-102	
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	
IST-130	LINUX OPERATING SYSTEMS
IST-142	NETWORK FUNDAMENTALS-CISCO
IST-144	LAN SWITCHING AND WIRELESS
IST-145 ***Or***	VISUAL BASIC ***Or***
CIS-122	
IST-150 ***Or***	WEB DESIGN FLUENCY ***Or***
CIS-155	

IST-151 *Or*	WEB DEVELOPMENT & DESIGN 2 *Or*
CIS-257 *Or*	*Or*
IST-151	WEB DEVELOPMENT & DESIGN 2
IST-210	SOCIAL ISSUES & ETHICS IN COMPUTING
IST-250 *Or*	WEB GRAPHICS *Or*
CIS-159	
IST-251 *Or*	INTERNET PROGRAMMING *Or*
CIS-257	
IST-298 *Or*	IST INTERNSHIP *Or*
CIS-298	
MAT-103	PRE-CALCULUS COREQ

Electives

HUMELECT	HUMANITIES ELECTIVES
SCIENCE	LAB SCIENCE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
DEVEDG (Developmental Courses GR)	0.00
ENG101 (English Comp. I)	3.00
IST110 (or CIS102: Intro to Progr)	3.00
IST145 (or CIS122: Visual Basic)	3.00
MAT103 (Pre-Calculus)	4.00
Total:	16.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
IST130 (Linux Oper. Systems)	3.00
IST142 (Network Fundamentals)	4.00
IST150 (or CIS155: Web Dsgn Fluen)	3.00
Total:	16.00

THIRD SEMESTER FA 2027	Credit Hours
HUMELECT (Humanities Electives)	3.00
IST144 (LAN Switching & Wireless)	4.00
IST151 (or CIS257 or IST151)	3.00
SCIENCE (Lab Sci see Hrs/ Recomm)	4.00
SSIELECT (Social Science Electives)	3.00
Total:	17.00

FOURTH SEMESTER SP 2027	Credit Hours
HUMELECT (Humanities Electives)	3.00
IST210 (Soc Issues & Ethics)	3.00
IST250 (or CIS159: Web Graphics)	3.00
IST251 (or CIS257: Internet Prog)	3.00
IST298 (or CIS298: Internship)	3.00
Total:	15.00

NURSING

Program Overview

68-71 Credit Hours - Program Code: SNRRN

The Associate in Science degree in nursing is designed for students who seek careers as registered nurses. The program is designed to prepare graduates for the National Council Licensing Exam in Registered Nursing (NCLEX-RN). The pro- gram articulates with many baccalaureate nursing programs for graduates desiring further nursing education. There are pre-requisite courses that must be completed before a student can be accepted to the associate degree nursing program. Satisfactory completion of pre-requisite courses does not guarantee admission to the program. For more information about this program, contact the Department of Nursing, Building 4-319. For more information, see the Nursing Program page on the RCC website.

Course Requirements

ENG-102	ENGLISH COMPOSITION II

NUR-121	CLINICAL JUDGEMENT IN NURSING
NUR-125	FUNDAMENTALS AND GERONTOLOGICAL CON
NUR-175	INTERMEDIATE AND MENTAL HEALTH NURS
NUR-225	MATERNITY/NEWBORN AND PEDIATRIC CON
NUR-275	COMPLEX NURSING
NUR-295	TRANSITION TO R.N. PRACTICE
SCI-202	ANATOMY & PHYSIOLOGY II W/LAB
SSI-209	HUMAN GROWTH AND DEVELOPMENT

Electives

HUENLA	HUMANITIES ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
NUR121 (CLINICAL JUDGEMENT IN NUR)	2.00
NUR125 (FUND GERONTOLOGICAL CON)	7.00
SCI202 (Anat/Phys II w/LAB)	4.00
Total:	13.00

SECOND SEMESTER SP 2026	Credit Hours
ENG102 (English Comp. II)	3.00
NUR175 (Intermed & Mental Health)	9.00
Total:	12.00

THIRD SEMESTER FA 2027	Credit Hours
NUR225 (Maternity/Newborn & Ped)	9.00
SSI209 (Human Growth & Dev.)	3.00
Total:	12.00

FOURTH SEMESTER SP 2027	Credit Hours
HUENLA (Hum any- see Hrs/ Recomm)	3.00
NUR275 (Complex Nursing)	9.00
NUR295 (Trans to Reg Nurs Prac)	2.00
Total:	14.00

ACCOUNTING CERTIFICATE

Program Overview

27 Credit Hours - Program Code: CBUAC

Financial records must be kept in all profit and non-profit organizations including government, industry, retail, the health- care system and education. Those earning this certificate are equipped to work in business offices as bookkeeping clerks or entry-level financial assistants.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
ENG-102	ENGLISH COMPOSITION II
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	
BUS-101	PRINCIPLES OF ACCOUNTING I
BUS-102	PRINCIPLES OF ACCOUNTING II
BUS-103	INCOME TAXES
BUS-104	COMPUTERIZED ACCT
BUS-221	BUSINESS LAW I

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
BUS101 (Prin of Acct I)	3.00
BUS221 (Business Law 1)	3.00
ENG101 (English Comp. I)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
Total:	15.00

SECOND SEMESTER SP 2026	Credit Hours
BUS102 (Prin of Acct II)	3.00
BUS103 (Income Taxes)	3.00
BUS104 (Computerized Acct.)	3.00
ENG102 (English Comp. II)	3.00
Total:	12.00

BIOTECHNOLOGY/BIOMANUFACTURING CERTIFICATE

Program Overview

29 Credit Hours - Program Code: CSCBI

Biotechnology and biomanufacturing industries are among the most rapidly expanding fields in Massachusetts. The Biotechnology/Biomanufacturing Certificate Program is designed for the student who wishes to learn about the field of biotechnology or who may already have a scientific background but desires to study the details of this burgeoning field in the hope of gaining an entry level position at one of the many biotechnology companies, hospitals, clinics or labs in the greater Boston areas: research assistants, lab technicians, manufacturing technicians, quality control technicians, documentation coordinators, and instrumentation calibration coordinators are examples of such careers.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
ENG-101	ENGLISH COMPOSITION I
SCI-104	BIOLOGY II W/LAB
SCI-123	PRINCIPLES OF CHEMISTRY I
SCI-204	MICROBIOLOGY W/LAB
SCI-206	BIOMANUFACTURING I W/LAB
SCI-207	BIOMANUFACTURING II W/LAB
SCI-298	INTERNSHIP IN BIOTECHNOLOGY

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
ENG101 (English Comp. I)	3.00
SCI104 (Biology II w/LAB)	4.00
SCI123 (Prin. of Chem I w/LAB)	4.00
Total:	14.00

SECOND SEMESTER SP 2026	Credit Hours
SCI204 (Microbiology w/LAB)	4.00
SCI206 (Intro to Biomanufac I)	4.00
Total:	8.00

THIRD SEMESTER FA 2027	Credit Hours
SCI207 (Intro to Biomanufac II)	4.00
SCI298 (Biotechnology Internship)	3.00
Total:	7.00

BROADCAST MEDIA TECHNOLOGY CERTIFICATE

Program Overview

27 Credit Hours - Program Code: CATBT

This exciting certificate program is designed to introduce the basic core skills needed for students who wish to begin a career in Broadcast Radio or Television and not pursue a degree track. In addition to learning the latest in digital editing technology, students will use state-of-the-art equipment and develop, produce, and direct a short video project. Other techniques taught include synchronization, audio mixing, lighting, dubbing, and special effects production.

For more information, contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK

BMT-100	INTRO PROD & DIRECTING
BMT-110	TELEVISION PRODUCTION
BMT-120	VIDEO TECHNIQUES
BMT-230	INTRO.VIDEO EDITING
MAT-103 ***Or above***	PRE-CALCULUS COREQ ***Or above***
ENG-101	ENGLISH COMPOSITION I

Electives

HUMELECT	HUMANITIES ELECTIVES

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
BMT100 (Intro to Prod/Directing)	3.00
BMT120 (Video Techniques)	3.00
ENG101 (English Comp. I)	3.00
MAT103+ (Math 103 or above)	3.00
Total:	15.00

SECOND SEMESTER SP 2026	Credit Hours
BMT110 (Television Production)	3.00
BMT230 (Intro. To Video Editing)	3.00
HUMELECT (Humanities Electives)	3.00
HUMELECT (Humanities Electives)	3.00
Total:	12.00

EARLY CHILDHOOD EDUCATION FOUNDATIONAL CERTIFICATE

Program Overview

16 Credit Hours - Program Code: CECEF

This program is designed for students who are interested in working with young children in developmentally appropriate programs. In addition to Early Childhood Education courses including two 150 hours practicum, the student is given a strong foundation in liberal arts. Upon completion of the programs, the student is qualified to work in a licensed childcare setting or transfer to a four-year college for further study. Graduates can become teachers of young children in day care centers, nursery schools, and Head Start programs. The program meets the requirements of the Department of Early Education and Care for teacher certification. For more information, contact the Division of Health and Human Services in 4-319.

Course Requirements

ECE-100	FOUNDATIONS OF EARLY CHILDHOOD EDUC
ECE-101	CHILD GROWTH & DEV
ECE-106 ***Or***	GUIDANCE & DISCIPLINE ***Or***
ECE-203	SPECIAL NEEDS CHILD CARE
ECE-206 ***Or***	EARLY CHLD CURR I ***Or***
ECE-207	EARLY CHILD CURRICULUM II
ECE-294 ***Or***	EARLY CHILDHOOD ED PRACTICUM I ***Or***
ECE-295	EARLY CHILDHOOD ED PRACTICUM II

Program Path

FIRST SEMESTER FA 2026	Credit Hours
CECEFGR (ECE, choose 1)	3.00
ECE100 (Foundations Early Childh)	3.00
ECE101 (Child Growth & Dev)	3.00
Total:	9.00

SECOND SEMESTER SP 2026	Credit Hours
CECEFCR (Curriculum, choose 1)	3.00
CECEFINT (Internship, choose 1)	4.00
Total:	7.00

HEALTH CAREERS CERTIFICATE

Program Overview

29 credit hours - Program Code: CHECA

The Health Careers Certificate is a one-year program designed to prepare students for admission into competitive associate degree programs in the health sciences, including Nursing, Radiologic Technology, Anesthesia Technology, and related allied health fields. The program provides focused instruction in key prerequisite science and general education courses required for entry into selective health programs. It is intended for students seeking a structured pathway to complete prerequisite and foundational coursework before applying to a degree granting health science program. Students are encouraged to work closely with an academic advisor to ensure alignment with the specific admission requirements of their intended program.

Course Requirements

ENG-101	ENGLISH COMPOSITION I
SCI-103	BIOLOGY I W/LAB
MAT-120	INTRO TO STATISTICS
SCI-201	ANATOMY & PHYSIOLOGY I W/LAB
SSI-209	HUMAN GROWTH AND DEVELOPMENT
ENG-102	ENGLISH COMPOSITION II
SSI-122	GENERAL PSYCHOLOGY

Program Path

FIRST SEMESTER FA 2026	Credit Hours
* FREE (Elective/Non Elect)	3.00
ENG101 (English Comp. I)	3.00
MAT120 (Intro to Statistics)	3.00
SCI103 (Biology I w/LAB)	4.00
Total:	13.00

SECOND SEMESTER SP 2026	Credit Hours
* FREE (Elective/Non Elect)	3.00
ENG102 (English Comp. II)	3.00
SCI201 (Anat/Phys I w/LAB)	4.00
SSI122 (General Psychology)	3.00
SSI209 (Human Growth & Dev.)	3.00
Total:	16.00

INFORMATION SYSTEMS TECHNOLOGY CERTIFICATE

Program Overview

31 Credit Hours - Program Code: CCSIT

The Information Systems Technology Department offers a Certificate in Information Systems Technology which is structured to help meet the career goals of individuals who at present have little or no academic or work-related background in computer programming. Upon completion of a Certificate in Information Systems Technology, students will be prepared to fill a variety of entry-level support positions in training, sales, or utilization of common workplace computer programs. For more information, contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
IST-110 ***Or***	IT PROBLEM SOLVING ***Or***
CIS-102	
IST-120 ***Or***	MICROCOMPUTER APPLICATIONS ***Or***
CIS-141	
IST-130	LINUX OPERATING SYSTEMS
IST-142	NETWORK FUNDAMENTALS-CISCO
IST-145 ***Or***	VISUAL BASIC ***Or***
CIS-122	
IST-150 ***Or***	WEB DESIGN FLUENCY ***Or***
CIS-155	
IST-170 ***Or***	JAVA I ***Or***
CIS-255	
IST-210	SOCIAL ISSUES & ETHICS IN COMPUTING
IST-270 ***Or***	JAVA II ***Or***
CIS-271	

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
IST110 (or CIS102: Intro to Progr)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
IST145 (or CIS122: Visual Basic)	3.00
Total:	12.00

SECOND SEMESTER SP 2026	Credit Hours
IST130 (Linux Oper. Systems)	3.00
IST142 (Network Fundamentals)	4.00
IST170 (or CIS255: Java I)	3.00
Total:	10.00

THIRD SEMESTER FA 2027	Credit Hours
IST150 (or CIS155: Web Dsgn Fluen)	3.00
IST210 (Soc Issues & Ethics)	3.00
IST270 (or CIS271: Java II)	3.00
Total:	9.00

LIFE SCIENCE CERTIFICATE

Program Overview

29 Credit Hours - Program Code: CSCLS

This certificate is designed as an introductory life science curriculum for students who are interested in Biological Sciences, Lab Animal Care, or other Life Science principles such as Biotechnology/Biomanufacturing and Environmental Science. It includes hands-on experience in the laboratory as well as a basic foundation in the life sciences. A core component is the Internship which is taken in the last semester. The Certificate will also be an avenue for recruiting for in the Health Sciences Services as well as in Ancillary care. For example, students will complete internships in cytology labs, histology labs, clinical lab settings, environmental labs, manufacturing labs, etc.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
MAT-103	PRE-CALCULUS COREQ
SCI-103	BIOLOGY I W/LAB
SCI-104	BIOLOGY II W/LAB
SCI-123	PRINCIPLES OF CHEMISTRY I
SCI-124	PRINCIPLES OF CHEMISTRY II
SCI-299	SCIENCE INTERNSHIP
ENG-101	ENGLISH COMPOSITION I

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
MAT103 (Pre-Calculus)	4.00
SCI103 (Biology I w/LAB)	4.00
SCI123 (Prin. of Chem I w/LAB)	4.00
Total:	15.00

SECOND SEMESTER SP 2026	Credit Hours
ENG101 (English Comp. I)	3.00
SCI104 (Biology II w/LAB)	4.00
SCI124 (Prin. of Chem II w/LAB)	4.00
SCI299 (Science Internship)	3.00
Total:	14.00

NETWORK ADMINISTRATION CERTIFICATE

Program Overview

28 Credit Hours - Program Code: CCSNE

The Information Systems Technology Department offers a three semester Certificate in Network Administration that allows students to develop the information technology skills needed to succeed in today's professional environment. This certificate will provide students with hands-on training necessary to pursue an IT career. It prepares students to demonstrate their proficiency by taking certain certification exams or transfer to the AS degree program: Upon completion this certificate program, students are eligible to take the CompTIA A+, Cisco CCENT and CCNA certification exams. For more information, contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

Course Requirements

ACS-102	THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK
IST-110 ***Or***	IT PROBLEM SOLVING ***Or***
CIS-102	
IST-117	IT ESSENTIALS-PC HARDWARE AND SOFTWARE
IST-142	NETWORK FUNDAMENTALS-CISCO
IST-144	LAN SWITCHING AND WIRELESS
IST-210	SOCIAL ISSUES & ETHICS IN COMPUTING
IST-242	ACCESSING THE WAN
IST-298 ***Or***	IST INTERNSHIP ***Or***
CIS-298	

Program Path

FIRST SEMESTER FA 2026	Credit Hours
ACS102 (The College Experience)	3.00
IST110 (or CIS102: Intro to Progr)	3.00
IST120 (or CIS141: Microcomp Apps)	3.00
IST145 (or CIS122: Visual Basic)	3.00
Total:	12.00

SECOND SEMESTER SP 2026	Credit Hours
IST130 (Linux Oper. Systems)	3.00
IST142 (Network Fundamentals)	4.00
IST170 (or CIS255: Java I)	3.00
Total:	10.00

THIRD SEMESTER FA 2027	Credit Hours
IST150 (or CIS155: Web Dsgn Fluen)	3.00
IST210 (Soc Issues & Ethics)	3.00
IST270 (or CIS271: Java II)	3.00
Total:	9.00

COURSE DESCRIPTIONS

ALL COURSES

ACS

ACS 102 THE COLLEGE EXPERIENCE OER NO COST TEXT BOOK 3.0 CREDITS

Prerequisite: No Prerequisite
This three-credit course, required of all new students in the first-semester is designed to provide students with the necessary tools for academic success in all subject areas. Students will explore learning strategies in all subject areas through extensive reading, writing, and classroom discussions. The course will also promote awareness of academic and student support resources available at RCC. Cultural awareness and appreciation are woven into the course. This course satisfies the College Survival Seminar requirement.
This course has been designated as having low or no cost course materials.

BMT

BMT 100 INTRO PROD & DIRECTING 3.0 CREDITS

Prerequisites: Placement in ENG 099 or higher
Corequisite: BMT 120
Designed for students interested in becoming a producer or director within the television industry. The financial, creative, and decision-making responsibilities associated with being a producer or a director is explored. Topics include, but are not limited to, directional decisions, special effects, use of music and music rights, time constraints and costs, copyrights, scripts, staging, and prop placement. Students will be required to develop, produce, and direct a short video project.

BMT 101 INTRODUCTION TO MEDIA STUDIES 3.0 CREDITS

Prerequisites: Placement in ENG 099 or higher
This course introduces and covers the most important topics in media through the prism of history, analytical thought and musings on the future of media; particularly, how media has influenced cultures (attitudes, behavior, and values) and technology worldwide.

BMT 110 TELEVISION PRODUCTION 3.0 CREDITS

Prerequisites: BMT 100; and BMT 120
Students learn to operate audio boards, video switchers, studio cameras, character generators, intercom systems, and various videotape machines. Hands-on training on state-of the-art equipment is emphasized. Assignments are designed to develop familiarity with video equipment so that it can be used effectively to visualize concepts, ideas, and stories.

BMT 120 VIDEO TECHNIQUES 3.0 CREDITS

Prerequisite: Placement in ENG 099 or higher
Corequisite: BMT 100
This course is designed to give students a basic overview of electronic field production and news gathering. Field cameras, microphones and microphone placement, audio mixing, editing, and lighting will be discussed. This is a hands-on course.

BMT 200 RADIO AND PODCAST PRODUCTION 3.0 CREDITS

Prerequisite: ENG 099 or ENG 101 (English Composition 1)
This course reviews includes students to the basic fundamentals of radio production and podcast creation. Through hands-on experience, students learn both the functionality and art of radio production elements from an announcing and operations perspective. The course also provides a technical and methodical understanding of the behind-the-scenes business of radio and introduces students to the communication competency of speech.

BMT 210 ADVANCED TV PRODUCTION 3.0 CREDITS

PREREQUISITE: BMT 110
This is an advanced course in television production theory and practicum. Emphasis is placed on the conceptualization, planning, and execution of advanced television programs. Students will learn and acquire practical experience in the Television Studio setting. The course will also include advanced level study of various television genres such as drama, sitcom, game shows, talk shows, magazine, and sports shows. Students will learn, through study, about historical television seasons and relationship to successful ventures. Students will develop, pitch and write their own television series, news and prospectus in addition to learning how to manage and run a television production studio. Student projects will be broadcast weekly via the Internal Cable Broadcast System and internet streaming.

BMT 230 INTRO.VIDEO EDITING 3.0 CREDITS

PREREQUISITE: BMT 120
This course is a continuation of BMT 120 Video Techniques. It introduces the basic skills and principles of video editing in the post-production stage. Students will be given a series of pre-produced videos to edit utilizing Apples Final Cut Express software application. Synchronization, audio mixing and dubbing, character generated graphics and sound or special effects will be discussed. Editing will involve mini-DV, DVCAM, DV, cuts only projects, although other video formats will be introduced. This course is a program requirement and should be taken in the third semester of study. An enrollment maximum of eight (8) students should be allowed in this course.

BMT 298 BMT INTERNSHIP I 3.0 CREDITS

PREREQUISITE: Permission of the Program/Internship Coordinator, enrolled in a degree or certificate BMT program, English Composition 101, three-courses in the major, possess a minimum 2.0 GPA. This three-credit course is offered during the fall and spring semesters. It is designed for students to gain hands-on experience a resume builder and an opportunity to network. Students will develop a resume, cover letter and references prior to placement.

Students will meet with the Internship Coordinator and an Assigned Internship Faculty Advisor from their program of study during the course of the semester to monitor the interns' progress. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral/poster presentation. Students currently employed in their program of study may be eligible to combine an internship with employment

BMT 299 BMT INTERNSHIP II 3.0 CREDITS

Prerequisites: Permission of the Program/Internship Coordinator
This three-credit course is designed for students to gain hands-on experience in a work setting related to their career interest. Students must develop a resume, cover letter and references prior to placement. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral presentation. Students currently employed in their program of study may be eligible to combine the internship with their employment. Prerequisites: Students must be enrolled in a degree or certificate program, completion of English Composition 101, three-courses in their major and posses a minimum 2.0 GPA.
Students are required to meet with the Internship Coordinator, Jennie Thrash, Room 3-424 prior to registering for this course.

BUS

BUS 101 PRINCIPLES OF ACCOUNTING I 3.0 CREDITS

PREREQUISITE: Eligibility for ENG 101
The fundamental principles of accounting theory are the focus of this course. Emphasis is placed on understanding the accounting cycle, journals, ledgers, adjusting and closing entries, working papers, and financial statements.

BUS 102 PRINCIPLES OF ACCOUNTING II 3.0 CREDITS

PREREQUISITE: BUS101
As a continuation of BUS101, this course focuses on accounting theory in relation to the specific needs of corporations and partnerships. Students will explore problems relating to assets and liabilities, payroll systems, methods of computing dividends, and corporate financial statements.

BUS 103 INCOME TAXES 3.0 CREDITS

PREREQUISITE: ENG 101; and Eligibility for college-level mathematics
This course introduces students to the basic concepts of federal income taxation for individuals, partnerships, and corporations, with an emphasis on determining taxable income, allowable deductions, gains and losses. Students will practice preparing sample tax returns. Prior knowledge of accounting may be helpful but is not required for this course.

BUS 104 COMPUTERIZED ACCT 3.0 CREDITS

PREREQUISITE: BUS 101
NOTE: Quickbooks does not run on MAC OS.
Students enrolled in this course will learn to use accounting software packages to set up and maintain computerized accounting records. Topics covered will include customer, vendor and employee records, accounts payable, accounts receivable, banking, payroll, job costing, and financial statement preparation. Integration of accounting data with word processing and spreadsheet applications will also be introduced.

BUS 110 BUSINESS COMMUNICATION 3.0 CREDITS

Prerequisite: ENG 101 eligible
The focus of this course is learning how to write effectively in business and industry as well as in an academic environment. Learning proper written communication etiquette and developing effective writing skills are the main objectives. Academic writing will include learning proper narrative, descriptive, expository, argumentative and research writing techniques. Students are required to read and respond to selected short works that will serve as models for written assignments.

BUS 130 INTRODUCTION TO BUSINESS 3.0 CREDITS

PREREQUISITE: ENG 101
This course introduces students to various business topics, including the global environment of business; management, marketing, and accounting issues; and business organizations. It also explores career opportunities in business.

BUS 131 MANAGEMENT I 3.0 CREDITS

PREREQUISITE: ENG101
(Formerly: BUS 231)
Management principles, including communication, motivation, and group dynamics are the focus of this course. Through readings, lectures, classroom discussions, and case studies, students will explore problem-solving strategies for effective planning, cost control, and overall organization in a management environment.

BUS 132 MANAGEMENT II 3.0 CREDITS

PREREQUISITE: BUS 131
(Formerly: BUS 232)
As a continuation of Management I, this course examines the supervisory role of the business manager. Students will explore issues such as leadership and motivation, planning, problem solving, staffing, communication, styles of supervision, organizing, and controlling. Through classroom lectures, readings, homework assignments, and case studies, students will learn that successful management is based on both an understanding of business principles and the ability to supervise others.

BUS 141 INTRO TO MARKETING 3.0 CREDITS

PREREQUISITE: Management I-BUS 131
(Formerly BUS 441)

Students enrolled in this course will examine marketing as seen from the perspective of the individual business and the larger society, with an emphasis on the integral relationship between consumer attitudes and marketing activities.

BUS 181 STARTING YOUR OWN BUSINESS 3.0 CREDITS

Pre-Requisite: Eligibility for ENG 101
Students enrolled in this course will learn how to plan, start, market, and manage a new small business enterprise. Emphasis will be place on a) identifying marketable business opportunities, b) the business plan, and c) understanding and applying the principles of planning, organizing, activating, and controlling to a small business startup environment.

BUS 201 INTERMEDIATE ACCOUNTING I 3.0 CREDITS

PREREQUISITE: BUS102
In this course, students will examine valuation problems relating to inventories, investments, receivables, and other assets. An emphasis is placed on accounting principles, income determination, and the preparation of financial statements.

BUS 202 INT ACCOUNTING II 3.0 CREDITS

PREREQUISITE: BUS201
As a continuation of Intermediate Accounting I (BUS201), students will examine problems relating to lease and pension plans, long-term investments, and current and long-term liabilities. Other topics discussed in the course include capital stock, stock rights and warrants, and an introduction to present value techniques for accounting valuation.

BUS 203 MANAGERIAL ACCOUNTING 3.0 CREDITS

PREREQUISITE: BUS102
Students enrolled in this course will examine cost accounting practice for various aspects of manufacturing, including materials, labor, and factory overhead. Cost accumulation is also discussed as it pertains to job order systems, process systems, and standard cost systems.

BUS 206 INTRO TO FINANCE 3.0 CREDITS

Prerequisite or Corequisite: Principles of Accounting II
An introduction to financial management for business firms is the focus of this course. After a review of financial statements and forms of organization, students will explore the use of assets and cost of capital as management evaluation techniques. Other topics discussed in class include an overview of the securities market, effects of inflation, investment institutions, and the essentials of international finance.

BUS 221 BUSINESS LAW I 3.0 CREDITS

PREREQUISITE: Eligibility for ENG 101
(Formerly BUS 321)
This course introduces students to the legal environment of business. Topics of discussion include sources of law, the court system, business torts, intellectual property, and cyber law, criminal law, E-commerce and dispute resolution, ethics, contract and product liability law.

BUS 222 BUSINESS LAW II 3.0 CREDITS

PREREQUISITE: Business Law I
(Formerly BUS 322)
This course continues to build on the information learned in Business Law I. Students will explore the fundamental concepts of property in the context of the Uniform Commercial Code, with an emphasis on sales, commercial paper, and secured transactions. Related topics discussed in class will include insurance, product liability, and consumer protection.

BUS 298 BUSINESS INTERNSHIP 3.0 CREDITS

Prerequisites: Permission of Program/Internship Coordinator
This three-credit course is designed for students to gain hands-on experience in a work setting related to their career interest. Students must develop a resume, cover letter and references prior to placement. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral presentation. Students currently employed in their program of study may be eligible to combine the internship with their employment.

BUS 299 INTERNSHIP II 3.0 CREDITS

This three-credit course is designed for students to gain hands-on experience in a work setting related to their career interest. Students must develop a resume, cover letter and references prior to placement. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral presentation. Students currently employed in their program of study may be eligible to combine the internship with their employment. Prerequisites: Students must be enrolled in a degree or certificate program, completion of English Composition 101, three-courses in their major and posses a minimum 2.0 GPA.
Students are required to meet with the Internship Coordinator,
Room 3-219 prior to registering for this course.

BUS ELE1 BUSINESS ELECTIVE I 3.0 CREDITS

BUS ELE2 BUSINESS ELECTIVE II 3.0 CREDITS

CJP

CJP 100 INTRODUCTION TO CRIMINAL JUSTICE 3.0 CREDITS

This course provides an overview of the history and present-day operation of the criminal justice process in the United States. Students will analyze the role, responsibility, and authority of each of the components of the system: police, courts, and corrections. They will also explore and examine the underlying principles and values of justice.

CJP 105 CONFLICT AND CONFLICT RESOLUTION 3.0 CREDITS

Conflict is a natural phenomenon. However, its ability to produce positive or negative results is dependent on the factors and processes used in response to it. Students will use academic and news articles, movies, book chapters, and case studies to explore the theoretical and empirical factors that influence conflicts, how these conflicts escalate to violence, and the various nonviolent mechanisms that can be used for their peaceful resolution. This course is an introduction to peace studies and nonviolent conflict resolution mechanisms, and will review the primary literature on the roots of peace at the societal level and methods for finding mutually acceptable solutions to conflicts at the individual and group levels. It examines the theories and causes of conflict from the global, national, and human perspectives and explores the stages of conflict, why some conflicts escalate into violence, why some don't, and what mechanisms help with ensuring peaceful resolution.
All readings for this course will be provided. Assignments include two short papers (1000 words each), a final paper (2000 words), and a 15-minute presentation on the final paper. Students will also be expected to participate in class activities and discussions actively.

CJP 106 IMMIGRATION LAW 3.0 CREDITS

This course will give students a broad overview of the United States Immigration legal system. Students learn about the INS and study important immigration cases that helped to shape the US immigration laws. Students will learn about different categories of immigrants and non-immigrants, and learn about the different immigration forms. Lastly, students will have an opportunity to have hands on experience by volunteering at a citizenship clinic to put their knowledge into practice.

CJP 107 MEDIATION 3.0 CREDITS

Mediation is one of the essential alternative dispute resolution mechanisms in conflict resolution. This course introduces the concept, principles, and practice of mediation as a conflict resolution tool. It provides a historical understanding of mediation, how it differs from other alternative dispute resolution mechanisms and how practitioners use it in various types of conflicts (workplace, interpersonal, intragroup, intergroup, and international conflicts). The course also has a required internship component that allows students to observe actual mediations in person, and to utilize their knowledge and skills acquired through the class meetings by gaining mediation experience themselves. The course will enable students to understand and practice mediation in diverse conflict scenarios. It will use academic articles, book chapters, case studies and scenarios, and simulations to explore the concept and principles of mediation and the factors that enable its use as a suitable conflict resolution mechanism for various conflicts.

CJP 110 INTRO TO CRIMINOLOGY 3.0 CREDITS

PREREQUISITE: ENG101
This course introduces the student to the major perspectives, concerns, controversies, and debates that characterize the contemporary study of crime, criminals, and criminal behavior. It examines these problems by drawing upon other disciplines such as sociology, psychology, political science, anthropology, philosophy, medicine, and biology i.e. to provide an integrated approach to understanding the problem of crime in contemporary society and to advance solutions to the crime quagmire.

CJP 120 CRIMINAL LAW 3.0 CREDITS

PREREQUISITE: ENG101
This course examines criminal law in the United States from a broad perspective. It will present the general principles and doctrines that affect the whole of criminal law, such as elements of criminal offenses, defenses to crimes, theories of punishment and rehabilitation, and perspectives on crime and criminal law. In addition, students will learn the elements of some specific crimes, such as homicide, criminal sexual conduct, crimes against public order, crimes against public morals, and crimes against property, including burglary, larceny and arson. A brief discussion of criminal procedure and constitutional limitations on government will be presented as preparation for future study of criminal justice procedure.

CJP 130 LAW ENFORCEMENT OPERATIONS 3.0 CREDITS

PREREQUISITE: ENG101
This course traces the development and evolution of law enforcement to current practices in the United States. Students will analyze the role of police agencies in our society and current problems faced by law enforcement. Career opportunities in local, state, and federal law enforcement will be discussed.

CJP 140 CRIMINAL COURT PROCESS 3.0 CREDITS

PREREQUISITE: ENG 101
This course provides a comprehensive look at the criminal justice process from arrest to sentencing. Students will analyze the responsibilities of prosecutors, defense attorneys, and judges and the role that each plays in the process. Topics will include: plea-bargaining, victim-witness assistance, jury selection, diversion and sentencing options.

CJP 160 JUVENILE JUSTICE SYSTEM 3.0 CREDITS

Prerequisite: No Prerequisite
This course traces the historical development of the juvenile justice system and examines how and why youthful offenders and children designated "in need of service" are treated differently from adults. Recent legislative changes and the impact of these changes on the handling of certain categories of juveniles will also be studied.

CJP 200 CONSTITUTIONAL LAW 3.0 CREDITS

Prerequisite: ENG101
In this course, students will focus on selected aspects of civil liberties and civil rights in the United States. It will address government limitations of power, and constitutional law questions about "who" should decide the content and nature of liberty as well as the issues of judicial activism and restraint. The

primary goal of the course is to discuss our rights-not who defines them. Therefore, emphasis is on the Constitution and US Supreme Court cases which delineate the legal doctrines relevant to defining the constitution's guarantees of liberty. The student will be expected to learn about freedom of speech and press, freedom of religion, privacy, discrimination, capital punishment, and future directions. This course will help students grow as citizens and enable them to critically analyze the events surrounding them. Previous course code and title CJP 260 CIVIL LIBERTIES UNDER THE CONSTITUTION.

CJP 202 PROBATION, PAROLE, CMTY CORRECTIONS 3.0 CREDITS

PREREQUISITE: ENG 101
This course traces the development and roles of probation, parole and other community sentencing alternatives in the United States. Particular attention is paid to the legal, functional and administrative aspects of these sanctions, as well as the impact on recidivism and offender reintegration.

CJP 203 RESTORATIVE JUSTICE IN COURTS 3.0 CREDITS

Course Prerequisites: English 101 Concurrent
Restorative justice is a centuries-old approach to crime, with roots in tribal cultures. It seeks to empower people to address the harms, needs, and obligations that arise from crime by bringing together victims, offenders, and members of their respective communities. In most restorative justice processes, parties engage in face-to-face dialogue focused on personal accountability and repairing the harm that occurred.
This course will explore the theoretical underpinnings of restorative justice, practical applications of it in criminal and civil cases, and potential ways to integrate it into the legal system. Students will first learn about the origins of restorative justice principles and then will evaluate modern applications of those principles to legal conflicts, both in and out of the courtroom

CJP 210 CORRECTIONAL INSTITUTIONS 3.0 CREDITS

PREREQUISITE: ENG101
The development of correctional institutions and current correctional practices in the United States. Students will analyze the function and operation of correctional facilities, with particular emphasis on the Massachusetts correctional system.

CJP 225 LAW AND SOCIETY 3.0 CREDITS

PREREQUISITES: ENG 101 and CJP 200
This course will examine the origin, development, and enforcement of law in society from a multi-paradigmatic perspective. It will probe into the sociological, political, anthropological, and philosophical context of law, and critically consider the relationship of law to social change and vice versa. The course will also investigate the role of class conflict and dissent in the legislative process.

CJP 298 CRIMINAL JUSTICE INTERNSHIP 3.0 CREDITS

Prerequisite: Permission of Department Chair/Program Coordinator; completion of 3 CJP required courses; 2 or above GPA; good academic standing; completion of English Competition 101.
Internship Requirement:
This three-credit course will provide students with “real world” experience within the criminal justice system. Students will be exposed to and contribute to actual day to day functions of various criminal justice professions. Students will be directed and mentored in performing specific required tasks by designated site supervisors while also learning more about the critical interplay between law enforcement agencies and all criminal justice proceedings through various reading assignments and scheduled class discussions.
Students will be required to work 150 hours during the semester at the internship site. Internships can be held at law enforcement agencies, private or public research entities, policy making bodies, the legislature, the court system, substance abuse treatment facilities, probation, parole or human services agencies that are connected to the criminal justice system. The internship, along with other assigned class work, is designed to help students improve their practical understanding of the criminal justice system. Interns are required to maintain a written daily journal documenting the Internship experience. Documentation should cover, types of tasks performed and observed. Actual work hours must be logged into electronically into RCC’s time sheet system. Each Student Intern will receive at least one site visit from the Faculty Advisor during the course of the internship. A 2-3 page written summary is required at mid-term. This written summary should highlight the student’s internship observations to date. Also, there will be a meeting between the Intern, site supervisor, and faculty to review the Internship Agreement to affirm that the original objectives are still appropriate and obtainable, making modifications if necessary. There will be an End of Semester Presentation/Internship Showcase. All student interns must complete a final self-assessment, evaluation of the internship site and our program, as well as receive a formal evaluation from the site and faculty.
Please see Internship Agreement for more information.

ECE

ECE 100 FOUNDATIONS OF EARLY CHILDHOOD EDUC 3.0 CREDITS

This course gives a foundational base for an understanding of the critical early years of life. The importance of childhood, developing values, and professionalism are discussed. Special emphasis will be placed on the roles and responsibilities of the teacher and high quality environments that emphasize anti-bias, self-help and inclusion. Students gain an understanding of developmentally appropriate practices with young children and working with diverse families.

ECE 101 CHILD GROWTH & DEV 3.0 CREDITS

Prerequisite: Eligibility for ENG 101
Students enrolled in this course will explore the theories and practices of growth and development for infants and young children, with an emphasis on significant and recent research, contemporary schools of thought, and theories of human development. Additional topics covered in this course include the influence of heredity and environment on child development, infant and child health care, socialization and sex role stereotyping. Fulfills Social Science core requirement.

ECE 102 OBSERVING & RECORDING 3.0 CREDITS

PREREQUISITE: ECE101
Students enrolled in this field placement course will observe, analyze, and evaluate childhood behavior in a variety of pre-school settings. Particular attention will be focused on the children's social, emotional, and intellectual skills. Other topics discussed in class include the role of the classroom teacher, the curriculum, and the organization of pre-school settings. Field study comprises two thirds of the course.

ECE 104 CUR ISS EARLY CHILD 3.0 CREDITS

Prerequisite: ECE 101 or concurrent
Young children are greatly influenced by the world around them. In this course, students will discuss many of those influences, with particular attention to the issues of family and school. Topics include sexuality and sexual behavior, changing family patterns, the impact of divorce, single parenting, alcoholism, and the impact of the school environment. Students will explore strategies to help parents meet their children's changing developmental needs and ways to encourage good parenting skills.

ECE 105 HEALTH, SAFETY AND NUTRITION 3.0 CREDITS

This course focuses on the physical and psychological safety, health, and nutritional needs of children from birth to age five. Topics include factors that impact healthy learning environments for children, such as wellness of young children, health and nutritional guidelines, indoor & outdoor safety, and licensing regulations. Students will learn about childhood illnesses, as well as the recognition of child abuse and neglect, and partnering with families.

ECE 106 GUIDANCE & DISCIPLINE 3.0 CREDITS

PREREQUISITES: ECE 101 or ECE 102
This course will develop a framework for understanding the emotional and behavioral development of young children. It will examine traditional methods of teaching right and wrong by using reward and/or punishment, which often gives the appearance of working. It will also emphasize the interpersonal relationships between children, teachers and caregivers based on communication, respect, love and understanding. Students will examine the art of teaching and helping children to learn with understanding of class controls and structuring/restructuring of the environment.

ECE 201 EXPLORING PARENTING 3.0 CREDITS

Prerequisite or Corequisite: ECE 101
Learning to facilitate parent education groups and understanding group dynamics in a culturally sensitive environment is the focus of this course. Students will develop group leadership and group facilitation skills as they explore current issues in parenting as identified by the Office of Youth
Services. Prerequisite: ECE 101 or concurrent

ECE 203 SPECIAL NEEDS CHILD CARE 3.0 CREDITS

PREREQUISITE: ECE 101 and ECE 102
Students enrolled in this course will develop an understanding of the abilities and disabilities of children classified as exceptional or "special needs" children, as well as the instructional organizations necessary to help special needs students achieve their potential. In addition, students will examine the impact of educational and psychological handicaps on an individual.

ECE 206 EARLY CHLD CURR I 3.0 CREDITS

PREREQUISITE: ECE 101 and ECE 102
COREQUISITE: ECE 298
This course provides students with in-depth theory and practice and implementing a developmentally appropriate curriculum for infants and toddlers. Students will evaluate existing curricula and produce plans that they will use in childcare settings. Attention is given to multicultural, developmental, language and literacy issues. This course should be taken with ECE 298 Internship I, which is for Infants and Toddlers.

ECE 207 EARLY CHILD CURRICULUM II 3.0 CREDITS

PREREQUISITE: ECE 206; and ECE 298, or co-requisite
COREQUISITE: ECE 298
This course provides students with in-depth theory and practice and implementing a developmentally appropriate curriculum for preschoolers. Students will evaluate existing curricula and produce plans that they will use in childcare settings. Attention is given to multicultural, developmental, language and literacy issues. This course should be taken with ECE 299 Internship II, which is for preschoolers.

ECE 208 SUPERVISION AND ADMINISTRATION 3.0 CREDITS

Prerequisite: ECE 101 and ECE 102 Planning and administration of the overall operations of a day care environment are the focus of this course. Students will be presented with a comprehensive view of contemporary day care issues, including developmental characteristics of young children, planning the environment, programming, licensing, staffing, community involvement, and parent relationships. This course provides opportunities for field observation.

ECE 294 EARLY CHILDHOOD ED PRACTICUM I 4.0 CREDITS

The student will be actively involved in the varied activities which constitute the curriculum of early childhood education classrooms and educational programs. Under the supervision of a cooperating teacher, the student will become more familiar with the role and responsibilities of the professional in early childhood education settings. Work-site placements must be approved by the ECE Program Coordinator. PLEASE NOTE: CORI (Criminal Offender Record Information), CHRI (Criminal Records Central Repository) and/or SORI (Sex Offender Record Information) checks are required prior to participation in this course.

ECE 295 EARLY CHILDHOOD ED PRACTICUM II 4.0 CREDITS

Students will increase their involvement in an early childhood classroom under the guidance of the assigned supervising teacher. Students will be responsible for planning and implementing developmentally appropriate curriculum. PLEASE NOTE: CORI (Criminal Offender Record Information), CHRI (Criminal Records Central Repository) and/or SORI (Sex Offender Record Information) checks are required prior to participation in this course.

ECE 298 CHILDCARE INTERNSHIP I 3.0 CREDITS

Prerequisite: ECE 206 corequisite
Internships provide a framework within which early Childhood Education students can work directly with young children in a classroom environment. Students enrolled in this course will work under the direct supervision of the classroom teacher, who will meet with the students regularly and assist in the development and implementation of lesson plans. The supervising teacher submits periodic evaluations to the course instructor. This evaluation is an important component of the final grade, and will require a total site experience of 150 hours per semester. This course is to be taken concurrently with ECE 206.

ECE 299 CHILDCARE INTERNSHIP II 3.0 CREDITS

Prerequisites: ECE 207, or co-requisite
In this course, which is a continuation of ECE298, students will work with individual children in a classroom environment to assess their learning needs and design appropriate programs for young children. Students enrolled in this course will work under the direct supervision of the classroom teacher, who will meet with the students regularly to review their work and plan for the implementation of specific lessons. The supervising teacher submits periodic evaluations to the course instructor. This evaluation is an important component of the final grade, and will require a total site experience of 150 hours per semester. This course is to be taken concurrently with ECE206.

EGR

EGR 120 ENGINEERING COMPUTATIONS I 3.0 CREDITS

Prerequisite: Pre-Calculus-MAT 103 or co-requisite
This course provides students with an opportunity to explore the most popular computational tool(s) used by engineers. Currently, this course focuses exclusively on MATLAB®. Appropriate computation methodologies will be presented. Introductory data acquisition will be presented. Topics are limited to functions of one variable. Students are expected to submit a term project report.

EGR 121 ENGINEERING DESIGN 3.0 CREDITS

Prerequisite: Pre-Calculus (MAT 103) or concurrent.
This course provides students with an opportunity to explore the most popular computational tool(s) used by engineers. Currently, this course focuses exclusively on MATLAB®. Appropriate computation methodologies will be presented. Introductory data acquisition will be presented. Topics are limited to functions of one variable. Students are expected to submit a term project report.

EGR 131 DIRECT CURRENT CIRCUITS W/LAB 4.0 CREDITS

Prerequisite: MAT103 Pre-calculus, or MAT201 Calculus, or permission of instructor
This course introduces the principles of electricity (voltage, current, resistance, power) and Direct Current (DC) electrical circuits. Common circuits (series, parallel, series-parallel) are examined as well as circuit theorems including superposition, Thevenin's theorem and maximum power transfer.

EGR 132 ALTERNATING CURRENT CIRCUITS W/LAB 4.0 CREDITS

Prerequisites; EGR 131 Direct Current Circuits w/Lab
This course introduces the concepts of Alternating Current (AC) and Voltage. In this course, students will learn the basics of electromagnetism, how to draw diagrams of AC circuits by hand and using computer software, and build AC circuits using resistors, capacitors, and inductors. Students will also learn about the use of operational amplifiers, diodes, and transformers in AC circuits.

EGR 133 DIGITAL LOGIC CIRCUITS W/LAB 4.0 CREDITS

Prerequisite: EGR 131 Direct Current Circuits w/Lab
This course introduces the concepts of digital logic circuits. In this course, students will learn about the basic components of digital logic circuits. Students will also learn how to create digital logic circuits.

EGR 135 ENGINEERING FUNDAMENTALS 3.0 CREDITS

Prerequisite: Pre-Calculus-MAT 103
This course provides students with an opportunity to explore a variety of engineering fields as well as their talents and interests, guides them to learn practice design and teamwork, and communication in engineering. Students will study and compare ethics and regulations. Essential skills in mathematics and physical sciences will be developed. Students are expected to submit a term project report with evolution record of a gantt chart.

EGR 210 STATICS STATICS 3.0 CREDITS

Pre-Requisite: MAT201 Calculus 1 and SCI143 Principles of Physics 1
Applications of Newton's Laws, vector algebra and integral calculus to statics problems. Topics include free-body diagram, force, moment of force, couples, static equilibrium of two and three dimensional rigid bodies, trusses, friction, properties of areas, shear and moment diagrams, flexible cables, screws, bearings, and belts.
This course is required for engineering students who concentrate in mechanics, facilities management, etct and plan to transfer to universities and colleges that require a first statics course.

EGR 220 ENGINEERING COMPUTATIONS II 3.0 CREDITS

Prerequisite: Engineering Computations I (EGR 120), Calculus III (MAT 205) or co-requisite
A continuation of Engineering Computations I. This course focuses on the theory and practice of an advanced engineering computation tool that is currently an industry standard. Major emphasis on presentation and manipulation of multivariate functions, without the depth taught in multivariate calculus.

ENG

ENG 095 PRE-COLLEGE READING & WRITING 6.0 CREDITS

This course introduces reading, writing, and research skills necessary for college-level coursework. It will focus on improving reading comprehension, emphasizing effective research methods, and developing vocabulary and grammar in both oral and written work. It will also review sentence writing skills, paragraph writing, and organized essay development using a multi-stage writing process including prewriting and revision. Students will learn to communicate their own ideas by strengthening critical reading, writing, and thinking skills and combining information from multiple sources. This course does not satisfy any degree requirement

ENG 099 PRE COLLEGE WRITING 3.0 CREDITS

Prerequisite: Placement test

This workshop course is linked to a section of English Composition I for the purpose of providing additional contact time and support for writing. The coursework supports the assignments given in the linked English 101, focusing on process of writing, such as paragraph development and organization. The course allows students to practice the multi-stage writing process without plagiarizing through scaffolded assignments. This course does not satisfy any degree requirements.

ENG 101 ENGLISH COMPOSITION I 3.0 CREDITS

Prerequisite: Placement.
Composition I is an introductory course in writing that develops critical thinking, summarizing, synthesizing, and analyzing skills that prepare students to write college-level essays and research papers without plagiarizing. Students will learn to follow the information literacy process of identifying, organizing, and synthesizing nonfiction sources including peer-reviewed academic journal articles, news articles, books, and credible popular media sources. The course requires an argumentative research paper of 5-8 pages using MLA format and supported by attending a library research workshop. Upon completion of the term, students will complete a portfolio to be analyzed by the department to ensure completion of the course outcomes.

ENG 102 ENGLISH COMPOSITION II 3.0 CREDITS

Recommended Prerequisite: English 101
English 102 builds upon skills from English 101 that include summarizing, synthesizing, and analyzing works of literature. Students will read various forms of literature: types of literature may include short fiction, poetry, dramas, memoirs, and novels. The course requires at least 8-10 pages of polished interpretive research considered through a specific theoretical lens. Course content will be themed based upon the discretion of the instructor.

ENG 102E ENGLISH COMPOSITION II: ENHANCED 3.0 CREDITS

This enhanced version of English Composition II (ENG 102) at Roxbury Community College integrates approximately 25% Africa-related content, supported by the African Studies Center at Boston University through a Course Enhancement Grant. Designed to further develop students' reading, writing, and research skills, the course emphasizes critical analysis of primary and secondary sources, reader-response strategies, and interpretive writing across genres. The revised curriculum expands its literary scope to include a more robust exploration of African literature, adding a diverse range of texts that reflect traditional African oral traditions, as well as modern satiric, realist, and experimental forms. Students will engage with a historical spectrum of African literary works that examine colonialism, anti-colonial resistance, decolonization, nationalism, and the ongoing redefinition of cultural identity in postcolonial societies. These themes will be explored through the lens of race, gender, language, and globalization—providing students with a more nuanced understanding of Africa's literary and political landscapes. While the course retains its foundational objectives—requiring students to produce an 8–10-page research paper using MLA documentation and contributing 30% to the final grade—it will now offer greater opportunities for students to analyze African perspectives and contextualize them within global literary frameworks. Through moderate yet meaningful reading assignments and critical class discussions, students will leave this course with a deeper appreciation of African literature and enhanced fluency in literary interpretation, research, and rhetorical expression.

ENG 110 INTRO TO SPEECH 3.0 CREDITS

COREQUISITE: ENG101
This course explores techniques for effective public speaking in both large and small group settings. Students will develop effective communication skills through a variety of classroom discussions and oral presentations. In addition, students will explore the appropriate use of a variety of oral communication styles.

ENG 201 BRITISH LITERATURE 1 3.0 CREDITS

Course Prerequisites: ENG 102
This course offers a survey of British literature from the Middle Ages to the eighteenth century. We will explore each historical period through a selection of literary texts, tracing the significant links between literature and major cultural, scientific, and political developments in Great Britain and the world. We will examine recurring themes in British literature across the ages and learn about major aesthetic movements and genres.

ENG 210 ADVANCED COMP 3.0 CREDITS

Prerequisite: ENG102
Using a variety of rhetorical strategies, the student will write expository and argumentative essays based on critical analysis of college-level reading selections. An opportunity to do advanced research is also provided. This course refines the skills developed in English Composition I and 11 and is strongly recommended for transfer students. This course is not a substitute for ENG102.

ENG 220 WORLD LITERATURE I 3.0 CREDITS

PREREQUISITE: ENG102
This survey course exposes students to writers from ancient times to the 17th century. Students will read work chosen from Biblical, Greek, Roman, Asian, African, Medieval, and Renaissance literature.

ENG 221 WORLD LITERATURE II 3.0 CREDITS

PREREQUISITE: ENG102
A broad range of writers and literary styles will be examined in this course. Students will read the works of American, European, African, South American, and Asian writers from the late 17th century to the present, with a focus on Neoclassical, Romantic, Realistic, Naturalistic, and Modern Literature.

ENG 225 AFRICAN-AMER LIT 3.0 CREDITS

Prerequisite: ENG 102
This course will cover the literary contributions of African-American authors from early poetry and spirituals to contemporary Black literature. Students will develop an understanding of African-American Literature by identifying various genres, forms, and historical periods such as slave narratives, the Harlem Renaissance, the Black Arts Movement, and Afro-Futurism. We will compare, contrast and integrate major themes in African-American literature such as freedom, civil rights, alienation, identity, and double consciousness. Moreover, students will describe the relationship between a literary text to its historical, cultural, and social context

ENG 226 LITERATURE IN AMER 1 3.0 CREDITS

PREREQUISITE: ENG102
As an introduction to American literature, this course provides a chronological survey of American literature from the Colonial period through the Civil War. The relationship between literature and American life and culture will be examined in the works of authors from a variety of social segments.

ENG 227 LITERATURE AMERICA 2 3.0 CREDITS

Prerequisite: ENG 102
This course is a chronological survey of literature in America from the post-Civil War period to the present. The emergence of modern American literature as a response to cultural, social, and economic changes will be explored in the works of authors from all segments of society.

ENG 230 AFRICAN LITERATURE 3.0 CREDITS

This course introduces and explores African Literature from a range of regions with
particular attention to writings connected with historical experiences of colonization and institution of new authority codes, anti-colonial resistance, and decolonization. It
considers the operation of race, gender, nationhood, neocolonialism, and globalization within and across these writings. The course will survey literature from a range of
periods, including oral traditions and contemporary work.

ENG 232 CHILDRENS LITERATURE 3.0 CREDITS

PREREQUISITE: ENG 102
This course will provide a survey of children's literature from a cross-cultural perspective. Students will develop a framework for evaluating the texts for literary and artistic quality and will examine the value system projected by individual literary works. The course will introduce students to relevant children's literature collections and reference materials. Finally, students will learn to apply critical concepts to other forms of media directed at children, including, film, television, magazines, and computer games.

ENG 240 MODERN NOVEL 3.0 CREDITS

PREREQUISITE: ENG102
The novel is an important genre in the modern world. By reading novels selected by theme, students will gain an appreciation for the genre as well as insight into the thematic content and cultural context. The course will emphasize close reading of several novels as well as writing critical essays. Themes may include human rights, images of women, utopias/dystopias and others.

ENG 245 CONTEMPORARY SHORT STORIES 3.0 CREDITS

PREREQUISITE: ENG102
The focus of this course is to expose students to short stories written by authors from around the world. Students will read, discuss, and critique short stories and respond to "The Critical Questions for Reading the Short Story" and other literary questions. The Critical Questions refer to the stories' characters, plot, structure, symbolism, settings, atmosphere, narrators, writing style, and themes.

ENG 251 JOURNALISM I 3.0 CREDITS

PREREQUISITE: ENG101
Students enrolled in this course will learn the techniques of collecting information and will examine different forms of newspaper and newsletter writing and layout. Journalism is used as a means of introducing students to relevant social and philosophical issues.

ENG 252 JOURNALISM II 3.0 CREDITS

PREREQUISITE: ENG 251
Building on skills developed in ENG 251, students are introduced to advance reporting techniques. Interviewing, cultivating resources, and feature-writing techniques are discussed in addition to the submission of frequent writing assignments.

ENG 260 CREATIVE WRITING SEMINAR 3.0 CREDITS

PREREQUISITE: ENG 101
This course offers the focus and discipline that are necessary for students with an interest in creative writing. It emphasizes the essential elements required for writing short stories and poetry. Students' work and good writing models will be read and discussed in class.

ENG 261 ENGLISH HONORS SEMINAR 4.0 CREDITS

This course will take the form of an advanced seminar in classical literature, embracing various cultural milieu. Students will examine a particular genre of literature, the purpose of which is to deepen their understanding of the interrelationships of character, conflict, setting, and language and to explore the meaning in a single literary work.
Prerequisite: ENG-102; Faculty Recommendation; and a 3.0 GPA.

ENG 298 JOURNALISM PRACTICUM 3.0 CREDITS

Students enrolled in this course will have the opportunity on further developing their skills and learned Journalism I & II. As interns directly involved in the production process, students are expected to participate in the production of each monthly publication by writing stories, selling advertising space, and producing, mailing and distributing the newspaper. After consultation with the instructor, students will be expected to complete their writing assignments independently.
Prerequisite: ENG-251; and ENG-252

ENG 95 PRE-COLLEGE READING & WRITING PILOT 3.0 CREDITS

HLT

HLT 150 INTRO TO RADIOLOGY TECHNOLOGY 3.0 CREDITS

Prerequisites: Requires Acceptance into the Program, English Composition I (ENG 101); Anat & Phys I(SCI 201); MAT 100 or higher
Corequisites: HLT 152 AND HLT 154 AND HLT 158
This course is designed to introduce the freshman radiologic technology student to the fundamental principles of Radiologic Technology. Major topics include the scientific discovery and properties of x-rays, the comprehensive definition of radiation, electromagnetic energy and the electromagnetic spectrum, quality factors essential for optimal imaging regarding diagnostics and patient dose, the X-Ray beam and essentials of proper technique. This course provides the basis of knowledge necessary for HLT 170 Principles of Radiologic Quality in the freshman spring semester of the Radiologic Technology Program.

HLT 151 BASIC RADIOLOGIC TECHNOLOGY BASIC RAD TECH 2.0 CREDITS

Prerequisites: Requires Acceptance into the Program,
This course offers in-depth coverage of preliminary and basic concepts for radiology technology. This course is an introductory course to the clinical practicums. HLT151 is offered in the second session of summer intersession. HLT151 will introduce medical terminology, suffix, prefix and various radiology termiology to be used sequentially through the two years.

HLT 152 BASIC RADIOLOGIC PROCEDURES 3.0 CREDITS

Prerequisites: Requires Acceptance into the Program, English Composition I (ENG 101); Anat & Phys I(SCI 201); MAT 100 or higher
Corequisites: HLT 150 and HLT 154
In this laboratory course, the student is presented with all routine radiographic procedures and applicable anatomy of the appendicular skeleton. Laboratory positioning exercises prepare the student for practical application of the procedures in the assigned radiology department in healthcare agencies.

HLT 154 CLINICAL PRACTICUM I 4.0 CREDITS

Prerequisites: Requires Acceptance into the Program, English Composition I (ENG 101); Anat & Phys I(SCI 201); MAT 100 or higher
Corequisites: HLT 150 and HLT 152
Additional Requirements: current CPR certification at Health Professional level; compliance with all
health requirements; CORI clearance
In this first clinical course, students are oriented to the clinical practicum experience and health agency guidelines, and learn about medical ethics and patient interaction. Observation and supervised performance of required radiographic examinations for clinical competence includes positioning of the chest, abdomen, upper and lower extremities.

HLT 158 A&P FOR RADIOLOGIC TECH A&P RAD TECH 4.0 CREDITS

Prerequisite: Requires Acceptance into the Program, English Composition I (ENG 101); Anat & Phys I (SCI 201); MAT 100 or higher
Corequisites: HLT 152, HLT 154, and HLT 150
This course offers an in-depth coverage of Anatomy and Physiology as it pertains to Radiologic Technology. Anatomy and physiology for radiologic technology is a course that will enable students to develop an understanding of the relationships between the structures and functions of the human body in radiography terms. This course will involve laboratory activities, projects, textbook material, models, diagrams, and clinical studies.

HLT 170 PRINCIPLES OF RADIOLOGICAL QUALITY 3.0 CREDITS

Requires acceptance into the Radiologic Technology program Prerequisite: Grade of 80% or better in HLT 150; Grade of 80% or better in HLT 152; Grade of 80% or better in HLT 154, and Grade of 80% or better in HLT 158.
Corequisites: HLT 171, HLT 172, HLT 174
This course is designed to expand on the basic principles of radiologic technology explored in HLT 150 Introduction to radiologic technology. The freshman/ spring radiologic technology student will increase their knowledge on producing quality images through knowledge of the digital image and digital imaging equipment. Major topics include pre-processing and post-processing the digital image, understanding how the image is created digitally, as well as how it is displayed and stored. This course will also include topics of Digital Fluoroscopy, Automatic Exposure Control, Exposure Indicators and Radiation protection safety measures in regard to digital imaging. This course concludes the knowledge necessary for Equipment and Safety/ the Digital Image portion of information required for the ARRT registry exam. It also provides the radiologic technology student the working knowledge of digital imaging equipment and capabilities to produce the highest quality image with the least amount of radiation dose to the patient.

HLT 171 RADIOLOGICAL INSTRUMENTATION 3.0 CREDITS

Requires acceptance into the Radiologic Technology program
Prerequisites: Grade of 80% or better in HLT 150; Grade of 80% or better in HLT 152; and Grade of 80% or better in HLT 154.
This second semester course of the radiologic technology program presents and expands upon principles of general physics and concepts in technical math. This course presents the foundations of electrical physics and principles related to the radiography field. Topics will include an understanding of physics principles, concepts, and components) required in the electrical production of radiation used in the clinical setting and of the principles used in image capturing techniques. The course also presents basic interactions of radiation with matter. Applied radiographic calculations are also covered.

HLT 172 INTERMEDIATE RADIOLOGIC PROCEDURES 3.0 CREDITS

Requires acceptance into the Radiologic Technology program. Prerequisites: Grade of 80% or better in HLT 150; Grade of 80% or better in HLT 152; Grade of 80% or better in HLT 154, and Grade of 80% or better in HLT 158.
Corequisites: HLT 170, HLT 171, HLT 174
In this laboratory course, the student continues to be presented with routine radiographic procedures and applicable anatomy. Laboratory positioning exercises prepare the student for practical application of the procedures in the assigned Radiology Department in the healthcare field.

HLT 174 CLINICAL PRACTICUM II 3.0 CREDITS

Requires acceptance into the Radiologic Technology program.
Prerequisites: Grade of 80% or better in HLT 150; Grade of 80% or better in HLT 152; and Grade of 80% or better in HLT 154.
Clinical hours are subject to change based on agency availability

In this second clinical course, students continue to learn the fundamentals of radiographic positioning and principles of radiographic exposure, including examinations of the pelvis and hips, ribs and sternum, spine, digestive system, urinary tract and biliary system. This clinical practicum also provides students with additional image critique and the principles of pediatric radiography.

HLT 175 CLINICAL PRACTICUM III RAD TECH 5.0 CREDITS

Pre-Requisites: HLT 170, HLT 171, HLT 172, and HLT 174
This is a nine-week summer clinical experience that meets forty hours per week. It provides the student with the opportunity to improve skills and gain confidence in the application of new techniques. The student is introduced to the Operating Room, the fluoroscopic room, and portables.

HLT 250 FUNDAMENTALS OF RADIOBIOLOGY 4.0 CREDITS

Prerequisite: Grade of 80% or better in HLT 175
Corequisites: HLT 252 and HLT 254
Advanced Radiographic Procedures; HLT 254 Clinical Practicum IV This course is designed to provide fundamental information in the area of applied radiobiology. Course topics will include basic interactions of radiation matter, biological effects, radiation dose, occupational and non-occupational dose equivalent limits, exposure monitoring and units of measurement. Radiographically significant pathology will be included. Course placement: Fall Semester-second year

HLT 252 ADVANCED RADIOGRAPHIC PROCEDURES 3.0 CREDITS

Prerequisites: Grade of 80% or better in HLT 175
Corequisites: HLT 250 Fundamentals of Radiobiology and HLT 254 Clinical Practicum
Major topics include skull, facial and sinus anatomy and positioning. Myelography, arthrogaphy, angiography and skeletal surveys will be introduced. Special radiographic procedures will also be covered including computed tomography, magnetic resonance imaging, nuclear medicine, and ultrasound. Phantom radiography and role-playing prepare the student for practical application of the procedures in the assigned radiology department in health care agencies. Course placement: Fall Semester-second year

HLT 254 CLINICAL PRACTICUM IV 4.0 CREDITS

Prerequisite: successful completion of the summer practicum
Corequisites: HLT 250 Fundamentals of Radiobiology and HLT 252 Advanced Radiographic Procedures
Additional Requirements: current CPR at the Health Professional level; compliance with all health requirements; CORI clearance
The senior student begins this clinical practicum demonstrating competence in the basic skills and exams learned in the first year. The student has progressed both professionally and educationally through the summer practicum and now takes on the advanced positions and procedures of the program. The student must demonstrate growth and development in both clinical and professional behavior during the practicum. The "Critical Clinical Objectives" for this practicum MUST be met in order to continue in the program.

HLT 270 TOPICS IN RADIOLOGICAL TECHNOLOGY 3.0 CREDITS

Requires acceptance into the Radiologic Technology program Prerequisite: Grade of 80% or better in HLT 250; and Grade of 80% or better in HLT 252; and Grade of C or better in HLT 254
This course is designed to round out the student's educational experience in the Program. Major topics included are Pharmacology, Quality Management, Ethics in Health Care, Diversity, Health Equity, and Professional and Career Development beyond the student status. Cross Sectional Anatomy, Conventional Tomography, Magnification Radiography, and Radiologic Pathology are included.

HLT 274 CLINICAL PRACTICUM V 4.0 CREDITS

Requires acceptance into the Radiologic Technology program.
Prerequisites: Grade of 80% or better in HLT 254
Clinical hours are subject to change based on agency availability
The senior student begins this last clinical practicum demonstrating competence in the basic skills and exams learned in the first year. The student has progressed both professionally and educationally through the Program and continues to grow and develop both professionally and technically. All mandatory and elective competencies must be demonstrated for completion and graduation. The "Critical Clinical Objectives" for this practicum MUST be met to continue in the program.

HLT 299 RADIOLOGY TECHNOLOGY PRACT SEMINAR 10.0 CREDITS

This course substitutes HLT practicum requirements.

HUM

HUM 100 INTRODUCTION TO MUSIC 3.0 CREDITS

The Introduction to Music course will foster an understanding and appreciation of music in the broadest sense. Students will learn to recognize and differentiate the various media employed to express music, such as the human voice and an array of musical instruments. They will have an opportunity to understand that music has expressed the emotions and ideals of humanity in all places at all times. Representative examples of musical forms, historical periods in music, and a broad spectrum of global cultures will be used to teach students that musical culture is universal.

HUM 101 CHORAL MUSIC I 3.0 CREDITS

Introduction to Vocal and Choral Music I will emphasize the teaching of vocal skills such as breath support, vocal warm-up, singing in tune, and note reading, with emphasis on performance. This will encourage students who want to learn to sing, or those who already sing well and want to improve their skills, to develop their ability to sing with skill and confidence both alone and in a group. The basic singing skills taught, in addition to vocal technique, include cooperation, blending of vocal sound, and following the conductor's tempo, dynamics, and style. This course should taken during the same class period as Introduction to Vocal and Choral Music II, so that students in both classes can learn from each other.

HUM 102 CHORAL MUSIC II 3.0 CREDITS

PREREQUISITE: CHORAL MUSIC 1
Introduction to Vocal and Choral Music II will continue to teach basic vocal skills such as breath support, vocal warm-up, singing in tune, and note reading, with emphasis on performance. It will also introduce advanced vocal and performance skills, including expanding the singer's vocal and dynamic range and increasing sensitivity to interpretation. In this course, students will act as role models for students enrolled in Introduction to Vocal and Choral Music 1. Students may be called upon to assist the instructor in preparing for both rehearsal and performance, including choosing repertoire. Students in the Introduction to Vocal and Choral Music I and II courses need to share the same class period so that each group can learn from another.

HUM 103 MUSIC THEORY I 3.0 CREDITS

PREREQUISITE: No Pre-requisite
This course is designed to provide students with the basic knowledge and skills of music reading, writing, and analysis, including notation in all three clefs; reading notes by their letter names, as syllables in both fixed and relative "do", and as numbers; reading and writing key signatures and scales in sharp and flat keys (both major and minor keys); harmonic progressions; instrumentation; and other general knowledge leading to a better understanding of how music works. Students will analyze the melodic, rhythmic, and choral construction of selected simple pieces representing various musical traditions from around the world.

HUM 104 MUSIC THEORY II 3.0 CREDITS

PREREQUISITE: Fundamental of Music Theory I (HUM 103)
This course builds on Fundamentals of Music Theory 1. Emphasis is placed on meeting the standards of advanced music theory placement exams for four-year colleges and universities. The course will further develop the students' skills in music reading, writing, and analysis. Students will continue their analysis of more complex musical pieces from a variety of musical traditions, employing both European and non-European forms of analysis.

HUM 105 PIANO KEYBOARD I 3.0 CREDITS

The Piano Keyboard I course will introduce basic piano keyboard skills, such as fingering patterns in both left and right hands, separately and together. The course will employ the notes played by the five fingers plus an extension of one note above and below. Emphasis will be placed on reading, as well as on the use of the I-IV-V7 harmonic progression. Piano text used will not only teach basic skills but also will add pleasure and build appreciation of piano repertoire.

HUM 106 PIANO KEYBOARD II 3.0 CREDITS

Prerequisite: Passing Grade (C or better) in Piano Keyboard 1, or permission of instructor.
As a continuation of Piano Keyboard I, Piano Keyboard II course will provide further instruction in late-elementary and early-intermediate keyboard skills. Students will continue to develop technical proficiency and musicianship through the performance of elementary and intermediate repertoire.

HUM 107 BLACK MUSICAL STYLES 3.0 CREDITS

PREREQUISITE: ENG101 or ENG 101 Eligible
Students will investigate African-American musical styles from a historical perspective, including both religious and secular traditions, as a means of appreciating their contribution to the development of American music. The period under discussion will range from the days of slavery to the present. The music of these periods will be analyzed for its musical content, its relationship to social issues, and its impact on the musical culture of America.

HUM 108 WORLD MUSIC 3.0 CREDITS

PREREQUISITE: No Pre-requisite
The World Music course will foster an understanding and appreciation of music from around the world, especially non-Western music. Students will explore the music of the Americas, Africa, the Middle East, East Asia, and the Indian subcontinent. The music of the many cultures represented by the students on campus will form the nucleus of the music studied. Students will learn how music expresses each group's sociological, historical, and geographical relationship to the music of other cultures. They will recognize and differentiate the ways in which the human voice and traditional instruments express the cultures of people around the world. Representative examples of musical forms and historical periods will be used to teach the students to appreciate that music has expressed the emotions and ideals of humanity in all places at all times.

HUM 109 VOCAL PERFORMANCE WORKSHOP I 3.0 CREDITS

The Vocal Performance Workshop class will offer instruction in the basic music skills which will be taught through a vocal warm-up. The beginning segment of each class, will start with a vocal warm-up, used to focus and open up the range of the students' voice into the head voice. These exercises will prepare students for their solo class performance. Specifically, each vocal warm-up session will include stretching exercises, leading to erect posture without tension, followed by both cleansing and controlled deep breathing exercises. The instructor will then lead the class in vocal exercises using the pure Italian vowels.

HUM 110 VOCAL PERFORMANCE WORKSHOP II 3.0 CREDITS

PREREQUISITE: HUM 109
A continuation of Vocal Performance Workshop I.

HUM 111 INTRODUCTION TO THE MUSIC BUSINESS 3.0 CREDITS

In this course, students will be introduced to the inner workings of the music industry. The course will provide an overview of how music industry professionals create, record, distribute, and monetize their music. Students will explore how money flows from consumer to artist, as well as the roles that record labels, publishers, Performing Rights Organizations, and other major institutions play in this process. We will also examine the effects that technology has had on the creation and consumption of music throughout the recent past. While this course may be of special interest to music creators and business students, you do not need musical or business experience to enroll.

HUM 118 FUNDAMENTALS OF MUSIC 3.0 CREDITS

This course serves as a general education introduction to performing music. Students will develop foundational musical literacy skills such as writing in standard music notation and performing elementary melodies and rhythms from written sheet music. Core music theory concepts such as pitch, rhythm, scales, and chords will be explored through hands-on activities such as singing, playing the piano and other instruments. Student will be exposed to

examples of various styles of music and be asked to analyze and discuss them using musical terminology. No previous musical experience or training is necessary.

HUM 119 DEVELOPING CREATIVITY THROUGH MUSIC HONORS 3.0 CREDITS

This class exists to dispel the myth that a person's maximum creative potential is already "build into" us from birth. creativity is a skill that can be trained and improved, and this course will prove that this process can be approached academically and even scientifically. In this course, students will directly embody creative exercises using the medium of music. Students will be exposed to various examples of advanced creative techniques and technologies that music creators have used to expand the language of music and their own creative potential. We will then put them into practice ourselves. Through this process we will discuss the nature of creativity and examine our own creative processes. Special attention will be paid to overcoming creative roadblocks and developing a toolkit of evidence-based techniques to apply to creative problem solving.
No prior music experience is necessary.
Prerequisites: ENG 101

HUM 120 RELIGION IN CONTEMPORARY WORLD 3.0 CREDITS

PREREQUISITE: ENG 101
This course introduces students to many of the major themes and practices of world religions and examines the role of religion in the world today. Students will study what constitutes a religious experience, the nature of faith, the function of ritual, the impact of secularization, and the role religious traditions have in social and personal transformation.

HUM 126 INTRODUCTION TO MUSIC TECHNOLOGY 3.0 CREDITS

Prerequisites: ENG 101 Eligible
In this course, students will engage in hands-on exploration of a variety of technologies (both hardware and software) utilized in music-making. Students will engage in projects designed to demystify various aspects of music creation: the properties of sound waves, analog and digital sound synthesis, sound design, MIDI technology such as sequencing, recording using a microphone, music notation, and manipulating sound samples using software. Students will be exposed to Digital Audio Workstation (DAW) software, in preparation for further Music Production coursework. We will also explore the cultural impact that technology has had on music in an increasingly global society. No prior musical training is necessary, however the content of this class will be of special interest to aspiring performers and creators of music and other content.

HUM 130 INTRO TO PHILOSOPHY 3.0 CREDITS

PREREQUISITE: ENG 101 or co-requisite
This course provides an introductory examination in global perspective of the problems and methods of philosophy. Topics may include: the meaning and purpose of life, the nature of knowledge, justice and politics, personal identity, the role of art in society, and ethics. While several major philosophers and historical movements will be introduced, the emphasis will be placed on exposing students to problems in philosophy, helping them analyze arguments, and discovering ways to apply philosophical skills in and beyond the classroom.

HUM 131 HUMAN CONDUCT AND VALUES 3.0 CREDITS

PREREQUISITE: ENG101
In this course students will explore a variety of theories and practices relative to the question of conduct and moral judgment, including utilitarianism, hedonism, and Marxism. Students will consider their own system of ethics and morals as they discuss such current topics as racism, disciplining children, abortion, capital punishment, sex, and world hunger.

HUM 132 INTRODUCTION TO HUMANITIES 3.0 CREDITS

PREREQUISITE: No Pre-requisite
The focus of this course is an examination of the different ways in which various cultures have expressed their humanity through philosophy, art, and social mores. Students will explore the ideas of traditional Indian, Chinese, and African cultures and will use this information to gain a greater understanding and appreciation of their own culture and the cultural diversity of today's global village.

HUM 134 IMAGES OF BLACK AMERICANS 3.0 CREDITS

PREREQUISITE: placement into ENG 101; or placement into ENG 099
This course will trace the historical development of stereotypic and negative images of Black Americans, particularly in the media, and will examine the psychological impact of those images on African Americans and other individuals in our society. In addition, the course will acknowledge renowned African-American individuals and social movements that have contributed to the development of our society.

HUM 135 LOGIC FOR EVERYDAY USE 3.0 CREDITS

PREREQUISITE: English Comp I Eligibility
The ability to differentiate between valid and invalid reasoning is a valuable tool for all individuals. In this course, students will develop skills to strengthen their own thinking and communicating processes and to recognize and analyze the logic of information encountered in everyday life.

HUM 140 ELEMENTS OF PERFORMANCE ARTS 3.0 CREDITS

This course introduces students to the fundamental elements of musical and theatrical styles and provides an exploration of how the performing arts have been used to reflect the ideas, aspirations, and direction of various cultures. Students will examine the role and function of the performing arts in various cultures.

HUM 141 ACTING I 3.0 CREDITS

This course introduces students to techniques that cover the scope of theatrical performance. Students will study and practice various modes of performance, such as mime, movement, dialogue, characterization and improvisation.

HUM 142 ACTING II 3.0 CREDITS

PREREQUISITE: HUM141
A course designed to take students further in their exploration of skills and challenges of the art of acting, with an emphasis on the variety of ways acting is practiced in different cultures. Students will read basic texts on acting, including the works of Stanislavski, Brecht, and Chekhov. The focus of the course is on developing characters and working with texts that include poetry, monologues from plays, and dramatic scene study. Students will be introduced to costumes and are required to participate in a variety of workshop activities in class.

HUM 143 BACKSTAGE I 3.0 CREDITS

PREREQUISITE: ENG091
An Introduction to all of the behind-the-scenes elements THAT go into the production of a play. This course will examine the roles and responsibilities of the director, stage manager and costume, set, and lighting designers in the creation of a stage production.

HUM 160 INTRODUCTION TO ARTS 3.0 CREDITS

PREREQUISITE: ENG101 or eligible
Through an examination of visual arts, students enrolled in this course will develop an understanding and appreciation of the artistic expression of a number of different cultures, including: African, Asian, European, Hispanic, and North American. Students will explore basic artistic elements common to all visual arts, such as design, color, and style.

HUM 161 ART HISTORY & APPRECIATION I 3.0 CREDITS

PREREQUISITE: ENG 101
This course is a survey of the visual arts, covering a variety of artistic and cultural styles. With an emphasis on the role of perception, students will explore the art of Africa, Egypt, India, China, Japan, and Greece, as well as Medieval and Renaissance art, and will discuss the impact of each of these styles or periods on Western civilization.

HUM 162 ART HISTORY AND APPRECIATION II 3.0 CREDITS

PREREQUISITE: ENG 101
As a continuation of HUM 161, students enrolled in this course will examine artistic styles and forms from the Renaissance to the present.

HUM 163 PHOTOGRAPHY I 3.0 CREDITS

PREREQUISITE: No Pre-requisite
The study of all the methods and techniques of digital imaging, including Photoshop software basics, input and output options camera use, photo editing, printing, print mounting, and critical and esthetic evaluation of photographs. Use of cameras, media, and software is included as part of this course.

HUM 164 PHOTOGRAPHY II 3.0 CREDITS

In this course, students will explore in depth a variety of photographic media slide tapes, filmstrips, film, and magazine photography in relationship to both social and educational utility.
Through field trips and classroom photographic materials, students will explore a variety of ways in which photographic images are used to convey ideas and communicate messages. Students are required to complete a photo project in order to demonstrate the use of photography as a communication tool.
Prerequisite: HUM-163

HUM 165 DRAWING I 3.0 CREDITS

Students enrolled in this hands-on course will explore the use of basic drawing techniques. Topics include the use of perspective and proportion, and achievement of realism in drawing.

HUM 166 DRAWING II 3.0 CREDITS

PREREQUISITE: HUM165
As a continuation of DRAWING I, students will refine their use of perspective, proportion, and realism to create unified pictorial compositions.

HUM 167 SCULPTURE I 3.0 CREDITS

This course introduces students to a variety of sculpture techniques, including molding, casting, construction in plaster, was, and clay, and the basics of carving wood.

HUM 168 SCULPTURE II 3.0 CREDITS

This course builds on the skills and techniques introduced in HUM167. Students will use a variety of materials to create three-dimensional sculpture, and will refine their ability to express their personal creativity through sculpture.

HUM 170 PAINTING I 3.0 CREDITS

Students will explore color theory, the use of color throughout history, and application techniques for watercolor, acrylic, and oil paints.

HUM 171 PAINTING II 3.0 CREDITS

PREREQUISITE: PAINTING I
Students enrolled in this course will explore color theory, the use of color throughout history, and application techniques for watercolor, acrylic, and oil paints.

HUM 173 AFRICAN ART 3.0 CREDITS

With an emphasis on the influence of traditional African Art on contemporary African and New World Art styles, this course will survey the historical development of African Art. Students are required to complete an in-depth research assignment covering an artist, group of artists or a particular artistic style.
Prerequisite: None

HUM 174 ELEMENTS OF ART AND DESIGN 3.0 CREDITS

This course provides an introduction to the elements of art and design. Students will develop an appreciation of the visual processes through which seemingly unrelated experiences, ideas, concepts, and materials are brought together to form connections through various design elements.

HUM 176 LATIN-AMERICAN ART 3.0 CREDITS

This course provides a Survey of Latin American Art from Pre-Colombian times to be the Modern Age. Architecture, paintings, sculpture, an crafts are discussed with regard to their individual merit and their impact on succeeding styles of Latin American Art.
Prerequisite: None

HUM 180 MODERN DANCE I 3.0 CREDITS

The techniques of dance as taught through discipline of muscular control and rhythm awareness are the focus of this course. Students will explore classical ballet concepts and techniques as the foundation for other dance styles, including modern jazz and ethnic dance.

HUM 181 MODERN DANCE II 3.0 CREDITS

PREREQUISITE: HUM 180
In this continuation of Modern Dance I, students will strengthen their muscular control and sense of rhythm through exercises and dance movements that call upon the techniques and styles of a number of dance forms.

HUM 204 BACKSTAGE I 3.0 CREDITS

Prerequisite: ENG 101 and HUM 141
An introduction to all of the behind-the-scenes elements which go into the production of a play, this course will be examine the roles and responsibilities of the director, stage manager and costume, set, and lighting designers in the creation of a stage production.

HUM 205 BACKSTAGE II 3.0 CREDITS

Prerquisite HUM 204.
As a continuation Backstage II, students will further develop their understanding of the elements that support the production of a staged performance.

HUM 220 HUMAN RIGHTS TODAY 3.0 CREDITS

PREREQUISITE: ENG 101

HUM 240 HISTORY OF THEATER 3.0 CREDITS

Prerequisite: ENG 101
This course is designed to introduce students to the historical development of theater. Students will examine the techniques, terminologies, and characteristics of Greek, Eastern Roman, Medieval, Renaissance, pre-Modern, Modern, African, and Afro-American theatre.

HUM 242 ACTING FOR STAGE AND TV 3.0 CREDITS

PREREQUISITES: ENG 101 and ACTING I
This course is designed to further students' understanding of the skills and challenges of acting. Students will learn the methods and techniques of acting for stage and television, the terminology specific to stage and television acting, theatrical approaches to character development, on-air narration and performing, philosophies of acting, and basic voice, articulation, and movement techniques. Students are required to participate in the performance of selected scenes on stage and on camera.

HUM 243 BACKSTAGE II 3.0 CREDITS

As a continuation of Backstage I, students will further develop their understanding of the elements that support the production of a staged performance.

HUM 244 BLACK THEATRICAL STYLES 3.0 CREDITS

Students will investigate the history of African-American theatrical styles as a means of interpreting American culture. Periods and topics to be studied include the ante-bellum period: American theater in the early 1800s, birth of the minstrel show; the post-Civil-War period; the Harlem Renaissance; works of Paul Robeson, Langston Huges, and others; influences of early film on Black images of America: race movies of the 1920s, 1930s, and 1940s; the civil rights period: new Black pioneers in the theater of the 1950s and 1960s; theater of proteset and the birth of Black theater companies; present trends in Black American theater, from Black exploitation in the films of the 1970s to the Black entertainer as a force in the 1980s; as well as a global look at Black images in theater. Theater in these periods will be analyzed for its theatrical content, its relationships to social issues, and its impact on the theatrical culture of America.

HUM 258 THEATER ARTS INTERNSHIP 3.0 CREDITS

The internship is designed to enable students with a concentration in the theater to earn (3) credits for a semester’s internship in community, commercial and regional theater projects outside of the College. The student will be required to participate in the internship for a minimum of eight (8) hours to a maximum of ten (10) hours per week for the duration of the semester.
Prerequisite: HUM 141 and ENG-101

HUM 270 ADVANCED DRAWING 3.0 CREDITS

Students will continue to refine their creative expression based on the concepts and techniques acquired in HUM 165 and HUM 166, with a focus towards developing professional artistic standards.
Prerequisite: HUM 166

HUM 290 HONORS COLLOQUIUM 3.0 CREDITS

PREREQUISITE: ENG 101 and Permission of Program Coordinator

This course is designed to serve as the foundation course for the honors program at Roxbury Community College. This course will focus on an interdisciplinary theme, which can be explored from multiple perspectives and disciplines. The semester theme will be examined through works of literary merit - fiction and non-fiction, critical essays, historical and scientific documents. In addition to the course work, a research paper and a final presentation are required of all participants.

HUM 298 HUMANITIES INTERNSHIP 3.0 CREDITS

REQUIRES Permission of Internship/Program Coordinator
Prerequisites are enrolled in a degree or certificate program, completion of English Composition 101, three-courses in the major, posses a minimum 2.0 GPA and. This three-credit course is offered during the fall and spring semesters. It is designed for students to gain hands-on experience a resume builder and an opportunity to network. Students will develop a resume, cover letter and references prior to placement. Students will meet with the Internship Coordinator and an Assigned Internship Faculty Advisor from their program of study during the course of the semester to monitor the interns' progress. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral/poster presentation. Students currently employed in their program of study may be eligible to combine an internship with employment

HUM ELE HUMANITIES ELECTIVE 3.0 CREDITS

HUM ELE1 HUMANITIES ELECTIVE I 3.0 CREDITS

HUM ELE2 HUMANITIES ELECTIVE II 3.0 CREDITS

HUM ELE3 HUMANITIES ELECTIVE III 3.0 CREDITS

IST

IST 110 IT PROBLEM SOLVING 3.0 CREDITS

PREREQUISITES: Eligibility for Eng 101
Previously CIS 102
This course is designed to present the fundamentals of problem solving by giving students a wide range of modern IT arena. It examines the importance of key issues such as security, privacy, and ethics. IT concepts to be introduced will include programming, databases, networking, research, web servers and how they work together in a modern system. Students work in groups to implement examples of these systems leaving the course with soft skills and an understanding of the components of modern systems and the scope of knowledge needed to become an IT professional.

IST 112 MICROCOMPUTER OPERATING SYSTEMS 3.0 CREDITS

PREREQUISITES: ENG Comp I eligible
Previously CIS 111
In this course the students will learn some of the most important topics about Microsoft Windows 7 or the latest Operating Systems. Students will be provided with the basic skills needed to get started with personal computers and to work with the various features, tools, and options that are available in Windows 7. Course content will include the basics of personal computers, customizing Windows 7, creating movies and DVD videos, exchanging mail, news, and appointments, securing your computer, and managing file and folders. Students will also work with simple tools and browse the Internet.

IST 115 PC CONFIGURATION & MGT I 3.0 CREDITS

PREREQUISITES: ENG Comp I eligible, IST 110, or permission of instructor
Previously CIS 118
This course is an introduction to the techniques essential to supporting PCs in widely diverse environments. It focuses on the information needed to install, configure, upgrade, diagnose, maintain, and troubleshoot the hardware components of a microcomputer (PC) quickly and effectively. Topics include how computers work, how software and hardware work together, the system board, understanding and managing memory, floppy drives, introduction to hard drives, hard drive installation and support, troubleshooting fundamentals, supporting Input/Output devices, multimedia technology, and networking fundamentals.

IST 116 PC CONFIGURATION & MGT 2 3.0 CREDITS

PREREQUISITES: IST 115 (CIS 118)
Previously CIS 119
This course is a continuation of PC Configuration & Management I. Hardware related topics include electricity and power supplies, managing physical and virtual memory, and techniques for customizing a PC. Software related topics include configuring and troubleshooting the Windows operating systems, purchasing a PC or building your own, communicating over phone lines, networking fundamentals and the Internet, printers and Notebook computers, viruses, disaster recovery and maintenance plan, the professional PC Technician. Students learn methods and techniques used by professional PC technicians to diagnose and repair systems.

IST 117 IT ESSENTIALS-PC HARDWARE AND SOFTWARE 4.0 CREDITS

PREREQUISITE: ENG101 Eligible
This course covers the fundamentals of computer hardware and software. It is designed to equip students with the hands-on activities and skills necessary to assemble computers, troubleshoot hardware and software issues using e-learning system tools and diagnostic software, connect to the internet and share resources in a network environment, learn proper procedure for hardware and software installations, upgrades, and prepare them to take the Cisco Comp TIA A+ essentials exam.

IST 120 MICROCOMPUTER APPLICATIONS 3.0 CREDITS

PREREQUISITES: ENG Comp I eligible
(Hybrid) = course taught on campus with online component

Previously CIS 141
In this course, students will learn the most important topics of Microsoft Office. Topic includes overview of computer concepts, introduction to Windows, Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint. You will learn how to use Object Linking and Embedding (OLE) to create integrated Office documents. Courseware used is approved for the Microsoft Office User Specialist (MOUS) program. The course offers extensive hands-on components in the use of state-of-the-art technology.

IST 121 ADVANCED MICROCOMPUTER APPS 3.0 CREDITS

PREREQUISITES: ENG 101, IST 120 (CIS 141)
Previously CIS241
This course covers advanced microcomputer applications including Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and integration of the applications. Topics include form letters, merging, desktop publishing, financial functions, amortization schedules, macros, VBA, data tables, creating and querying a worksheet database, templates, creating customized reports and forms in Access, Switchboard Manager, embedded visuals, and importing clips into PowerPoint.

IST 124 INFORMATION SECURITY FUNDAMENTALS INF SEC FUND 4.0 CREDITS

COURSE PREREQUISITES: ENG101 Eligible, MAT103 or Placement.
This course offers in-depth coverage of the current risks and threats to an organization's data, combined with a structured way of addressing the safeguarding of these critical electronic assets. The course provides a foundation for those new to Information Security as well as those responsible for protecting network services, devices, traffic, and data. Additionally, the course provides the broad-based knowledge necessary to prepare students for further study in other specialized security fields. It is also intended to serve and prepare students seeking to pass the Computer Technology Industry Association's (CompTIA) Security + certification exam (SYO-401).

IST 130 LINUX OPERATING SYSTEMS 3.0 CREDITS

PREREQUISITES: IST 110 and ENG 101 eligible
This course is designed to introduce students to Linux and UNIX. Students will install, setup, and operate standard tools and learn how they operate together. The course addresses management of the Linux file system and utilities; file editing; file permissions; pipes, redirection, and filters; text handling utilities; mail facility; BASH shell, variables, and basic scripts; process management; and shell programming basics. Students will be exposed to Linux/Unix principles through hands-on lab assignments utilizing a Linux server. By course end students will have installed a fully functional Internet server while understanding its structure. Security issues of operating systems will be covered in the course.

IST 141 WIRELESS NETWORKING 3.0 CREDITS

PREREQUISITES: IST 110
Formerly CIS 185
This course introduces students to Wireless Networks, which will comprise of Wireless Personal Area Network (WPAN), Wireless Local Area Network (WLAN), and Wireless Wide Area Network (WWAN). The course contents include physical layer standards, medium access control, building and securing WLAN. Topic discussions will be on Wide Area Networks, including cellular networks involving cellular data networks, and Implementation of Wireless Access Protocols to WAP enabled devices. Also, there will a brief introduction to Wireless Internet. Theory classes will be supplemented with labs to enhance practical knowledge in integrating, testing, commissioning, network management of wireless networks.

IST 142 NETWORK FUNDAMENTALS-CISCO 4.0 CREDITS

PREREQUISITE: IST 110 or Permission of Instructor
This course provides foundation knowledge in networking, introducing applications and application services. We will utilize Cisco’s online learner management system as well as Cisco internetworking hardware to gain hands-on experience. Advanced technologies (voice, video, wireless, and security) are also introduced. Topics include: network protocols, topologies, Network Media, LANs, subnet masks, design and documentation, routers and switches.

IST 143 ROUTING PROTOCOLS AND CONCEPTS 4.0 CREDITS

Prerequisite: IST 142 or Perm. of Department Chair
This course provides specifics in how routers communicate with each other, disseminating information that enables them to select routes between any two nodes on a computer network. We will utilize Cisco’s online learner management system as well as Cisco packet tracer activities and internetworking hardware to gain hands-on experience in designing and configuring networks. Topics includes: router components, configuring and verifying routers, IOS, TCP/IP, addressing, routing protocols, classless IP and more.

IST 144 LAN SWITCHING AND WIRELESS 4.0 CREDITS

PREREQUISITE: ENG101 ELIGIBLE, IST142 OR PERMISSION OR INSTRUCTOR
This course provides specifics in switching and wireless technologies in network design. We will utilize Cisco’s online learning management system as well as Cisco internetworking hardware to gain hands-on experience in designing and configuring Local Area Network (LAN), Switching, and Wireless. Topics include: components, network diagrams, RSTP and VTP, switches, wireless network, VLANs, Layer protocols and concepts, and remote access management.

IST 145 VISUAL BASIC 3.0 CREDITS

PREREQUISITES: IST 110 or concurrent, ENG 101 eligible
Formerly CIS 122
This course is designed to give the student knowledge of the features of the Visual BASIC programming language. Students will learn about Visual BASIC environment, error trapping, debugging and distributing applications, multiple document interface applications, building applications with graphics and drag and drop functionality, database applications, design of user-friendly screens compatible with a Windows environment, creating your own objects, and programming using OLE (Object Linking and Embedding).

IST 150 WEB DESIGN FLUENCY 3.0 CREDITS

PREREQUISITES: ENG 101 eligible; IST 110 or Concurrent
Formerly CIS 155

This course is designed to give students an in-depth understanding of how web sites and servers are created and how they work. Students will use an integrated development environment (IDE) to design, create and administer an extensive dynamic web applications project.

IST 151 WEB DEVELOPMENT & DESIGN 2 3.0 CREDITS

PREREQUISITES: IST 150
Formerly CIS 157
Students will work closely with production level design and implementation of web sites. Web site design and the development process will be emphasized. Advanced tools in design, graphic layout and user interaction will be used. Electronic data interchange; web databases and user interactivity will be introduced. Web design tools such as Dreamweaver and CSS and advanced applications of HTML will be utilized. Introduction to Script programming will be included too. Students will produce a digital portfolio of advanced Web design elements and concepts. This is a required course for the Web Technologies degree.

IST 160 INTRODUCTION TO GAME DESIGN 3.0 CREDITS

PREREQUISITES: ENG Comp I eligible and eligibility for college-level mathematics
This course provides an introduction to the electronic game industry; in addition, each student will develop a video game during the course using a development program provided in the classroom. It has three main objectives: (1) to survey the organization and procedures of professional development in games and interactive software; (2) to develop critical skills for observing and understanding game design through reflective play; and (3) to introduce a first game development tool, object-oriented game design platform. This course is a lot of fun and gives a great introduction to the game development. Demonstrating the game to classmates and the instructor will be the final exam.

IST 161 GAME DESIGN AND DEVELOPMENT 3.0 CREDITS

PREREQUISITES: IST 110, IST 160
This course introduces students to the demanding area of interactive simulation and game development. The course focuses on the two main parts of computer gaming. The following game design concepts will include the history of gaming, game psychology, and generating game design outlines and the concrete development of games. Students will learn about the key mechanisms of modern simulations and games from both a design perspective and a technical perspective. Lab activities are designed to encourage critical thinking and problem solving skills through the development of an understanding of the development process. The students will design, implement, and test computer games using software that allows for basic game creation through an extensive variety of game creation tools.

IST 170 JAVA I 3.0 CREDITS

PREREQUISITES: ENG 101 eligible, IST 120 (CIS 141), and college-level mathematics
Formerly CIS 255
This course covers the elements of object-oriented programming and the Java Programming Language. Topics covered include object-oriented programming constructs, such as primitive data types, input/output, control structures, methods, classes, and arrays. Students will gain programming skills by writing short programs in order to demonstrate an understanding of the course.

IST 180 COMPUTER SCIENCE I 4.0 CREDITS

PREREQUISITES: MAT 201 Calculus I or Placement into MAT 201
Formerly CIS 210
This the first programming course in the Computer Science degree program. The course will be taught using JAVA programming language to introduce concepts involved in using object oriented approach with a high level language in the program development process. The course will be very demanding and will focus in the design and implementation of large complex programs.

IST 210 SOCIAL ISSUES & ETHICS IN COMPUTING 3.0 CREDITS

PREREQUISITE: ENG 101 or Permission of Instructor
This course examines the ethical issues arising from advances in computer technology and the responsibility that computer professionals and users have in regards to computer use by focusing on the intrinsic link between ethics and the law. Both ethics and the law try to define the validity of human actions, and on the moral and ethical dilemmas created by computer technology that challenge the traditional ethical and moral concepts. Topics include issues of professional ethics, computer crime, privacy, freedom of expression, software development, intellectual property, and the balance between scientific advances and the acceptability of risk. Students will write an analytical paper on an appropriate topic and present their findings to the class.

IST 220 SYSTEMS ANALYSIS & DESIGN 3.0 CREDITS

PREREQUISITES: ENG 101, IST 145 and college level mathematics
Formerly CIS 221
The purpose of this course is to develop an understanding of the planning, analysis and design processes involved in information system development life cycle (SDLC). Students will learn to critically analyze information behavior and requirements in context, to identify and articulate the information processing issues at hand, and to develop a high level design for an information system that successfully responds to those issues and use object-oriented methods to document, analyze, and model the information system. The course will cover general systems theory with emphasis on the methodologies and procedures used in organizational problem solving and systems development. Topics include methods for data collection; cost-benefit analysis; feasibility analysis, logical design leading to functional specifications; rapid prototyping and CASE tools.

IST 230 RELATIONAL DATABASES 3.0 CREDITS

PREREQUISITES: IST 110 (CIS 102)
Formerly CIS 281
This course is designed to introduce students to relational databases from concept to design and how to apply these concepts to different scenarios. Students will demonstrate their understanding by utilizing the SQL programming language to access relational databases. Among the topics covered will be data modeling, data definition and manipulation capabilities and DBMS architecture levels.

IST 231 INTRODUCTION TO SQL 3.0 CREDITS

PREREQUISITES: IST 230 (CIS 281) or permission of instructor

Formerly CIS 283
This course offers students an opportunity to take the conceptual expertise developed in Data Base Design I and ground it in the physical world of databases. Using SQL (pronounced “sequel” for Structured Query Language), students complete this course knowing an industry-standard language used by companies world-wide for building databases and data management systems. The course covers the concepts of both relational and objects relational databases. Building on the professional skills from Data Base Design I, students learn interviewing skills and project management from a tactical perspective. By the end of this course, students will create and maintain database objects, and store, retrieve, and manipulate data. They have the ability to implement designs created in the previous course into physical databases. Demonstrations and hands-on practice reinforce the fundamental concepts. This class can be used as preparation for the "Introduction to Oracle 9i - SQL" Oracle Certified Professional (OCP) exam.

IST 235 ADVANCED DATABASE MANAGEMENT 3.0 CREDITS

PREREQUISITES: ENG 101, IST 120 (CIS 141)
Formerly CIS 205
This course reviews various Database systems. Database reorganization, transaction analysis and database performance is discussed. Advanced topics include object-oriented programming and how to build Web sites that incorporate authentication and security. After you complete this course, you will be able to use PHP and MySQL to build professional quality, database-driven Web sites.

IST 240 NETWORK SECURITY 3.0 CREDITS

PREREQUISITES: IST 140 (CIS 181) or IST 141 (CIS 185)
Formerly CIS 251
This course is designed to give students a fundamental understanding of computers and network security. Students will be introduced students to a wide variety of concepts related to computer security and will provide in depth instruction in the basics of network protections. Course content includes security objectives, security architecture, security models and security layers, risk management, network security policy and security training. This material will help protect the confidentiality, integrity, availability, accountability and audit ability needed in securing the networks. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics will also be introduced.

IST 241 NETWORK DESIGN 3.0 CREDITS

PREREQUISITES: IST 140 (CIS 181) or IST 141 (CIS 185)
Formerly CIS 265
This course covers the principles of the design of LANs and WANs. Topics include network architecture, transmission systems, traffic management, bandwidth requirements, Internetworking devices, redundancy, and broad-band versus based-band systems. Upon completion, students should be able to design a network to meet specified business and technical requirements.

IST 242 ACCESSING THE WAN 4.0 CREDITS

Prerequisites: IST 142, IST 144 or permission of Instructor.
This course discusses the Wide Area Network (WAN) technologies and network services required by converged applications in enterprise networks. We will utilize Cisco’s online learning management systems as well as Cisco internetworking hardware and e-learning to gain hands-on experience and proficiency in designing and configuring and accessing wide area networks (WAN). Topics include: WAN design, Point-to-Point Protocol (PPP), ISDN, DHCP and DNS operations, WAN security concepts, network vulnerability and security issues, ACLs, SDM, Frame relay and CCNA exam preparation.

IST 245 MS WINDOWS SERVER ADMIN - CISCO 4.0 CREDITS

This course is designed to equip students with the skills and knowledge necessary to plan, manage and maintain the core infrastructure required for a Windows Server environment. The key focus for students in this course is to broaden the initial deployment of Windows Server services and infrastructure and provide the skills necessary to manage and maintain a domain based Windows Server environment, such as user and group management, network access and data security. Topics include: Server Overview, Managing Windows Server, Managing Storage, Monitoring and Troubleshooting Servers, Essential Services, File and Print Services, Popular Windows Network Services and Applications. This course prepares students to take the Windows Server Administration Fundamentals exams. Prerequisites: IST 117, IST 142, ENG 091 eligible.

IST 250 WEB GRAPHICS 3.0 CREDITS

PREREQUISITES: IST 151 (CIS 157)
Formerly CIS 159
This course focuses on advancing student in the tools and techniques used to create and use web graphics. Adobe Photoshop and ImageReady will be some of the tools used to create, acquire, scan and edit web graphic and photographs. Some of the topics covered will include image optimization, galleries, animation, icons, rollovers, splash screens, and image maps. Other animation formats such as, Flash and Shockwave will be discussed. Various web coding such as HTML, Java Script etc will be used to place and display the graphics on the web.

IST 251 INTERNET PROGRAMMING 3.0 CREDITS

PREREQUISITES: IST 151 (CIS 157)
Formerly CIS 257
This course focuses on advancing student in the tools and techniques used to create dynamic web applications within the client and server sided scripting environment. Scripting language such as VBScript, JavaScript and Active Server Pages will be utilized to build interactive web pages. Some of the topics covered will include conversion of databases to SQL Server, shopping carts, dynamic table of contents, arrays, collections, control structures, cookies, ADO, OBDC, and OLE DB. Extensive hands-on projects revolving around actual business scenarios will created.

IST 270 JAVA II 3.0 CREDITS

PREREQUISITES: IST 170 (CIS 255)
Formerly CIS 271
This course will be presented using Java language. There will be emphasis on using object-oriented design and programming concepts. Topics such as: object, type, class, function overloading, implementation hiding, inheritance, parametric typing, polymorphism, source code reusability, object code reusability will be introduced. This course is quite demanding because of the length of the programming exercises assigned.

IST 280 COMPUTER SCIENCE 2 4.0 CREDITS

PREREQUISITES: IST 180 (CIS 210), MAT 201
Formerly CIS 220
This is the second programming course in the Computer Science degree program. The course will be a continuation of CIS 20-210 taught using JAVA programming language in the design and implementation of computer programs in a high-level language, with emphasis on proper design principles and advanced programming concepts, including dynamic data structures and recursion. Efficient design, implementation and debugging techniques are stressed. The assignments are designed to introduce the student to a variety of topics in computing: data structures and ADTs, Lists, Stacks, Queues, Ordered Lists, Binary Trees, and searching and sorting techniques. The course will be very demanding and will focus in the design and implementation of large complex programs.

IST 281 DATA STRUCTURES & ALGORITHMS 4.0 CREDITS

PREREQUISITES: IST 280
Formerly CIS 230
This course builds on the foundation provided by the Computer Science I (IST180) and Computer Science II (IST 280) courses which introduce the fundamental concepts of data structures and the algorithms that proceed from them. Topics will include data abstraction, encapsulation, information hiding, and the use of recursion, creation and manipulation of various data structures: lists, queues, tables, trees, heaps, and graphs, and searching and sorting algorithms.

IST 298 IST INTERNSHIP 3.0 CREDITS

PREREQUISITE: 18 CREDITS IN IST CORE AND A MINIMUM 2.0 GPA.
An internship provids the student an excellent way to gain relevant work experience and apply principles and issues raised in the academic discipline to a work environment. This course is a blend of classroom study and work experience related to the student's major option. Student's benefit by applying knowledge aquired in course work to a job environment by developing their skills, and by learning and understanding Information Technology. Job interviewing skills and resume-writing workshops are required. Placement monitoring, evaluation, and support for job-keeping and problem solving are provided. Students must be available to work a minimum of 10-20 hours per week for at least 10 weeks.

IST 299 IST INTERNSHIP II 3.0 CREDITS

This three-credit course is designed for students to gain hands-on experience in a work setting related to their career interest. Students must develop a resume cover letter and references prior to placement. Students are required to complete 150 internship hours (minimum of 10 hours per week) assigned reading, a mid-term project and a final project that will include an oral presentation. Students currently employed in their program of study may be eligible to combine the internship with their employment.

IST ELE INFORMATION SYSTEM TECHNOLGY ELECT 3.0 CREDITS

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LAN 103 ACADEMIC ENGLISH MULTILINGUAL STUDE INTEGRATED COMMUNICATION 3.0 CREDITS

Prerequisites ENG095, or Placement test (Reading 250-300, Writing 2-8)

This communication course prepares advanced multilingual students to engage with academic
reading, vocabulary, speaking, and listening in English. Multilingual students build fluency and accuracy in their use of spoken English from a wide range of academic disciplines. Students will also work with several types of authentic reading and listening materials to gain comfort with
both holistic and analytical approaches to language learning. This course satisfies Humanities
elective requirements for graduation.

LAN 104 ACADEMIC ENGLISH FOR MULTI LINGUAL CROSS CULTURAL COMMUNICATION 3.0 CREDITS

Prerequisites: ENG 101 or LAN 103
This course examines verbal and nonverbal communication among members of defined
cultural groups. The focus is on developing understanding and awareness of reasons for
culturally specific behavior. Reading selections on social, educational, and business nmms in a variety of ethnic groups are included. Students engage in discussions as well as individual and group oral presentations during the semester. This course is recommended for multilingual
learners and satisfies Humanities elective requirements for graduation.

LAN 111 SPANISH I 3.0 CREDITS

Prerequisite: Placement Test is Required
In this introductory Spanish language course for non-Spanish speakers, students will focus on developing basic vocabulary, grammar, and pronunciation skills through reading, listening, and speaking exercises. Students will also be introduced to the cultures of Spanish-countries.

LAN 112 SPANISH II 3.0 CREDITS

PREREQUISITE: LAN 111 OR PLACEMENT TEST
Students enrolled in this course for non-Spanish speakers will focus on developing aural and oral communication skills through guided conversation and through classroom reading and writing assignments. Emphasis will be placed on contemporary issues in Spanish-speaking countries.

LAN 141 FRENCH I 3.0 CREDITS

Prerequisite: Placement Test is Required
In this introductory French language course for non-French speakers, students will focus on developing basic vocabulary, grammar and pronunciation skills through reading, listening, and speaking exercises. Students will also be introduced to the cultures of French-speaking countries.

LAN 142 FRENCH II 3.0 CREDITS

PREREQUISITE: LAN141 OR PLACEMENT TEST
Students enrolled in this course for non-French speakers will focus on developing communication skills through guided conversation, and through classroom reading and writing assignments. Emphasis will be placed on contemporary issues in the diverse French-speaking countries.

LAN 161 ARABIC I 3.0 CREDITS

This course is designed for students with no previous knowledge, or very limited knowledge of the Arabic language. Arabic 161 focuses on learning the script, sound and writing systems in Modern Standard Arabic (MSA). All Language skills will be equally emphasized; listening, speaking, reading and writing. The course will also present culture in the Arabic speaking world through various activities.

LAN 162 ARABIC II 3.0 CREDITS

PREREQUISITE: LAN 161
LAN 162 is a continuation of LAN161. The main focus will be building vocabulary and mastering basic grammatical structures. Training in reading and writing Arabic sentences and enhancing spoken skills necssary for a variety of daily activities will also be stressed. Emphasis will be placed on assimilating the language for more complex cummunicative purposes related to describing self, family members, career plans, and abstract concepts such as personal feeling and decisions.

LAN 211 SPANISH III/INTERMEDIATE 3.0 CREDITS

PREREQUISITE: Spanish II (LAN 112) or Placement Test
This course emphasizes active review of skill development in Spanish grammatical structure through speaking, understanding, writing, and reading short stories and literary excerpts in Spanish.

LAN 212 SPANISH IV 3.0 CREDITS

PREREQUISITE: Spanish III
Students will refine their oral communication skills through conversation, debates, small group work, and individual projects. The course highlights analysis and discussion of modern masterpieces of Hispanic literature and films in order to advance oral and written communicative competency in Spanish.

LAN 241 FRENCH III/INTERMEDIATE 3.0 CREDITS

This course emphasizes speaking, listening, reading and writing, with a review of grammar necessary to support and develop these communicative skills. Students will become acquainted with French literature, culture and civilization.
Prerequisite: LAN 142 or placement test

LAN 242 FRENCH IV/INTERMEDIATE 3.0 CREDITS

PREREQUISITE: LAN 241
This course focuses on increasing conversational ability and listening comprehension through discussion of practical communicative situations, and contemporary French culture, ideas and daily business practices. Learning Resources Center materials are available for student use in support of this course.

LAN 261 FRENCH-AFRICAN LITERATURE 3.0 CREDITS

This course provides study of major works of French-speaking writers of Africa and the Antilles. Poetry and novels from Senegal, Haiti, Martinique and Guadalupe are read and discussed with an emphasis on such authors as Cesaire, Senghor, Roumain, Damas and Panon.
Prerequisite: LAN142 or placement test

LAN 263 ARABIC III 3.0 CREDITS

Arabic III is the third semester of Modern Standard Arabic (MSA). Building upon the proficiency of level II, students will focus on acquiring additional vocabulary with which to engage in daily conversations in order to be able to both speak and comprehend more complex sentences. Students will also learn to predict the meaning of unfamiliar words based on general principles of word formation, roots and context. Although conversational proficiency continues to be emphasized, students at this level also begin to improve their reading skills and use the dictionary with ease. Information about aspects of Arabic culture will enhance student understanding and use of the language.

LAN ELE LANGUAGE ELECTIVE 3.0 CREDITS

LAN ELE2 LANGUAGE ELECTIVE II 3.0 CREDITS

MAT

MAT 103 PRE-CALCULUS COREQ 4.0 CREDITS

PREREQUISITE: Placement
Pre-Calculus is a preparatory course for calculus. It builds upon intermediate level of algebra and makes intensive use of technology to conceptualize functions and methods of function manipulation with emphasis on quantitative change. Topics include a library of functions (linear, quadratic, exponential, logarithmic, polynomial, rational and trigonometric), transformations, compositions, inverses and combinations of functions and solving triangles. This course requires use of technology that is equal or better than TI83 graphing calculator.

MAT 111 MATHEMATICS FOR TECHNOLOGY 3.0 CREDITS

COREQUISITE: SCI 206 Biomanufacturing
This is a college-level course in the mathematics needed in the modern laboratory. Topics include scientific notation and logarithms, ratios and proportions, density and unit conversions, dilution and concentration, linear and exponential graphs, data analysis and experimental design.

This course may or may not transfer to another institution of higher learning depending upon that institution's requirements.

MAT 120 INTRO TO STATISTICS 3.0 CREDITS

Prerequisite: Placement Test
Introduction to STATISTICS is a non-calculus based descriptive and inferential statistics course with applications. Topics include methods of collecting, organizing, visualizing, and interpreting data; measures of central tendency and variance for grouped and ungrouped data; elementary probability theory; binomia distributions; normal distributions; the Central Limit Theorem; Student and Chi-Squared distributions; hypothesis testing; correlation and regression analysis; and confidence intervals.

MAT 120C INTRO TO STATISTICS COREQUISITE 3.0 CREDITS

Prerequisite: Placement Test
Introduction to STATISTICS is a non-calculus based descriptive and inferential statistics course with applications. Topics include methods of collecting, organizing, visualizing, and interpreting data; measures of central tendency and variance for grouped and ungrouped data; elementary probability theory; binomia distributions; normal distributions; the Central Limit Theorem; Student and Chi-Squared distributions; hypothesis testing; correlation and regression analysis; and confidence intervals.

MAT 121 STATISTICS STATISTICS 3.0 CREDITS

MAT 201 CALCULUS I (W/APPLC) 4.0 CREDITS

PREREQUISITE: MAT 103 or Placement Test.
This course introduces the concepts of limits, continuity, derivability and integration. Topics include differentiation of algebraic and transcendental functions, rules of differentiation, implicit differentiation, applications of derivative to physics and economics, Newton's method of solving equations, and the fundamental theorem of calculus. Technology will be used to aid in problem solving and understanding calculus concepts.

MAT 203 CALCULUS II (W/APPL) 4.0 CREDITS

Prerequisite: Calculus I (W/Applications) (MAT 201)
MAT 203 is continuation of MAT201. Topics include the definition of the integral as a Riemann sum, the Fundamental Theorem of Calculus, area of a region between two curves, volumes of revolution using disk and shell methods, other applications of integration, Simpson's and Trapezoidal Rules for areas, integration by parts, integration using tables, improper integrals, and introduction to sequences and series.

MAT 205 CALCULUS III(W/APPL) 4.0 CREDITS

PREREQUISITE: MAT 203, Placement, or Instructor approval.
MAT 205 is a continuation of MAT 203. This course extends the methods of differential and integral calculus to functions of several variables. Topics studied include: vectors in two and three dimensions, dot and cross products and their applications; equations of lines and planes, quadratic surfaces; polar, cylindrical and spherical coordinates; partial derivatives, directional derivatives and gradients; optimization problems; multiple integrals and their applications; paths in 3-space and their tangent vectors and normal planes. 4 credits.

MAT 225 LINEAR ALGEBRA 4.0 CREDITS

This course studies the duality between the world of matrices used to solve linear equations and linear mappings of vector spaces. Topics include matrix algebra, Gaussian elimination, Gauss-Jordan elimination, and determinants. Finite dimension vector spaces will be introduced. Bases, linear transformations, linear dependency, and cross products will be explored. The dot product in N-dimensional space will lead to a discussion of orthogonality and eigenvalues. 4.0 credits.
Prerequisites: Calculus 1 or Instructor approval

MAT 244 ORDINARY DIFFERENTIAL EQUATIONS ORD DIF EQUAT 4.0 CREDITS

PREREQUISITE: MAT203 Engineering Calculus II or Special Permission
Introduction to the solution of ordinary differential equations (ODEs). Topics will include Eulers method, first-order ODEs and higher order linear ODEs with constatnt coefficients, using Fourier series, using Laplace transforms, and applications.

MAT _BM BASIC MATH PLACEMENT 0.0 CREDITS

NUR

NUR 121 CLINICAL JUDGEMENT IN NURSING 2.0 CREDITS

This course introduces clinical judgment using a structured model and framework of critical thinking skills and strategies used by the Registered Nurse. The student applies the learned critical thinking skills and strategies that support the clinical judgment needed when using the nursing process in planning safe patient care as well as dealing with system issues in the current healthcare environment. This course provides the foundation for the clinical judgment process applied throughout all nursing courses.

NUR 125 FUNDAMENTALS AND GERONTOLOGICAL CON 7.0 CREDITS

This course focuses on fundamental concepts necessary for safe, compassionate, patient-centered nursing care of diverse patients with well-defined healthcare concerns with a focus on care of the elderly. The course will also examine the patient as they relate to the family and the community. Analysis of the older/elderly adult will be conducted throughout. This course offers an introduction to concepts related to professional practice such as: legal and ethical responsibilities of the Registered Nurse, nursing process, activities of daily living, communication, nutrition, hygiene and physical assessment, basic pharmacology and therapeutic measures. Students also begin to apply these concepts to adaptation to daily living that occur during illness. Finally, student will receive an introduction to critical thinking, evidence-based practice and patient teaching. Select nursing skills are taught in the skills laboratory; theory, patient care skills, and clinical judgment are applied in various clinical settings.

NUR 175 INTERMEDIATE AND MENTAL HEALTH NURS 9.0 CREDITS

Prerequisites: NUR 121, NUR 125
This course expands on acquisition of nursing theory and practice which is then applied to the care of diverse adult patients with acute and chronic health conditions and the care of patients with various mental health needs, their families, and other support persons. Application of knowledge, patient care skills, and clinical judgment occurs in a variety of clinical settings.

NUR 225 MATERNITY/NEWBORN AND PEDIATRIC CON 9.0 CREDITS

Prerequisits: NUR 175 and ENG 102
This course expands on acquisition of nursing theory and practice which is then applied to the care of diverse adult childbearing women/newborns and children. Application of knowledge, patient care skills, and clinical judgment occurs in a variety of clinical settings.

NUR 275 COMPLEX NURSING 9.0 CREDITS

This course expands on acquisition of nursing theory and practice which is then applied to the care of diverse adult patients with complex health conditions. Application of knowledge, patient care skills, and clinical judgment occurs in a variety of clinical settings.

NUR 295 TRANSITION TO R.N. PRACTICE 2.0 CREDITS

This advanced, comprehensive course provides a synthesis of all nursing concepts and content taught throughout the program. This course enables the individual student to recognize areas that need enhancement prior to entering Registered Nursing practice and includes a review for the NCLEX-RN with strategies for success.

SCI

SCI 103 BIOLOGY I W/LAB 4.0 CREDITS

English Composition I (ENG 101) Eligible; This course provides an introduction to the molecular and cellular basis of life, the theory of evolution and the diversity of microscopic organisms. Four hours of lecture and a two-hour lab session are required each week.

SCI 104 BIOLOGY II W/LAB 4.0 CREDITS

PREREQUISITE: SCI103
This course provides an introduction to the biology and classification of plants, fungi, and animals, their tissues, organ systems, development and reproduction. Four hours of lecture and a two-hour lab session are required each week.

SCI 106 NUTRITION W/LAB 4.0 CREDITS

This is a basic course in the nutritional value of food and the relation of nutrition to health during the several stages of the growth process: pregnancy, infancy, early childhood, adolescence, adulthood, and old age. This course includes a comprehensive study of nutrients, government food programs and nutrition standards; surveys and interventions. Current nutrition research, popular nutritional concepts, and the importance of nutrition in preventive medicine are stressed. Four hours of lecture and a two-hour lab session are required each week.

SCI 121 SURVEY OF CHEMISTRY I W/LAB 4.0 CREDITS

This course provides an introduction to fundamental chemical concepts. Topics include scientific measurements, matter and energy, atomic structure, chemical bonding, the periodic table, stoichiometry, equations, solutions, acid base theory, kinetics, and radiation. A three-hour lab session is required each week.

SCI 122 SURVEY OF CHEMISTRY II W/LAB 4.0 CREDITS

PREREQUISITE: SCI 121
This course is designed primarily for students enrolled in Nursing and Allied Health programs, but is open to all students. An overview of organic chemistry and biochemistry is provided. A three-hour lab session is required each week.

SCI 123 PRINCIPLES OF CHEMISTRY I 4.0 CREDITS

Prerequisite: MAT 103 corequisite, English Composition I (ENG 101) Eligible
Principles of Chemistry is a study of fundamental chemical concepts: scientific measurements, matter and energy, stoichiometry, atomic structure, the periodic table, chemical bonding, gases and liquids. The course is designed primarily for students with a concentration in Biological or Physical Sciences and for students interested in transfer to a four-year program in engineering. A three-hour lab session is required each week.

SCI 124 PRINCIPLES OF CHEMISTRY II 4.0 CREDITS

PREREQUISITE: SCI 123
A continuation of SCI123, this course covers the periodic properties of the elements, covalent structures, equilibrium, dissociation, redox reactions, acids and bases, electrochemistry, thermodynamics, and an introduction to nuclear chemistry. A three-hour lab session is required each week.

SCI 133 INTRO ENVIRONMENTAL SCIENCE ECOLOGY 4.0 CREDITS

This course attempts to provide an overview of environmental science, issues and opportunities in the environmental industry. Topics: ecological principles, sustainability, ecosystems, biodiversity, human population and its impact, pollution, and governmental regulations, environmental agencies, and community organizing, as solutions to environmental problems.

SCI 143 PRINCIPLES OF PHYSICS I W/LAB 4.0 CREDITS

PREREQUISITE or COREQUISITE: MAT 201

Principles of Physics is a rigorous physics course with a laboratory session, designed primarily for students who wish to transfer to a four-year engineering program. Topics include mechanics and energy, rotation, and periodic motion. Much emphasis is placed on problem-solving, and competence in mathematics through algebra and trigonometry is expected. A three-hour lab session is required each week.

SCI 144 PRINCIPLES OF PHYSICS II W/LAB 4.0 CREDITS

PREREQUISITE: SCI 143
This course is a continuation of SCI143. SCI 144 covers the areas of electricity, electrical circuits, magnetism, electromagnetism, and optics. This is a calculus based course; emphasis is placed on problem-solving, and competence in mathematics through algebra and trigonometry is expected. A three-hour lab session is required each week.

SCI 151 SCIENCE FOR EVERYDAY LIFE W/LAB 4.0 CREDITS

PREREQUISITES: ENG 101 eligible.
THIS IS A COURSE FOR NON-SCIENCE MAJORS seeking to increase their knowledge of basic scientific principles. Three major areas of science (physics, chemistry, and biology) will be explored using one unifying theme: Energy. Four hours of lecture and two hours of lab are required each week. This course will satisfy graduation requirements as a science elective course.

SCI 200 GENETICS W/LAB 4.0 CREDITS

PREREQUISITES: SCI103 Biology 1 and SCI104 Biology 2. Final Grade of "C" or better in each of two courses.
This course provides an introduction to the principles of genetics and its applications with a focus on the molecular basic of heredity and the role of genes and genomes in health and disease, development, and evolution. Three hours of lecture and a three hour lab session are required each week.

SCI 201 ANATOMY & PHYSIOLOGY I W/LAB 4.0 CREDITS

PREREQUISITE: SCI 103.
This course is designed to provide students with a basic understanding of the structure, function, and disorders of the human body. Topics include an overview of the integumentary, skeletal, muscular, and nervous systems, as well as discussion of tissues and special senses. A three-hour lab session is required each week.

SCI 202 ANATOMY & PHYSIOLOGY II W/LAB 4.0 CREDITS

PREREQUISITE: SCI 201
This course is a continuation of SCI201. Topics include body fluids, electrolytes, and the cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive systems. A three-hour lab session is required each week.

SCI 204 MICROBIOLOGY W/LAB 4.0 CREDITS

PREREQUISITE: SCI 103
This course explores the history, scope, classification, growth, identification, genetics, and metabolism of microorganisms. Host-parasite interactions, immunology, and some bacterial, viral, fungal, and parasitic diseases are discussed. A three-hour lab session is required each week.

SCI 206 BIOMANUFACTURING I W/LAB 4.0 CREDITS

PREREQUISITE: SCI 104 and SCI 123 AND ENG 101
COREQUISITE: MAT 111 and SCI 204
**Requires instructor's permission"
This course provides an introduction to biomanufacturing principles and laboratory techniques. Topics include preparation of buffers and media, use of basic laboratory equipment, bacterial, yeast and mammalian cell culture, transfection, cell preservation, equipment maintenance, and good manufacturing practices and regulatory issues. Two hours of lecture and six hours of laboratory are required each week.

SCI 207 BIOMANUFACTURING II W/LAB 4.0 CREDITS

PREREQUISITES: SCI 206, SCI 204, MAT 111
**Requires instructor's permission"
This course is a continuation of the introduction to biomanufacturing principles and laboratory techniques presented in SCI 206. Protein purification via various methods, including low and medium pressure and high performance liquid chromatography (HPLC), gel filtration, ion exchange, reverse phase and liquid chromatography, will be presented. Determination of purity and activity will also be analyzed. Two hours of lecture and six hours of laboratory are required each week.

SCI 208 TECHNIQUES IN MOLECULAR BIOLOGY 4.0 CREDITS

PREREQUISITES: SCI 206, SCI 204, MAT 111
**Requires instructor's permission"
Students will work on a semester-long cloning project that will introduce them to the basics in DNA manipulation, including isolation, purification, quantification, amplification (PCR), sequencing and analysis. Introduction to Internet-based systems of DNA analysis will be included. Two hours of lecture and six hours of laboratory are required each week.

SCI 233 ENVIRONMENT AND SUSTAINABLE MGMT 3.0 CREDITS

PREREQUISITES: SCI 133
This course builds on SCI133 to provide a long range view of the environmental issues affecting earth. Topics include: geology and industrial minerals, energy and renewability, global environmental hazards, climate change and ozone depletion, environmental issues in international politics.

SCI 251 ORGANIC CHEMISTRY I W/LAB ORG CHEM I 4.0 CREDITS

PREREQUISITE: C or better in SCI-124

This course studies the chemistry of carbon compounds including nomenclature, molecular structure, and functional groups. Topics include the reactivity and properties of saturated and unsaturated hydrocarbons, stereochemical relationships and nucleophilic substitution and elimination reactions. Mechanisms are presented as a unifying principle for these reactions.
Laboratory work will develop basic skills and techniques, and be correlated with class discussion. Lab sessions will be hands on experiences revolving around and applying the topics listed in the lab section of the syllabus.

SCI 252 ORGANIC CHEMISTRY II W/LAB ORG CHEM II 4.0 CREDITS

Prerequisite: C or better in SCI 251 (Organic Chemistry I)
SCI252 is a continuation of Organic Chemistry I (SCI251). More emphasis in this course is placed on the manipulation of functional groups and synthetic approaches. Compounds discussed in the second semester include carbonyl compounds, acid derivatives, amines and carbohydrates. The laboratory will place an emphasis on synthesis, isolation and purification of synthetic compounds and instrumental techniques in organic chemistry. A three-hour lab session is required each week.

SCI 281 RESEARCH SCIENCE I 4.0 CREDITS

PREREQUISITE: Permission of Department Chair
This course is designed to provide science majors with individualized laboratory experience in a research facility under the supervision of an appropriate researcher. Practical work experience appropriate to laboratory techniques and skills in research will be stressed. Students must devote at least 12 hours per week to laboratory work. A minimum of 4 hours of lab work per day is required. Limited enrollment.

SCI 282 RESEARCH SCIENCE II 4.0 CREDITS

PREREQUISITE: SCI 123 PRINCIPLES OF CHEMISTRY 1 AND SCI 124 PRINSCIPLES OF CHEMISTRY II or the equivalent from another institution with faculty approval.
This four-credit course is designed for students to gain hands-on experience in a resume builder opportunity to develop and learn research techniques in science. Students will develop specific skills that will help them build their resume and references prior to placement in competitive internships or jobs after graduation or transfer to a 4-year instituition. Students will meet with their Research Coordinator or a Faculty Advisor (Faculty at RCC) for guidance in their project during the course of the semester to monitor their progress. Students are required to complete 150 hours minimum.

SCI 298 INTERNSHIP IN BIOTECHNOLOGY 3.0 CREDITS

PREREQUISITES: SCI 204, SCI 206, MAT 111 and Permission of the Internship/Program Coordinator.
This three-credit course is offered during the fall and spring semesters. It is designed for students to gain hands-on experience a resume builder and an opportunity to network. Students will develop a resume, cover letter and references prior to placement. Students will meet with the Internship Coordinator and an Assigned Internship Faculty Advisor from their program of study during the course of the semester to monitor the interns' progress. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral/poster presentation. Students currently employed in their program of study may be eligible to combine an internship with employment.

SCI 299 SCIENCE INTERNSHIP 3.0 CREDITS

PREREQUISITE: Requires enrollment in a degree or certificate program, completion of ENG101, three courses in the major, a minimum GPA of 2.0 and permission of the Internship/Program Coordinator.
This three-credit course is designed for students to gain hands-on experience a resume builder and an opportunity to network. Students will develop a resume, cover letter and references prior to placement. Students will meet with the Internship Coordiator and an assigned Internship Faculty Advisor from their program of study during the course of the semester to monitor the interns' progress. Students are required to complete 150 hours (minimum of 15 hours per week), assigned readings, a mid-term project and a final project that will include an oral/poster presentation. Students currently employed in their program of study may be eligible to combine an internship with employment.

SCI ELE SCIENCE ELECTIVE 4.0 CREDITS

SCI PLC SCI PLACEMENT: 099 0.0 CREDITS

SSI

SSI 101 WORLD HISTORY I 3.0 CREDITS

PREREQUISITE or COREQUISITE: ENG101
This survey course begins with the origins of humanity in Africa and ends with the year 1500, as seen from the perspective of non-Western traditions. Several "cradles of civilization" in Africa, Asia, the Americas, and Europe are compared. Students will examine various aspects of the struggle of nations and classes, including those of the Egyptians, Babylonians, Chinese, Indians, Greeks, Romans, Aztecs, Incas, and Moslems.

SSI 102 WORLD HISTORY II 3.0 CREDITS

PREREQUISITE or COREQUISITE: ENG 101
In this course, students will examine questions raised by the development and underdevelopment of several different types of socioeconomic systems, including early communes, slave societies, feudal societies, and capitalist societies. The course will emphasize relationships between Europe, Africa, the Americas, and Asia, with a focus on how the economic interests of the developed Western industrial nations and European capitalism have influenced world events.

SSI 103 U.S. HISTORY I 3.0 CREDITS

PREREQUISITE or COREQUISITE: ENG 101
History I addresses U.S. History from the time of the European invasion to the U.S. Civil War. The course examines problems and interrelationships of African slaves, European invaders and immigrants, and native American inhabitants.

SSI 105 U.S. HISTORY II 3.0 CREDITS

Prerequisite or Corequisite: ENG101
This course presents an overview of American History since the Civil War. Focusing on the myth or reality of the "American Dream," students will examine the history and sociopolitical implications of the industrial revolution, urbanization, immigration, racism, and the development of the United States as a major imperial power, as well as current inequalities and issues within the United States.

SSI 111 BLACK STUDIES I 3.0 CREDITS

PREREQUISITE: ENG101
This course examines both the immense diversity and the common origins of African descendants in South, North, and Central America and the Caribbean. Emphasis will be placed on recounting American history (North, Central, and South) and conceptualizing the essential features of the American hemisphere in order to establish the intellectual and academic environment within which students can learn their own history.

SSI 112 BLACK STUDIES II 3.0 CREDITS

PREREQUISITE: ENG101 or Concurrent
As a continuation of Black Studies I, this course focuses on the history and achievements of African Americans from the time of Reconstruction to the present. Students will gain an appreciation for the vast contributions and accomplishments of African Americans, and by examining the theory of underdevelopment, students will come to understand how the social and economic exploitation of one group by another has influenced the body of knowledge about African Americans in American history and culture.

SSI 113 CARIBBEAN HISTORY 3.0 CREDITS

PREREQUISITE or COREQUISITE: ENG 101
This course provides an introduction to the political, economic, and sociological history of the Caribbean region from prehistoric times to present. Topics discussed in depth include revolutionary and urban guerrilla movements, the forces of neocolonialism and racism, and the American role as an agent of economic disintegration in the Caribbean.

SSI 118 PRINC OF POLITICAL SCI 3.0 CREDITS

PREREQUISITE: No Pre-requisite
This course surveys the theory and practice of politics and its organizational structure in society. Topics include the nature of political power and influence; the role of ideology; constitutions and other law as the basis for legitimate political authority; legislative, judicial, and executive functions of government; foreign policies and international politics; political parties and other interest groups; elections and other forms of political participation.

SSI 119 INTRO/US GOVT & POL 3.0 CREDITS

PREREQUISITE or COREQUISITE: ENG 101
This course examines the interaction of the United States government, businesses, and other interest groups that shape the American political system. Discussion will focus on three major questions: who governs the United States, how is it governed, and what are the possibilities for change? A traditional approach to understanding United States government will be augmented by the pluralist view and radical critique.

SSI 122 GENERAL PSYCHOLOGY 3.0 CREDITS

PREREQUISITE OR COREQUISITE: ENG 101
In this course students will be introduced to major and selected minor schools of psychology. Topics include the history of psychology, learning, motivation, emotion, perception, and personality development.

SSI 123 INTRODUCTION TO SOCIOLOGY 3.0 CREDITS

PREREQUISITE: ENG 101
This course introduces students to the basic theories, concepts, and research methods of society and social systems. Topics include culture, socialization, social stratification, urbanization, modernization, and social change.

SSI 124 INTRO CULT ANTHRO 3.0 CREDITS

PREREQUISITE: ENG 101 AND at least one other Social Science course.
A comparative study of different cultures and their learned behaviors. Kinship and family, language and cultural meaning, gender, sexuality, sexual behavior, war and violence, religion, work, education, and socialization will be studied in this course. Students will compare and contrast these different elements in order to gain insight into and appreciation of their own cultural background and the cultural backgrounds of others. Students are introduced to ethnographic research methods.

SSI 160 ACTIVISM AND SOCIAL MOVEMENTS 3.0 CREDITS

This course examines the emergence, evolution, and impact of social movements in the United States from the early twentieth century through the early twenty-first century. Using a decade-by-decade framework, students analyze how collective action has responded to shifting political, economic, and cultural conditions, with particular attention to the 1960s as a pivotal era of sustained protest and social transformation.
The course explores movements for civil rights, racial justice, gender and sexual equality, labor rights, Indigenous sovereignty, antiwar activism, and educational access. Students examine changes in strategies, leadership, ideology, and state response, tracing the shift from mass mobilization and grassroots organizing to institutional reform, coalition politics, and digital activism.
Through discussion, analytical writing, and reflection, students connect historical movements to contemporary struggles for justice, considering how past activism continues to shape civic engagement and social change today.

SSI 178 MODERN AFRICAN HISTORY 3.0 CREDITS

This course focuses on the historical and social conditions that gave rise to African underdevelopment. Issues addressed include economic imperialism and colonialism in Africa and the extent to which these forces influenced the course of African underdevelopment.

SSI 181 THE HISTORY OF ROXBURY 3.0 CREDITS

PREREQUISITE: ENG101
This course is an introduction to the history of Roxbury, Massachusetts. The class will explore Roxbury from the 17th century colonial history to its suburbanization in the 19th century, through its rich Irish, African, and Jewish heritage in the 19th and 20th centuries, to its present-day struggles to achieve both social justice and economic and political equality. The class will visit important sites in Roxbury's history, including several trolley tours. Successful completion of the course for credit will include the submission of a research paper about a Roxbury historical site or event.

SSI 200 PSYCHOLOGY OF GENDER 3.0 CREDITS

PREREQUISITE: ENG 101. General Psychology is suggested, but not required.
This course examines psychological theories specifically related to gender with an emphasizing biological, environmental and sociocultural perspectives. Special attention is given to the issues and concerns of women, femmes, and nonbinary individuals throughout various stages of life. (Formerly titled "Psych and Women")

SSI 202 MH CHALLENGES & RESILIENCE 3.0 CREDITS

PREREQUISITE: ENG 101 and SSI 122
Abnormal Psychology is a study of a wide range of psychological disorders. Topics include significant research and theories relating to psychological disorders, with an emphasis on the development of symptoms and on a variety of psychotherapeutic treatment modalities. Formerly Abnormal Psychology.

SSI 203 PSYCH OF RACISM/US 3.0 CREDITS

PREREQUISITE: ENG 101
This course examines the mental and behavioral characteristics of racism. The course seeks to uncover the roots racism and discuss how racism perpetuates social, economic and political domination. Students will explore ideas to counteract and eliminate racism in our society.

SSI 204 PSYCH. AND SOCIAL ISSUES OF AGING 3.0 CREDITS

PREREQUISITE: ENG 101. Recommended: SSI 209, Human Growth and Development
Society as a whole is rapidly aging at an unprecedented rate. Using a multi-disciplinary approach, the aging process is examined from a variety of perspectives, including contemporary, biological, psychological, and social theories. This course will explore trends pertaining to health, social, economic, political, and other age-related issues. Course content also includes dispelling myths and stereotypes, and the stages of grief and loss. (Formerly named Adult Development & Aging)

SSI 205 HUMAN RELATIONS 3.0 CREDITS

PREREQUISITE: ENG 101
Human Relations provides students with an understanding of the key concepts of human behavior, interpersonal dynamics, communication styles and skills, and managing the change process. This course takes a skills approach to human relations training and emphasizes the application of knowledge through practice, along with teaching techniques such as group methods, role playing, field interviews, dyads, and videotaping.

SSI 206 SOCIAL PROBLEMS 3.0 CREDITS

Prerequisite: SSI 123
This course focuses on the structure and dimensions of social problems confronting populations both in the United States and across the globe. Emphasis is placed on the problems of global poverty, work and unemployment, gender and racial inequities, environmental degradation, crime and drug addictions, disease and health care delivery, civil conflicts, and terrorism. The course attempts to understand the social structural causes of these problems and explores potential solutions.

SSI 207 MONEY & BANKING 3.0 CREDITS

PREREQUISITE: MAT 101 Eligible and ENG 101.
This course provides an in-depth study of monetary theory and policies and their effect on the banking system of the United States. The course focuses on the Federal Reserve System and looks briefly at the International Monetary Fund (IMF) and the World Bank and their effect on the Third World, consumer credit, and minority banking.

SSI 208 INTRO/SOC SCI RESRCH 3.0 CREDITS

This course introduces the basic techniques and skills of the social sciences through an interdisciplinary, topical approach. Skills practiced include case study and qualitative and quantitative research. Topics include ethnography, statistics, construction and interpretation of questionnaires, interviewing, social observation, historical cause and effect, social analysis, formulating social science hypotheses, identifying variables, conducting controlled experiments, and interpreting experimental findings.

SSI 209 HUMAN GROWTH AND DEVELOPMENT 3.0 CREDITS

PREREQUISITE: ENG 101
Life span development is the term used to describe the biological, cognitive, social, and psychological changes that take place as humans grow from the prenatal stage through birth, infancy, childhood, adolescence, and adulthood and move toward death. Students enrolled in this course will explore both the historical views and contemporary approaches to life span development as they trace human growth from a single-celled organism to the complex interaction of elements that shape adult behavior.

SSI 210 INTRO TO INTERNATIONAL RELATIONS 3.0 CREDITS

PREREQUISITE: ENG 101
This course is designed to increase understanding about the process of negotiation and crisis intervention in international conflict by studying the foreign policies of various sovereign states and learning about the constraints faced by policy-makers. The course will also strive to acquaint students with a broad range of theoretical approaches to international relations.

SSI 212 URBAN SOCIOLOGY 3.0 CREDITS

Prerequisite: English Comp I Eligible
An in-depth examination of the complex sociological issues of urban areas is the unifying theme of this course. Students will investigate the sociocultural, political, and economic forces that give definition to many problems facing today's urban communities.

SSI 213 ADOLESCENT PSYCHOLOGY 3.0 CREDITS

(Pre-Req: General Psychology or Human Growth and Development)
This course provides an overview of major theories and empirical research on adolescent development. Emphasis is placed on the biological, cognitive, and socioemotional transitions that occur during adolescence, as well as the influence of culture, gender, genetics, and world events on learning and behavior. The course also examines the roles of peers, family, and life experiences in shaping personality, intelligence, and emotional functioning. Recommended for Secondary Education and Social Science majors.

SSI 214 INTRODUCTION TO SOCIAL WORK 3.0 CREDITS

This course explores the field of social work, covering its history, mission, and practice areas. It will emphasize how social workers engage with a diverse range of clients and help address social issues. Additionally, the course will examine the profession's ethical values and principles.
Pre-Req: ENG 101 and one SSI course/elective (preferably General Psychology or Human Growth and Development)

SSI 221 ECONOMICS I (MICRO) 3.0 CREDITS

PREREQUISITE: ENG 101
This course introduces students to micro-economic theory, with an emphasis on the U.S. economic system. Topics include a comparison of the neoclassical theories of marginal utility and marginal productivity with the Marxist theories of labor value and surplus value. Students will examine the growth of monopolies and government response to monopolies, the distribution of wealth and income, poverty, and the economic origins and implications of racism. (Fulfills Social Science requirement.)

SSI 222 ECONOMICS II (MACRO) 3.0 CREDITS

PREREQUISITE: ENG 101
This course introduces students to macro-economic theory, with an emphasis on the concepts of unemployment, inflation, and growth in capitalist and non-capitalist economic systems. Students will explore the "boom and bust" cycle from both Keynesian and Marxist points of view, and will briefly examine the issues of underdevelopment and international trade from the neoclassical and Marxist points of view. This course fulfills the social science requirement.

SSI 223 URBAN ECONOMICS 3.0 CREDITS

PREREQUISITE: English Comp I
Students enrolled in this course will examine problems of urban economics, such as poverty, discrimination, housing, education, health, transportation, and crime, using Boston (especially the Roxbury and Dorchester neighborhoods) as a case study. Additional topics include a brief overview of urban location theory and an examination of conservative, liberal, radical, and Black Nationalist economic theories in relation to the identification and solution of economic problems. The issues and problems of specific topics such as housing will be explored in class.

SSI 230 COMMUNITY ORGANIZING 3.0 CREDITS

Prerequisite: ENG 101 Eligible
Topics included in this course are theories of community organizing; assessment and use of various organizing styles and campaigns to fit specific cultural and situational needs; analysis of economic, social, and ethnic interests; targeting different constituencies; strategizing, developing and meeting time-lines; fund raising; coalition building; and leadership skills development. Students are required to apply community organizing skills in an actual community organization.

SSI 290 HONORS COLLOQUIUM 3.0 CREDITS

To give students a relevant and “authentic task”—a real world problem or challenge [such as health care inequality within poor urban communities]—that they, as a team and as individuals, must explore and solve with cross-disciplinary thinking. Instruction will be filtered through this authentic task with students seeing what they are learning and why they are learning. Students will complete a project that they will present publicly at the end of the semester. It is noted that the project could be completed by the whole class, or groups of students working on individual projects.

SSI 298 SOCIAL SCIENCE INTERNSHIP 3.0 CREDITS

SSI ELE SOCIAL SCIENCE ELECTIVE 3.0 CREDITS

SSI ELE1 SOCIAL SCIENCE ELECTIVE 3.0 CREDITS

SSI ELE2 SOCIAL SCIENCE ELECTIVE II 3.0 CREDITS