



800-541-9281 • 406-874-6100
www.milesc.edu

Start Here... Go Anywhere.

**2010-2011 Catalog
Web Version**

Table of Contents

Message from the President	4	Academic Information	
Academic Calendars	5	General Information	48
The College		Degree and Certificate Information	48
History	8	Graduation Requirements	49
Missions, Strategic Initiatives	8	Academic Policies	49
General Information	8	Academics Honors	51
Degrees and Services	9	Transfer of Credits	51
Getting Started		Other Programs for Achieving College Credit	54
Admissions Policy	12	Institutional Philosophy of General Education	54
Admission Procedures	12	Programs of Study	
Registration and Admissions	13	Programs of Study	58
Residency	15	Course Key	58
Tuition and Fees	15	Core Requirements	59
Nursing Information	17	Program Curricula	61
Financial Aid			
Applying for Financial Aid	32		
How Financial Aid is Calculated	32		
General Eligibility Requirements	32		
Financial Aid Process	32		
Consortium Agreements	33		
Book Vouchers	33		
Financial Aid Disbursements	25		
Types of Financial Assistance	33		
Other Financial Aid Programs	37		
Policies	38		
Student Information and Resources			
Student Resources	42		
Student Life	44		
Student Information	45		

College Accreditation

Agency

Northwest Commission on Colleges and Universities
8060 165th Avenue NE, Suite 100
Redmond, Washington 98052
Phone: 425-558-4224
Fax: 425-376-0596
Website: www.nwccu.org

Specialized Accreditation

Agency

National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
Phone: 404-975-5000
Fax: 404-975-5020
Website: www.nlnac.org

Catalog Policy

This catalog contains official announcements of College policies, programs of study, and courses offered for the period of 2010-2011. The College reserves the right to repeal, revise, or amend the information contained herein. For the most up-to-date information, please refer to the catalog posted on the College website at <http://milescc.edu>.

When catalog addenda occurs, students and advisors will be notified via e-mail and by published announcements on the College television system. It is the responsibility of students and advisors to read and abide by the catalog and any subsequent addenda that may be published on the website.

Students enrolling at Miles Community College must follow the program requirements listed in the catalog located on the website at the time of entry into the College, provided graduation requirements are completed within five years. Students have the option of meeting program requirements in a later catalog, provided all requirements of the later catalog are met.

Message from the President

For over 70 years Miles Community college has promoted student success and lifelong learning through accessible, quality programs and community partnerships. Knowing the value of educational opportunity, a group of progressive community leaders founded Custer County Junior College in 1939. In 1966 our name changed to Miles Community College to reflect our comprehensive mission.



Today, we offer credit programs to prepare students for transfer, as well as career and technical programs to prepare students to enter the workforce. Our commitment to ensuring access to post-secondary educational opportunities has driven the continued expansion of our on-line and interactive television offerings. We also offer noncredit courses for community members to upgrade their skills, engage in lifelong learning, and enjoy the recreational opportunities available in Eastern Montana.

This catalog provides a listing of course descriptions, programs of study, and available resources. The requirements and policies on the following pages provide you with a contract during the time you attend MCC.

As the first person in my family to attend college, I understand the importance of high-quality, affordable options for college. With our outstanding programs, competitive price, small teacher-to-student ratio, athletic programs, and student clubs, MCC has something for everyone. The greatest strength of Miles Community College is the people. Our faculty and staff are committed to helping you reach your educational goals. Over the past seventy years, student success has been our passion. We truly believe that you can start here and go anywhere.

A handwritten signature in black ink, which reads "Stefani Gray Hicswa". The signature is written in a cursive, flowing style.

Stefani Gray Hicswa, Ph.D.
President

2010-2011 Academic Calendar

Fall 2010

Nursing Orientation	August 19
Faculty Return	August 23
New Student Orientation	August 24
Classes Begin	August 25
Last Day to Add Classes	September 3
Last Day for Late Registration	September 3
Last Day to Drop/Withdraw For Full Refund	September 3
Holiday—Labor Day	September 6
Fee Payment	September 17
Holiday—Columbus Day	October 11
Mid-Term	October 18
Intent to Graduate Form Due	October 18
No Classes	October 21-22
Last Day to Withdraw/Drop Classes with No Penalty	November 5
Holiday—Veteran's Day	November 11
Holiday—Thanksgiving Break	November 25-26
Last Day to Withdraw/Drop Classes	December 9
Classes End	December 13
Final Examinations	December 14-16

Spring 2011

Faculty Return	January 13
Holiday—Martin Luther King Day	January 17
New Student Orientation	January 18
Classes Begin	January 19
Last Day to Add Classes	January 28
Last Day for Late Registration	January 28
Last Day to Drop/Withdraw For Full Refund	January 28
Fee Payment	February 11
Holiday—President's Day	February 21
Spring Break	March 7-11
Mid-Term	March 14
Last Day to Withdraw/Drop Classes with No Penalty	April 7
Spring Day/School Closed	April 22
Last Day to Withdraw/Drop Classes	May 4
Classes End	May 9
Final Examinations	May 10-12
Nurses Pinning	May 13
Commencement	May 14

Summer 2011

Classes Begin	June 6
Last Day to Add Classes	June 9
Holiday—Independence Day	July 4
Last Day to Drop/Withdraw	July 22
Classes End	July 29

2011-2012 Academic Calendar

Fall 2011

Nursing Orientation	August 18
Faculty Return	August 22
New Student Orientation	August 23
Classes Begin	August 24
Last Day to Add Classes	September 2
Last Day for Late Registration	September 2
Last Day to Drop/Withdraw For Full Refund	September 2
Holiday—Labor Day	September 5
Fee Payment	September 16
Holiday—Columbus Day	October 10
Mid-Term	October 17
Intent to Graduate Form Due	October 17
No Classes	October 20-21
Last Day to Withdraw/Drop Classes with No Penalty	November 3
Holiday—Veteran's Day	November 11
Holiday—Thanksgiving Break	November 24-25
Last Day to Withdraw/Drop Classes	December 8
Classes End	December 12
Final Examinations	December 13-15

Spring 2012

Faculty Return	January 12
Holiday—Martin Luther King Day	January 16
New Student Orientation	January 17
Classes Begin	January 18
Last Day to Add Classes	January 27
Last Day for Late Registration	January 27
Last Day to Drop/Withdraw For Full Refund	January 27
Fee Payment	February 10
Holiday—President's Day	February 20
Spring Break	March 5-9
Mid-Term	March 12
Last Day to Withdraw/Drop Classes with No Penalty	April 2
Spring Day/School Closed	April 6
Last Day to Withdraw/Drop Classes	May 3
Classes End	May 7
Final Examinations	May 8-10
Nurses Pinning	May 11
Commencement	May 12

Summer 2012

Classes Begin	June 4
Last Day to Add Classes	June 7
Holiday—Independence Day	July 4
Last Day to Drop/Withdraw	July 20
Classes End	July 27





The College

History	8
Mission, Strategic Initiatives, Core Values	8
General Information	8
Degrees and Services	9

Start Here... Go Anywhere.

The College

History

Miles Community College was founded in 1939. For almost 20 years, the College, then titled Custer County Junior College, operated out of a few rooms in the local public high school. In 1957, the College moved into the former Milwaukee Railroad Depot building.

In June 1967, the College moved into a new building that was constructed after passage of a bond issued by county voters. On April 4, 1970, voters of the district elected the first independent board of trustees for the College. In December 1971, Miles Community College was granted accreditation by the Northwest Commission on Colleges and Universities.

During academic year 1971-72, a new student center was constructed. A grant of \$1.5 million from the Montana Coal Board in 1977 enabled the College to construct a new vocational building and a library learning resource center classroom addition. Construction of a physical education complex was completed in November 1980. In August 1997, four new dormitory buildings were added to the student housing complex; and in October 2003, the College completed a new \$2.3 million dormitory.

Mission & Strategic Initiatives

Mission

Miles Community College promotes student success and lifelong learning through accessible, quality programs and community partnerships.

Strategic Initiatives

1. Foster quality leadership
2. Provide a quality student experience
3. Provide quality academic programs
4. Cultivate quality community relationships
5. Recruit and retain students
6. Nurture a healthy College environment
7. Actively seek sustainable funding

General Information

Academic Programs

The College offers two-year Associate of Arts, Associate of Science, and Associate of Applied Science degrees and one-year Certificate programs.

Enrollment

Miles Community College enrolls approximately 550 credit students. Additional students are enrolled in Continuing Education/Workforce Training programs. The average student to faculty ratio is 14 to 1, and class sizes typically range from 8 to 40 students.

Financial Aid

Eighty-five percent of the College's students receive financial aid. The average financial aid package is \$5,500 (26% grant, 46% loan, 18% unmet need, 10% work). Thousands of scholarship dollars are awarded annually.

Athletics/Activities

Miles Community College is a member of the National Junior College Athletic Association, Region IX, consisting of community colleges from Colorado, Montana, Nebraska, and Wyoming. Miles Community College participates in the Mon-Dak Conference with community colleges from Montana and North Dakota.

Intercollegiate sports offered at Miles Community College are baseball for men; and basketball, golf, and rodeo for men and women. Scholarships are available for these activities.

College Website

The College maintains a home page on the Internet. Interested individuals are encouraged to visit the College's website to get current and updated information about class schedules, events, admissions, news, general information, and revisions to this catalog. The website address is <http://www.milesc.edu>.

Community Services

As a community college, Miles Community College provides a quality educational environment and serves area residents through involvement in the community. Both goals are vitally important to the College and have resulted in a wide variety of educational offerings, programs, and services designed for the college community at large. Special courses, programs, and workshops meet the interests of individuals and community groups.

Golden Pioneer Card

Custer County residents age 62 or older may attend college credit classes tuition free and most activities free of charge by obtaining a Golden Pioneer Card. Holders of the Golden Pioneer Card pay fees, however, for each credit taken. Cards are available free of charge at Student Services.

Microsoft Office Specialist Testing Center

Miles Community College is an authorized testing center for Microsoft Office Specialist certification. For additional information, visit www.microsoft.com/learning/mcp/officespecialist/ or call Microsoft at 888-222-7890.

To schedule an appointment for testing, please call the College at 406-874-6100 or 800-541-9281.

Use of Miles Community College Facilities & ITV Equipment

Campus facilities are available for use by qualified off-campus organizations, agencies, or groups when use does not interfere with programs sponsored by the College or conflict with the mission of the College. Charges for use of

facilities vary. Miles Community College also provides access to its interactive television (ITV) equipment for members of the community to access meetings, legislative discussions, or private conferences. Usage fees vary for the ITV system based upon non-profit and/or commercial status. Requests for facility or ITV use should be directed to the Distance Education and Community Outreach Department at 406-874-6164 or 800-541-9281.

Safety Information

Miles Community College provides information on the incidence of crime on the College's campus. The College publishes crime statistics and assistance resources in the *Student Handbook*, which is available from Student Services.

Americans with Disabilities Act of 1990 Miles Community College Policy Statement

In accordance with the ADA, Miles Community College ensures academic program accessibility as well as building accessibility for all persons with disabilities. No individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Miles Community College, or be subject to discrimination by any such entity.

Students

Any student with disabilities concerned about accessibility and/or accommodation issues should contact Student Services at 406-874-6100 or 800-541-9281.

Employees

A qualified individual with a disability means someone who satisfies the required skill, experience, education and other job-related requirements of a position and who, with or without reasonable accommodation, can perform the essential functions of the position.

Miles Community College will make reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the selection process or an employee's ability to perform the duties of the job. Departments who are conducting recruitments to fill a vacant position who have issues with regard to a candidate with disabilities should coordinate with the Human Resources Office, 406-874-6292.

Equal Opportunity

Miles Community College is committed to a program of equal opportunity for education, employment, financial aid, and participation in college activities without regard to race, color, sex, age, religion, marital status, physical disability, national origin, or because of mental disability unless based on reasonable grounds. This right shall be guaranteed to all students presently enrolled, students applying for admission, employees, and applicants for employment at Miles Community College.

Persons with inquiries or complaints regarding discrimination should contact the College's Director of

Human Resources at 406-874-6292 or 800-541-9281 or Director, Office of Civil Rights, Federal Office Building, Denver, Colorado.

Degrees and Services

Transfer Education

The College provides Associate of Arts (A.A.) and Associate of Science (A.S.) degree programs designed to facilitate student transfer to four-year institutions. This objective is broadly accomplished by meeting the transfer standards of the Northwest Commission on Colleges and Universities and through participation in the Core Curriculum of the Montana University System (MUS), as well as ongoing articulation agreements with MUS units and nearby neighboring state colleges and universities.

Professional-Technical Education

Miles Community College offers Associate of Applied Science (A.A.S.) degrees and one-year Certificate (C.) programs intended primarily, but not exclusively, to match service-area student and employer needs. These degree and certificate programs are designed to provide technological and hands-on training to students who wish to enter immediately into the workforce or, where appropriate, elect to continue on to four-year programs of their chosen discipline. Internships, practicum, and service learning work experiences are available as credit courses.

Developmental Education

The College provides academic support services such as developmental studies, adult basic education, and general education development to students who need additional preparation before embarking on college-level studies. Tutorial services are also available for students needing assistance in either developmental or regular college courses.

Distance Education

Quality distance education in the form of online and interactive television (ITV) courses is an important component of the offerings at Miles Community College. Entire certificate and degree programs are available through distance education. Students pay additional fees for the convenience and availability of learning opportunities in their local area.

Continuing Education

The College offers a broad assortment of short-term courses, workshops, and conferences designed for individuals of all ages. Non-credit courses offer opportunities to upgrade or learn new technical skills, open doors to new hobbies and crafts, and provide personal fulfillment and lifelong learning.

Workforce Training

Workforce training provides customized training to meet

the needs of employers. Technical skills and soft skills training are available through a multitude of resources and trained personnel.

Student and Academic Support Services

Miles Community College provides admissions, registration, orientation, academic advising, counseling, testing, financial aid, student housing, bookstore, co-curricular and intercollegiate athletic activities, library/ media services, and other student and academic support services appropriate to the needs of students enrolled at the College.

Cultural and Community Service

The College seeks to provide opportunities for cultural enrichment and makes available the use of its personnel and physical resources to benefit area residents.





Getting Started

Admissions Policy	12
Admissions Procedures	12
Registration and Admission.....	13
Residency	15
Tuition and Fees	15
Nursing Information	17

Start Here... Go Anywhere.

Getting Started

Admissions Policy

Miles Community College subscribes to the philosophy of a comprehensive community college, including an “open door” admissions policy designed to encourage all adults to continue their education.

The commitment to an open door admissions policy is defined as providing all eligible students with access to an appropriate educational offering at the College. Anyone over the age of 18 is admitted to the College if they have a high school diploma, GED, or satisfactory COMPASS scores; but the College reserves the right to guide students into the courses and programs that will enhance their opportunities for success.

Admission to the College does not necessarily imply eligibility to enroll in a course with established prerequisites (See *Course Descriptions* starting on page 100) or to enter a program that has a limited number of spaces and minimum entrance requirements. COMPASS and ACT/SAT test scores are used to help place students in appropriate level courses.

Admission Procedures

Degree Seeking Students

To earn a degree or certificate, or enroll for 10 or more credits in any one semester, students must submit to Student Services:

- Application form and \$30 nonrefundable application fee
- High school or GED transcripts
- College or university transcripts (if applicable)
- Evidence of immunization records, if born after December 31st, 1956
- Current ACT scores or completion of COMPASS test for course placement.

There are additional requirements for students interested in pursuing an associate degree in Nursing. Please see page 17.

Non-Degree Seeking Students

Non-degree seeking students are students enrolled for nine or fewer credits who do not plan to earn a degree or certificate. These students need only to register at Student Services for the classes they plan to take. Enrollment forms may be obtained by calling 406-874-6100 or 800-541-9281. Enrollment in Writing or Mathematics courses will require a current ACT or COMPASS score for placement. Non-degree seeking students are not eligible for financial aid.

Transfer Students

Students having fewer than 30 semester hours of college credit will be accepted regardless of academic standing. Only courses from other accredited institutions passed with a “C-” grade or higher will be recorded on a student’s Miles Community College transcript to satisfy general education core requirements or the required courses in a major scope

of study. Courses passed with a “D” grade will not be accepted by Miles Community College. Transfer grades will not be calculated in the Miles Community College grade-point average.

Courses that do not fulfill general education or major area of study requirements will be placed on the transcript and counted towards the credits needed to complete an associate degree or certificate. All courses graded pass/fail will be accepted as free elective credits only.

Early Entrance for High School Students

High school students may attend Miles Community College on a part-time basis while still in high school any semester after the end of their sophomore year. Early entrance students who successfully complete college-level courses may use the credits toward graduation at Miles Community College and/or have the credits transferred to other colleges and universities.

In order to qualify for admission to the Early Entrance program, students must submit a completed application for admission. This application must include permission of students’ high school principal or designee. Students must also have the approval and signature of a parent or legal guardian.

For more information about Early Entrance, contact Student Services at 406-874-6100 or 800-541-9281.

Dual Enrollment/Dual Credit

Miles Community College offers dual enrollment and dual credit courses through Montana high schools on high school campuses and via distance learning. For more information, call the Associate Dean of Academic Affairs at 406-874-6212, 800-541-9281, or the high school counselor.

International Students

In addition to meeting general admission requirements, international students must pay a \$200 processing fee and submit the following information to Student Services:

- A minimum TOEFL score of 500 on the paper test, 173 on the computer test, or 61 on the Internet-based test is required for admission. Exceptions to this requirement must be ruled upon by the Dean of Academic Affairs or designee through a telephone interview as well as a review of students’ past academic achievements. Students from English-speaking countries are not required to submit TOEFL scores.
- Evidence that \$13,000 is available for each year in attendance at Miles Community College, exclusive of travel expenses.
- Evidence of medical insurance coverage.

When students meet the above criteria, Student Services will evaluate applications and assist international students with the required documents (I-20) and visa.

International students should have all information completed by July 1 to enter fall semester, November 10 for spring semester, or April 1 for summer semester. Exceptions will be reviewed on a case-by-case basis.

Once accepted into the College, all international students

must submit a \$500 tuition deposit to the College at least two weeks prior to the start of the semester in which they begin their studies at Miles Community College. Students failing to enroll will forfeit their deposit.

Evidence of Immunization

All students born after December 31, 1956 seeking admission to Miles Community College must provide evidence of two immunizations for measles and rubella. Immunization must have occurred on or after their first birthday and after December 31, 1967. Proof of two positive serologic tests for measles and rubella, proof of a medical exemption, or a signed statement of a religious philosophical exemption is required if no evidence of immunization is submitted.

Registration and Admissions

First-Time Student Checklist

- √ Complete application for admission and submit it, with application fee, to the Admissions Office as early as possible prior to the term of attendance.
- √ Submit final high school or GED transcript to the Admissions Office.
- √ Submit official transcripts from any college or university attended, if applicable, to the Admissions Office.
- √ If born after December 31, 1956, provide proof of two immunizations against measles and rubella that was administered on or after first birthday and after December 31, 1967.
- √ Complete housing request form and submit deposit, if applicable.
- √ If interested in securing financial aid, apply for federal aid through the Free Application for Federal Student Aid (FAFSA) as early as possible. Apply online at www.fafsa.ed.gov or complete the paper form. Forms are available from the College's Financial Aid Office or from a high school counselor.
- √ Submit a Scholarship Application form by the due date on form. Forms are available on the College's website (www.milesc.edu), from the College's Financial Aid Office, or from a high school counselor.
- √ Take COMPASS placement test prior to the term of attendance, if applicable. A separate fee applies.
- √ Register for classes upon completion of COMPASS test.
- √ Attend a new student orientation session.
- √ Begin classes.

Checklist for Students Returning After an Absence

Miles Community College holds student application files for five years. Students returning after an absence of five years or longer need to complete the entire admissions process.

These students must:

- √ Call or write the Admissions Office for information regarding forms or information about Miles Community College: application for admission, Free Application for Federal Student Aid (FAFSA), Scholarship Application, and information on academic programs.
- √ Complete application for admission and return it, with application fee, to the Admissions Office as early as possible before the term of attendance.
- √ Submit transcripts from any college or university attended since leaving Miles Community College, if applicable.
- √ Submit final high school or GED transcript to the Admissions Office.
- √ If born after December 31, 1956, provide proof of two immunizations against measles and rubella that was administered on or after first birthday and after December 31, 1967.
- √ If interested in securing financial aid, apply for federal aid through the Free Application for Federal Student Aid (FAFSA) as early as possible. Apply online at www.fafsa.ed.gov or complete the paper form. Forms are available from the College's Financial Aid Office or from a high school counselor.
- √ Submit a Scholarship Application form by the due date on form. Forms are available on the College's website (www.milesc.edu), from the College's Financial Aid Office, or from a high school counselor.
- √ Take COMPASS placement test prior to the term of attendance, if applicable. A separate fee applies.
- √ Call Student Services to arrange a tour of the campus and register for classes.
- √ Attend a new student orientation session.
- √ Begin classes.

Orientation

An orientation session is held for new and transfer students before each semester. This program provides students with general information concerning the College and a chance for students to familiarize themselves with College facilities and services. New students will be notified of times and dates of orientation sessions.

Mandatory Placement Testing

All new students are required to take a COMPASS placement test. Students may be exempt from COMPASS testing who have taken the ACT or SAT exam within three years of the date of acceptance with the following scores:

ACT	SAT
Reading Score \geq 19	Reading Score \geq 480
Math Score \geq 22	Math Score \geq 530
English Score \geq 20	English Score \geq 440
<i>or</i>	<i>or</i>
Writing Sub-score \geq 7	Writing Essay \geq 7
<i>or</i>	
Combined English/Writing Section \geq 18	

Students may also be exempt from the writing portion of the COMPASS test who have scored a 3.5 or higher on the MUS writing assessment (MUSWA).

Students who have successfully completed college-level mathematics and English courses at an accredited college or university are exempt from this policy.

Assessment results will be used by academic advisors to place students into courses that are consistent with their skill level. COMPASS scores will be valid for one year from the date of the original assessment, and students are permitted no more than two retests per discipline each semester.

Students who do not meet the requirements for exemption, which prove their readiness for college level work, are required to take the recommended courses in their first semester. Many college courses have pre-requisites of a basic aptitude in reading and writing before a student may enroll in that course. Therefore, a student who does not complete his/her required developmental reading, writing or math coursework during their first semester may jeopardize their ability to carry a full load of classes by their second semester and graduate within a two-year period.

ACT and SAT Tests

ACT and SAT tests are optional for all new students. Results may be used for course placement, academic planning, and counseling purposes.

Advising

Degree-seeking students are assigned an advisor after applying for admission to the College. Advisors assist students with appropriate class schedules, academic guidance, and preparation for graduation and transfer. Assignment of advisors is based upon students' area of academic study. Students are encouraged to meet with their advisor often to ensure educational success.

Late Registration

Students may register after the start of classes. However, students are discouraged from waiting until after classes have met to register for classes. A late fee of \$50 is assessed to all regular students whose tuition and fees are not paid in full or whose deferred payment contract has not been completed by the 16th day of classes.

Distance Education Enrollment Procedures

When signing up for distance education courses online, students may register for a course designated with an "L" for online or a "D" if it is offered over the Interactive Television (ITV) system. Students will initially receive notification that they are not officially enrolled in the course until it is authorized by the Distance Education Office. Students will be e-mailed official confirmation of their acceptance and, therefore, must provide an e-mail address at the time of registration.

Students registered for an online section will be sent log-in instructions and contact information for ordering texts and materials with their acceptance e-mail. If students do not receive this email at the beginning of the semester for which they have registered, they should contact the Distance Education & Community Outreach Department at (406) 874-6222 or 1-800-541-9281.

Students requesting a course over the ITV system must provide a preferred ITV site at the time of registration. They will be e-mailed a written confirmation of their acceptance into the ITV site of their choice and sent instructions and contact information for ordering texts and materials. Students who cannot take a course at their site of choice will receive a telephone call from the Distance Education Office explaining other options available. Students who have not received written confirmation from the Distance Education Office one week prior to the start of classes should call 406-874-6222 or 800-541-9281.

Students may not make their own arrangements for an ITV classroom. Only a representative from the College may make the arrangements. Students who contact schools on their own may forfeit their rights to receive courses at that site from Miles Community College.

Changes of Schedule

Students may drop or add courses during specified times listed on the academic calendar included in each semester schedule of classes. The add/drop form may be obtained from Student Services.

Students should be aware that changes in schedules resulting in more or fewer total credit hours may affect tuition and fees and financial aid.

Miles Community College reserves the right to alter published schedules of classes. All courses must have sufficient enrollment to be offered. If courses needed to graduate are not offered or are cancelled, students should immediately contact their advisor or the appropriate division chair.

Full-Time/Part-Time Classification

Students who register for 12 or more credits per semester are classified as full-time students. Students taking 11 or less credit hours during a semester are defined as part-time students. Students receiving financial aid must check with the Financial Aid Office regarding the number of hours which count toward full- and part-time status in the summer.

Students are encouraged to consider their work load, family responsibilities, community commitments, and other demands on their time as they plan and discuss course load

with their academic advisor.

Student Withdrawal

Students who find it necessary to withdraw completely from the College and wish to do so in good standing must complete a withdrawal form (obtained at Student Services) or may send written notification to Student Services. *The student's signature is necessary; verbal notification is not acceptable.* Whenever possible, students withdrawing should see the class instructor and their advisor.

Full-semester withdrawal deadlines are published in the semester schedule of classes. Academic courses with a duration of fewer than 15 weeks will have withdrawal dates prorated to the actual course ending dates.

Residency

Board of Regents State Residency Policy

Based on Montana Board of Regents Policy 940.1:

A person may be classified as in-state following a 12 month continuous period of domicile in Montana with a documented and dated intent to become a resident of Montana.

The 12 month period does not begin to run until an act indicative of intent to become a Montana resident is taken.

The following will serve as such indicators:

- an automobile belonging to the person seeking in-state status is registered in Montana,
- a Montana driver's license is acquired,
- Montana voter registration is acquired,
- a principal residence is purchased, and/or
- a resident Montana individual income tax return is filed.

Only in the event that none of the above indicators are appropriate, the person seeking in-state status may file an affidavit of intent to establish residency. A form may be obtained from and must be returned to Student Services. This form must be submitted to Student Services one month before the start of classes.

Other actions may be considered as indicators provided that the action is clearly indicative of an intent to establish residency and is not an action that students routinely take.

For questions regarding residency and to view the entire Board of Regents policy, please contact Student Services.

Custer County (In-District) Residency

At Miles Community College, indicators for students seeking in-district residency status are:

- an automobile belonging to the person seeking in-district status is registered in Custer County,
- a Montana driver's license is acquired and has a Custer County address,
- a principal residence is purchased in Custer County, and/or
- a resident Montana individual income tax return is filed and has a Custer County address.

Out-of-State Residency

Miles Community College students who do not have either in-state or in-district residency status are classified as out-of-state residents.

Tuition and Fees

Residency Requirements for Tuition – Board of Regents Policy

Tuition and fees are based on residency, which is determined by Board of Regents policy. Please see the *Residency* section for residency information and classification.

Schedule of Tuition*

In-District		Out-of-District		Out-of-State	
Credit Hrs.	Tuition	Credit Hrs.	Tuition	Credit Hrs.	Tuition
1	\$71	1	\$100	1	\$193
2	\$142	2	\$200	2	\$386
3	\$213	3	\$300	3	\$579
4	\$284	4	\$400	4	\$772
5	\$355	5	\$500	5	\$965
6	\$426	6	\$600	6	\$1,158
7	\$497	7	\$700	7	\$1,351
8	\$568	8	\$800	8	\$1,544
9	\$639	9	\$900	9	\$1,737
10	\$710	10	\$1,000	10	\$1,930
11	\$781	11	\$1,100	11	\$2,123
12	\$852	12	\$1,200	12	\$2,316
13	\$923	13	\$1,300	13	\$2,509
14	\$994	14	\$1,400	14	\$2,702
15 or more	\$1,065	15 or more	\$1,500	15 or more	\$2,895

* **Tuition is subject to revision.**

** Students who live in Alaska, Arizona, Colorado, Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming may qualify for a Western Undergraduate Exchange (WUE) scholarship and pay \$150 per credit hour (a maximum of \$2,250 for 15 or more credit hours). See page 19 for details.

Schedule of Fees*

All Students

Credit Hrs.	Fees	Credit Hrs.	Fees	Credit Hrs.	Fees
1	\$43	7	\$301	13	\$559
2	\$86	8	\$344	14	\$602
3	\$129	9	\$387	15 or more	\$645
4	\$172	10	\$430		
5	\$215	11	\$473		
6	\$258	12	\$516		

* **Fees are subject to revision.**

Other Fees

Application Fee

There is a \$30 nonrefundable application fee required of all students when application as a degree-seeking student is submitted.

Auditing Fees

Full tuition and fees are typically required when auditing any class. See page 50 for details on auditing coursework.

Continuing/Adult Education Fees

Students carrying 15 or more credits per term, excluding adult or continuing education classes, do not pay additional fees. Students pay the adult education tuition cost listed in addition to their regular tuition and fees.

Distance Education Fee

An additional fee of \$35 per credit is added to each interactive television (ITV) and online course.

Food Service

There are three meal plans available each semester: \$975, \$1,125, \$1,275.

Housing Rates

	Double Occupancy	Single Occupancy
Residence Hall	\$1,125/semester	\$1,854/semester
Quads	\$1,500/semester	\$2,050/semester

These rates are subject to revision. See page 43 for housing details.

Laboratory and Shop Fees:

Art Lab Fee (per course)	\$20
Arena Use Fee (per semester)	\$75
Auto Mechanics (per semester)	\$150
Building Trades (per semester)	\$150
CDL Program Fee (per semester)	\$300
Equine Program Fee (per semester)	\$600
Heavy Equipment (per semester)	\$150
Science Lab Fee (per credit)	\$20
Welding Course Fee (per semester)	\$120

Late Fee

A late fee of \$50 is assessed to all regular students whose tuition and fees are not paid in full or whose deferred payment contract has not been completed by the 16th day of classes.

Miscellaneous Course Fees

Certain courses require the use of special facilities, non-reusable materials, special equipment, materials which require a royalty, or private lessons. These courses have fees that are noted in the schedule of classes. Some of these programs include Rodeo, Art, IT, Energy, and certain Math courses.

Registered Nursing Students

Students enrolled in the Registered Nursing Program are assessed a \$350 per semester program fee and have additional expenses for uniforms, liability insurance, NLN Pre-Admission Exam, lab supplies, online testing, and ATI tests. Contact the Nursing Office for details.

Student ID Card

A \$5 fee will be applied to students registered for fewer

than six credits or for a replacement card.

Deferred Payment Plan

Miles Community College offers the following deferred payment plan for students wishing to spread their tuition and fee payment over a period of time:

1. A minimum of \$100 must be paid by the 16th day of class.
2. Fifty percent of the total due must be paid within the first full month of the semester.
3. The full amount due must be paid within the first 60 days of the semester.
4. An administration charge of \$25 will be levied.
5. Payment must be made even if a student withdraws from school after the 8th day of classes for fall and spring and the 4th day of classes for summer. Any refund due students because of withdrawal, either voluntary or involuntary, will be applied toward the satisfaction of the deferred fee obligation. If the refund is larger than the amount outstanding, the excess of the refund due over the balance outstanding will be returned to students. Any unpaid balance of the deferred obligation must be paid before students may re-enroll, graduate, or receive transcripts.
6. A binding contractual agreement must be completed in the Business Office before registration will be official.
7. This deferred payment plan does not cover books and supplies.

This plan is subject to change. Please refer to the *Student Handbook* for the most current information.

Estimated College Costs

To help students make a realistic evaluation of their financial needs, the following are **estimated maximum per semester costs** (based on full-time enrollment status) of attending Miles Community College. There are vast variations in actual cost depending upon individual needs.

	In-District*	Out-of-District**	Out-of State†
Tuition and Fees (15 credits/semester)	\$1,710	\$2,145	\$3,540
Books and Supplies	550	550	550
Room and Board	2,100	2,100	2,100
Transportation	450	450	450
Personal Expenses	700	700	700
Total	\$5,510	\$5,945	\$7,340

* Custer County residents only ** All other Montana residents
† Estimated cost total for Western Undergraduate Exchange (WUE) students is \$6,620.

Refund Policy

For students withdrawing from all classes, the official withdrawal process must be completed. For Withdrawals completed after the 8th class day, the student will be responsible for the full cost of tuition and fees. The withdrawal form may be obtained at Student Services. Tuition and fees will be adjusted according to the following schedule:

Fall and Spring Semesters

Through the 8th day of classes—No Tuition and Fees Charged

After the 8th day of classes—Student Responsible for Full Cost of Tuition and Fees

Summer Term

Through the 4th day of classes—

No Tuition and Fees Charged

After the 4th day of classes—

Student Responsible for Full Cost of Tuition and Fees

Mini-Session Classes

For any class that meets for five days or less, a 100 percent refund for tuition and fees will be made if the withdrawal occurs at least two business days before the class begins. If the withdrawal does not occur at least two business days prior to the beginning of the class, no refund will be given.

Financial aid for mini session classes, specifically summer terms, will not be disbursed to students until they have physically begun taking the final course that qualifies them for the credit load which they are funded.

Refund Policy for Continuing Education, Noncredit Courses, and Workshops

A 100 percent refund will be made whenever students cancel their registration at least 48 hours prior to the first class meeting or if the class is cancelled by the College.

Western Undergraduate Exchange Scholarship

The Western Undergraduate Exchange (WUE) Scholarship, a program coordinated by the Western Interstate Commission for Higher Education, rewards students' academic achievement by offering a reduced tuition level: in-state tuition plus 50 percent of that amount. All associate degrees are eligible for this scholarship, subject to enrollment limits established by the Montana Board of Regents.

Recipients must be from Alaska, Arizona, California, Colorado, Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, or Wyoming and meet the non-Montana resident admissions standards. Students must be working toward the completion of their first undergraduate degree.

Western Undergraduate Exchange recipients may not use the time spent as a WUE student to meet the 12 month residency requirement to earn Montana residency status and must reapply for the scholarship if they do not attend one full semester and return to Miles Community College.

For additional information about this program, contact Student Services.

Nursing Information

Karla Lund, RN, MSN, Nursing Director
406-874-6188 • lundk@milesc.edu

Diane Grutkowski, Administrative Assistant
406-874-6189 • grutkowskid@milesc.edu

Miles Community College offers a two-year Associate of

Science in Nursing Degree which prepares students for Registered Nursing licensure.

Accreditation

The Miles Community College Registered Nursing Program is accredited by:

National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Website: www.nlnac.org

and fully approved by:

Montana State Board of Nursing
301 South Park
PO Box 200513
Helena, MT 59620-0513
Phone: 406-841-2342
Website: http://mt.gov/dli/bsd/license/bsd_boards/nur_board/board_page.asp

Program Purposes

The purposes of the Nursing Program are to:

- provide for fulfillment of the requirements for the Associate of Science in Nursing Degree,
- establish the graduate's educational preparation for application to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN),
- facilitate the graduate's acceptance of responsibility and accountability as a provider of care, manager of care, and member within the discipline of nursing, and
- provide a learning environment that supports caring, collaboration, excellence, critical thinking, and lifelong learning.

Program Philosophy

People are biopsychosocial beings who grow, develop, and adapt throughout the lifespan. The faculty of the Nursing Program believes that people, as members of the global society, are endowed with intellects and capacities which direct them toward uniqueness, autonomy, and self-fulfillment with dignity. People have rights, privileges, and responsibilities as members of the family, the community, and the global society. Individuals are further impacted by economics; urban or rural settings; and cultural, ethnic, or religious orientation.

Health is a dynamic state which fluctuates within a wellness-illness continuum with optimal-level wellness as the goal. The Nursing Program curriculum addresses acute and chronic health needs and wellness throughout the lifespan.

Nursing Practice

Nursing is a caring profession. The goal of nursing is to facilitate, maintain, or restore optimal-level wellness as

perceived by the client or to provide support for the dying. Nursing care is delivered within the context of the family and the community.

Nursing as a discipline draws from a body of evidenced based behavioral and scientific disciplines as well as experiential knowledge. The practice of nursing involves utilizing the Nursing Process, communication, caring, teaching, collaboration, managing care, and upholding the American Nurse's Association nursing standards of practice and Code of Ethics all within the legal boundaries of nursing.

Nursing Education

Nursing education is a sequence of planned activities and dynamic experiences by which students learn and are socialized into the profession of nursing. The optimal learning environment supports caring, self-assurance, critical thinking, professionalism, and striving for excellence.

The process of nursing education is based on professional interaction and mutual respect between the student and the teacher. Faculty members serve as role models and facilitators of learning. Faculty strive to provide clinical experiences in which students can apply nursing concepts to a variety of clients in various settings. Nursing concepts are presented and revisited in greater complexity throughout the curriculum.

Through knowledge and experience, students are expected to progressively apply concepts in order to reach a level to where they can critically analyze a situation, synthesize and implement a plan of care, and evaluate outcomes.

Lifelong learning is valued and necessary owing to the rapid changes in the health care environment, including increased client acuity, increased demands for knowledge, and the explosion of technology.

The Associate of Science in Nursing Graduate

The Associate of Science in Nursing (A.S.N.) graduate is a valuable member of the health care team and the nursing profession. The roles of the Associate Degree Nurse are provider of care, manager of care, and member within the discipline of nursing.

Within the three roles, the A.S.N. graduate's practice includes professionalism, written and spoken communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, managing care, concern for safety for both the client and the health care team, utilization of technology, client advocacy, nursing diagnoses, prioritization, planning, implementation, delegation, evaluation of outcomes, maintenance of ethical and legal standards, practicing in a cost-effective manner, providing for continuity of care, and discharge planning.

Program Objectives

The objectives of the College's Associate Degree Nursing Program are to graduate individuals who are prepared to:

- apply to take the NCLEX-RN licensure examination;
- fulfill the Associate of Science in Nursing graduate roles of provider of care, manager of care, and member within

the discipline of nursing; and

- be successfully employed in beginning-level staff positions upon licensure, as evidenced by employment as a Registered Nurse, employer satisfaction, and graduate satisfaction.

General Advising Information – Nursing

Program Completion: Full-Time and Part-Time Options

The Associate of Science in Nursing Degree may be completed as a two-year (four semester), full-time plan of study. However, students may choose a part-time option and complete the degree requirements over a longer period of time. The part-time option is accomplished by completing any or all of the required "non-nursing," general education courses prior to applying for admission into the Nursing Program. Once admitted to the Nursing Program, students must complete the A.S.N. requirements within three years of the initial admission date.

Students choosing the part-time option are initially designated Pre-Nursing students. Pre-Nursing students are assigned a nursing faculty advisor to develop a plan of study. The part-time option is highly recommended for students with job and/or family responsibilities.

Nursing Program Admission

Because of the critical nature of patient care, accreditation standards established by the National League for Nursing Accrediting Commission, and licensure standards established by the Montana State Board of Nursing, students seeking admission to the Associate Degree Registered Nursing Program are subject to requirements and review procedures beyond those associated with general admission to the College. **Please note: Admission, progression, and graduation criteria are subject to annual revision. Contact the nursing office for the most current information.**

The special requirements are:

- Anatomy and Physiology I and II credits should be less than five years old. Credit for Anatomy and Physiology coursework over five years old will be awarded only through an "escrow" mechanism. Student's credits will be held "in escrow" until successful completion ("C" or better) of NR 103 - Pathophysiology.
- Developmental Psychology (PSYX 230) or equivalent must have been completed within five years prior to admission to the Nursing Program.
- All prerequisites to required general education courses and general education courses must be completed with a "C" or higher grade.
- A cumulative GPA of 2.75 is required for admission to the Nursing Program. For students applying for admission with no prior completion of college work, COMPASS scores of 82 or above for Reading, 70 or above for English, and 44 or above on the Algebra portion of Mathematics or comparable ACT/SAT scores

are required.

- All required A.S.N. Degree courses, including general education courses, may be repeated only once.
- To progress successfully through the program, pass return skills demonstrations, and function as a nurse after graduation, applicants should have 1) adequate visual acuity with or without corrective lenses to read calibrations on insulin syringes and fine print on drug inserts, 2) adequate hearing ability with or without auditory aids to be able to auscultate breath sounds and understand the normal speaking voice without viewing the speaker's face, 3) adequate physical ability of upper and lower extremities to perform skills such as cardiopulmonary resuscitation and sterile technique correctly, and 4) sufficient speaking ability of the English language to effectively communicate with patients and relay information verbally to others.
- Applicants who have been convicted of a felony or treated for substance abuse should discuss their eligibility status with the Montana Board of Nursing prior to admission. **Acceptance to and graduation from the Nursing Program does not assure eligibility to take the RN licensing examination.** The Montana Board of Nursing makes all final decisions on issuance of licenses.

Applying for Admission to the Nursing Program

Admission to the Nursing Program is based largely on points assigned to the students total percentage earned on each of the two Assessment Technologies, Inc (ATI) exams; the ATI Test for Essential Academic Success (TEAS) and ATI Critical Thinking Entrance exam. The two exams are given via an online format twice per year in October and February. Prospective students should contact the Nursing Office for more information to apply to take the exam. The deadline for registering to take the exams is three working days prior to the test date. The TEAS exam is a 170 item, four-option, multiple-choice exam covering reading (40 questions), math (45 questions), science (30 questions) and English language usage (55 questions). The ATI Critical Thinking Entrance Exam is a 40 item exam. Students may take each ATI exam a maximum of two times per academic year. The student's highest exam scores will be utilized for admission purposes. Student's highest points will be utilized for admission purposes

ATI test scores are considered valid for one year only. Therefore if not accepted in the Nursing Program, students will need to retake the exams in order to be considered for the next year's class. The combined cost to take the two exams is approximately \$48.00. A student guide and practice exam for the TEAS is available at the College Bookstore, the College library, or online at www.atitesting.com. Admission to the Nursing Program is limited to 30 freshman students each year at the Miles City site, eight slots at the Glendive site and eight slots at the Sidney site in odd numbered years. Students will be asked to designate their preferred site location when applying for admission. Admission of freshman students occurs only

once per school year in April for the following fall semester. Therefore, all required documents must be submitted by March 15 for consideration for admission into the Nursing Program the following fall.

Points are assigned to scores from each of the Entrance Exams. TEAS and Critical Thinking are worth 90 points each.

TEAS Score	Points	Critical Thinking	Points
99-100	90	99-100	90
96-98	85	96-98	85
93-95	80	93-95	80
90-92	75	90-92	75
87-89	70	87-89	70
84-86	65	84-86	65
81-83	60	81-83	60
78-80	55	78-80	55
75-77	50	75-77	50
72-74	45	72-74	45
69-71	40	69-71	40
66-68	35	66-68	35
63-65	30	63-65	30
60-62	25	60-62	25
57-59	20	57-59	20
54-56	15	54-56	15
51-53	10	51-53	10
0-50	0	0-50	0

A cumulative GPA of 2.75 or greater is required. Points assigned to students GPA starting at 52 and placed in descending order to 2 minimum.

GPA	Points	GPA	Points
3.98-4.00	52	3.14-3.19	22
3.92-3.97	50	3.08-3.13	20
3.86-3.91	48	2.98-3.03	18
3.80-3.85	46	2.92-2.97	16
3.74-3.79	42	2.86-2.91	14
3.68-3.73	40	2.80-2.85	12
3.62-3.67	38	2.74-2.79	10
3.56-3.61	36	2.68-2.73	8
3.50-3.55	34	2.62-2.67	6
3.44-3.49	32	2.56-2.61	4
3.38-3.43	30	2.50-2.55	2
3.32-3.37	28		
3.26-3.31	26		
3.20-3.25	24		

Initial Admission Requirements

In order to be eligible for consideration for admission to the Nursing Program, students must complete:

- The regular Miles Community College application process
- The additional Nursing Program admission requirements, which include submission of the following to the College's Nursing Office by March 15:

- Students with the most points from the ATI TEAS, Critical Thinking, and GPA will be invited into the Nursing Program. (Scores/Points within last year of application deadline date).
- Completed Miles Community College Nursing application form
- Completed site preferences form

The College's Nursing Admissions Committee determines acceptance of nursing students based on:

- Student's completion of the required initial admission requirement
- Rank order of the student's highest combined ATI exam points (TEAS and Critical Thinking) and GPA starting at 232 points and placed in descending order until all available slots are filled.
- A cumulative GPA of 2.75 or greater. If students have no previous course work, a COMPASS score of 82 or above for Reading, 70 or above for English, and 44 or above on the Algebra portion of Mathematics is required. Comparable ACT or SAT scores may be utilized.

Admission to Designated Sites

Starting with the highest points of the combined ATI Exam scores and GPA's and working downwards, successful students will be admitted to each of the designate "sites" according to the rank order points. Students will be placed according to their requested previously designated site location. In the case that all of the slots have been filled at that particular site, students will be given notice and will be allowed two working days to choose an available alternative site. If the alternative site placement is not agreeable, students have no options but to withdraw from the admission process. Students may apply for admission the following year. In case of a tie score for the last available "slot" students shall be selected according to the highest GPA. Notification letters will be mailed mid to late April after final decisions have been made by the Nursing Admissions Committee. All students who have submitted a Nursing Program application form within the past 12 months of the application deadline will be notified whether or not they are successful in achieving admission to the program.

Completing the Admission Process

Students who are initially accepted into the College's Nursing Program must complete the nursing admission process to be eligible to enroll in NR 101. Failure to submit any of the following may lead to revocation of students' initial admission into the Nursing Program. Students must submit the following to the Nursing Office:

By June 15:

- A nonrefundable deposit of \$200 to hold their "slot" (applied toward fall tuition and fees)

By August 1:

- Evidence of satisfactory completion of the pre-requisite for Anatomy and Physiology through coursework, CHMY 121/122, or challenge exam
- Evidence of certification as a Certified Nurse Assistant,

Long Term Care Aide, Home Health Aide, or equivalent or evidence of completion of state-approved Certified Nurse Assistant training program

- A completed Nursing Program Basic Health Screening Form (includes immunizations; TB screening; vital signs; vision; hearing; allergies, including latex screening if indicated; current medications; health problems; and demographic and insurance information)
- Evidence of current CPR (Health Care Provider or equivalent)
- Evidence of health insurance or signed waiver
- Evidence of completion of M 095 - Intermediate Algebra or higher
- Evidence of current Criminal Background Check

By September 10:

- Payment of professional liability insurance (Fee is included in fall tuition and fee payment.)
- Purchase of the required uniforms, name tags, books, and lab supplies

Note: Any discrepancies found in a student's file, inaccurate or fraudulent information, or other circumstances occurring or discovered subsequent to a student's acceptance can lead to revocation of acceptance by a majority decision of the Nursing Admissions Committee.

Ongoing General Requirements

In order to maintain ongoing enrollment in the Nursing Program, students must meet the following requirements:

- A final grade of "C" or better must be received in each of the required general education and nursing courses. Students receiving final grades lower than a "C" in any of the A.S.N. required courses will be dropped from the Nursing Program.
- An overall GPA of 2.0 or greater on a 4.0 scale must be maintained each semester.
- All nursing classes must be taken in the appropriate sequence (see prerequisites and co-requisites).
- A final grade of "C" (75%) or better in both the clinical and theory portions of the nursing courses must be earned. Grading for nursing courses (designated by "NR") is as follows:
A = 92-100%
B = 84-91%
C = 75-83%
D = 67-74%
F = 66% and below
- Basic Health Screening update, including current CPR and PPD must be submitted yearly.
- Negative test on any drug screening as required by agencies providing clinical experiences must be submitted.
- Professional liability insurance must be paid yearly (included in fall tuition and fee payment).
- Students' signed last page of current *Nursing Student Handbook* stating that they understand and agree to abide by the policies and procedures of the Miles

Community College's Nursing Program must be submitted yearly.

Clinical Experience – Nursing

Nursing students are required to participate in a variety of clinical experiences in hospitals, clinics, extended care facilities, schools, and multiple community health care service agencies. Clinical assignments are usually at a set time but may vary and involve early mornings, evenings, and occasional weekends. Students will be given a clinical schedule at the beginning of each semester. It is expected that students will arrange family and employment responsibilities in order to participate at assigned clinical times.

Principles of Universal Precautions are taught, observed, and reinforced throughout the nursing curriculum beginning with NRSG 101. Students who are or may be pregnant should inform the clinical instructor immediately so appropriate precautionary measures can be implemented. As professional practitioners, faculty members have an obligation to clients, clinical agencies, and members of the health care team to ensure that nursing students are prepared and competent to provide safe nursing care. In order to participate in clinical experiences, students must consistently:

- demonstrate emotional stability.
- demonstrate professional behaviors, including respectful and appropriate communication with faculty, staff, and peers.
- demonstrate good health and be free from any conditions that could jeopardize self or client health and/or safety. This includes the use of alcohol and mind-altering drugs.
- demonstrate safe and competent student nurse practice regarding client safety and comfort.
- maintain confidentiality (HIPPA standards).
- comply with all affiliating agency policies and procedures.
- practice within the legal boundaries of nursing and the student nurse.

More specific information on student behaviors that may lead to students being denied access to a clinical area and subsequent disciplinary actions can be found in the current *Nursing Student Handbook*.

Admission to Licensed Practical Nurse to Registered Nurse (LPN to RN) Completion Program

Admission to the College's LPN to RN Completion Program is designed to give recognition for knowledge and skills attained by students who have graduated from approved practical or vocational nursing programs and who currently hold an unencumbered Montana LPN license. Students who are currently enrolled in a Practical Nurse Program are eligible to apply for admission but must obtain LPN licensure prior to beginning of the fall semester for

which they are applying. Students who have been out of school for more than five years and/or lack IV theory and skills should consider applying for admission to the Nursing Program as second semester freshmen.

Admission to the LPN to RN Completion Program is based largely on points assigned to students' total percentage earned on each of the two Assessment Technologies, Inc (ATI) exams; the ATI Fundamentals of Nursing is a 60 question exam and the Critical Thinking Entrance exam contains 40 questions evaluating students ability to think critically . The two exams are given via an online format twice per year in October and February. Prospective students should contact the Nursing Office for more information to apply to take the exam. The deadline for registering to take the exams is three working days prior to the test date. Each ATI exam is a multiple-choice exam. A study guide and practice exam for the ATI Fundamentals of Nursing is available at the College's Bookstore, the College's Library, or online from the www.atitesting.com website.

Admission to the Nursing program is based on students' GPA and scores on the ATI (Assessment Technologies Institute) Fundamentals of Nursing (F.O.N.) and Critical Thinking Entrance Exams.

F.O.N. Score	Points	Critical Thinking	Points
99-100	90	99-100	90
96-98	85	96-98	85
93-95	80	93-95	80
90-92	75	90-92	75
87-89	70	87-89	70
84-86	65	84-86	65
81-83	60	81-83	60
78-80	55	78-80	55
75-77	50	75-77	50
72-74	45	72-74	45
69-71	40	69-71	40
66-68	35	66-68	35
63-65	30	63-65	30
60-62	25	60-62	25
57-59	20	57-59	20
54-56	15	54-56	15
51-53	10	51-53	10
0-50	0	0-50	0

A cumulative GPA of 2.75 or greater is required. Points assigned to students GPA starting at 52 and placed in descending order to 2 minimum.

GPA	Points	GPA	Points
3.98-4.00	52	3.20-3.25	24
3.92-3.97	50	3.14-3.19	22
3.86-3.91	48	3.08-3.13	20
3.80-3.85	46	2.98-3.03	18
3.74-3.79	42	2.92-2.97	16
3.68-3.73	40	2.86-2.91	14
3.62-3.67	38	2.80-2.85	12
3.56-3.61	36	2.74-2.79	10
3.50-3.55	34	2.68-2.73	8
3.44-3.49	32	2.62-2.67	6
3.38-3.43	30	2.56-2.61	4
3.32-3.37	28	2.50-2.55	2
3.26-3.31	26		

Students may take each exam a maximum of two times per academic year. Students; highest qualifying exam points will be combined and utilized for admission purposes. ATI exam points are considered valid for one year only. There fore, if not accepted into the Nursing Program, students still need to retake the exams in order to be considered for the next year's class. The cost of the two exams is approximately \$48.00. LPN's are admitted on a space-available basis only and must submit a completed Nursing program application by March 15 for consideration. Please contact the Nursing Office for more specific information

Initial Admission Requirements

In order to be eligible for consideration for admission to the LPN to RN Completion Program, students must complete the following:

- The regular Miles Community College application process
- Students with the most points from ATI Fundamentals of Nursing, Critical Thinking and GPA will be invited into the Nursing Program. (Scores/Points within last year of application deadline date).
- Completed Nursing Program admission application by March 15

The College's Nursing Admissions Committee determines acceptance of students into the LPN to RN Completion Program based on:

- Rank order of the student's highest combined ATI exam points (Fundamentals of Nursing and Critical Thinking) and GPA starting at 232 points and placed in descending order until all available slots are filled.

Completing the Admission Process

The Nursing Admissions Committee makes all final admission decisions. Students who are initially successful in gaining admission to the LPN to RN Completion Program must successfully complete the application process prior to enrollment in the fall Nursing courses. The requirements

include, but are not limited to, the following:

By June 1

- Enrollment in NRSNG 250 LPN to RN Transition course, NRSNG 156 Pathophysiology, and any other incomplete freshman-level A.S.N. required course

By June 15:

- A nonrefundable deposit of \$200 to hold their "slot" (the deposit will then be applied toward fall tuition and fees)
- Evidence of completion of a skills demonstration and a case study care plan with a 75% or higher

By July 15:

- Evidence of current Criminal Background Check

By August 1:

- Documentation of successful ("C" or better) completion of all freshman-level A.S.N. requirements
- Evidence of unencumbered Montana LPN licensure
- Evidence of a completion M 095 - Intermediate Algebra or higher
- Completion of NRSNG 250 LPN to RN Transition course or equivalent
- A completed Nursing Program Basic Health Screening Form (includes immunizations; TB screening; vital signs; vision; hearing; allergies, including latex screening if indicated; current medications; health problems; and demographic and insurance information)
- Submission of a signed last page of current *Nursing Student Handbook* stating that they understand and agree to abide by the policies and procedures of the College's Nursing Program
- Evidence of current CPR (Health Care Provider or equivalent)
- Evidence of health insurance or signed waiver

By September 10:

- Payment of professional liability insurance (fee included in fall tuition and fee payment)
- Purchase of the required uniforms, name tags, books and lab supplies

It is highly recommended that students interested in the LPN to RN Completion Program contact the Nursing Program Director for individual advising by January 1 prior to the desired fall admission date. Students successfully meeting all of the requirements will be placed in fall semester of the second year nursing courses. Credit for NRSNG 101 - Fundamentals of Nursing I and NRSNG 103 – Fundamentals of Nursing II will be held "in escrow" until students successfully complete NRSNG 208 - Pharmacology and NRSNG 201 - Adult Nursing **or** NRSNG 203 - Maternal Child Nursing.

LPN to RN Completion students are subject to all the general Nursing Program requirements. Please refer to *Ongoing General Requirements* on page 20.

Transfer Students – Nursing

Students wishing to transfer into the Miles Community College Nursing Program from other schools of nursing should contact the Nursing Program Director. A *letter from*

students requesting admission to the College's Nursing Program is required and should be addressed to the Nursing Admissions Committee. The letter should outline the reasons for leaving the previous nursing program and the reasons the student thinks they will be more successful in the Miles Community College Nursing Program. A letter of recommendation from the student's previous nursing school director or dean is required. Transfer of nursing credits is on a case-by-case basis through course evaluation. Transfer students must complete all nursing program admission requirements prior to enrollment. Nursing courses must have been taken within the past year from a nursing program that is accredited by a nationally recognized nursing accrediting body. Students requesting transfer into freshman-level nursing classes are required to take and pass the ATI TEAS and Critical Thinking Entrance exams. In the event that more students apply for admission than spaces available at any given site, the rank order of the above mentioned point system will be used to determine admission.

Students requesting transfer into sophomore-level nursing classes are required to take and successfully pass the ATI Fundamentals of Nursing exam and the Critical Thinking Entrance exam. In the event that more students apply for admission than spaces available at any given site, the rank order of the above mentioned point system will be used to determine admission. Transfer students may also be required to demonstrate skills and the Nursing Process through care plan writing. A score of 75% or better must be achieved on each of these components in order to qualify for transfer admission.

Readmission Process – Nursing

Readmission requires submission of a letter to the Nursing Admissions Committee stating students' understanding of why they were unsuccessful in the Nursing Program and what has changed that will allow them to be successful on a second attempt. There must be space available in limited-enrollment courses in order to readmit students. Nursing courses must have been taken within the past year from a nursing program that is accredited by a nationally recognized nursing accrediting body. The procedure for readmission is detailed in the current *Nursing Student Handbook* available through the Nursing website at www.milesc.edu/Programs/Nursing/ or at the Nursing Office.

Military Deployment—Nursing

Readmission into the Nursing Program after a Military Deployment will be in accordance with "Military Personnel and Veteran; Higher Education Act Provisions". In addition to the Higher Education Act Provision for Military Personnel, the student must have met "On-Going General Requirements" for Nursing at time of deployment and complete the Readmission Process for Nursing. Each request will be handled on a case by case basis and will be reviewed by the Nursing Admissions Committee.

Note: The information contained within this catalog is informational only and not intended to be contractual in nature.

Miles Community College Nursing Program Course Outcomes

Associate of Science, Registered Nursing

NR 101 Fundamentals of Nursing for A.S.N

At the end of the course the student will be able to:

- Discuss the history of nursing and the roles and functions of a professional nurse
- Begin to delineate the three roles of the Associate Degree Nurse
- Discuss the legal aspects of nursing and the legal responsibilities of a student nurse
- Describe the health care delivery system and current issues and trends influencing health care
- Differentiate between levels of health care, health promotion and disease prevention
- Discuss nursing definition of health and factors influencing an individual's health
- Discuss caring and comforting along with the use of professional communication in nursing
- Describe critical thinking skills used for nursing judgment
- Discuss positive and negative factors affecting the teaching-learning process
- Name the steps of the nursing process and the associated nursing activities
- Discuss the roles and responsibilities of the nurse in documenting and reporting
- Describe how to assess and provide for the following functional health patterns:
 - a. Managing self care deficit (hygiene)
 - b. Health protection: risk for injury (safety)
 - c. Activity and exercise
 - d. Skin integrity
 - e. Elimination (bowel and bladder)
- Discuss the importance of proper nutrition across the lifespan
- Contrast and compare the health risks and health promotion needs of various age groups across the life span
- Describe physical assessment techniques and normal findings for a healthy adult
- Identify a variety of settings where elders seek health care
- Describe the needs and developmental tasks in late life
- Discuss nursing as it relates to the care of the aged

NR 101 Fundamentals of Nursing Clinical for ASN (first semester)

Clinical Objectives:

Upon completion of Nursing 101 Fundamentals of Nursing clinical component, the student nurse will be able to act as a:

PROVIDER OF CARE

Assessment

- Begins to formulate actual nursing diagnoses for identified actual health care needs of a singular client

Planning

- Begins to formulate appropriate and realistic goals, outcome criteria and nursing interventions in the development of a care plan for a singular client
- Begins to recognize the client's right in making decisions regarding their own care
- Begins to identify priorities for care planning of a singular client

Implementation

- Demonstrates safety in the performance of basic skills for a singular client
- Begins to utilize nursing's body of knowledge to support interventions in caring for singular clients

Evaluation:

- Begins to demonstrate clinical thinking by collecting and interpreting data regarding a singular client's progress toward the stated goals/expected outcomes
- Begins to formulate evaluation statements for stated goals/expected outcomes
- Begins to identify factors that positively or negatively influence goals/expected outcomes

MANAGER OF CARE

- Begins to communicate with other members of the health care team in a collegial manner
- Begins to practice in a cost-effective manner
- Is accountable for direct nursing care of a singular client
- Begins to identify the roles of each member of the health care team
- Begins to apply interpersonal and therapeutic communication techniques in caring for a singular client
- Begins to recognize the need to provide for continuity of care of a singular client
- Begins to verbalize understanding of the role of the nurse as an advocate for a singular client
- Identifies current technology and available resources for client care

WITHIN THE DISCIPLINE OF NURSING

- Begins to identify the ethical and legal aspects of nursing and the student nurse role in the care of a singular client
- Maintains confidentiality of information involving client care
- Recognizes the need to report concerns regarding quality of care to the appropriate person
- Begins to identify professional nursing values
- Begins to establish collaborative relationships with peers, faculty and staff.
- Begins to utilize the performance review (self evaluation) process to improve nursing care
- Begins to identify nursing research

NR Fundamentals of Nursing ASN 102**Theory Objectives:**

Upon completion of this course, the student should be able to:

- Discuss the major functions and various practice setting of the Gerontological nurse.
- Describe characteristics of today's elderly population.
- Differentiate between normal and abnormal aging changes.

- Compare and contrast physical assessment of the frail elderly to the physical assessment of an adult. Describe assessment, common nursing diagnoses, nursing interventions, and geriatric considerations for the following functional health patterns:
 1. supporting respiratory function
 2. supporting cardiovascular function
 3. maintaining fluid and electrolyte and acid-base balances
 4. promoting healthy nutrition
 5. medication management, plus functional health patterns learned first semester.
- Discuss nursing care of the surgical client and the client with wounds.
- Discuss providing for basic psychosocial needs, including cultural diversity, stress and adaptation, coping with chronic illness, sexuality and intimacy, and loss, death and grieving.
- Differentiate between leadership and management and identify primary management skills that student nurses can begin to develop.
- Discuss how values and ethics influence nursing practice.
- Describe the legal responsibilities of nurses and discuss major legal issues surrounding today's nursing practice.
- Continue to delineate the three roles of the ADN.

NR Fundamentals of Nursing 102 Clinical for ASN (Second semester)

Clinical Objectives: Upon completion of Nursing 102 Fundamentals of Nursing clinical component, the student nurse will be able to act as a:

PROVIDER OF CARE

Assessment:

- Obtains data through health records and biopsychosocial assessment of departures from normal of singular client
- Begins to discriminate between essential and non-essential assessment data for a singular client
- Contribute information to database through reporting and charting

Diagnosis

- Formulates actual and high risk nursing diagnostic statements for the identified health care needs of a singular client

Planning

- Formulates appropriate and realistic goals, outcome criteria, and nursing interventions in the development of an individualized care plan for a singular client
- Integrates into the plan of care the client's right to make decisions regarding their own care
- Identifies priorities for care planning of a singular client

Implementation

- Demonstrates safety in the performance of advanced skills for a singular client
- Utilizes nursing's body of knowledge to support interventions in caring for a singular client

Evaluation

- Demonstrates critical thinking by collecting and interpreting data regarding a singular client's progress toward the stated goals/expected outcomes
- Consistently formulates evaluation statements for stated goals/expected outcomes
- Identifies factors that positively or negatively influence goals/expected outcomes

MANAGER OF CARE

- Communicates with other members of the health care team in a collegiate manner
- Practices in a cost-effective manner
- Is accountable for the direct nursing care of a singular client
- Identifies the roles and functions of each member of the health care team
- Applies interpersonal and therapeutic communication techniques in caring for a singular client
- Provides for continuity of care for a singular client through interaction with other members of the health care team
- Begins to serve as an advocate for a singular client
- Utilizes current technology and available resources to increase efficiency of in the care of a singular client

MEMBER WITHIN THE DISCIPLINE OF NURSING

- Practices within the ethical and legal framework of nursing and the student nurse role in the care of a singular client.
- Maintains confidentiality of information involving client care
- Reports concerns regarding quality of care to the appropriate person
- Conforms to professional nursing values
- Establishes collaborative relationships with peers, faculty and staff
- Utilizes the performance review (self-evaluation) process to improve nursing care
- Identifies the value of nursing research
- Utilizes the nursing body of knowledge for implementation strategies in caring for a singular client
- Identifies current issues and trends in nursing and health care
- Recognizes the significance of nursing history
- Identifies the role of professional nursing organizations
- Identifies learning resources other than required textbooks

NR 103 Pathophysiology for ASN

At the end of the course the student will be able to:

- Discuss normal and altered cellular physiology and integrate the knowledge to the major body systems: Immunologic, hematologic, cardiovascular, pulmonary, urinary, endocrine, gastrointestinal, musculoskeletal, integumentary, neural, and reproductive
- Apply knowledge of the body's physiologic adaptive processes of regulation and compensation at the cellular, tissue, and organ system levels.
- Demonstrate knowledge of the effects of alteration in one system on that of another system or systems.

- Show beginning application of the understanding of pathophysiologic processes using clinical case studies in the text.

NR 104 Pharmacology I for ASN

At the end of the course the student will be able to:

- Demonstrate an understanding of the basic concepts of pharmacology.
- Describe the theoretical basis for medication administration.

NR 112 Math for Meds for ASN

At the end of the course the student will be able to:

- Demonstrate mathematical formulas, medication concepts; equipment used in measuring dosages, interprets drug orders, understands medication labels, calculates oral, parenteral, and pediatric dosages as well as intravenous calculations and advanced calculations.
- Upon completion student will be able to:
 - Recognize and select appropriate equipment for medication, dosage, and method of administration ordered.
 - Read and write proper medical notations using standard medical abbreviations.
 - Read and safely interpret the labels of medications.
 - Accurately calculate oral and injectable dosages of drugs.
 - Accurately calculate for diluting solutions and reconstituting injectable drugs.
 - Accurately calculate the dosages or drugs using the ratio-proportion method.
 - Accurately calculate pediatric and adult dosages; including the body weight method.
 - Recognize and select the appropriate used in IV therapy.
 - Accurately calculate for administration of intravenous solutions
 - Accurately calculate pre pediatric, obstetric, heparin and critical care, IV therapy.

NR 201 Adult Health for ASN

At the completion of this adult nursing learning experience, the student nurse, as a provider of care, manager of care and member of discipline in the inpatient hospital and/or community setting will be able to identify the individual at risk or the individual who has a pathophysiological disorder and will be able to:

- Utilize the nursing process as a basis for assessing, planning, implementing and evaluating the care of selected adult clients, with common medical-surgical problems
- Assist with client achievement of therapeutic goals
- Monitor for signs of healing or complications and changes in health status
- Carry out prescribed medical therapies that those individuals are unable accomplish for themselves
- Promote physical and psychologic comfort and assist with ADL's as necessary until self-care is possible
- Modify the environment to enhance healing and wellness

- Incorporate client teaching into the daily care
- Incorporate self-care as a part of client teaching
- Promote coping and adaptation to changes in health status
- Teach the client and family or significant others:
 1. The nature of, as well as signs and symptoms of, disease and/or complications to be reported to the physician;
 2. Health promotion activities (nutrition, activity, etc.)
 3. Rationale for pharmacological therapies including name, dosage, actions and side effects of prescribed medications
 4. The need for continual monitoring or follow-up care as necessary
 5. Availability of community resources
 6. Promote physical and psychologic comfort for the dying client and demonstrate support and caring for the family or significant others.

NR 201 Adult Health Clinical for ASN

Contributory Clinical Objectives 3rd Semester

Assessment:

- Relates bio-psychosocial assessment data to the pathophysiology of multiple clients in various structured settings
- Discriminates between essential and non-essential assessment data for multiple clients
- Efficient in the use of established assessment tools

Diagnosis:

- Formulates actual, high risk, possible and wellness nursing diagnoses based on the analysis & interpretation of data for multiple clients in various structured settings

Planning:

- Formulates appropriate and realistic goals, outcome criteria, & nursing interventions to include individualized health teaching, discharge planning & rehabilitation for multiple clients in various structured settings
- Collaborates with clients, family members & interdisciplinary health care team in development of individualized care plans
- Identifies priorities for care planning of multiple clients

Implementation:

- Demonstrates safety in the performance of advanced skills for multiple clients in various structured settings
- Consistently utilizes nursing's body of knowledge to support interventions in caring for multiple clients in various structured settings

Evaluations:

- Demonstrates critical thinking by collecting & interpreting data regarding multiple client=s progress toward the stated goals/expected outcomes
- Continually evaluates nursing interventions in relation to the client's progression toward stated goals/expected outcomes
- Begins to modify the plan of care as needed based on the client's response and established standards of practice.

As MANAGER OF CARE

- Collaborates with other members of the healthcare team in a collegial manner
- Begins to identify concerns about cost containment and strategies needed to preserve resources
- Is accountable for direct nursing care of multiple clients
- Begins to delegate aspects of nursing care to other members of the health care team
- Applies interpersonal and therapeutic communication techniques in caring for a multiple clients in various structured settings
- Provides for continuity of care and initiates referrals for multiple clients
- Begins to serve as an advocate for multiple clients
- Utilizes current technology & available resources to increase efficiency in caring for multiple clients in various structured settings.

As MEMBER WITHIN A DISCIPLINE

- Practices within the ethical & legal framework of nursing and the student nurse role in the care of multiple clients in various structured settings
- Maintains confidentiality of information involving client care
- Begins to recognize and utilize the political processes appropriate to system to improve patient care, nursing practice, and the context of health care

NR 201 Adult Health Clinical for ASN

Contributory Clinical Objectives 4th Semester

Provider of Care to Multiple Clients in Various Structured Settings:**Assessment:**

- Synthesizes the biopsychosocial assessment data.
- Independently discriminates between essential and non-essential.
- Develops and analyzes database utilizing established assessment tools

Diagnosis:

- Consistently formulates actual, high risk, possible and wellness nursing diagnosis.

Planning:

- Independently formulates appropriate and realistic goal, outcome criteria, and nursing interventions that include teaching, discharge planning and rehabilitation.
- Independently collaborates with clients, family members, and interdisciplinary health care team the development of individualized care plans.
- Independently identifies priorities for care planning of multiple clients.

Implementation:

- Independently demonstrates safety in the performance of advance skills.
- Independently utilizes nursing's body of knowledge to support interventions.

Evaluations:

- Independently demonstrates critical thinking by collecting and interpreting data.
- Independently participates with the client, family, significant others and members for the healthcare team in the evaluation of client outcomes and goals.

- Independently and collaboratively modifies the plan of care based on standards of practice.

Manager of Care for Multiple Clients in Various Structured Settings.

- Utilizes effective communication to lead the health care team
- Independently identifies concerns about cost containment and ways to preserve resources.
- Accountable for own practice and that which is delegated to others.
- Independently delegates aspects of nursing care to others of the health care team.
- Independently applies fundamental, interpersonal and advance therapeutic communication techniques.
- Independently provides for continuity of care and initiates referrals.
- Independently serves as an advocate.
- Participates in the utilization and evaluation of current technology and available source to increase efficiency.

Member with in the Discipline of Nursing for Multiple Clients in Various structured Settings:

- Practices with in the ethical and legal framework of nursing and the student nurse role.
- Maintains confidentiality.
- Uses political process appropriate to the system to improve patient care.
- Promotes professional image.
- Independently establishes and maintains collaborative relationships.
- Implements the performance review process to improve patient care.
- Incorporate interpreted research findings into nursing practice.
- Independently utilizes the nursing body of knowledge for implementation strategies.
- Independently responds to the impact of current issues and trends.
- Independently utilizes nursing history to shape nursing practice.
- Values the role of professional nursing organizations.
- Independently demonstrates responsibility for professional lifelong learning

NR 202 Maternal Child for ASN

Theory Objectives:

Upon completion of this course, the student should be able to:

- Discuss current trends in maternal and child health nursing
- Verbalize the importance of considering child bearing and child rearing with family context
- Identify the nursing role in preparing families for child bearing and child rearing including:
 1. Care of the women during pregnancy and the growing fetus
 2. Care during labor and birth
 3. Care for the family during post partum period
 4. Health promotion during childhood
 5. Support the health of children and their families

6. Restoring and maintaining physical and mental health of children and their families during illness

- Apply developmental theories to assessment and practice during care of children
- Care of the high risk infant and mother in a community based setting

NR 202 Maternal Child Clinical for ASN

Clinical Objectives:

There are two clinical components to Maternal Child Nursing. The first component is Maternal Newborn Nursing and the second is Pediatric Nursing. The following are some general guidelines which pertain to both components. Refer to these guidelines throughout the semester. Upon completion of these components the student will be able to meet the following objectives:

Contributory Clinical Objectives 3rd Semester

Assessment:

- Relates bio-psychosocial assessment data to the Pathophysiology of multiple clients in various structured settings
- Discriminates between essential and non-essential assessment data for multiple clients
- Efficient in the use of established assessment tools

Diagnosis:

- Formulates actual, high risk, possible and wellness nursing diagnoses based on the analysis & interpretation of data for multiple clients in various structured settings

Planning:

- Formulates appropriate and realistic goals, outcome criteria, & nursing interventions to include individualized health teaching, discharge planning & rehabilitation for multiple clients in various structured settings
- Collaborates with clients, family members & interdisciplinary health care team in development of individualized care plans
- Identifies priorities for care planning of multiple clients

Implementation:

- Demonstrates safety in the performance of advanced skills for multiple clients in various structured settings
- Consistently utilizes nursing's body of knowledge to support interventions in caring for multiple clients in various structured settings

Evaluations:

- Demonstrates critical thinking by collecting & interpreting data regarding multiple client=s progress toward the stated goals/expected outcomes
- Continually evaluates nursing interventions in relation to the client's progression toward stated goals/expected outcomes
- Begins to modify the plan of care as needed based on the client's response and established standards of practice.

AS MANAGER OF CARE

- Collaborates with other members of the healthcare team in a collegial manner
- Begins to identify concerns about cost containment and strategies needed to preserve resources

- Is accountable for direct nursing care of multiple clients
- Begins to delegate aspects of nursing care to other members of the health care team
- Applies interpersonal and therapeutic communication techniques in caring for a multiple clients in various structured settings
- Provides for continuity of care and initiates referrals for multiple clients
- Begins to serve as an advocate for multiple clients
- Utilizes current technology & available resources to increase efficiency in caring for multiple clients in various structured settings

AS MEMBER WITHIN A DISCIPLINE

- Practices within the ethical & legal framework of nursing and the student nurse role in the care of multiple clients in various structured settings
- Maintains confidentiality of information involving client care
- Begins to recognize and utilize the political processes appropriate to system to improve patient care, nursing practice, and the context of health care

NR 202 Maternal Child Clinical for ASN

Contributory Clinical Objectives 4th Semester

Provider of Care to Multiple Clients in Various Structured Settings:**Assessment:**

- Synthesizes the biopsychosocial assessment data.
- Independently discriminates between essential and non-essential.
- Develops and analyzes database utilizing established assessment tools.

Diagnosis:

- Consistently formulates actual, high risk, possible and wellness nursing diagnosis.

Planning:

- Independently formulates appropriate and realistic goal, outcome criteria, and nursing interventions that include teaching, discharge planning and rehabilitation.
- Independently collaborates with clients, family members, and interdisciplinary health care team the development of individualized care plans.
- Independently identifies priorities for care planning of multiple clients.

Implementation:

- Independently demonstrates safety in the performance of advance skills.
- Independently utilizes nursing body of knowledge to support interventions.

Evaluations:

- Independently demonstrates critical thinking by collecting and interpreting data.
- Independently participates with the client, family, significant others and members for the healthcare team in the evaluation of client outcomes and goals.
- Independently and collaboratively modifies the plan of care based on standards of practice.

Manager of Care for Multiple Clients in Various Structured Settings.

- Utilizes effective communication to lead the health care team
- Independently identifies concerns about cost containment and ways to preserve resources.
- Accountable for own practice and that which is delegated to others.
- Independently delegates aspects of nursing care to others of the health care team.
- Independently applies fundamental, interpersonal and advance therapeutic communication techniques.
- Independently provides for continuity of care and initiates referrals.
- Independently serves as an advocate.
- Participates in the utilization and evaluation of current technology and available sources to increase efficiency.

Member with in the Discipline of Nursing for Multiple Clients in Various structured Settings:

- Practices with in the ethical and legal framework of nursing and the student nurse role.
- Maintains confidentiality.
- Uses political process appropriate to the system to improve patient care.
- Promotes professional image.
- Independently establishes and maintains collaborative relationships.
- Implements the performance review process to improve patient care.
- Incorporate interpreted research findings into nursing practice.
- Independently utilizes the nursing body of knowledge for implementation strategies.
- Independently responds to the impact of current issues and trends.
- Independently utilizes nursing history to shape nursing practice.
- Values the role of professional nursing organizations.
- Independently demonstrates responsibility for professional lifelong learning

NR 203 Psychiatric Mental Health Nursing for ASN

Upon completion of psychiatric nursing the student nurse as provider of care, manager of care, and member of discipline in the inpatient hospital and/or community setting, will be able to identify the individual at risk or the individual who has a psychiatric disorder and will be able to:

- Utilize the nursing process as the basis for assessing, planning, implementing, and evaluating the care of psychiatric clients.
- Utilize the principles of psychiatric/mental health nursing in caring for psychiatric clients.
- Identify personal, social, psychological, and cultural aspects that affect attitudes toward mental health and mental illness.
- Assist with client achievement of therapeutic goals.

Clinical Objectives:

- Upon completion of this clinical experience, the student will be able to:
- Collaborate with other members of the healthcare team in a collegial manner.
- Identify psychiatric assessment tools.

- Apply interpersonal and therapeutic communication techniques in caring for multiple clients in various clinical settings.
- Serve as an advocate for clients.
- Familiarize oneself and participate in client care in various psychiatric treatment facilities that offer services to the mentally ill as well as those with addictions and other emotional problems.
- Synthesize the biopsychosocial assessment data of multiple clients that are struggling with mental illness and/or other related emotional problems.
- Apply the nursing process to meet the needs of a person with mental illness.
- Practice within the ethical and legal framework of nursing and the student nurse role in the care of psychiatric clients in various settings.
- Maintain confidentiality of information involving client care.
- Recognize and utilize the political processes appropriate to the system to improve client care, nursing practice, and the context of health care.
 1. Incorporate professional nursing values into nursing practice.
 2. Establish and maintain collaborative relationships.
 3. Consistently utilize the performance review (self-evaluation) process to improve nursing care.
 4. Accurately interpret research findings.
 5. Respond to the impact of current issues and trends in psychiatric nursing care.
 6. Utilize nursing history to shape nursing practice.
 7. Demonstrate responsibility for professional lifelong learning.
- Explain why studying the history of health care and nursing is important to the profession of nursing
- Identify the purposes and needs for nurse licensure and the nurse practice act
- Explain why theories and models are important to the profession of nursing
- Compare the major differences between the various nursing degree programs
- Demonstrate logical, rational and creative critical thinking
- Analyze basic ethical and legal issues in nursing practice.
- Discuss the key ethical principles involved in complex issues in today's news
- Discuss the importance of a positive attitude when taking examinations
- Describe the concept of reality shock
- Distinguish the differences between management and leadership
- Describe the use of the nursing process in conflict resolution
- Apply the principles of delegation to nursing practice
- Define collective bargaining
- Analyze the evolution of the health-care delivery system in the United States
- Define nursing informatics and discuss its impact on nursing
- Explain why it is important for nurses to understand and become involved in the political process
- Develop a working definition of spirituality
- Define culture and identify its expression
- Give examples of organizations that nurses can become involved in to provide assistance in the event of a disaster
- Define and describe the concept and utility of evidence-based practice
- Compare the philosophy and objectives of alternative and complementary healing modalities with those of conventional Western medicine
- Identify the process for taking the NCLEX-RN. The NCLEX video will be shown during one of the Psychiatric Nursing class periods. If the student is absent it is their responsibility to make necessary arrangements for viewing it.

NR 204 Pharm II for ASN

Upon completion of this experience, the student will be able to:

Course Objectives:

- Describe the nurse's role in terms of the nursing process as it relates to pharmacology.
- Identify potential areas of knowledge deficit to clients in relation to pharmacotherapy.
- Describe special concerns of administration for individual drug classifications.
- Discuss classifications, properties, uses, dosages, side effects and nursing implications of selected drugs.

NR 205 Professional Issues for ASN

Upon completion of this experience, the student will be able to:

Chapter objectives are listed at the beginning of each chapter. It is expected that students will be familiar with each chapter's objectives before participating in the threaded discussions, in order to share knowledgeable suggestions and discussion.

In addition:

Upon completion of NR 205, Professional Issues, the student will be able to:

- Analyze the traits defining a profession that nursing has attained

NR 200 LPN to RN Transition for ASN

Theory Objectives:

Upon completion of this course the student should be able to:

- Describe the differences between the LPN/LVN and registered nurse (RN) scopes of practice.
- Differentiate between the roles of the LPN/LVNs and RNs in the nursing process.
- Contrast the differences between the core competencies for the LPN/LVN and those for the RN.
- Describe the roles of critical thinking in the nursing process.
- Differentiate between the role of the licensed practical/vocational (LPN/LVN) and registered nurse (RN) in relation to legal responsibilities.

- Describe the three roles of the Associate Degree Nurse: Provider of Care; Manager of Care; Member within the Discipline of Nursing.

Clinical Objectives:

- Upon completion of the clinical portion, the student should be able to:
- Safely perform the nursing skills of catheterization, injections, and IV initiation and management.
- Be familiar with the Gorton Functional Health Patterns by completing an assessment on a client and writing up that assessment using APA format.
- Be able to write a care plan for the assessed client by choosing priority NANDA approved Nursing diagnosis, appropriate goals, and interventions and evaluating the success of the goal.

Capstone Clinical Experience (End of each semester of NR 201 Adult Health Clinical)

At the end of their course capstone clinical experience, the student will be able to:

- Synthesize the biopsychosocial assessment data in caring for assigned group of clients
- Independently discriminate between essential and nonessential assessment data and identifies priorities when caring for assigned group of clients for two (2) – 12 hour shifts
- Consistently formulate actual, high risk, possible and wellness nursing diagnoses on the basis of analysis and interpretation of assessment data for assigned group of clients
- Independently formulate appropriate and realistic goals, outcome criteria and nursing interventions to include individualized health teaching, discharge planning and rehabilitation needs for assigned group of clients
- Independently collaborate with clients, family members and interdisciplinary health care team in development of individualized care plans for assigned group of clients
- Independently demonstrate safety in performance of advanced skills for assigned group of clients
- Independently utilizes nursing's body of knowledge to support interventions in caring for assigned group of clients
- Independently demonstrate critical thinking by collecting and interpreting data regarding assigned group of clients progress toward stated goals/expected outcomes
- Independently participate with clients, families, significant others, and members of the health care team in the evaluation of the assigned group of clients progress toward goals and expected outcomes
- Independently and collaboratively modify the plan of care based on individual response and established standards of practice.

Student Role:

- Perform nursing responsibilities under the supervision of a Designated R.N. with faculty functioning in a liaison role.
- Seek feedback from Designated R.N.
- Prepare and bring their skills check list for the Designated R.N. to reference if needed
- Prepare the attached evaluation for their Designated R.N. to fill out after the shift is completed
- Notify the Designated R.N. of current skill level and seek assistance when needed.
- Perform, with supervision, any procedure in accordance with the guidelines of the facility's Policy and Procedures including giving end of shift report and transcribing physician orders
- Refuse any procedure that does not fall within their current level of education. Student will have to provide written justification to the course instructor, unit manager/director and Designated R.N within 24 hours.
- Notify the course instructor of any incidents on part of the student with in 24 hours of incident.
- Prepare for the role experience by reviewing the role objectives, course objectives, and evaluation forms for role.
- Meet with course instructor to review the capstone evaluation by Designated R.N
- Achieve final capstone clinical experience objectives at satisfactory level.
- Provide evaluations regarding their Designated R.N. if requested by the unit manager/director

The Designated Registered Nurse should:

- Hold current R.N. licensure in the state of Montana with at least an Associate Degree in Nursing.
- Demonstrate clinical experience and be a professional role model.
- Demonstrate experience on the clinical unit utilized for the student's capstone clinical experience.
- Receive recommendation by the unit manager/director for participation in the student's capstone clinical experience.
- Support the philosophy of Miles Community College Associate Degree Nursing Program.
- Indicate a willingness to serve as a resource person, consultant and supervisor for the student's role capstone clinical experience.
- Consistently demonstrate compliance with the scope of nursing and Nurse Practice Act.

Designated Registered Nurse Responsibilities:

- Facilitate student's learning through understanding the role of an ADRN



Financial Aid

Applying for Financial Aid	32
How Financial Aid is Calculated	32
General Eligibility Requirements	32
Financial Aid Process	32
Consortium Agreements.....	33
Book Vouchers	33
Financial Aid Disbursements	33
Types of Financial Assistance	33
Other Financial Aid Programs.....	37
Policies	38

Start Here... Go Anywhere.

Financial Aid

Applying for Financial Aid

The Financial Aid Office administers federal and state aid, as well as scholarships. The purpose of all financial aid programs at Miles Community College is to provide financial assistance to eligible students who, without such aid, would find it difficult to start and attend school. Although families and students are expected to make a maximum effort to meet the costs of education, financial aid is available to help fill the gap between family resources and yearly academic expenses.

How to Apply

Students must apply for all forms of federal, state, and institutional aid by completing the Free Application for Federal Student Aid (FAFSA). Students are greatly encouraged to fill out the application via the web at www.fafsa.ed.gov. A paper FAFSA, which can be obtained from the Financial Aid Office, can also be submitted. The FAFSA serves as the universal application in initiating all financial aid at Miles Community College. For assistance in completing the FAFSA, please contact the Financial Aid Office at 406-874-6208 or 800-541-9281. **Don't forget to list the College's Title IV School Code on the FAFSA: 002528.**

When to Apply

The FAFSA or Renewal Application must be completed every year. March 1 is the Montana priority date for submitting the FAFSA to the Department of Education. Early application is greatly encouraged to ensure that students have full access to all available financial aid programs. Some financial aid funds are limited and will be awarded first to students who submit the FAFSA by March 1. It is highly recommended that families complete their taxes as soon as possible after the first of the year in order to meet the priority date for submitting the FAFSA.

How Financial Aid is Calculated

When a completed FAFSA is received by the United States Department of Education, a formula mandated by Congress called *Federal Methodology* is used to calculate the Expected Family Contribution (EFC). Students will receive a Student Aid Report (SAR), and the school whose code is listed on the FAFSA will receive an Institutional Student Information Report (ISIR). The SAR/ISIR will contain the EFC, which is used to determine eligibility for financial aid. The Financial Aid Office uses the estimated Cost of Attendance (COA) (tuition, fees, books, room, board, and other related expenses) less the EFC to determine students' financial need. See *Estimated College Costs* on page 18 for an average breakdown of COA figures.

Students applying for financial aid are considered for all programs for which they request aid and are eligible, contingent upon the availability of funds. The amount of financial aid awarded is generally a combination of grants, work study, and loans and is based on the remaining need

of the student (COA - EFC = Need).

General Eligibility Requirements

To receive Title IV financial aid, students must meet the following eligibility requirements:

- has a valid Social Security number
- is a U.S. citizen or eligible noncitizen
- if male, is registered with Selective Service
- is a regular student (seeking a degree or certificate)
- is enrolled, or accepted for enrollment, in an eligible program
- if enrolled in a distance education course, the course must be part of an eligible program
- is not enrolled solely in remedial coursework
- has a high school diploma or equivalent (General Educational Development [GED] certificate), or passes an ability to benefit test
- is not enrolled in elementary or secondary school
- has not been convicted under federal or state law for possession or sale of illegal drugs while receiving Title IV Funds (Check with the Financial Aid Office for more information.)
- does not owe a grant or loan overpayment
- is not in default with a Perkins, Stafford, or PLUS Loan
- has not borrowed in excess of loan limits
- maintains satisfactory academic progress (see page 32)
- has need, as defined by individual program requirements (except for Unsubsidized Stafford Loans)
- repays any financial aid received as a result of inaccurate information. Any person who intentionally misrepresents facts on the application is violating federal law and may be subject to a \$10,000 fine and/or imprisonment.

Financial Aid Process

This is the sequence of events that students must follow in order to receive financial aid. ***It is very important that students provide accurate and complete information to the Financial Aid Office in a prompt manner to prevent any delays in receiving financial aid.***

- Student submits FAFSA with Miles Community College's school code listed (002528).
- Department of Education processes FAFSA and calculates EFC.
- Student receives SAR, and Miles Community College receives ISIR.
- Miles Community College sends letter to student requesting additional information, which may include verification materials if student is chosen for verification.
- Student returns requested information to Miles Community College.
- Financial Aid Director determines student's financial

need and creates a financial aid award package.

- Miles Community College sends student financial aid award letter, acceptance form, Satisfactory Academic Progress Policy, and Lender Pick Form (applicable if student receives student loan).
- Student returns signed award letter and Lender Pick Form (if student accepted a student loan) to Miles Community College.
- Student completes a *Master Promissory Note* (MPN) if student accepted a student loan. The *Master Promissory Note* is completed online through the financial aid website.
- Student completes *Entrance Counseling* online and prints and submits confirmation page to the Financial Aid Office.
- Students who have been awarded and accept work study must complete employment forms before becoming eligible to work.
- Funding is disbursed to student during fee payment days, which are the 16th and 17th day of each semester. Grant aid is disbursed by crediting students' accounts at Miles Community College.

If the amount of grants exceeds the amount due to the College, a check will be issued to student for the difference. Student loans are disbursed to students by check through the Business Office. Work study funds are disbursed by check monthly as the funds are earned.

Verification

The Financial Aid Office completes verification on all files that the Department of Education chooses for verification. The Financial Aid Office also has the right to verify any student's ISIR who applies for financial aid at Miles Community College regardless of whether or not they were chosen by the Department of Education for verification.

When students are chosen for verification, they are required to return the following information to the Financial Aid Office:

- Student Data Form
- Worksheet ABC
- Verification Worksheet
- Student's prior year tax return (signed with all schedules included)
- Student's prior year W2s
- Parent's prior year tax return (signed with all schedules included), if applicable
- Parent's prior year W2s, if applicable

Additional information may be requested of students during the verification process. Financial aid will not be awarded until the file has been completely verified. It is critical that students return requested documentation immediately to the Financial Aid Office to prevent delays.

Consortium Agreements

Students who are degree seeking at Miles Community College must complete a consortium agreement form if they want financial aid for courses that they are enrolled in at a

separate college. The courses at the other institution must transfer back to Miles Community College toward their degree. Students cannot receive financial aid at both institutions. Students must abide by special consortium requirements. Consortium agreement forms can be picked up at the Financial Aid Office.

Book Vouchers

Students who have already accepted their financial aid award packages may request a book voucher from the Financial Aid Office. Book vouchers will only be authorized to those students whose financial aid exceeds the amount of the charges reflected on their student account with the Business Office. The amount of the book voucher cannot exceed \$600. Students must reapply for the book voucher each semester.

The book voucher authorizes Miles Community College to charge up to \$600 of required books to the student's account and apply any Title IV financial aid funds toward these charges. If unforeseen circumstances prevent financial aid from being disbursed or if the student leaves Miles Community College for any reason, the student is completely responsible for the full balance due for the books charged to their account. If students need their books shipped to them, the cost of shipping and handling will be charged to their account.

Financial Aid Disbursements

Most types of financial aid (with the exception of student loans) are credited to students' accounts to pay institutional charges, such as tuition, fees, room, and board. Any remaining balance after school charges are deducted is to be used for students' other expenses such as books, supplies, and living expenses.

Fee payment and financial aid disbursement occurs on fee payment days, which are the 16th or 17th day of the semester. Financial aid disbursements during the summer session will occur on the 10th or 11th class day for mini-sessions that run June only and June-July.

Types of Financial Assistance

Miles Community College provides three sources of financial aid: grants (money that does not have to be paid back), work study, and loans. Scholarships are non-need based resources for students. The grants listed below are paid to students by crediting their account. If the amount of the grants disbursed exceeds the amount due to the College, students receive a check for the remaining balance.

Grants

Federal Pell Grant

The Pell Grant is a federal program designed to provide undergraduate students who have not attained their first bachelor's degree with a foundation of financial aid. Pell eligibility is determined when a FAFSA is completed. The Department of Education determines Pell eligibility by using the Federal Methodology formula. The award is to be used for education expenses, which include tuition, fees, room,

board, books, and supplies. The amount of Pell Grant students receive depends on their enrollment status and EFC.

Academic Competitiveness Grant (ACG)

ACG is awarded to students who are eligible for Pell Grant funds, have completed a rigorous high school core program of study, and are U.S. citizens. First year students must submit an official high school transcript with a graduation date after 1/1/2006. Second year students must submit an official transcript with a graduation date of 1/1/2005 or later to be eligible. Students must also be degree-seeking and enrolled in at least 12 credits.

Federal Supplemental Education Opportunity Grant (FSEOG)

The FSEOG is available to students who demonstrate exceptional financial need and who are eligible for a Federal Pell Grant. The FSEOG has limited funding and is awarded first to those eligible students with exceptional financial need and the lowest EFCs.

Montana Guaranteed Student Loan Program (MGSLP) Grant

The MGSLP Grant is available to eligible Montana students who complete a FAFSA and meet specific criteria. To find out more about the criteria for the MGSLP Grant, please contact the Financial Aid Office at 406-874-6208 or 800-541-9281. These grants have limited funding and are awarded first to those eligible students who meet the March 1 priority date.

Montana Higher Education Grant (MHEG)

The MHEG is available to students who meet the following criteria: are a Montana resident, have completed the FAFSA and are eligible for financial aid, have remaining need (COA - EFC = Need), are enrolled in six or more credits per semester, and have not received a bachelor's degree prior to being awarded MHEG. These grants have limited funding and are awarded to those eligible students who meet the March 1 priority date.

Montana Tuition Assistance Program (MTAP) Grant

The MTAP Grant (previously known as the Baker Grant) is available to eligible Montana students who complete a FAFSA and meet specific criteria. To find out more about the criteria for the MTAP Grant, please contact the Financial Aid Office at 406-874-6208 or 800-541-9281. These grants have limited funding and are awarded first to those eligible students who meet the March 1 priority date.

Student Assistance Foundation (SAF) Access Grant

The SAF Access Grant program is designed to help students who have a financial barrier that is affecting their access to higher education. The Access Grant is available to students who meet the following criteria: are a Montana resident, have completed the FAFSA and are eligible for financial aid, have remaining need (COA - EFC = Need), are enrolled in six or more credits per semester, and have completed and returned the Access Grant application

(available from the Financial Aid Office) to the Financial Aid Office. The money will be awarded until the Access Grant funds are liquidated for the year.

Work Study Program**Federal and State Work Study Programs**

The Federal and State Work Study programs are need based programs funded by the federal and state governments. Students must complete a FAFSA, enroll in at least six credits, and be eligible for financial aid. Students must indicate on the FAFSA that they are interested in work study if they want to be considered for it during the award process. Eligible students work part time on campus and gain practical work experience to complement their academic studies. The work study program has limited funding and is awarded first to those eligible students who meet the March 1 priority date. Work study funds are disbursed monthly as funds are earned.

Students having a balance with the Business Office are required to sign over their work study wages until the balance has been paid in full.

Loans

The Federal Stafford Loan program enables students to borrow from banks or other lending institutions that make loans.

Federal Subsidized Stafford Loan

The Federal Subsidized Stafford Loan is available to students with financial need (COA - EFC = Need). Students are required to complete a FAFSA in order for the Financial Aid Director to determine their eligibility for subsidized loans. Subsidized means that the federal government pays the accrued interest while the student is in school. The interest rate on loans disbursed after July 1, 2008 will be as follows: 2008-2009 = 6.0%, 2009-2010 = 5.6%, 2010-2011 = 4.5%. Students must be enrolled in six or more credits and meet all the general eligibility requirements for receiving financial aid. Loan repayment begins after six months if students drop below six credits, withdraw, or graduate from Miles Community College. Students must choose a lender for the loan. Banks, credit unions, and savings and loan associations make the loan; and there is an insurance fee if in a Montana's Choice program. Students must complete a Master Promissory Note and Entrance Counseling before receiving the loan and Exit Counseling upon dropping below six credits, withdrawing, or graduating. See the Student Loan Chart information in the next column for annual and aggregate loan limits.

Federal Unsubsidized Stafford Loan

The Federal Unsubsidized Stafford Loan is a non-need based program for students who are ineligible for any, or all, of the subsidized loan. The major difference between the Federal Subsidized Stafford Loan and the Unsubsidized Stafford Loan is interest begins accruing immediately upon disbursement of the unsubsidized loan. The interest can be capitalized (added to the principle of the loan), or can be paid throughout the year by the student. Paying the interest

yearly is recommended because it will prevent the interest from accruing upon interest while the student is in school. The interest rate is fixed at 6.8% on all loans disbursed after July 1, 2006. Students must be enrolled in six or more credits and meet all of the general eligibility requirements for receiving financial aid. Loan repayment begins after six months if students drop below six credits, withdraw, or graduate from Miles Community College. Students must choose a lender for the loan. Banks, credit unions, and savings and loan associations make the loan; and there is an insurance fee if in a Montana's Choice program. Students must complete a Master Promissory Note and Entrance Counseling before receiving the loan and Exit Counseling upon dropping below six credits, withdrawing, or graduating. See the Student Loan Chart information below for annual and aggregate loan limits.

Student Loan Chart

The maximum loan limits for dependents is also the maximum amount of subsidized loans available for all students for that grade level. Additional unsubsidized loan money, which is only available to independent students or dependent students whose parents do not qualify for a PLUS Loan, is not automatically awarded to students. Students must request the additional unsubsidized loan at the Financial Aid Office.

	Freshman	Sophomore
Student Status	Annual Loan Limits	Annual Loan Limits
Dependent	\$3,500 (sub/unsub) +\$2,000 (add'l unsub)	\$4,500 (sub/unsub) +\$2,000 (add'l unsub)
Independent	\$3,500 (sub/unsub) +\$6,000 (add'l unsub)	\$4,500 (sub/unsub) +\$6,000 (add'l unsub)

Aggregate Loan Limits

The maximum outstanding total subsidized and unsubsidized limits for dependent students is \$23,000. The maximum for independent students or dependent students whose parents do not qualify for a PLUS Loan is \$46,000, of which no more than \$23,000 can be in the form of subsidized loans.

Federal PLUS Loans (Parent Loans for Undergraduate Students)

Federal PLUS Loans have fixed interest rates of 8.5% on all loans disbursed after July 1, 2006. They are unsubsidized loans made to parents of dependent students. Parents may borrow the cost of attendance less other financial aid. The parents are required to complete a form from the Financial Aid Office before they can receive a PLUS Loan.

The form includes a statement of educational purpose, which states that the loan money will be used for educational purposes. PLUS borrowers must begin repaying both principal and interest within 60 days after the loan is disbursed. For more information on PLUS Loans, please contact the Financial Aid Office at 406-874-6208 or 800- 541-9281.

Scholarships

Miles Community College administers over \$545,000 of scholarships to currently enrolled students, transfer

students, traditional and nontraditional students, and student athletes. These awards are intended to recognize scholastic and athletic excellence and support specific programs offered at the College. The scholarships are non-need based.

The deadline for submitting the scholarship application for students beginning classes in the fall semester is March 15. For those students beginning classes in the spring semester, the scholarship deadline is December 15. All applications must be fully complete in order for them to be reviewed by the College's Scholarship Committee. Applicants must also have applied for admission to Miles Community College.

Additional Scholarship Information

If a student is receiving assistance specifically marked for tuition (or fees and/or books in the case of the Presidential Scholarship) from a third party (such as Vocational Rehabilitation, Career Development, Job Service, or just a pass through scholarship, etc.), the amount of the scholarship received from Miles Community College will be decreased to only cover tuition (or fees and/or books) not covered by the third party.

A student will not be allowed to receive both an athletic scholarship and any of the scholarships listed on this application except the Nicole McFarland Memorial Scholarship and Miles Community College Endowment Book Scholarship. The student must make a decision on which scholarship to pursue at Miles Community College. Students may apply only one time per academic year for any Miles Community College scholarships.

Miles Community College Pioneer Scholarship

Students must be seeking a degree in a Certificate, Associate of Arts, Associate of Science, or Associate of Applied Science program. This scholarship meets the needs of adult learners and those who are continuing or beginning their educational endeavors. This scholarship is not available for the summer semester.

Qualifications:

- Be a Montana resident.
- Be enrolled in at least six credits.
- If the student does not have a previous grade point average (GPA) to submit, the Scholarship Committee will review GED, COMPASS, ACT, or SAT scores to determine academic eligibility.
- Applicants will be reviewed and awarded up to 100% tuition.

Renewal Requirements:

The Pioneer Scholarship is renewable from fall semester to spring semester if students maintain Satisfactory Academic Progress as outlined in the Miles Community College (MCC) Catalog. Students must reapply for the Pioneer Scholarship each academic year.

Materials to submit when applying for the Pioneer Scholarship:

- High school and college (if applicable) transcripts (we are unable to use the transcript submitted with

your admissions application).

- One letter of recommendation from a non-relative assessing your abilities, character, motivation, and potential for academic success.
- Submit an essay not exceeding 500 words on how you will benefit from receiving the Honor Scholarship at Miles Community College.

Miles Community College Honor Scholarship

The Honor Scholarship is awarded to high achieving students entering Miles Community College who will be seeking an Associate of Arts, Associate of Science, or Associate of Applied Science Degree. The Honor Scholarship is renewable for three consecutive semesters if the student passes 15 credits every semester and maintains at least a 3.50 cumulative GPA. This scholarship is not available for the summer semester.

Qualifications:

- 3.75-4.00 GPA in high school as verified on high school transcript.
- Be a Montana resident.
- Be first-time freshmen.

Requirements of Scholarship Recipients:

Students receiving the Honor Scholarship will be required to live on campus per the College's Residence Life Policy.

Materials to submit when applying for the Honor Scholarship:

- High school transcript (we are unable to use the transcript submitted with your admissions application).
- One letter of recommendation from a non-relative assessing your abilities, character, motivation, and potential for academic success.
- Submit a list of your academic, work, community, and volunteer achievements. Please list any awards, honors, or other recognition you have received.
- Submit an essay not exceeding 500 words on how you will benefit from receiving the Honor Scholarship at Miles Community College.

Miles Community College Presidential Scholarship

The Presidential Scholarship is awarded to the highest achieving students entering Miles Community College who will be seeking an Associate of Arts, Associate of Science, or Associate of Applied Science Degree. A maximum of one Presidential Scholarship will be awarded every year. The Presidential Scholarship is renewable for three consecutive semesters if the student passes 15 credits and maintains at least a 3.80 cumulative grade point average every semester. The Presidential Scholarship is not available for the summer semester. The Presidential Scholarship funds tuition, general fees, and \$500 toward required books per semester. The Presidential Scholarship will not pay for program fees, online fees, ITV course fees, lab fees, online testing fees, or any other fee attached to a specific course.

Qualifications:

- 4.00 GPA in high school as verified on high school transcript.
- Minimum composite ACT score of 26 or SAT score of 1180 as verified by high school transcript or a copy of the ACT and SAT test results.
- Be Montana residents.
- Be first-time freshmen.

Requirements of Scholarship Recipients:

Scholarship recipients will participate in the Student Ambassador organization at Miles Community College. During the freshman year, the Presidential Scholar will be required to make a presentation at one public speaking engagement with the College President. As a sophomore, the Presidential Scholar will be required to make two public presentations during the year with the College President.

Scholarship recipients will be required to live on campus per the College's Residence Life Policy.

Materials to submit when applying for the Presidential Scholarship:

- High school transcript (we are unable to use the transcript submitted with your admissions application).
- One letter of recommendation from a non-relative assessing your abilities, character, motivation, and potential for academic success.
- Submit a list of your academic, work, community, and volunteer achievements. Please list any awards, honors, or other recognition you have received.
- Submit an essay not exceeding 750 words on "How the Miles Community College experience can help you start here and go anywhere."

Miles Community College Endowment Scholarships

Students must be seeking a degree in a Certificate, Associate of Arts, Associate of Science, or Associate of Applied Science program. These scholarships are not available for the summer semester.

Qualifications:

- Students must be degree-seeking and enrolled in at least six credits.
- If the student does not have a previous grade point average to submit, the Scholarship Committee will review GED, COMPASS, ACT, or SAT scores to determine academic eligibility.

Renewal Requirements:

The Endowment Scholarships are renewable from fall semester to spring semester if students maintain Satisfactory Academic Progress as outlined in the Miles Community College Catalog. Students must reapply for the Endowment Scholarships each academic year.

Materials to submit when applying for the Endowment Scholarships:

- High school and college (if applicable) transcripts (we are unable to use the transcript submitted with

your admissions application).

- One letter of recommendation from non-relatives assessing your abilities, character, motivation, and potential for academic success.
- Submit an essay not exceeding 500 words on how you will benefit from receiving an Endowment Scholarship while attending Miles Community College.

Endowment Scholarship Listing and Criteria

Lena Leo Berry Scholarship: This scholarship will be awarded to a student entering or currently enrolled in the Associate of Science in Nursing Program. Students must have at least a 3.00 cumulative grade point average. Consideration will be given for citizenship, leadership, and character. Preference shall be given to students from Miles City, Montana.

Eilleen A. Carlson Scholarship: This is a general scholarship that can be used for tuition and fees.

Otis A. & Grace Carter Scholarship: Preference shall be given to students in nursing, vocational technical courses, and business education. Students must be United States citizens.

Stella & Reece Clevenger Scholarship: This scholarship will be awarded to a student entering or currently enrolled in the Associate of Science in Nursing Program. Students must have at least a 3.20 cumulative grade point average. Consideration will be given for citizenship, leadership, and character. Preference shall be given to students from Miles City, Montana.

Henry T. & Marie Dierks Scholarship: This scholarship will be awarded to students who are majoring in elementary education. Students must be Montana residents while attending Miles Community College. Students receiving this scholarship shall not receive other scholarships from MCC.

Harold & Shirley Gierke Scholarship: This is a general scholarship that can be used for tuition and fees.

Karen Hinnaland Nursing Scholarship: Students must have at least a 3.00 cumulative grade point average. Students must be a resident of Prairie County in Montana. Students must be classified as non-traditional and have attended at least one semester of school at MCC.

Eugene & Jean Leidholt Scholarship: Students must have at least a 3.00 cumulative grade point average. Consideration will be given for citizenship, leadership, and character. Preference shall be given to students from Miles City, Montana.

Pete Leo Scholarship: This scholarship will be awarded to a student entering or currently enrolled in the Associate of Science in Nursing Program. Students must have at least a 3.00 cumulative grade point average. Consideration will be given for citizenship, leadership, and character. Preference shall be given to students from Miles City, Montana.

Miles Community College Endowment Book Scholarship: Students must have at least a 2.50 cumulative grade point average. Students must be returning sophomores. Funds must be used to purchase books from the MCC Bookstore.

Nicole McFarland Memorial Scholarship: Students must have at least a 3.00 cumulative grade point average. Students must be a resident of southeastern Montana. Student must be a member of a Miles Community College athletic program. Preference will be given to a member of MCC's women's basketball program.

Rural Cancer Care Foundation Scholarship: Students must have at least a 2.50 cumulative grade point average. Students must be a second year student in the Associate of Science in Nursing Program. Students must be from eastern Montana. Preference will be given to: students going into oncology, students looking for employment in eastern Montana, students who have outside classroom involvement with cancer care, and students who will be going on to pursue a four-year degree.

Thomas J. Ryan Memorial Scholarship: Students must be enrolled in the Insurance Program. Preference will be given to non-traditional students from rural areas.

Curtis & Irene Strom Memorial Scholarship: This is a general scholarship that can be used for tuition and fees.

Marion & Julian Terrett Scholarship: This scholarship will be awarded to first or second year students who have been accepted into the Associate of Science in Nursing Program. Two scholarships will be awarded; one to a student who is a resident of Custer County and the second to a student who is a resident of Montana with preference to students from southeastern Montana.

Other Outside Scholarship

Montana Dakota Utilities (MDU) Resources Foundation Scholarship: Preference will be given to students from Miles City, Montana.

Other Financial Aid Programs

State Vocational Rehabilitation Service

Certain students with disabilities may qualify for educational assistance through the Montana Department of Social and Rehabilitation Service. For more information, call 877-296-1198.

Veteran's Benefits

Students may apply for veteran's educational benefits through the Veterans Administration. Students may access the official website of the Department of Veteran Affairs Educational Service at www.gibill.va.gov. Students may also call them at 888-GI-BILL-1 (888-442-4551). For further information, contact the College's Registrar at 406-874-6214 or 800-541-9281.

Tribal Grants

These grants are available to many American Indian

students who are enrolled in a full-time course of study. The award limits are based on student need and the availability of funds. Further information may be obtained by contacting the appropriate tribe or the tribal higher education office.

Policies

Financial Aid Satisfactory Academic Progress Policy

Students receiving financial aid have a legal responsibility to maintain certain academic standards and make satisfactory progress toward a certificate or degree objective. Each semester the Financial Aid Office must determine an applicant’s eligibility for financial aid. Regardless of whether or not students have previously received financial aid, their prior academic record will be evaluated before financial aid is awarded. In order for students to receive financial aid, they must be registered for and enrolled in an eligible program of study, be registered in credit courses each semester, and maintain the following academic standards:

All students

- Students must maintain a cumulative grade-point average (GPA) of at least 1.75 during the first 30 credits of their program and a cumulative GPA of at least 2.00 thereafter.
- Students whose cumulative GPA drops below 1.75 or 2.00 and/or they do not pass the minimum number of credits on which their aid is based for the semester will be placed on financial aid probation. Two consecutive semesters of probation will result in financial aid suspension.
Exception: Students will automatically be placed on financial aid suspension regardless of GPA if:
 - they are full-time students and do not pass a minimum of six credits,
 - they are less than full time and do not pass at least half of their credits (rounding up),
 - they withdraw for any reason (other than first time medical), or
 - they do not satisfy conditions outlined in granted suspension appeal.
- Students on financial aid suspension will not be reconsidered for financial aid until they satisfactorily complete a full semester based upon the greatest number of credits for which they received Federal Title IV financial aid.
- Students who have lost their financial aid eligibility for failure to maintain satisfactory academic progress have the right of appeal. An Appeal Form may be obtained from the Financial Aid Office.
- Students entering Miles Community College on academic probation or suspension from another school will automatically be placed on financial aid probation at Miles Community College during their first semester.
- Students who attend Miles Community College without

assistance of federal aid will also be expected to make satisfactory academic progress (as defined above) prior to the awarding of any such aid. They will be evaluated according to their status determined by the number of credits enrolled in the term prior to their first semester of aid.

- Exception: High school students taking college courses will not be placed on probation or suspension as a result of a failing grade, withdrawal, or incomplete status prior to their official enrollment at Miles Community College.

Credits Required for Program in Catalog	Credits of Financial Aid Eligibility
30 required credits (Certificate)	(30x150% = 45) 45 attempted credits
60 required credits (Associate Degree)	(60x150% = 90) 90 attempted credits
72 required credits (Associate Degree)	(72x150% = 108) 108 attempted credits

Maximum Time Frame (Credit Limit)

Students’ aid eligibility is limited to 150% of the required credits for each program of study. Examples of credit limits are listed below:

Required credits include pre-requisite classes for any program. If extenuating circumstances prevent students from completing their program of study in this time frame, students may submit a written request for extension to the Financial Aid Office.

Financial Aid Terms

Change in Major – A change in major will lengthen the period of aid eligibility only if an associate degree at Miles Community College in the former major was received.

Repeats – Students will receive financial aid for repeating a class one time only.

Remedial Work – Students may include as part of their minimum credit load certain sub-100 remedial courses which do not apply toward graduation requirements. For financial aid purposes, students may enroll in sub-100 courses totaling no more than half their credit load per semester.

Credits Passed – Credits for courses in which students received a grade of “D” or higher or a grade of “P” are considered credits passed. The grades “F,” “E,” “N,” “W,” and “I” are not considered passing.

Incompletes (“I”) – Students who are placed on probation or suspension solely because of the number of “I” credits will be removed from such status if the “I” is made up according to academic policy.

Dropped Classes – Financial aid recipients must maintain

the enrollment status for which they were funded. Failure to do so will result in financial aid probation or suspension. Students who plan to drop a course should see the Financial Aid Director to determine the consequences of dropping the class.

Enrollment Status

- Full-time student – 12 or more credit hours
- Three-quarters student – 9 to 11 credit hours
- Half-time student – 6 to 8 credit hours
- Less than half-time student – up to 5 credit hours

Aid Eligibility for Additional Degree Programs

Students who have earned an A.A., A.S., or A.S.N. degree are not eligible for Title IV funds if enrolled in courses which are required for the same degree already earned. Students are eligible for Title IV funds if seeking a separate degree. Students may also be eligible for funds in the same degree field if seeking a separate emphasis. Students must submit the proper appeal paperwork to be funded for these additional courses within the same degree field.

Professional Judgment

Students who believe that they have special circumstances that warrant a consideration of professional judgment should contact the Financial Aid Director at 406-874-6171 or 800-541-9281.

Some examples that might warrant special circumstances include loss of job and income; loss of nontaxable benefits; loss of resources due to death, separation, divorce; increase in budget; or change from dependent to independent status. The Financial Aid Office has the right to deny or accept a request for professional judgment.

Return Policy

Effective July 1, 2000, Miles Community College adopted a return policy that conforms to the updated version of the Higher Education Amendments of 1998 (Section 668.22). Students with Title IV funding who begin the school's official withdrawal process or cease attendance will be subject to the federal return policy. Students begin the school's official withdrawal process by obtaining a withdrawal form from Student Services. Regardless of whether a student returns this withdrawal form, the College is required to perform a Return to Title IV calculation to determine the amount of Title IV aid the student has earned for that semester up to the date that the official withdrawal process began. Only the

amount of the semester's aid that has been earned will be eligible for retention on the student's behalf on or before the 60% point of the semester. Title IV and all other aid is viewed as 100% earned after that point in time. Any aid that is not earned must be returned to its source in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, SEOG, and other state aid. The student is responsible for repaying any applicable financial aid back to its source, and Miles Community College is responsible for repaying any applicable aid back to the source as determined by the return of funds calculation. The student is also responsible for paying any balance due on the student account as a result of Miles Community College having to return funds to the Department of Education or Montana Guaranteed Student Loan Program.

For students who receive Title IV assistance and receive all Fs on their transcript, the Financial Aid Office will contact their instructors to determine the last date of attendance. This becomes the withdrawal date for the return of funds calculation.

Students who withdraw before receiving all the funds that they could have earned might be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, students may choose to decline the loan funds so that they don't incur additional debt. Miles Community College will automatically apply grant funds to current charges on the student's account balance. If no balance exists, the student must accept the post-withdrawal grant funds in order for the school to disburse grant funds directly to the student.

There are some Title IV funds that students cannot earn once they withdraw because of other eligibility requirements. For example, if students are a first-time, first-year undergraduate and have not completed the first 30 days of their program before withdrawing, they will not earn any student loan funds that they would have received had they remained enrolled past the 30th day. Also, no portion of a second or subsequent disbursement may be disbursed to students as a post-withdrawal disbursement.

Module Based Program

After the eighth class day, students enrolled in one of the module based programs (Automotive, Heavy Equipment, Building Technology) will be responsible for payment of all classes regardless of the date the student ceases enrollment. Also, students in these programs who cease enrollment prior to the end of the semester may be required to repay any or all Title IV funds received.





Student Information and Resources

Student Resources.....	42
Student Life.....	44
Student Information	45

Start Here... Go Anywhere.

Student Resources

Bookstore

Textbooks, lab manuals, workbooks, and most materials needed for classes are available at the Bookstore. College sweatshirts, T-shirts, supplies, gift certificates, and novelty items are also available. Special book orders may be placed.

The Bookstore is located in the Smith Center Student Union Building and can be reached by telephone at 406-874-6207 or 800-541-9281 or by fax at 406-874-6278.

For return policy and book buy back information, please consult the *Student Handbook*.

Center for Academic Success

The Center for Academic Success coordinates the following programs:

Academic Advising

The cornerstone for student success is academic advising. Academic advising is provided for all students. Academic advising helps students assess their career and life goals as well as understand their test scores, select classes, plan a schedule, and interpret College policies. Advising is available to students throughout the year. Students meet with an advisor before each registration to assess their progress, select classes, and develop a schedule to meet their needs.

Students intending to transfer to another college or university are strongly advised to contact the transfer institution of their choice to determine specific degree requirements.

Adult Basic Education/General Educational Development (ABE/GED) Program

This program prepares adults to test successfully for the General Educational Development (GED) diploma and offers free individualized instruction in reading, English, spelling, vocabulary, and mathematics at the pre-college level.

Assessment

Miles Community College administers the COMPASS placement test to assess student skills. Assessment results are used by academic advisors to match students with courses that are consistent with their skill level. COMPASS scores will be valid for one year from the date of the original assessment, and students are permitted no more than two retests per discipline each semester.

Assistance for Students With Disabilities

Miles Community College provides support services for otherwise qualified students with disabilities. The College is committed to providing reasonable accommodations within the scope of the College's programs and resources to ensure that qualified students with disabilities are able to enjoy the same rights and assume the same responsibilities as any other student. Students with disabilities who would like to request accommodations are required to provide documentation of their disability to the Disabilities Coordinator in order to arrange for appropriate, reasonable accommodations.

Developmental Studies

The Developmental Studies Program provides individualized instruction in reading, English, and mathematics for students requiring refresher classes before entering college-level courses. This instruction is provided free of charge.

English as a Second Language

The English as a Second Language (ESL) Program provides instruction for students having English as their second language. Based on individual need, the ESL curriculum offers skill development in listening, speaking, reading, and writing. This instruction is provided free of charge unless taken for credit and/or in conjunction with regular college courses.

Transitional Studies

This program provides free instruction in math, study skills, and composition at a college review level for students who are reentering school or who did not have college preparation courses in high school.

Tutoring

Students who struggle to understand classroom information or to complete routine assignments may need the assistance of a tutor. With the individualized assistance that tutoring offers, students can master academic material at their own pace.

Tutors are available for most courses offered and are chosen for their academic ability and desire to help others. There is no charge for this service.

Students who are interested in becoming a tutor should go to the Center for Academic Success or call 406-874-6152 or 800-541-9281.

Career and Placement Services

Career and Placement Services located in Room 221, assists students and the public with résumé preparation, career interest testing, job search, and other employment-related topics. Career and Placement Services has online computers for public use.

As part of the Career and Placement Services' employment and training services, they receive Workforce Investment Act (WIA) and State Displaced Homemaker funds. WIA is a federally funded program open primarily to low-income individuals. This program can provide funds for tuition, fees, and books, coordinating with the financial aid package offered by the College's Financial Aid Office or other educational institutions. The State Displaced Homemaker program provides training money and is geared towards assisting those individuals who have been out of the workforce but, due to a displacement (i.e. death of a spouse, divorce, etc.), need to update their skills. These funds can provide tuition, fees and books or help an individual find employment.

Upon completion of a training program, Career and Placement Services will assist any individual with job placement. Funding may be available to help with costs associated with obtaining employment or relocation costs.

Centra Athletic Center

The Centra Athletic Center is available to all students. The Centra offers a wide range of activities for people of all ages. Full-time students are given membership and allowed access to most events free of charge. A sliding scale is used for part-time students. Students can participate in activities such as aerobics, handball, racquetball, basketball, volleyball, badminton, and weight training. The Centra employs personal trainers that are available to assist students in learning how to use all the cardio and weight training equipment. Individual fitness plans may also be developed to help students achieve their fitness goals.

To learn more about the activities offered at the Centra and hours of operation, please visit www.milesc.edu/CampusServices/centra/.

Child Care

For child care assistance, please contact the Developmental Educational Assistance Program (DEAP) at (406) 234-6034 or (800) 224-6034.

Counseling

The College outsources counseling services with licensed professionals in the Miles City area. The Vice President for Student Success and Institutional Research and other Student Services staff can assist students needing to access these services. These services are available free of charge on a limited basis to all students.

Computer Labs

There are four microcomputer labs on campus. These labs are Internet accessible and equipped with IBM-compatible computers. They are used for instruction of computer and administrative assistant courses; computer simulations in business, science, statistics, and other courses; and as a resource room for students. A variety of software products are available for students to use for class assignments and other tasks.

The labs are open for extended hours in the evenings, and at least one lab is open on weekends. All currently enrolled students have free access to these labs.

Food Service

All residents living in the dorms are required to purchase a meal plan. Three different meal plans are available based on the amount of money students wish to have available. Meal plans can be purchased on a semester or yearly basis. Each day residents choose to spend however much they wish for meals.

Account balances may be transferred semester to semester but cannot be transferred year to year or to another individual.

Housing

All unmarried students between the ages of 18 and 21 having fewer than 30 earned college credits are required to live in the residence halls. All students receiving Miles Community College tuition waivers or participating in Miles

Community College collegiate athletics are also required to live in the residence halls. Exceptions are in-district students who live with their parents, grandparents, or legal guardians and students with dependents. Housing rates are listed on page 16. The Housing Application should be submitted to Student Services by August 1.

Miles Community College offers two different types of housing:

Pioneer Hall

Pioneer features free laundry facilities, double rooms (available as singles if space is available), a kitchen, and a study/meeting room. Each room features a shared private bathroom for every two rooms, sink, telephone lines for each student, and Ethernet access.

Quads

The Quads are named for the ability for four residents to live together in an apartment-style setup. Each quad has two bedrooms and a central living space including a furnished living area, kitchen area, and shared bathroom. Each quad has free cable, telephone lines for each resident, Ethernet access, refrigerator, and microwave oven.

Library

Miles Community College's Judson H. Flower, Jr. Library provides information that supports the instructional program of the College and reflects its curriculum and community. Library services include reference assistance, information literacy instruction, interlibrary loan, and reserve readings. The Library's core collection has more than 15,000 resources in print and nonprint formats, including over 5,000 e-books, 26 databases, and an online reference page with over 200 peer reviewed pages containing over 4,000 quality websites. The Library also provides access to 15 online computers.

The Library and the computers are for academic use. All users are expected to demonstrate respect for other users by conducting themselves in a respectful and dignified manner. Inappropriate use of the Internet will be considered disruptive, disrespectful, and undignified behavior. Users will be asked to shut down offensive materials the first time, the second time they will be asked to leave, and the third time they will lose the privilege to use the computers in the Library. All Library services and rules of conduct are posted at <http://www.milesc.edu/library/libraryservices.html>.

A Library card is needed in order to check out materials. Holders of a Library card are responsible for the card; all items borrowed on the card; reporting address changes or card loss; presenting the card when borrowing items; adhering to all Library Rules of Conduct; and, if the card is lost, paying \$1.00 for a replacement card.

The Library is open 55 hours a week. For further information, call 406-874-6105 or 800-541-9281 or visit the Library's website at <http://www.milesc.edu/CampusServices/library>.

Montana Campus Compact

Miles Community College is a member of the Montana Campus Compact. The Montana Campus Compact is a coalition of college and university presidents, chancellors,

and deans committed to fostering the values and skills of citizenship in Montana students through active involvement in civic engagement activities.

For additional information about the College's involvement in Montana Campus Compact, call 406-874-6211.

Student ID Cards

Students enrolled in six or more credits are entitled to a Student ID/Activity Card. This card permits free access to most College activities and sporting events, as well as other privileges and discounts.

Student Services

The College maintains a Student Services Center where staff is available to assist students with admissions, financial aid, foreign student affairs, housing, registration, transcripts, and veteran affairs.

Student Life

Athletics

Intercollegiate Athletics

Athletics provides leadership opportunities that extend from the courts and fields to the classroom and beyond.

The Miles Community College Pioneers are members of the National Junior College Athletic Association, Region IX, and compete against junior colleges from Colorado, Montana, Nebraska, and Wyoming. The Pioneers participate in the Mon-Dak Conference, which includes junior colleges in North Dakota and Montana. The rodeo team is a member of the National Intercollegiate Rodeo Association and competes in the Big Sky Rodeo Region.

Miles Community College fields a men's baseball team, and men's and women's teams in basketball, golf, and rodeo.

Activities and Clubs

General

The College offers a well-rounded program of student activities. The activity program is under the jurisdiction of the Student Senate, which is the representative body of the Associated Students of Miles Community College. All students are encouraged to participate in activity programs suited to their interests and abilities.

Ag Club

The Ag Club was established to serve as a professional and social organization for Agriculture majors and anyone interested in or having an agriculture background. Optional membership in the national organization, Postsecondary Agriculture Students (PAS), will allow for travel and competition with area colleges and universities. Trips to the PAS national convention will be part of the Ag Club agenda. Varied activities will help students transition into successful college life as well as provide opportunities for résumé development and continued scholarship application.

Campus Ministry

Campus Ministry encourages and coordinates fellowship, healing, and growth in the spiritual lives of Miles Community College students, faculty, and staff through Miles City community-based leadership.

Multicultural Club

Miles Community College's Multicultural Club incorporates students and faculty from other countries, the Native American population, and any students interested in learning more about other cultures. The club was formed to orient new foreign students to the Miles Community College campus and to share cultural experiences with students and the community. All students may join the Multicultural Club.

Phi Theta Kappa Honor Society

Phi Theta Kappa is an international honor society for two-year colleges. Membership requirements to join the Beta Theta Gamma Chapter at Miles Community College are based on the number of college-level classes taken, current credit load, and grade-point average. Members meet monthly to organize and plan community service activities, activities for students, and fund raisers to support members attending the Phi Theta Kappa international convention.

Psi Beta

Psi Beta is the national honor society in psychology for community and junior colleges. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service. Students interested in joining Psi Beta at Miles Community College need not be intending to major in psychology.

Students only need to have an interest in psychology and an interest in being a member of an honor society. In order to become a member, students are required to have an overall grade-point average (GPA) of 3.00 and a GPA of 3.00 in psychology courses. Students are required to have completed at least one psychology course prior to membership.

Rodeo Club

The Rodeo Club promotes horsemanship for recreation and entertainment and promotes western heritage through activities sponsored for the campus and community. The club also supports a competing team in the National Intercollegiate Rodeo Association.

Student Ambassadors

Miles Community College actively strives to assist students in meeting their goals. To assist in this effort, volunteer student ambassadors are selected and trained in College policies and procedures, student development theory, and interpersonal skills.

These volunteer student ambassadors attend regular meetings, conduct campus tours, and assist in a variety of campus and community activities. Members serve as representatives of Miles Community College by promoting a positive image to prospective students, the community, and the student body.

Student Senate

Student Senate includes the elected officers and representatives of the Associated Students of Miles Community College. Their responsibilities include approving all other student organizations on campus, selecting student representatives to serve on College standing committees, administering the budget and allocation of funds derived from student activity fees, and sponsoring a large variety of programs and activities.

Student Information

Student Rights and Responsibilities

Access to Student Records and Release of Information

The Family Educational Rights and Privacy Act (FERPA) grants students access to their educational records, financial aid files (with the exception of parent's financial statements), and placement records. These records are all available in Student Services. Students must give at least 48 hours notice if they wish to review their records. Students may waive their right of access to any or all of these files.

FERPA also permits the release of directory information (name, address, residence classification, telephone number, and class level) to outside agencies or persons. Athletic directories may list the above information and students' weight, height, and hometown. Students may choose not to have any or all of the directory information released by submitting a request in writing to the Registrar each semester.

Enrollment at Miles Community College is a voluntary entrance to the academic community. By enrolling, students assume obligations and responsibilities of performance and behavior consistent with Miles Community College standards of scholarship and conduct. The policies that govern these standards recognize the College as part of the larger community bound by federal, state, and local legislation.

Standard of Student Code of Conduct

Students, as citizens, are expected to be familiar and to comply with existing federal, state, and municipal laws governing civil and criminal behavior, both on and off campus. Violations can result in disciplinary action by the College.

The following behaviors are considered unacceptable and can lead to suspension or expulsion from Miles Community College:

1. Deliberate disruption in the classroom or at any College activity or obstructing the orderly flow of College process
2. Cheating, plagiarism, any other form of dishonesty, or knowingly giving false information to the College
3. Forgery, alteration, or falsification of College documents, records, identification, or computer programs or accounts
4. Hazing, tormenting, physically abusing, sexually harassing, or maltreating another student or Miles Community College employee

5. Theft or damage to College property
6. Failure to follow directions of College officials acting in the performance of their duties, including identification upon request
7. Use/possession of illegal drugs on campus
8. Possession or consumption of alcoholic beverages on campus, except as specifically authorized by the Board of Trustees and student is of legal drinking age
9. Possessing or discharging firearms or any weapons on campus
10. Unauthorized use or occupancy of College facilities or misconduct or any kind which is destructive of College property, detrimental to the College, or which is injurious to the welfare of the student body
11. Computer hacking, intentionally introducing a computer virus, or purposely accessing or attempting to access secure computer files.

Academic Regulations

Faculty members will either return to students, or retain for inspection, all academic sources relevant to students' final course grade. Retained material will be available to students for one semester after the awarding of the final course grade. For spring semester grades, retained material will be available to students during the following fall semester. Students may challenge any grade source during that time. The Academic Standards Committee shall be the final authority for challenge resolution.

After the retention period, faculty members will either destroy the retained material or submit it to the Registrar. The Registrar will determine if the material should be placed in students' files. Any material not filed will be destroyed.

Students have the right to challenge the content of their educational records, secure the correction of inaccurate or misleading entries, and insert into their records a written explanation respecting the content of such records.

Nursing Program academic files are maintained in the Nursing Office for a period of two years. These files are available, and copies must be requested in writing. Requests should be submitted to the Director of Nursing.

Policies and Procedures

Students should be aware of all the policies and procedures specified in the Miles Community College *Student Handbook* in addition to the preceding information included in this section. The *Student Handbook* covers such items as student code of conduct, student grievance procedures, drug and alcohol guidelines, sexual harassment, AIDS awareness, and campus security report. An updated handbook is given to all students each year. Additional copies may be obtained from Student Services.

Student Grievance Procedure

Students have the right to appeal decisions of College administration, faculty, or staff. Please refer to Student Grievance Procedure in the *Student Handbook*.



Handwritten notes on a lined paper:

17/11/2019
18/11/2019
19/11/2019
20/11/2019
21/11/2019
22/11/2019
23/11/2019
24/11/2019
25/11/2019
26/11/2019
27/11/2019
28/11/2019
29/11/2019
30/11/2019
01/12/2019
02/12/2019
03/12/2019
04/12/2019
05/12/2019
06/12/2019
07/12/2019
08/12/2019
09/12/2019
10/12/2019
11/12/2019
12/12/2019
13/12/2019
14/12/2019
15/12/2019
16/12/2019
17/12/2019
18/12/2019
19/12/2019
20/12/2019
21/12/2019
22/12/2019
23/12/2019
24/12/2019
25/12/2019
26/12/2019
27/12/2019
28/12/2019
29/12/2019
30/12/2019

Table with multiple columns and rows of data, likely a financial or statistical report. The table is partially obscured by a white envelope or folder flap in the foreground.

Year	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Revenue	1000	1200	1500	1800	2200	2500	2800	3200	3500	3800	4200	4500	4800	40000
Expenses	800	950	1100	1300	1500	1700	1900	2100	2300	2500	2700	2900	3100	25000
Profit	200	250	400	500	700	800	900	1100	1200	1300	1500	1600	1700	15000



Academic Information

General Information	48
Degree and Certificate Information	48
Graduation Requirements	49
Academic Policies.....	49
Academic Honors	51
Transfer of Credits	51
Other Programs for Achieving College Credit.....	54
Institutional Philosophy of General Education	54

Start Here... Go Anywhere.

Academic Information

General Information

Class Attendance Policy

A record of each student's attendance is mandatory. Students are responsible for maintaining regular attendance in registered courses. Failure to do so may result in lowered grades.

Instructors may excuse absences due to serious illness or unavoidable circumstances. Being excused for an absence in no way relieves students of the responsibility for completing the required coursework.

Classification of Students

According to federal guidelines:

- Full-time – enrolled for 12 or more credit hours
- Part-time – enrolled for fewer than 12 credit hours
- Freshman – having fewer than 30 total credit hours
- Sophomore – having 30 or more total credit hours

Credit Load Recommendations

A full credit load for the average student is 15 credits per semester, which means that approximately 45 hours per week are devoted to college work. Students employed in outside work should consult with their faculty advisor in determining an appropriate credit load.

Course Numbers and Classification

Courses are given general classification according to their numbers as follows:

1-99 Courses. These courses are designated to provide students with improved academic and/or personal skills. Such courses do not count toward graduation and are not transferable to other institutions.

100-299 General Introductory Lower-Division Courses.

These courses may be taken by either freshmen or sophomores. If appropriate to student's major, they may be transferable to other colleges and universities for full credit value.

239 Practicum Courses. Students may enroll in practicum experience courses, which are numbered 239 under the appropriate departmental heading. These courses are designed to give students practical training in various disciplines. A maximum of four credits per semester will be awarded for practicum courses, with a maximum of 12 credits applied toward graduation requirements.

241 Internship Courses. Internship courses are planned and supervised work-learning experiences in business, industry, government, education, or community service agencies which are related to a student's program of study. The courses are initiated through learning objectives defined by an agreement between the student, faculty member, Internship Coordinator, and work supervisor. To be eligible, students must have completed 12 semester credits from Miles Community College. A maximum of eight credits will be counted toward graduation. All internship courses are

numbered 241 under the appropriate department heading.

270 Independent Study Courses. Miles Community College offers two categories of independent study. One category is the regular coursework equivalent. When the course is not available for the semester, students may take a regular course by independent study. Course requirements are the same as for regular courses. The second category is independent study for which there is no course equivalent. Students must obtain approval from a sponsoring instructor and work with that instructor in developing an individual contract that states the objectives, resources to be used, method(s) of evaluation, and relationship of the independent study to their educational objectives. Permission of both the sponsoring instructor and the academic dean is required in order to take a course in either category of independent study. Students need the academic dean's approval to enroll in more than one independent study course per semester. A maximum of 12 credits of independent study may be applied toward graduation requirements.

299 Special Topics Courses. Special topics courses are courses, seminars, or workshops within a subject area organized for the study of some special topic of interest which is not available in the regular curriculum. Special topic courses will not fulfill the group requirements for graduation. A maximum of six credits of special topics courses may be applied toward graduation requirements.

Semester Units of Credit

College work at Miles Community College is measured in terms of semester credits. A credit in a lecture class involves one hour of classroom work and two additional hours of outside work or preparation. A credit in a laboratory or clinical class involves two hours of classroom work and one hour of outside work or three hours of classroom work. These weekly guidelines are for a 15-week semester (e.g., a three-credit lecture class would meet for 45 lecture hours during the semester). The guidelines utilized are commonly referred to as Carnegie Units. Weekly instructional time is adjusted whenever the semester length does not cover a full 15 week period of time.

Degree and Certificate Information

Associate of Arts and Associate of Science Degrees (A.A. and A.S.)

A degree program of general and liberal arts studies is offered for those students whose educational or professional goals will require them to transfer to a four-year college for completion of their preparation and training. Miles Community College offers a wide variety of lower division (freshman and sophomore) coursework leading to a bachelor's degree in a variety of subject-major fields common to most four-year colleges and universities.

A minimum of 60 credit hours of courses numbered 100 or higher in a prescribed transfer curriculum is required for the Associate of Arts (A.A.) and Associate of Science (A.S.) degrees.

A cumulative grade-point average of 2.0 or better is required in the credits earned toward the A.A./A.S. degree. As part of the 60 credits, students must complete the courses/requirements outlined in the *Programs of Study* section beginning on page 58.

Associate of Science in Nursing Degree (A.S.N.)

The A.S.N. is designed to prepare students for R.N. licensure and for immediate entry into employment. Students also have the option to continue their nursing education to obtain a Bachelor's Degree in Nursing at four-year institutions.

A minimum of 72 credit hours is required for the Associate of Science in Nursing (A.S.N.) degree. See page 72 for details.

Associate of Applied Science Degree (A.A.S.)

A.A.S. programs are designed to prepare students for immediate entry into employment but some credits may also be transferred to bachelor's degree programs at four-year institutions. For specific program requirements, refer to *Programs of Study* beginning on page 58.

A minimum of 60 credit hours of courses numbered 100 or higher in a prescribed occupational program is required for the Associate of Applied Science (A.A.S.) Degree.

A cumulative grade-point average of 2.0 or better is required in the credits earned towards the degree.

Certificates (C.)

Certificate programs are designed for students who seek to acquire an occupational skill in specified training programs that are shorter in duration and narrower in scope than those leading to an A.A.S. Degree. Certificates are also awarded upon satisfactory completion of selected proficiency-oriented courses. For specific program requirements, refer to *Programs of Study* beginning on page 58.

Certificates are awarded for satisfactory completion of courses or programs of fewer than 60 credit hours.

Minimum Course Grades

All degree and certificate programs at Miles Community College must meet minimum course grade requirements as determined by the Montana Board of Regents policy 301.5.3:

"All students in the Montana University System and the community colleges must earn the following minimum grades in order to demonstrate their competency and preparation:

1. A "D-" or better in all classes that are used to satisfy so-called free or elective credits in an associate or baccalaureate degree program;
2. A "C-" or better in all classes that are used to satisfy a general education program.
3. A "C-" or better in all classes that are used to satisfy the pre-requisites or required courses in a major, minor, option, or certificate.

Graduation Requirements

Students enrolling at Miles Community College must

complete the program requirements listed on the website and printed scope and sequence dated and maintained in their advisor's file at the time of entry into the College, provided graduation requirements are completed within five years. Students have the option of meeting program requirements in a later catalog, provided all requirements of the later catalog are met.

At least 15 credit hours must be earned through Miles Community College to obtain an associate degree from the College. A maximum of seven elective credits of "D" grades in elective courses will be applicable towards degree or certificate requirements. CORE classes and pre-requisite courses require a "C-" or higher.

Intent to Graduate

Students must make formal notice of *intent to graduate* with the Registrar the semester prior to anticipated graduation date.

Academic Policies

Students enrolling at Miles Community College must follow the program requirements listed on the website in effect at the time of entry into the College, provided graduation requirements are completed within five years. Students have the option of meeting program requirements in a later catalog, provided all requirements of the later catalog are met.

Students who have not completed graduation requirements at the end of five years must follow the catalog in effect at the beginning of the sixth year (or the year of subsequent enrollment); however, students may request from the Vice President for Academic Affairs a modification in graduation requirements. Every effort will be made to assist students in completing graduation requirements in a timely manner. Substitutions for courses no longer offered by the College will be made by the Vice President.

When a program has been reviewed and is to be terminated, personnel and students to be affected shall be notified. Generally, a two-year program will continue for one year after the decision is made to terminate the program to allow students enrolled at that time to complete the program. Generally, one-year programs may be terminated at the completion of offering sufficient courses to graduate the currently enrolled students. However, a program may be terminated earlier for sufficient reasons.

Students are responsible for knowing policies and meeting requirements in the program and should keep abreast of current degree, curriculum, and course requirements by consulting published materials. Students should also complete degree audits provided in the Sonisweb student management system to insure they have met all required courses for program completion.

Grades and Grade-Point Average (GPA)

Grades are based upon the quality of work done. The grade-point average is determined by dividing total grade points earned by the number of credits attempted.

Grade designations and points are as follows:

A	4.0 grade points per credit
A-	3.7 grade points per credit
B+	3.3 grade points per credit
B	3.0 grade points per credit
B-	2.7 grade points per credit
C+	2.3 grade points per credit
C	2.0 grade points per credit
C-	1.7 grade points per credit
D+	1.3 grade points per credit
D	1.0 grade point per credit
D-	0.7 grade points per credit
F	0 grade points per credit
I	Incomplete – No credit
N	Audit – No credit
W	Withdraw – No credit
WF	0 grade points per credit

Pass/Withdraw Policy

Certain courses will be offered on a pass/no pass (P, NP) grading basis only. These courses will not be computed into grade-point averages and include the following:

- all one-credit or one-half-credit physical education activity courses,
- All practicum or internship courses that are not part of a required scope and sequence. If the course is required in a major area of study, it will be given a letter grade pursuant to Board of Regents policy 301.5.3, and
- Seminars and workshops held on a pass/no pass basis at the discretion of the instructor and Vice President for Academic Affairs.

The grade of “P” is given if the students’ work is judged to be the equivalent to “A”, “B”, or “C” work included pluses or minuses. The grade of “NP” is awarded if the work is equivalent to a “D+” or lower. Courses offered on a pass/no pass grading basis are indicated as such in the Course Description section of this catalog.

Incomplete Grades

Incomplete, “I,” grades are assigned by the instructor when illness or unavoidable circumstances prevent students from completing the last 25% of a course during the regularly scheduled semester or course term. Students must consult with and obtain permission from the instructor for the award of an “I” grade.

Instructors teaching distance education classes (online and ITV) must communicate the assignment of incomplete grades to the Distance Education Coordinator by the last day of finals week. If students receiving an “I” grade do not complete their coursework within eight weeks after the last day of the class, the “I” grade is automatically changed to an “F” grade. This change will also occur if instructors do not submit “I” grade changes within eight weeks of the last day of the class.

Instructors must include the last date of attendance with each “I” grade submitted to the Registrar. Instructors will not be able to make any changes to the converted “F” grade after the eight week deadline. The Academic Standards and Curriculum Committee must approve all exceptions, which

will be presented to the Committee by the appropriate instructor.

Academic Bankruptcy

Academic bankruptcy is a one-time opportunity for students who received poor grades for classes taken at Miles Community College. Students may appeal to the Academic Standards Committee to bankrupt up to two consecutive semesters of previous coursework in which they received poor grades. Conditions for bankrupting grades are as follows:

1. Students must have a minimum of three years of non-enrollment in any institution of higher education prior to requesting grade bankruptcy.
2. Upon reentry to college, students must have completed 15 semester credits with a grade-point average (GPA) of 2.5 or higher prior to submitting a grade bankruptcy request.
3. All grades earned in the semester(s) for which students request bankruptcy must be included in the appeal.
4. All bankrupted grades remain on transcripts but are not considered when determining students’ GPA and are not counted as part of graduation requirements.

Repeating a Course

Students who repeat a course will have the most recently earned grade counted toward their grade-point average and graduation requirements. Student will receive financial aid for repeating a course one time only.

Drop/Add

Students who desire to drop or add a course must obtain the appropriate form from Student Services. They should then take the form to their advisor who completes the information required. Before the transaction is official, it must be signed by the instructor of the course and the advisor and returned to Student Services for official processing. Distance students who want to drop or add a course do not have to come to campus to access these forms, rather they must initiate the process through a written communication to their advisor or the distance education coordinator.

Withdrawal

Students can withdraw from a course until the week prior to current semester final examinations. A “W” will be placed on the transcript if students are passing the course at the time of withdrawal. A “WF” or “withdrawn failing” will be placed on the transcript if students are not passing the course at the time of withdrawal. The course grade assignment will be made by the instructor. The “WF” will be calculated within the grade point average in the same manner as an “F.”

When students are withdrawing from all their courses, signatures of the Librarian, Business Manager, Financial Aid Director, Registrar, and Bookstore Manager (for students with book scholarships) are required.

Auditing Courses

Students may audit courses for no grade or credit. Full tuition and fees are typically required when auditing classes.

Changing an audit to a letter grade or vice versa is not permitted. Financial aid is not available for audited coursework.

Students who have graduated from Miles Community College and are required to pass certification and/or licensure exams before they are allowed to become employed in the field may audit repeat coursework by paying tuition only. They will not participate in any lab or clinical experiences with the audit and thus will not be charged course or program fees. To receive special consideration:

1. The Student must request the reduced rate audit fee through the advisor of the program in which they have already graduated.
2. The advisor must bring the request before the Academic Standards Committee for approval with documentation of the requirement of a certification or licensure exam for employment.

Academic Standards

The College will make all reasonable efforts to assist students toward academic success. Degree and certificate standards require a cumulative 2.0 ("C") grade-point average (GPA) as well as grades of "C-" or higher on all required courses that are not listed as electives. Students who do not achieve a minimum 2.0 GPA for any one semester will be notified that their work may jeopardize their degree or certificate objective and must meet with the Dean of Enrollment Services to complete an improvement plan. Two successive semesters of such notification will result in probationary status and require a consultation with their advisor and the Dean of Enrollment Services to determine the most appropriate course of action and could also result in referral to the Center for Academic Success for additional assistance. A student who does not fulfill their probationary status requirements after a third semester at MCC will lose their privilege of attendance for a period of one year.

International Student Academic Standards

International students must have at least a cumulative grade-point average of 2.0 at the end of their third semester or their I-20 will be revoked. If there are unusual circumstances which students feel should be considered before revocation of the I-20, they must see the Vice President for Academic Affairs and the Vice President for Student Success.

Academic Honors

Scholastic Recognition

The names of students carrying 12 or more GPA computed credits who maintain a grade-point average of 3.5 or higher will appear each semester on the President's Honor List.

Honorary Society

Students who demonstrate academic excellence may be invited to membership in the local chapter of Phi Theta Kappa, a national honorary society for community and junior college students. Membership in Phi Theta Kappa is noted on diplomas of members. For more information, see

Activities and Clubs on page 44.

Graduation Honors

Graduates with an overall grade-point average of 3.75 or higher are designated as honor students at the graduation ceremonies. The person achieving the highest cumulative grade point average is recognized as the valedictorian of the graduating class. The valedictorian must be a full-time student for 2 years.

Transfer of Credits

All Miles Community College courses numbered 100 or above, properly selected to meet the lower-division requirements of a given subject major, are accepted by the colleges and universities of Montana, as well as by accredited colleges and universities outside the state. Students should check with the department of the college or university to which they plan to transfer to ensure full acceptance of credits in a specific program. Dually enrolled high school students and students planning to transfer to a four-year college or university should follow the steps listed below:

1. Determine as soon as possible the school to which you wish to transfer.
2. Obtain a current catalog of that institution and study entrance requirements and suggestions for courses for freshman and sophomore students in major field of interest.
3. Confer with faculty advisor about fulfilling all requirements.
4. Confer, either by letter, e-mail, or personal interview, with an admissions officer or department chair of the transfer school for further information about curriculum and transfer regulations.
5. Research specific school grade and or/test requirements.
6. A semester before transfer, check to be certain all requirements will be met to the satisfaction of the transfer institution.

General Education Transfer Policy

I. Montana Board of Regents Policy 301.10:

- A. The Montana University System is committed to facilitating the ease of undergraduate student transfer to its campuses, particularly in the area of general education. Therefore, all campuses of the Montana University System will recognize the integrity of general education programs and courses offered by units of the Montana University System, Montana's three publicly supported community colleges, the seven tribal colleges and regionally accredited independent colleges in the State of Montana. All campuses in the Montana University System shall also recognize the integrity and transferability of the Montana University System Transferable Core
- B. To ensure adequate student preparation for transfer, campuses will exclude any courses from their general

education program that are remedial or developmental in nature. Examples would include Introductory or Intermediate Algebra, Reading Improvement, Vocabulary Building, and so on.

- C. The Montana Board of Regents has adopted four (4) important procedures to implement the intent of this policy. Those procedures are set out below, in Sections II.A., B., C. and D.

II. Procedures:

A. Campus General Education Programs.

An undergraduate student who has completed the lower division coursework in an approved general education program at one of the institutions noted above, and who transfers to another of those institutions, cannot be required to take additional general education coursework at the lower division level. The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus. The approved general education program at each of the campuses can be found at this link:

<http://mus.edu/transfer/genedbycampus.asp>.

B. The Montana University System Transferable Core.

An undergraduate student who has completed courses identified as part of the Montana University System Transferable Core, hereafter referred to as the MUS Core, will be governed by the following rules:

1. If the student has completed the entire 30-credit MUS Core, following the operating rules approved by the Montana Board of Regents, and transfers to another unit in the Montana University System, that student cannot be required to take additional general education courses at the lower division level.
2. If that student has completed fewer than 20 MUS Core credits, that student will be required to complete the approved general education program at the campus to which he/she transfers. All general education transfer credits that are part of the MUS Core will be reviewed for possible application in the approved general education program at the campus.
3. If that student has completed 20 or more MUS Core credits, that student may choose to complete either the MUS Core or the approved general education program at the campus to which he/she transfers. The student should make that decision in consultation with a faculty advisor.
4. The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus.

5. The MUS core is set out as Appendix 1 of this policy.
6. Transfer students and student advisors should also be familiar with the additional guidelines that have been adopted by the Montana Board of Regents for students who use the MUS Core to satisfy their lower division general education requirement. Those guidelines are entitled Operational Rules for the Montana University System Core, and can be found on page 45.

C. Other “General Education” Coursework.

An undergraduate student, in the following situations, will have his/her classes analyzed on a course by course basis to determine how those classes might satisfy the general education program requirements of the student’s new campus:

1. A student who completes postsecondary coursework outside of the Montana University System;
2. A student who completes postsecondary coursework in the Montana University System that does not fall within the guarantees set out in Sections II.A. and B. of this policy do not apply to students in these situations. The institutions that make up the Montana University System are encouraged to assist those students as much as possible, however, so the intent of this policy applies to as many students and as many courses as possible.

D. Associate of Arts and Associate of Science Degrees.

A student who has completed an Associate of Arts or an Associate of Science degree with an approved general education component package at one unit of the Montana University System, as defined under Board Policy 301.12, and transfers to another unit, cannot be required to take additional general education coursework at the lower division level.

The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus.

NOTE: Students should be aware that Associate of Arts or Associate of Science degrees ordinarily do not have a designated field of study in their title. If they do, they may not satisfy the requirements of this policy. See Board Policy 301.12., paragraph I.B.2.

- E. Before the new institution will accept the courses, a student must earn a grade of “C” or better in each of the classes described in the preceding sections.
- F. The Montana University System will establish a General Education Council to oversee the provisions of this policy. The Council will have 12 members. A minimum of

four (4) members will be selected from nominations submitted by the faculty governance councils on the campuses. Its responsibilities shall include:

1. Periodically review and recommend possible revision of the MUS Core to the Board of Regents;
 2. Approve by January of each year a list of general education courses, from each of the institutions described in the first paragraph of this policy, that satisfy the MUS Core criteria on that campus;
 3. Periodically assess and recommend revision of this policy;
 4. Perform other responsibilities, as assigned by the Montana Board of Regents or the Commissioner of Higher Education.
- G. Each campus of the Montana University System and the publicly supported community colleges will provide the Office of the Commissioner of Higher Education its approved general education program and update that information whenever changes are made. The Commissioner of Higher Education will make this information available to all campuses of the Montana University System.
- H. The tribal colleges and regionally accredited independent colleges in the State of Montana may elect to participate in this reciprocal recognition of general education integrity on the same terms as the campuses of the Montana University System. Those electing to do so will provide the appropriate information to the Office of the Commissioner of Higher Education.

Appendix I Montana University System Core

Natural Sciences	6 semester credits
*At least one of the classes must have a laboratory experience	
Social Sciences/History	6 semester credits
Mathematics	3 semester credits
Communication	6 semester credits
*Written communication and oral communication	
Humanities/Fine Arts	6 semester credits
Cultural Diversity	3 semester credits
TOTAL CREDITS	30 semester credit

Operational Rules for the Montana University System Core

Operational Rule 1

In order to satisfy the Montana University System (MUS) Core, students must successfully complete at least one course that includes significant content related to the cultural heritage of American Indians. It could be a course in the cultural diversity category, or it could also be a course in any other category, as long as it has the appropriate content.

Operational Rule 2

In order to successfully complete the Montana University System Core, students must earn the minimum number of credits in each of the six (6) categories of coursework. Students can only use credit-bearing competency tests or coursework to satisfy the MUS core.

Operational Rule 3

Coursework can only be used once to satisfy the requirements of the MUS Core. It cannot be "double counted" to satisfy the requirements of more than one category.

Operational Rule 4

In order to satisfy the requirements of the Communications area, students must successfully complete a combination of courses that includes significant content in both written and oral communications.

Operational Rule 5

Students must satisfy the "minimum grade" requirements established by Board of Regents' Policy 301.5.3, along with any exceptions to that policy that may have been established by their program of study. Information about those exceptions may be found at: <http://mus.edu/transfer/highermingrades.asp>.

Operational Rule 6

Transfer students should remember that completion of the MUS Core means that they have satisfied the general education requirements at the 100 and 200-level when they move to their new campus. They will not be required to complete additional general education classes at the lower division course level. If their new campus has general education requirements at the 300 and 400-level, however, transfer students will be expected to satisfy those requirements, according to Board of Regents' Policy 301.10 concerning general education transfer. The most common example is an upper division writing requirement on some of the campuses.

Please note: As students work on the Montana University System general education core, they should attempt to select classes that are also required in their major. That efficient use of coursework could help students complete their degree more quickly, since the classes could be used to satisfy both the requirements of the major and the requirements of the MUS General Education Core.

Montana Board of Regents Math Proficiency Transfer Policy

An undergraduate student who did not satisfy the mathematics proficiency standard set out in Board Policy 301.15 who transfers from a two-year campus or program to a four-year campus or program in the Montana University

System (MUS) must satisfy the mathematics proficiency standard by:

1. within 3 semesters or 32 credits of enrolling, earn a C-grade or better in a college course entitled Intermediate algebra or algebra for college students, or in a college course that is the prerequisite to any of the courses described in paragraph F.2 below; or
2. earn a C- grade or better in a mathematics course that satisfies the general education program requirement described in board policy 301.10; or
3. earn a score of 22 or above on the mathematics portion of the ACT or 520 or above on the mathematics portion of the SAT; or
4. earn a score of at least 60 on the COMPASS algebra exam, or an equivalent score on another placement exam used by the campus, upon enrollment; or
5. complete an A.A. or A.S. degree.

Other Programs for Achieving College Credit

College Level Examination Program (CLEP)

Miles Community College may accept up to a maximum of 30 semester credits for satisfactory scores on CLEP examinations. CLEP scores will be recorded as “P” grades on official transcripts. The College’s CLEP policy is published in each semester’s schedule of classes.

Miles Community College offers CLEP testing. Please call 406-874-6150 or 800-541-9281 for information or to set up a testing time.

Challenge Examinations

A student who has gained the knowledge of certain college courses through education or experience on his or her own initiative and time may challenge the course through examination if an exam exists for that course. A list of courses available for examination not covered by CLEP is on file with the Vice President for Academic Affairs. Regular tuition and fees are charged for credit by exam.

Only degree-pursuing students enrolled in a regular curriculum may request credit by examination. The student must obtain written approval from both the course instructor who will administer the examination and the Vice President for Academic Affairs on the “Credit by Exam” form. This form lists the course examinations that have been pre-approved through the Academic Standards committee. No course that is a prerequisite to a course already completed by a student may receive credit by exam.

All approved examinations cover a comprehensive review of the entire subject matter of the course. The examination may include written and/or physical skill achievement. Performance on the examination will become the basis for the grade in the course, and the results will be recorded on the student’s transcript.

Upon successful completion of the examination, the instructor will place the grade in the student management system for the class in which the student was enrolled that semester. The grade will appear on the student’s transcript at the end of the semester when all grades are finalized.

Experiential/Portfolio Credit

When CLEP or MCC challenge examinations are not available to demonstrate proficiency in subject areas, degree candidates may submit other forms of evidence through a portfolio process. This evidence must be evaluated and approved by the Academic Standards Committee and full-time teaching faculty in the program to determine if the evidence provided equates to the course objectives and is conclusive enough to warrant credit being granted for each course requested.

Credit for prior experiential learning shall not constitute more than 25% or the credits needed for a degree or certificate. In a 60-credit program, no more than 15 credits may be awarded for experiential learning. Experiential credits do not count toward the minimum 15 credit hours that must be earned through Miles Community College to obtain an associate degree from the College.

Students must work with the Associate Dean of Academics to follow the requirements of their program area and the portfolio process. Portfolio credits cost \$43 per credit earned. For additional information about experiential/portfolio credit, contact the Associate Dean of Academic Affairs at 406-874-6212 or 800-541-9281.

Institutional Philosophy of General Education

Educated persons tend to be inquisitive about all aspects of life. They strive to seek, validate, and implement information so that they can make informed, responsible, and socially conscious decisions as they confront their complex and ever-changing personal, professional, and environmental challenges. In order to meet their challenges successfully, students need to have a well-rounded and firmly grounded education beyond their intended academic specialty.

The objective of the General Education program, therefore, is to ensure that students graduate from Miles Community College with a knowledge base in oral and written communication, the humanities and fine arts, mathematics, science, history and the social sciences, physical education, and information technology. It is our goal at Miles Community College that as students come to understand these disciplines, they will see them as distinct yet interrelated and interdependent ways of understanding, interpreting, and living effectively in their world.

Students enter Miles Community College with different levels of general knowledge and they are at different stages in their lives. The academic offerings at Miles Community College will help students grow by expanding their individual skills, competencies, and perspectives and by providing them with experiences in areas they may not have yet explored.

Overarching Outcomes of General Education

Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate:

- The ability to read, write, listen, and speak effectively.

- Knowledge and understanding of the human cultural traditions as expressed in art, music, theater, language, literature, philosophy, or religion.
- The ability to apply mathematical principles and to communicate quantitative information effectively.
- The knowledge and application of scientific principles, methodology, terminology, questioning, and reasoning.
- The ability to understand, interpret, and analyze human behaviors within the context of history and the social sciences.
- The knowledge of and the ability to achieve a healthy lifestyle.
- The knowledge of and the ability to use technology in today's computing environment.

General Education Core Areas

Communications

Vision and Purpose Statements:

Oral Communication

People spend a significant portion of their personal and professional lives in communicating and collaborating with others. The primary goal for the oral communication classes at Miles Community College, therefore, is to help the students develop the confidence and the competence they will need in order to communicate in ways that will be appropriate and effective for the varied situations and relationships in which they may find themselves.

Written Communication

The cardinal goal of the written communication classes is to provide students with the critical thinking and articulation skills necessary to succeed in the academic world of Miles Community College and beyond. The other disciplines of the college community rely upon the writing classes to provide students with the skills they need to research, analyze, and synthesize information in order to formulate and articulate a critical response in college-level discourse. To this end, the writing instructors strive to enhance the students' recognition and understanding of culture, political theory and expression, history, and science as they are experienced and expressed in the language and literature of the human family.

Overarching Outcome of the Communications Core Area

Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the ability to read, write, listen, and speak effectively.

General Outcomes of the Communications Core Area

Students will:

- Communicate information in a clear, concise, and complete manner.
- Communicate in ways that are appropriate and effective for their intended audience and purpose.
- Identify and incorporate research materials into informative and analytical communication.

Humanities and Fine Arts

Vision and Purpose Statement:

It is the function of the study of the humanities and fine arts to broaden students' perspectives by focusing on the best of what humans are capable of accomplishing through philosophy, literature, drama, music, language, creativity, ethical behavior, diversity of beliefs, and mutual acceptance. In order to accomplish this goal, the instructors expose students to a wide variety of artistic and multi-cultural elements. The performing and studio arts classes tap into and develop students' creative and aesthetic sensitivities. The foreign language classes help students not only learn another language but also gain greater insights into and understanding of the people who speak the language. The humanities classes introduce students to theories and issues involved in ethics, philosophy, and cultures. The literature classes help students discover insights into their own lives and the world in which they live and work.

Overarching Outcome of the Humanities and Fine Arts Core Area

Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate knowledge and understanding of the human cultural traditions as expressed in art, music, theater, language, literature, philosophy, or religion.

General Outcomes of the Humanities and Fine Arts Core Area

Students will:

- Recognize contributions of literature, music, theater, language, philosophy, culture, or art in the development of insight into human endeavors
- Demonstrate skills in the practice or interpretation of humanities and fine arts.
- Relate connections between the humanities and cultural/historical events.

Mathematics

Vision and Purpose Statement

The Miles Community College mathematics classes are based on the ideal that mathematics provides students with the skills to think critically, logically, and abstractly. From remedial math to calculus, the instructors challenge students to learn new concepts and apply them in a variety of situations. Students who receive an Associate of Arts or an Associate of Science degree are required to attain the level of mathematical competence that will enable them to function beyond the intermediate algebra level.

Overarching Outcome of the Mathematics Core Area

Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the ability to apply mathematical principles and to communicate quantitative information effectively.

General Outcomes of the Mathematics Core Area

Students will:

- Solve problems through mathematical reasoning and analysis.
- Use appropriate tools, such as mathematical properties,

modeling, technology, and graphs.

- Perform mathematical applications beyond intermediate algebra.

Science

Vision and Purpose Statement

The major goal of the science classes is to help students develop critical-thinking and problem-solving skills in their study of the natural and physical sciences. Overcoming the challenges of the technical curriculum found so often in the science areas enhances learning. Science naturally goes well with “real life” experiences. Therefore, once students are able to break out of the structured mode of the technical, a whole new world opens up from which they may draw

resources for real understanding to take place in the realm of the practical.

Overarching Outcome of the Science Core Area

Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the knowledge and application of scientific principles, methodology, terminology, questioning, and reasoning.

General Outcomes of the Science Core Area

Students will:

- Utilize creative and critical scientific questioning to comprehend the scientific world.
- Describe and utilize the processes of the scientific method.
- Demonstrate scientific awareness of the interrelationships among health, diseases, and the environment.

History and Social Sciences

Vision and Purpose Statement

Throughout human history, people have experienced many means of surviving and of interacting with one another. As is the case in any herd species, interrelationships have been and continue to be complex. It is the goal of the social sciences to study and understand this collective behavior, either in the past (history) or in the present (sociology). At the individual level (psychology) the goal is to help students understand the cognitive, social, emotional, and biological development of humans. Understanding humans within these contexts—historical, sociological, psychological—can lead students to a greater acceptance of cultural diversity and also help them develop skills for dealing with an ever-changing world.

Overarching Outcome of the History and Social Sciences Core Area

Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the ability to understand, interpret, and analyze human behaviors within the context of history and the social sciences.

General Outcomes of the History and Social Sciences Core Area

Students will:

- Recognize the impact of human behaviors on society and the environment over time.
- Evaluate human behavior within the contexts of community, culture, time, and/or technoeconomic base.
- Analyze how human actions result from past events and impact future events.

Physical Education

Vision and Purpose Statement

The purpose of the Physical Education activities classes is to assist students in developing an awareness and understanding of the benefits of a healthy lifestyle. Students receive the opportunity to develop healthy habits by participating in physical fitness activities classes that foster overall wellness and that provide students with the tools they will need to develop lifelong habits that will be conducive to a healthy lifestyle.

Overarching Outcome of the Physical Education Core Area

Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the knowledge of and the ability to achieve a healthy lifestyle.

General Outcomes of the Physical Education Core Area

Students will:

- Explain the relationship between physical activity and wellness.
- Develop their strength, endurance, and flexibility by participating in various fitness programs.
- Demonstrate the ability to develop a fitness program that promotes a healthy lifestyle.

Information Technology

Vision and Purpose Statement

Technology has become a necessity in education as well as in business and industry. Since the one constant of technology is its dynamics, it is imperative that students learn information technology in order to keep pace with the demands of business and industry. The purpose of the information technology courses is to prepare students at a basic technical level to meet the constantly changing needs of existing technology environments.

Overarching Outcome of the Information Core Area

Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the knowledge of and the ability to use technology in today's computing environment.

General Outcomes of the Information Technology Core Area

Students will:

- Define the fundamentals of computers and terminology with respect to personal computer hardware and software, and the World Wide Web.
- Demonstrate an in-depth understanding of why computers are essential components in business and society.
- Develop the skills to adapt to the ever-changing world of information technology.



Programs of Study

Programs of Study	58
Course Key	58
Core Requirements	59
Program Curricula.....	61

Start Here... Go Anywhere.

Academic Programs

Programs of Study

Miles Community College is authorized by the State of Montana Board of Regents to offer the following programs resulting in the granting of Associate of Arts degrees (A.A.), Associate of Science degrees (A.S.), Associate of Science in Nursing Degree (A.S.N.), Associate of Applied Science degrees (A.A.S.) and Certificates (C.).

Transfer Programs

Associate of Arts (A.A.)

Elementary Education Emphasis

Equine Studies Emphasis

Paraprofessional—Elementary Education Emphasis

Paraprofessional—Secondary Education Emphasis

Physical Education Emphasis

Associate of Science (A.S.)

Agribusiness Emphasis

Biofuels Emphasis

Business Emphasis

Insurance Emphasis

Pre-Engineering Technology Emphasis

Miles Community College uses the following MUS Core requirements for AA and AS degrees awarded with a specific emphasis:

Natural Sciences 6 semester credits

*At least one of the classes must have a laboratory experience

Social Sciences/History 6 semester credits

Mathematics 3 semester credits

Communication 6 semester credits

*Written Communication and Oral Communication

Humanities/Fine Arts 6 semester credits

Cultural Diversity 3 semester credits

Associate of Science in Nursing (A.S.N.)

Professional-Technical Education

Agriculture C.A.S.

Automotive Technology A.A.S.

Automotive Technology C.A.S.

Biofuels A.A.S.

Building Technology A.A.S.

Building Technology C.A.S.

Business

Accounting Option C.

Customer Relations Option C.

Entrepreneurship Option C.A.S.

Fundamentals of Business Option C.

Sales and Marketing Option C.

Office Administration & Technology Option .. A.A.S.

Small Business Management Option A.A.S.

Business Management/Insurance Option A.A.S.

Equine Studies A.A.S.

Health Information Technology

Medical Receptionist Option C.

Heavy Equipment Operations C.A.S.

Information Technology

Graphic and Web Design Option A.A.S.

Networking and PC Maintenance Option A.A.S.

Paraprofessional Educator C.A.S.

All Associate of Applied Science Degrees, Certificates of Applied Science, and Certificates must contain general education requirements of written communication, computation, and human relations.

In Partnership with Montana Tech College of Technology

Radiologic Technology A.A.S.

NOTE: This list of programs is subject to modification by the College.

Course Key

Courses of instruction are identified by the following prefixes:

AA Health Information Technology

AC Arts and Crafts

ACTG Accounting

AG Agriculture

AM Automotive Technology

AN Anthropology

BT Building Technology

BU Business

CA Communication Arts

CAPP Computer Applications

CH Chinese

CHMY Chemistry

ECNS Economics

ED Education

EG Biofuels

EO Heavy Equipment Operations

EQ Equine Studies

ERTH Earth Science

ET Electronics Technology

FL Foreign Language

GPHY Geography

HSTA/HSTR History (American/World)

HU Humanities

IT Information Technology

LIT Literature

M Mathematics

MU Music

NR Nursing

PE Physical Education and Health

PSCI Political Science

PSYX Psychology

SC Science

SIGN Sign Language

SOCI Sociology

SPNS Spanish

SS Social Science

STAT Statistics

WRIT Writing

Core Requirements

Associate of Arts Degree (A.A.)

All general associate or arts degrees awarded by Miles Community College contain a required number of hours in general education courses, called core requirements. The courses listed in each category are those which are acceptable to fulfill the requirements of that category. Students may then choose from additional elective courses to fulfill the entire 60 credit degree requirement.

Students who plan to transfer to four-year institutions should work closely with their advisor to appropriately match the core requirements of both Miles Community College and the transfer institution.

Communications—Oral

3 credit hours required from:

CA 111	Interpersonal Communication
CA 112	Public Speaking

Communications—Written

Required course:

WRIT 101	College Writing I
----------	-------------------

3 credit hours required from:

WRIT 121	Introduction to Technical Writing
WRIT 122	Introduction to Business Writing
WRIT 201	College Writing II

Computer Education

CAPP 120	Introduction to Computers
----------	---------------------------

Humanities and Fine Arts

9 credit hours required from:

AC 101	Drawing I
AC 105	Design I
AC 131	Introductory Use of Pastels
AC 132	Introductory Use of Charcoals
AC 133	Introductory Use of Ink
AC 140	Oil Painting
AC 151	Photography I
AC 153	Photography II
AC 160	Ceramics
AC 221	Representational Sculpture
AC 231	Stained Glass
AC 232	Glass Mosaics
AC 233	Ceramic Tile
AC 238	Pottery: Hand Building
AC 239	Pottery: Wheel Throwing
CHIN 101	Beginning Chinese I
EDU 297	Methods: K-8 Art
HU 101	Introduction to Humanities
HU 105	Mideast Culture*
HU 220	End of Life Issues
LIT 110	Introduction to Literature
LIT 120	Poetry
LIT 210	American Literature I
LIT 211	American Literature II
LIT 223	British Literature
MUSI 101	Enjoyment of Music
MUSI 105	Music Theory I
MUSI 112	Choir: Miles
MUSI 135	Keyboard Skills I
MUSI 136	Keyboard Skills II
MUSI 150	Beginning Voice
MUSI 151	Beginning Voice II
MUSI 160	Beginning Guitar
MUSI 178	Banjo
MUSI 235	Keyboard Skills III
MUSI 236	Keyboard Skills IV
MUSI 250	Beginning Voice III
MUSI 251	Beginning voice IV
PHL 101	Introduction to Philosophy
PHL 110	Introduction to Ethics
RLST 100	Intro to the Study of Religions*
SPNS 101	Elementary Spanish I*
SPNS 102	Elementary Spanish II*
THTR 105	Theater Workshop I
THTR 205	Theater Workshop II
WRIT 294	Creative Writing—A Writer's Workshop

Mathematics

3 or 4 credit hours required from:

M 105	Contemporary Mathematics
M 121	College Algebra
M 122	College Trigonometry
M 130	Mathematics for Elementary Teachers I
M 131	Mathematics for Elementary Teachers II
M 151	Precalculus
M 161	Survey of Calculus
M 171	Calculus I
M 172	Calculus II
STAT 216	Introduction to Statistics

Science

8 credit hours required from:

BIOB 101/102	Discover Biology
BIOB 160/161	Principles of Living Systems
BIOB 170/171	Principles of Biological Diversity
BIOM 250/251	Microbiology for Health Sciences
CHMY 121/122	Introduction to General Chemistry
CHMY 123/124	Introduction to Organic & Biochemistry
CHMY 141/142	College Chemistry I
CHMY 143/144	College Chemistry II
GPHY 111/112	Introduction to Physical Geography
PHSX 205/206	College Physics I
PHSX 207/208	College Physics II
SC 140	Weather Studies
SC 204	Anatomy and Physiology I
SC 205	Anatomy and Physiology II
SC 221	Human Nutrition

Social Science, Economics, History, and Political Science

9 total credit hours required

At least 3 credit hours required from:

HSTA 101	American History I
HSTA 102	American History II
HSTA 255	Montana History
HSTA 215	Post-WW II America
HSTA 250	Plains Indian History*
HSTR 101	Western Civilization I
HSTR 102	Western Civilization II

May also choose up to 6 credit hours from:

AN 210	Introduction to Anthropology*
ECNS 201	Principles of Microeconomics
ECNS 202	Principles of Macroeconomics
ECNS 205	Economics in the Real World
EDU 220	Human Growth and Development
PSCI 210	Introduction to American Government
PSYX 100	Introduction to Psychology
PSYX 230	Developmental Psychology
PSYX 240	Fundamentals of Abnormal Psychology
PSYX 260	Fundamentals of Social Psychology
SOCI 101	Introduction to Sociology
SOCI 206	Deviant Behavior
SOCI 208	Introduction to Sociology of Globalization

ED 299 (First Year Pioneer) is required for students completing the general AA degree (without an emphasis). Students in other degrees are also encouraged to take this course.

***If you are transferring to a four-year college or university within the State of Montana you must take one of these courses to fulfill the Cultural Diversity requirement.**

Core Requirements

Associate of Science Degree (A.S.)

All general associate of science degrees awarded by Miles Community College contain a required number of hours in general education courses, called core requirements. The courses listed in each category are those which are acceptable to fulfill the requirements of that category. Students may then choose from additional elective courses to fulfill the entire 60 credits degree requirement.

Students who plan to transfer to four-year institutions should work closely with their advisor to appropriately match the core requirements of both Miles Community College and the transfer institution.

Communications—Oral

3 credit hours required from:

CA 111	Interpersonal Communication
CA 112	Public Speaking

Communications—Written

Required course:

WRIT 101	College Writing I
----------	-------------------

3 credit hours required from:

WRIT 121	Introduction to Technical Writing
WRIT 122	Introduction to Business Writing
WRIT 201	College Writing II

Computer Education

CAPP 120	Introduction to Computers
----------	---------------------------

Humanities and Fine Arts

6 credit hours required from:

AC 101	Drawing I
AC 105	Design I
AC 131	Introductory Use of Pastels
AC 132	Introductory Use of Charcoals
AC 133	Introductory Use of Ink
AC 140	Oil Painting
AC 151	Photography I
AC 153	Photography II
AC 160	Ceramics
AC 221	Representational Sculpture
AC 231	Stained Glass
AC 232	Glass Mosaics
AC 233	Ceramic Tile
AC 238	Pottery: Hand Building
AC 239	Pottery: Wheel Throwing
CHIN 101	Beginning Chinese I
EDU 297	Methods: K-8 Art
HU 101	Introduction to Humanities
HU 105	Mideast Culture*
HU 220	End of Life Issues
LIT 110	Introduction to Literature
LIT 120	Poetry
LIT 210	American Literature I
LIT 211	American Literature II
LIT 223	British Literature
MUSI 101	Enjoyment of Music
MUSI 105	Music Theory I
MUSI 112	Choir: Miles
MUSI 135	Keyboard Skills I
MUSI 136	Keyboard Skills II
MUSI 150	Beginning Voice
MUSI 151	Beginning Voice II
MUSI 160	Beginning Guitar
MUSI 178	Banjo
MUSI 235	Keyboard Skills III
MUSI 236	Keyboard Skills IV
MUSI 250	Beginning Voice III
MUSI 251	Beginning voice IV
PHL 101	Introduction to Philosophy
PHL 110	Introduction to Ethics
RLST 100	Intro to the Study of Religions*
SPNS 101	Elementary Spanish I*
SPNS 102	Elementary Spanish II*
THTR 105	Theater Workshop I
THTR 205	Theater Workshop II
WRIT 294	Creative Writing—A Writer's Workshop

Mathematics

7 or 8 credit hours required from:

M 105	Contemporary Mathematics
M 121	College Algebra
M 122	College Trigonometry
M 130	Mathematics for Elementary Teachers I
M 131	Mathematics for Elementary Teachers II
M 151	Precalculus
M 161	Survey of Calculus
M 171	Calculus I
M 172	Calculus II
STAT 216	Introduction to Statistics

Science

8 credit hours required from:

BIOB 101/102	Discover Biology
BIOB 160/161	Principles of Living Systems
BIOB 170/171	Principles of Biological Diversity
BIOM 250/251	Microbiology for Health Sciences
CHMY 121/122	Introduction to General Chemistry
CHMY 123/124	Introduction to Organic & Biochemistry
CHMY 141/142	College Chemistry I
CHMY 143/144	College Chemistry II
GPHY 111/112	Introduction to Physical Geography
PHSX 205/206	College Physics I
PHSX 207/208	College Physics II
SC 140	Weather Studies
SC 204	Anatomy and Physiology I
SC 205	Anatomy and Physiology II

Social Science, Economics, History, and Political Science

6 credit hours required from:

AN 210	Introduction to Anthropology
ECNS 201	Principles of Microeconomics
ECNS 202	Principles of Macroeconomics
ECNS 205	Economics in the Real World
EDU 220	Human Growth and Development
HSTA 101	American History I
HSTA 102	American History II
HSTA 255	Montana History
HSTA 215	Post-WW II America
HSTA 250	Plains Indian History*
HSTR 101	Western Civilization I
HSTR 102	Western Civilization II
PSCI 210	Introduction to American Government
PSYX 100	Introduction to Psychology
PSYX 230	Developmental Psychology
PSYX 240	Fundamentals of Abnormal Psychology
PSYX 260	Fundamentals of Social Psychology
SOCI 101	Introduction to Sociology
SOCI 206	Deviant Behavior
SOCI 208	Introduction to Sociology of Globalization

ED 299 (First Year Pioneer) is required for students completing the general AS degree (without an emphasis). Students in other degrees are also encouraged to take this course.

***If you are transferring to a four-year college or university within the State of Montana you must take one of these courses to fulfill the Cultural Diversity requirement.**

Associate of Arts



Associate of Arts Degree (A.A.)

The Associate of Arts Degree program is designed for students who expect to complete a degree at a four-year institution in such areas as art, education, English, history, journalism, library science, pre-law, psychology, sociology, and speech.

Upon completion of this program, graduates will be able to demonstrate:

- The ability to read, write, listen, and speak effectively;
- Knowledge and understanding of the human cultural traditions as expressed in art, music, theater, language, literature, philosophy, or religion;
- The ability to apply mathematical principles and to communicate quantitative information effectively;
- The knowledge and application of scientific principles, methodology, terminology, questioning, and reasoning;
- The ability to understand, interpret, and analyze human behaviors with the context of history and the social sciences;
- The knowledge of and the ability to achieve a healthy lifestyle;
- The knowledge of and the ability to use technology in today's computing environment.

The curriculum gives students a broad educational background in liberal arts with emphasis on humanities and social sciences. **Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.**

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
WRIT 101	College Writing I	3	WRIT	*Written Communications Core Requirement	3
CA 111	Interpersonal Communications	3	M	*Math Core Requirement	3/4
	<i>or</i>			*Humanities Core Requirement	3
CA 112	Public Speaking	(3)		*Social Science Core Requirement	3
	*History Core Requirement	3		Elective	3
	*Humanities Core Requirement	3			—
	*Social Science Core Requirement	3			15/16
ED 299	First Year Pioneer	1			
		—			
		16			
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
	*Humanities Core Requirement	3		*Science Core Requirement	4
	*Science Core Requirement	4		Electives	9
	Electives	9			—
		—			13
		16			
			Total Hours in Program—60 (61)		
Electives may be any courses but should be selected in consultation with an advisor and/or the college to which the student intends to transfer.					
* Refer to Core Requirements for the Associate of Arts Program.					

Elementary Education



Associate of Arts Degree (A.A.)

Elementary Education Emphasis

This program offers course work leading to an Associate of Arts Degree for students planning to transfer to a four-year institution and pursue advanced studies in Elementary Education. Courses are designed to provide the initial foundational program to prepare qualified teaching and related personnel for the public school system.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
EDU 297	Methods: K-8 Art	3	WRIT 201	College Writing II	3
EDU 200	Introduction to Education	3	GPHY 111	Intro to Physical Geography	3
WRIT 101	College Writing I	3	GPHY 112	Intro to Physical Geography lab	1
PSYX 100	Intro to Psychology	3	PE 212	Health Education	3
CAPP 120	Intro to Computers	3	PE 221	Intro to Physical Education	3
	*Humanities Core	3	HSTA 101	American History I	3
		—		<i>or</i>	
		18	HSTA 102	American History II	(3)
					—
					16
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
CA 112	Public Speaking	3	EDU 220	Human Growth and Development	3
SOCI 101	Introduction to Sociology	3	EDU 202	Early Field Experience	1
M 130	Math for Elementary Teachers I	3	M 131	Math for Elementary Teachers II	3
BIOB 101	Discover Biology	3	HSTA 250	Plains Indian History	3
BIOB 102	Discover Biology Lab	1	PSYX 272	Educational Psychology	3
	*Humanities Core Requirement	3	ED 260	Intro to Teaching Exceptional Learners	3
	(Music recommended)	—			—
		16			16
			Total Hours in Program— 63		
* Humanities Core Requirements should be selected in consultation with an advisor and/or the college to which the student intends to transfer.					
Refer to Core Requirements for the Associate of Arts Program.					

Associate of Arts (A.A.)

Equine Studies Emphasis

This two year degree is designed to give students a foundation in natural horsemanship and how to apply that knowledge in a practical manner. Graduates will be prepared for a career in equine business and management, colt training, assistant trainer and facilities management. Internships are encouraged and will be available from all the different disciplines. Program is designed to give a broad base for any equine field.

Upon completion of this course students will be able to:

- Demonstrate how to communicate effectively with their horse
- Start a colt from the ground up
- Identify correct and incorrect information
- Understand basic marketing concepts
- Understand basic horse care and nutrition
- Demonstrate how to control all the parts of a horse to give the horse a solid foundation to go into any discipline, such as reining, reined cow horse, cutting, versatile ranch horse, roping, and trail horses.

The Equine Studies AA Degree is a transfer program to The University of Montana-Western in Dillon.

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
CA 112	Public Speaking	3	EQ 102+	Horse Conformation	2
	Or		EQ 102L+	Horse Conformation lab	2
CA 111	Interpersonal Communications	(3)	WRIT 101	College Writing I	3
EQ 101+	Introduction to Equine Studies	4	BIOB 101	Discover Biology	3
M 105	Contemporary Math	3	BIOB 102	Discover Biology Lab	1
	Or		CAPP 120	Intro to Computers	3
STAT 216	Intro to Statistics	(4)			—
HSTR 101	Western Civilization I	3			14
	Humanities Core Requirement	3			
		—			
		16 (17)			
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
EQ 202+	Equine Science I	4	EQ 203+	Equine Science II	4
CHMY 121	Intro to General Chemistry	3	PSYX 100	General Psychology	3
CHMY 122	Intro to General Chemistry Lab	1		*Cultural Diversity Elective	3
EQ 201+	Basic Horse Care & Nutrition	4	WRIT 121	Intro to Technical Writing	3
		—		or	
		15	WRIT 122	Intro to Business Writing	(3)
				*Social Science, Economics, or	3
				Political Science Electives	—
					16
			Total Hours in Program—61		

+ Denotes definite transfer courses to UM-Western

* Refer to Core Requirements for the Associate of Arts Program.

Paraprofessional Education



Associate of Arts Degree (A.A.)

Paraprofessional Education, Elementary Education Emphasis

This is a two-year program designed for students who want to assist elementary classroom teachers. This program fully satisfies the requirements of the No Child Left Behind Act for employment as a paraprofessional educator in the United States and also provides a potential option for transfer to four-year institutions such as Montana State University Billings for a Bachelor of Science in Education double major in Elementary Education/Special Education.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester			First Year—Spring Semester		
		Cr. Hrs.			Cr. Hrs.
EDU 200	Intro to Education	3	ED 260	Intro to Teaching Exceptional Learners	3
EDU 297	Methods: K-8 Art	3	WRIT 201	College Writing II	3
WRIT 101	College Writing I	3	MUSI 101	Enjoyment of Music	3
CAPP 120	Intro to Computers	3	GPHY 111	Intro to Physical Geography	3
CA 112	Public Speaking	3	GPHY 112	Intro to Physical Geography Lab	1
EDU 142	Student Supervision	1	PSCI 210	Intro to American Government	3
		—			—
		16			16
Second Year—Fall Semester			Second Year—Spring Semester		
		Cr. Hrs.			Cr. Hrs.
EDU 240	Behavior Management	2	ED 206	Severe Communication Support Needs	2
M 130	*Math for Elementary Teachers I	3	EDU 220	Human Growth and Development	3
BIOB 101	Discover Biology	3	EDU 202	Early Field Experience	1
BIOB 102	Discover Biology Lab	1	M 131	Math for Elementary Teachers II	3
PSYX 100	Intro to Psychology	3	HSTA 250	Plains Indian History	3
HSTA 101	American History I	3	HSTR 102	Western Civilization II	3
	<i>or</i>				—
HSTA 102	American History II	(3)			18
	*Humanities Core Requirement	3			
		—			
		18	Total Hours in Program—60 (61)		

* Humanities Core Requirements should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Elementary Education majors should consider taking the following courses:

- LIT 110 Introduction to Literature *or*
- LIT 120 Poetry *or*
- LIT 210 American Literature I *or*
- LIT 223 British Literature I

Refer to Core Requirements for the Associate of Arts Program.

Paraprofessional Education



Associate of Arts Degree (A.A.)

Paraprofessional Education, Secondary Education Emphasis

This is a two-year program designed for students who want to assist secondary classroom teachers. This program fully satisfies the requirements of the No Child Left Behind Act for employment as a paraprofessional educator in the United States and also provides a potential option for transfer to four-year institutions such as Montana State University Billings for a Bachelor of Science in Education double major in Secondary Education/Special Education.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
EDU 200	Intro to Education	3	WRIT 201	College Writing II	3
EDU 142	Student Supervision	1	GPHY 111	Intro to Physical Geography	3
EDU 240	Behavior Management	2	GPHY 112	Intro to Physical Geography Lab	1
WRIT 101	College Writing I	3	PE 212	Health Education	3
CAPP 120	Intro to Computers	3	M	College level math—M101 or higher	3 (4)
CA 112	Public Speaking	3		*Humanities Core Requirement	3
		—			—
		15			16 (17)
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
PSYX 100	Intro to Psychology	3	EDU 220	Human Growth and Development	3
BIOB 101	Discover Biology	3	EDU 202	Early Field Experience	1
BIOB 102	Discover Biology Lab	1	ED 260	Introduction to Teaching Exceptional Learners	3
HSTA 101	American History I	3	ED 206	Severe Communication Support Needs	2
HSTA 102	American History II	(3)	HSTA 250	Plains Indian History	3
	*Humanities Core Requirement	3	PSYX 272	Educational Psychology	3
	Elective in Secondary area of study	3		*Humanities Core Requirement	3
		—			—
		16			18
			Total Hours in Program—60 (61)		

* Humanities Core Requirements should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Elementary Education majors should consider taking the following courses:

Refer to Core Requirements for the Associate of Arts Program.

Physical Education

@ **MILES**
COMMUNITY COLLEGE

Associate of Arts Degree (A.A.)

Physical Education Emphasis

This program is designed for students transferring to a four-year college or university to complete a degree in physical education, health education, or coaching.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor. The basis of this program has been designed to transfer to Montana State University-Bozeman or MSU-Northern.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
PE 121	Theory & Practice of Basic Exercise	2	PE 221	Intro to Physical Education	3
WRIT 101	College Writing I	3	WRIT 201	College Writing II	3
PSYX 100	Intro to Psychology	3	PSYX 230	Developmental Psychology	3
CAPP 120	Intro to Computers	3	M	*Math Core Requirement	3
EDU 200	Intro to Education	3	CHMY 121	Intro to General Chemistry	3
	*Humanities Core Requirement	3	CHMY 122	Intro to General Chemistry Lab	1
		—			—
		17			16
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
PE 212	Health Education	3	SC 221	Human Nutrition	3
SC 204	Anatomy & Physiology I	3	SC 205	Anatomy & Physiology II	3
SC 204L	Anatomy & Physiology I Lab	1	SC 205L	Anatomy & Physiology II Lab	1
CA 112	Public Speaking	3	PSYX 272	Educational Psychology	3
HSTA 255	Montana History	3	PE 214	First Aid and CPR	1
	*Humanities Core Requirement	3		*Humanities Core Requirement	3
		—			—
		16			14
Total Hours in Program—63					
* Refer to Core Requirements for the Associate of Arts Program. Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.					

Associate of Science



Associate of Science Degree (A.S.)

The Associate of Science Degree program is designed for students who expect to complete a degree at a four-year institution in such areas as biology, engineering, mathematics, and physical sciences.

Upon completion of this program, graduates will be able to demonstrate:

- The ability to read, write, listen, and speak effectively;
- Knowledge and understanding of the human cultural traditions as expressed in art, music, theater, language, literature, philosophy, or religion;
- The ability to apply mathematical principles and to communicate quantitative information effectively;
- The knowledge and application of scientific principles, methodology, terminology, questioning, and reasoning;
- The ability to understand, interpret, and analyze human behaviors with the context of history and the social sciences;
- The knowledge of and the ability to achieve a healthy lifestyle;
- The knowledge of and the ability to use technology in today's computing environment.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

First Year—Fall Semester			First Year—Spring Semester		
		Cr. Hrs.			Cr. Hrs.
WRIT 101	College Writing I	3	WRIT	Written Communications Core	3
CA 111	Interpersonal Communications	3		*Math Core Requirement	3 (4)
	<i>or</i>			*Social Science Core Requirement	3
CA 112	Public Speaking	(3)		Electives	4
	*Humanities Core Requirement	3			—
	*Social Science Core Requirement	3			13 (14)
ED 299	First Year Pioneer	1			
	Elective	3			
		—			
		16			
Second Year—Fall Semester			Second Year—Spring Semester		
		Cr. Hrs.			Cr. Hrs.
	*Math Core Requirement	4		*Science Core Requirement	4
	*Science Core Requirement	4		*Humanities Core Requirement	3
	Electives	9		Electives	7
		—			—
		17			14
			Total Hours in Program—60 (61)		

* Refer to Core Requirements for the Associate of Science Program. Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Agriculture/ Agribusiness @ MILES COMMUNITY COLLEGE

Associate of Science Degree (A.S.)

Agribusiness Emphasis

This two-year program is designed to allow students to attain employment upon graduation in production agriculture and other agriculture-related endeavors such as agriculture banking, agriculture sales, crop adjusting, and farm and ranch management. Students may also transfer to four-year programs like Montana State University—Bozeman’s College of Agriculture and complete a baccalaureate degree in two additional years.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester			Cr. Hrs.	First Year—Spring Semester			Cr. Hrs.
AG 100	Intro to Agriculture Careers	1		AG 105	Plant Science	3	
AG 101	Animal Science	3		WRIT 201	College Writing II	3	
BIOB 101	Discover Biology	3			<i>or</i>		
BIOB 102	Discover Biology Lab	1		WRIT 121	Intro to Technical Writing	(3)	
CHMY 121	Intro to General Chemistry	3		CA 112	Public Speaking	3	
CHMY 122	Intro to General Chemistry Lab	1		M 121	College Algebra	4	
WRIT 101	Intro to College Writing	3		CAPP 120	Intro to Computers	3	
		—				—	
		15				16	
Second Year—Fall Semester			Cr. Hrs.	Second Year—Spring Semester			Cr. Hrs.
AG 102	Natural Resource Conservation	3		AG 201	Soil Resource	3	
AG 102L	Natural Resource Conservation Lab	1		ACTG 202	Principles of Managerial Accounting	4	
ACTG 201	Principles of Financial Accounting	4		ECNS 202	Principles of Macroeconomics	3	
ECNS 201	Principles of Microeconomics	3		STAT 216	Introduction to Statistics	4	
M 161	Survey of Calculus	4			*Humanities Core Requirement	3	
	*Humanities Core Requirement	3				—	
		—				17	
		18					
				Total Hours in Program—66			
Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Science Program.							

Biofuels @ MILES COMMUNITY COLLEGE

Associate of Science Degree (A.S.)

Biofuels Emphasis

This two year program is designed to allow students to attain employment upon graduation in biofuels production and other related endeavors such as feedstock production and procurement and co-product marketing and use. Students may also transfer to a four-year institution to complete higher degrees in science, engineering, agriculture, or business needed for non-entry level positions in the biofuels industry.

Upon graduation of this program, graduates will be able to:

- Demonstrate an understanding of systems perspectives in industry
- Exhibit knowledge of communication, organization, and leadership styles
- Display an understanding of basic scientific processes in biofuel production
- Demonstrate an understanding of biofuel feedstocks
- Identify economic and technical constraints in the biofuels industry
- Identify uses for co-products
- Articulate an understanding of wind, solar, biomass, geothermal, and biofuels technologies
- Illustrate an understanding of basic mechanical functions applied in biofuels

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
EG 100	Intro to Biofuels	1	STAT 216	Intro to Statistics	4
CA 112	Public Speaking	3	EG 101	Renewable Energy	3
	<i>or</i>		WRIT 201	College Writing II	3
CA 111	Interpersonal Communications	(3)		<i>or</i>	
WRIT 101	College Writing I	3	WRIT 121	Intro to Technical Writing	(3)
M 121	College Algebra	4	CHMY 121	Intro to General Chemistry	3
CAPP 120	Intro to Computers	3	CHMY 122	Intro to General Chemistry Lab	1
		—		*Humanities Elective	3
		14			—
					16
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
EG 201	Energy Mechanics	3	EG 220	Leadership	2
ECNS 201	Principles of Microeconomics	3	EG 202	Biofuel Production	3
PHSX 205	College Physics I (with lab)	4	EG 241	Internship	3
	<i>or</i>		AG 202	Feeds and Feeding	3
BIOB 101	Discover Biology (with lab)	(4)	ECNS 202	Principles of Macroeconomics	3
AG 105	Plant Science	3		*Humanities Elective	3
		—			—
		12			17
			Total Hours in Program—61		

* Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Science Program.

Business @ MILES COMMUNITY COLLEGE

Associate of Science (A.S.)

Business Emphasis

This is a program designed to provide students business foundation courses along with general academic requirements needed to transfer to a four-year institution.

Upon completion of this program, graduates will be able to:

- Demonstrate knowledge of communication, organizational and managerial skills
- Demonstrate an ability to market and promote products
- Demonstrate a knowledge of computer software
- Demonstrate an understanding of the elements of the accounting cycle and general financial statements
- Demonstrate an understanding of financial applications
- Demonstrate an understanding of the global economy and its impact on and opportunity for business
- Use mathematics and scientific principles in problem solving
- Appreciate the humanities and understand issues from a global perspective

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester			Cr. Hrs.		First Year—Spring Semester			Cr. Hrs.	
BU 207	Business Law	3	M 121	College Algebra	4	CA 112	Public Speaking	3	
CAPP 120	Intro to Computers	3		<i>or</i>		CA 111	Interpersonal Communications	(3)	
WRIT 101	College Writing I	3		WRIT 121	Intro to Technical Writing		WRIT 122	Intro to Business Writing	(3)
	*Humanities Core Requirement	3			<i>or</i>			*Science Core Requirement	4
	*Science Core Requirement	4							—
		—							14
		16							
Second Year—Fall Semester			Cr. Hrs.		Second Year—Spring Semester			Cr. Hrs.	
ACTG 201	Principles of Financial Accounting	4	ACTG 202	Principles of Managerial Accounting	4	STAT 216	Intro to Statistics	4	
ECNS 201	Principles of Microeconomics	3		ECNS 202	Principles of Macroeconomics			3	
	*Humanities Core Requirement	3			Elective			3	
	Electives	6						—	
		—						—	
		16						14	
					Total Hours in Program—60				
Suggested Electives:									
BU 211	Advertising		CAPP 151	MS Office					
BU 213	Marketing		ACTG 205	Computerized Accounting					
BU 215	Human Resource Management		CAPP 156	MS Excel					
BU 222	Finance		CAPP 158	MS Access					
*Refer to Core Requirements for the Associate of Science Program.									

Insurance @ MILES

COMMUNITY COLLEGE

Start Here... Go Anywhere.

Associate of Science Degree (A.S.)

Insurance Business Emphasis

This transfer degree is designed to prepare students for the first two years of a degree in risk management or another type of four-year degree in the insurance industry such as actuary science. This program is offered entirely online; students do not have to live in the Miles City area to complete the program. All online classes include discussions with the instructor and other students on a weekly basis. In addition, projects will take students to insurance providers in their community for real-world learning opportunities.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
INS 101	Introduction to Insurance	1	INS 122	Personal Insurance	3
INS 121	Property & Liability Ins. Principles	3	CA 112	Public Speaking	3
ACTG 201	Principles of Financial Accounting	4	<i>Or</i>		
WRIT 101	College Writing I	3	CA 111	Interpersonal Communications	(3)
CAPP 120	Intro to Computers	3	ACTG 202	Pr. of Managerial Accounting	4
	*Humanities Core Requirement	3	M 121	College Algebra	4
		—		*Science Core Requirement	4
		17			—
					18
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
INS 123	Commercial Insurance	3	INS 282	Agency Operations & Sales Mgmt	3
INS 281	Intro to Underwriting & Claims	3	INS 283	Insurance Regulations &	3
ECNS 201	Principles of Microeconomics	3	Licensing Preparation		
	*Science Core Requirement	4		*Humanities Core Requirement	3
WRIT 121	Intro to Technical Writing	3	STAT 216	Intro to Statistics	4
	<i>or</i>		ECNS 202	Principles of Macroeconomics	3
WRIT 122	Intro to Business Writing	(3)			—
		—			16
		16	Total Hours in Program—67		
* Refer to Core Requirements for the Associate of Science Program.					

Pre-Engineering

@ **MILES**
COMMUNITY COLLEGE

Associate of Science Degree (A.S.)

Pre-Engineering Technology Emphasis

Engineering technology programs allow graduates to undertake professional careers that require a solid foundation in engineering with emphasis on application of engineering technology. These four-year programs are general technically rigorous and production oriented. Graduates often work in the field as part of a multi-disciplinary team where they are expected to apply problem recognition and resolution. They often assume leadership roles as project managers while employing effective communication. These multi-disciplinary teams may include engineers, architects, constructors, scientists, and the public.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
WRIT 101	College Writing I	3	WRIT 121	Intro to Technical Writing	3
M 121	College Algebra	4	M 151	Precalculus	4
CAPP 120	Intro to Computers	3	CA 111	Interpersonal Communications	3
	*Humanities Core Requirement	3		<i>or</i>	
	Elective	3	CA 112	Public Speaking	(3)
		—	CHMY 121	Intro to General Chemistry	3
		16	CHMY 122	Intro to General Chemistry Lab	1
					—
					14
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
M 171	Calculus I	4	M 172	Calculus II	4
ECNS 201	Principles of Microeconomics	3	PHSX 207	College Physics II	3
PHSX 205	College Physics I	3	PHSX 208	College Physics II Lab	1
PHSX 206	College Physics I Lab	1	ECNS 202	Principles of Macroeconomics	3
	*Humanities Core Requirement	3		Electives	4
	Elective	1			—
		—			15
		15			
Total Hours in Program—61 (62)					

Suggested Electives:

IT 290	Intro to CAD Drawing
EG 100	Intro to Biofuels
EG 201	Energy Mechanics
STAT 216	Intro to Statistics

* Refer to Core Requirements for the Associate of Science Program.

Nursing @ MILES COMMUNITY COLLEGE

Associate of Science in Nursing Degree (A.S.N.)

The Nursing Program is accredited by the National League for Nursing Accrediting Commission and has been designed to prepare graduates who will be eligible to apply for RN Licensure. Upon completion of the program, graduates will be able to give direct patient-centered, safe, and effective care. They may function in cooperation with other members of the health team in hospitals, nursing homes, doctors' offices, and other health agencies.

NOTE: This program has specific entrance requirements. Students must score at least a 66 on the Algebra portion of the COMPASS test *or* have completed M 095 or higher prior to admission to NRSO 101. There is a chemistry pre-requisite for SC 204 Anatomy & Physiology. Students intending to enter the Nursing program will be admitted through a formal selection process. Student who have yet to be admitted to the program will be classified as Pre-Nursing. Prior to admission to the program, student must take the ATI Test of Essential Academic Skills and Critical Thinking exams.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester			First Year—Spring Semester		
		Cr. Hrs.			Cr. Hrs.
NRSO 101	Fundamentals of Nursing I	3	NRSO 103	Fundamentals of Nursing II	3
NRSO 102	Fundamentals of Nursing I Clinical	2	NRSO 104	Fundamentals of Nursing II Clinical	2
PSYX 100	Intro to Psychology	3	NRSO 156	Intro to Pathophysiology	3
SC 204	Anatomy & Physiology I	3	NRSO 105	Nursing Pharmacology for ASN	1
SC 204L	Anatomy & Physiology I Lab	1	NRSO 112	Nursing Math for Meds	1
WRIT 101	College Writing I	3	PSYX 230	Developmental Psychology	3
CAPP 120	Intro to Computers	3	SC 205	Anatomy & Physiology II	3
		—	SC 205L	Anatomy & Physiology II Lab	1
		18			—
					17
Second Year—Fall Semester			Second Year—Spring Semester		
		Cr. Hrs.			Cr. Hrs.
NRSO 201	Adult Health Nursing	4	NRSO 203	Maternal Child Nursing	3
NRSO 202	Adult Health Nursing Clinical	5	NRSO 204	Maternal Child Nursing	4
	<i>or</i>			<i>or</i>	
NRSO 203	Maternal Child Nursing	(3)	NRSO 201	Adult Health Nursing	(4)
NRSO 204	Maternal Child Nursing	(4)	NRSO 202	Adult Health Nursing Clinical	(5)
NRSO 208	Nursing Pharmacology for ASN II	3	NRSO 205	Psychiatric Mental Health Nursing	3
BIOM 250	Microbiology for Health Sciences	3	NRSO 206	Psychiatric Mental Health Clinical	1
BIOB 251	Microbiol. for Health Sciences Lab	1	NRSO 207	Professional Issues in Nursing	1
M 105	Contemporary Mathematics	3	CA 112	Public Speaking	3
	<i>or</i>		PHL 110	Introduction to Ethics	3
M 121	College Algebra	(4)		<i>or</i>	
	<i>or</i>		PHL 221	Intro Philosophy & Biomed Ethics	(3)
STAT 216	Intro to Statistics	(4)			—
		—			18 (20)
		17-20			
			Total Hours in Program— 72 (73)		

Agriculture/ Agribusiness @ MILES COMMUNITY COLLEGE

Certificate of Applied Science (C.A.S.)

Agriculture

This program will provide students with the skills necessary for entry-level employment, or enhancement of present employment, in the agriculture industry. It provides an overview of agricultural careers, as well as opportunities to meet and work with agricultural professionals in the area. Upon completion of the program, students will be qualified for entry-level work with agricultural businesses, including farm, ranch, and entrepreneurial opportunities.

Should students choose to do so, the required certificate classes and electives will transfer into the two-year Associate of Science Degree in Agribusiness (page 58). This program also allows opportunities for nontraditional students to enroll in classes on a part-time basis.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester			First Year—Spring Semester		
		Cr. Hrs.			Cr. Hrs.
AG 101	Animal Science	3	AG 102	Natural Resource Conservation	3
AG 103	Applied Agricultural Science	2	AG 102L	Natural Resource Conservation Lab1	
AG 103L	Applied Agriculture Science Lab	1	AG 110	Agricultural Issues Forum	3
M 108	Business Math	3	ACTG 101	Accounting Procedures I	3
WRIT 108	Elementary Technical Writing	2	CA 111	Interpersonal Communication	3
	<i>or</i>			<i>or</i>	
WRIT	100 level WRIT course	(3)	CA 112	Public Speaking	(3)
CAPP 120	Intro to Computers	3		Elective	2
	Elective	2			—
		—			15
		16 (17)	Total Hours in Program—31 (32)		

* Electives may be selected from the following:

AG 210L	Oxy-Acetylene Welding
AG 220L	Electric Arc Welding
AG 202	Feeds and Feeding
AG 105	Plant Science
EO 120	Commercial Drivers License
EO 120L	CDL Lab
CA 102	Human Relations
PE 214	First Aid and CPR
CAPP 151	MS Office
ET 101	Electricity, Resistors, and OHM's Law

Automotive Technology

@ **MILES**
COMMUNITY COLLEGE

Associate of Applied Science (A.A.S.)

Automotive Technology

Automotive Technology will provide students with the skills necessary for employment in the field of auto mechanics (repair, service, maintenance, retail/wholesale parts businesses). This program has an ASE certified instructor who prepares students to become ASE certified (tests are offered every spring at the College), a requirement for all new hires in major auto dealerships.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
M 100	Intro to Technical Math	2	AM 114	Fuel Systems	1
AM 101	Automotive Braking Systems	1	AM 114L	Fuel Systems Lab	1
AM 101L	Automotive Braking Systems Lab	1	AM 116	Engine Tune-Up	1
AM 102	Basic Electrical, Battery, Wiring, & Lighting	1	AM 116L	Engine Tune-Up Lab	1
AM 102L	Basic Electrical, Battery, Wiring, & Lighting Lab	1	AM 130	Manual Transmissions & Clutch	1
AM 103	Charging and Starting Systems	1	AM 130L	Manual Transmissions & Clutch Lab	2
AM 103L	Charging and Starting Systems Lab	1	AM 136	Automatic Transmissions	2
AM 110	Automotive Engines	3	AM 136L	Automatic Transmissions Lab	1
AM 110L	Automotive Engines Lab	3	AM 140	Driveline & Rear Axle	1
AM 112	Ignition Systems	1	AM 140L	Driveline & Rear Axle Lab	1
AM 112L	Ignition Systems Lab	1	AM 142	Suspension & Steering Systems	1
AM 120	Automotive Emissions	1	AM 142L	Suspension & Steering Systems Lab	1
AM 120L	Automotive Emissions Lab	1	AM 144	Wheel Alignment & Balance	1
WRIT 108	Elementary Technical Writing	2	AM 144L	Wheel Alignment & Balance Lab	1
		—	AM 150	Air Conditioning	1
		20	AM 150L	Air Conditioning Lab	1
			CA 102	Human Relations	2
					—
					20
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
AM 201P	Specialized Auto Topics	5	AM 202P	Specialized Auto Topics	5
AM 222L	High Performance Engine Modifications	2		<i>or</i>	
AM 220L	Oxy-Acetylene Welding	2	AM 241P	Automotive Internship	(5)
AM 231	Automotive Diagnostic Equipment I	3	AM 220L	Electric Arc Welding	2
CAPP 120	Intro to Computers	3	AM 230	ASE Preparation	2
		—	AM 232	Automotive Diagnostic Equip. II	3
		15	ACTG 101	Accounting Procedures	3
					—
					15
			Total Hours in Program—70		

Automotive Technology

@ **MILES**
COMMUNITY COLLEGE

Certificate of Applied Science (C.A.S.)

Automotive Technology

This is a program that will provide students with the skills necessary for employment in the field of auto mechanics (repair, service, maintenance, retail/wholesale parts businesses). This program has an ASE certified instructor who prepares students to become ASE certified (tests are offered every spring at the College), a requirement for all new hires in major auto dealerships.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

Fall Semester		Cr. Hrs.	Spring Semester		Cr. Hrs.
M 100	Intro to Technical Math	2	AM 114	Fuel Systems	1
AM 101	Automotive Braking Systems	1	AM 114L	Fuel Systems Lab	1
AM 101L	Automotive Braking Systems Lab	1	AM 116	Engine Tune-Up	1
AM 102	Basic Electrical, Battery, Wiring, & Lighting	1	AM 116L	Engine Tune-Up Lab	1
AM 102L	Basic Electrical, Battery, Wiring, & Lighting Lab	1	AM 130	Manual Transmissions & Clutch	1
AM 103	Charging and Starting Systems	1	AM 130L	Manual Transmissions & Clutch Lab	2
AM 103L	Charging and Starting Systems Lab	1	AM 136	Automatic Transmissions	2
AM 110	Automotive Engines	3	AM 136L	Automatic Transmissions Lab	1
AM 110L	Automotive Engines Lab	3	AM 140	Driveline & Rear Axle	1
AM 112	Ignition Systems	1	AM 140L	Driveline & Rear Axle Lab	1
AM 112L	Ignition Systems Lab	1	AM 142	Suspension & Steering Systems	1
AM 120	Automotive Emissions	1	AM 142L	Suspension & Steering Systems Lab	1
AM 120L	Automotive Emissions Lab	1	AM 144	Wheel Alignment & Balance	1
WRIT 108	Elementary Technical Writing	2	AM 144L	Wheel Alignment & Balance Lab	1
		—	AM 150	Air Conditioning	1
		20	AM 150L	Air Conditioning Lab	1
			CA 102	Human Relations	2
					—
					20
			Total Hours in Program—40		

Biofuels @ MILES

COMMUNITY COLLEGE

Associate of Applied Science Degree (A.A.S.)

Biofuels

This two-year program is designed to allow students to attain employment upon graduation in the alternative energy field or related endeavors. This is designed to be a terminal degree to provide students the skill necessary for entry level employment or enhancement of current employment.

Upon graduation of this program, graduates will be able to:

- Demonstrate an understanding of systems perspectives in industry;
- Apply basic scientific processes in bioenergy production;
- Perform and describe basic mechanical functions pertaining to biofuels production;
- List bioenergy feedstocks and co-products and describe their benefits and uses;
- Explain the similarities and differences of wind, solar, biomass, geothermal, and biofuels technologies
- Demonstrate verbal and written communication organization and leadership styles

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
EG 100	Intro to Biofuels	1	EG 101	Renewable Energy	3
CA 112	Public Speaking	3	WRIT (100 level)	Intro to Technical Writing	3
	<i>or</i>			preferred	
CA 111	Interpersonal Communications	(3)	CHMY 121	Intro to General Chemistry	3
CAPP 120	Intro to Computers	3	CHMY 122	Intro to General Chemistry Lab	1
M 100	Intro to Technical Mathematics	2	ACTG 101	Accounting Procedures	3
SC 110	Hazardous Materials	2		Directed Elective	3
	Directed Elective	3			—
		—			16
		14			
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
EG 201	Energy Mechanics	3	EG 220	Energy Leadership	2
ECNS 201	Principles of Microeconomics	3	EG 202	Biofuel Production	3
BIOB 101	Discover Biology	3	EG 241	Internship	3
BIOB 102	Discover Biology Lab	1	AG 202	Feeds and Feeding	3
AG 105	Plant Science	3		Directed Elective	3
	Directed Electives	3			—
		—			14
		16	Total Hours in Program—60		
Directed Elective Choices:					
AG 101 Animal Science	ET 101 Electricity	BU 207 Business Law			
AG 102 Natural Resources	ET 102 Series, Parallel Circuits	BU 213 Marketing			
AG 201 Soil Resources	ET 103 Circuit Use	BU 214 Management			
CAPP 151 MS Office	ET 104 Conductors and Batteries	IT 150 Operating Systems			
WLDG 240 Arc Welding	WLDG 235 Oxy-Acetylene Welding				
EO 121 CDL Operations	CSCI 110 Programming with Visual Basic				

Associate of Applied Science (A.A.S.)

Building Construction Management

Students in the Building Construction Management AAS degree program are those that plan to operate their own construction business or serve in a supervisory or management capacity for a larger company. In the first year of the program, they will build a home from the ground up learning all aspects of the construction trade. In their second year of study, they will gain the business skills necessary to operate or manage a construction business.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester			First Year—Spring Semester		
		Cr. Hrs.			Cr. Hrs.
M 100	Intro to Technical Math	2	WRIT 108	Elementary Technical Writing	2
CSTN 100	Fund. of Construction Technology	4	CA 102	Human Relations	2
CSTN 101	Introduction to Concrete	1	CSTN 145	Ext. Finish, Stair, and Metal SF	5
CSTN 112	Floor Systems	1	CSTN 158	Thermal & Moisture Protection Lab	1
CSTN 113	Floor Systems Lab	1	CSTN 155	Interior Wall Framing	1
CSTN 119	Carpentry Fundamentals	2	CSTN 156	Interior Wall Framing Lab	1
CSTN 116	Wall & Ceiling Framing	1	CSTN 154	Drywall Lab	2
CSTN 117	Wall & Ceiling Framing Lab	1	CSTN 153	Interior Finishing Lab	2
CSTN 133	Roof Framing & Roofing Applications	2	CSTN 165	Cabinet Fabrication	1
CSTN 134	Roof Framing & Roofing Applications Lab	2	CSTN 166	Cabinet Fabrication & Installation	2
		—			—
		17			19
Second Year—Fall Semester			Second Year—Spring Semester		
		Cr. Hrs.			Cr. Hrs.
BU 215	Human Resource Management	3	ACTG 101	Accounting Procedures I	3
BU 207	Business Law	3	WRIT 122	Intro to Business Writing	3
CAPP 120	Intro to Computers	3	CA 111	Interpersonal Communication	3
BU 213	Marketing	3	BU 214	Management	3
BU 110	Business Math	3			—
		—			12
		15			
			Total Hours in Program—63		

Building Technology

@

MILES

COMMUNITY COLLEGE

Certificate of Applied Science (C.A.S.)

Building Construction

This one-year modular-based certificate program is designed to provide students with the skills and knowledge to build new home construction from the ground up. Students in this program will learn to estimate, read blue prints and apply practical construction and critical thinking skills that will make them highly marketable in the building construction industry.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
M 100	Intro to Technical Math	2	WRIT 108	Elementary Technical Writing	2
CSTN 100	Fund. of Construction Technology	4	CA 102	Human Relations	2
CSTN 101	Introduction to Concrete	1	CSTN 145	Ext. Finish, Stair, and Metal SF	5
CSTN 112	Floor Systems	1	CSTN 158	Thermal & Moisture Protection Lab	1
CSTN 113	Floor Systems Lab	1	CSTN 155	Interior Wall Framing	1
CSTN 119	Carpentry Fundamentals	2	CSTN 156	Interior Wall Framing Lab	1
CSTN 116	Wall & Ceiling Framing	1	CSTN 154	Drywall Lab	2
CSTN 117	Wall & Ceiling Framing Lab	1	CSTN 153	Interior Finishing Lab	2
CSTN 133	Roof Framing & Roofing Applications	2	CSTN 165	Cabinet Fabrication	1
CSTN 134	Roof Framing & Roofing Applications Lab	2	CSTN 166	Cabinet Fabrication & Installation	2
		—			—
		17			19
			Total Hours in Program—36		

Business @ MILES COMMUNITY COLLEGE

Certificate (C.)

Accounting

This certificate is designed to develop the necessary skills for persons seeking employment in entry-level accounting positions.

Upon completion of this program, students will:

- Interpret and explain financial statements to make management decisions;
- Utilize accounting software to make business decisions;
- Complete payroll taxes and prepare records and reports;
- Utilize Microsoft Office which includes Word, Excel, Power Point and Access at an intermediate level;
- Identify elementary business psychology, behavior characteristics, and personality traits;
- Develop key business communication skills.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

Fall Semester		Cr. Hrs.	Spring Semester		Cr. Hrs.
ACTG 201	Principles of Financial Accounting	4	ACTG 202	Principles of Managerial Accounting	4
WRIT(100 level)	Intro to Business Writing preferred	3	ACTG 205	Computerized Accounting	3
M 108	Business Math	3	CAPP 151	MS Office	3
CA 102	Human Relations	2	ACTG 180	Payroll Accounting	3
CAPP 120	Intro to Computers	3			—
		—			13
		15	Total Hours in Program—28		



Business @ MILES COMMUNITY COLLEGE

Certificate (C.)

Customer Relations Option

This certificate is designed to develop the skills necessary for an individual entering the service industry. Upon completion of this program, students will:

- Utilize Microsoft Office which includes Word, Excel, Power Point and Access;
- Explain laws that apply to the business environment;
- Identify key Marketing techniques for functional marketing campaigns;
- Develop sales skills for the retail environment;
- Utilize proper service techniques to effectively work with customers;
- Identify elementary business psychology, behavior characteristics, and personality traits;
- Develop key business communication skills.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

Fall Semester		Cr. Hrs.	Spring Semester		Cr. Hrs.
CAPP 120	Intro to Computers	3	CA 102	Human Relations	2
BU 207	Business Law	3	M 108	Business Math	3
BU 210	Sales, Merchandising, & Retail	3	BU 216	Customer Service	3
BU 213	Marketing	3	WRIT(100 level)	Intro to Business Writing preferred	3
		—	CA 111	Interpersonal Communications	3
		12			—
					14
			Total Hours in Program—26		



Business @ MILES COMMUNITY COLLEGE

Certificate of Applied Science (C.A.S.) *Entrepreneurship*

This is a distance learning program that can be taken on campus or through a combination of online and ITV courses. This program is designed to provide students with the basic skills necessary to run their own business or qualify for employment in wholesale or retail business. Students who complete this program should be able to:

- Proficiently write a business plan
- Understand proper hiring techniques
- Successfully implement marketing tools for their business
- Adeptly communicate in business
- Understand the fundamentals of bookkeeping
- Identify basic laws that apply to small business

Note: This program is developed in partnership with Chief Dull Knife College and Little Big Horn College. This class numbers below represent classes from MCC, but classes from any of the partnering colleges may be accepted and degrees can be offered through any of the colleges.

Fall Semester			Spring Semester		
		Cr. Hrs.			Cr. Hrs.
WRIT	100 level WRIT course	3	WRIT	100 level WRIT course	3
BU 207	Business Law	3	ACTG 101	Accounting Procedures I	3
BU 213	Marketing	3	M 108	Business Math	3
BU 215	Human Resource Management	3	CAPP 120	Introduction to Computers	3
ECNS 201	Principles of Microeconomics	3	BU 220	Introduction to Entrepreneurship	3
		—			—
		15			15
Total Hours in Program—30					



Business @ MILES COMMUNITY COLLEGE

Certificate (C.)

Fundamentals of Business

This certificate is designed to develop the necessary skills for persons seeking employment in entry-level business positions. Upon completion of this program, students will:

- Interpret and explain basic financial statements to make management decisions;
- Utilize Microsoft Office which includes Word, Excel, Power Point, and Access;
- Identity the key roles of Marketing and Advertising in the workplace;
- Explain the critical concepts in Management;
- Utilize effective communication techniques for professional and personal correspondence;
- Explain core human resource concepts for the health of an organization.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

Fall Semester		Cr. Hrs.	Spring Semester		Cr. Hrs.
WRIT (100 level)	Intro to Technical Writing preferred	3	ACTG 101	Accounting Procedures I	3
BU 215	Human Resource Management	3	CA 111	Interpersonal Communications	3
BU 213	Marketing	3	BU 214	Management	3
CAPP 120	Intro to Computers	3	BU 211	Advertising	3
M 108	Business Math	3			—
		—			12
		15	Total Hours in Program—27		



Business @ MILES COMMUNITY COLLEGE

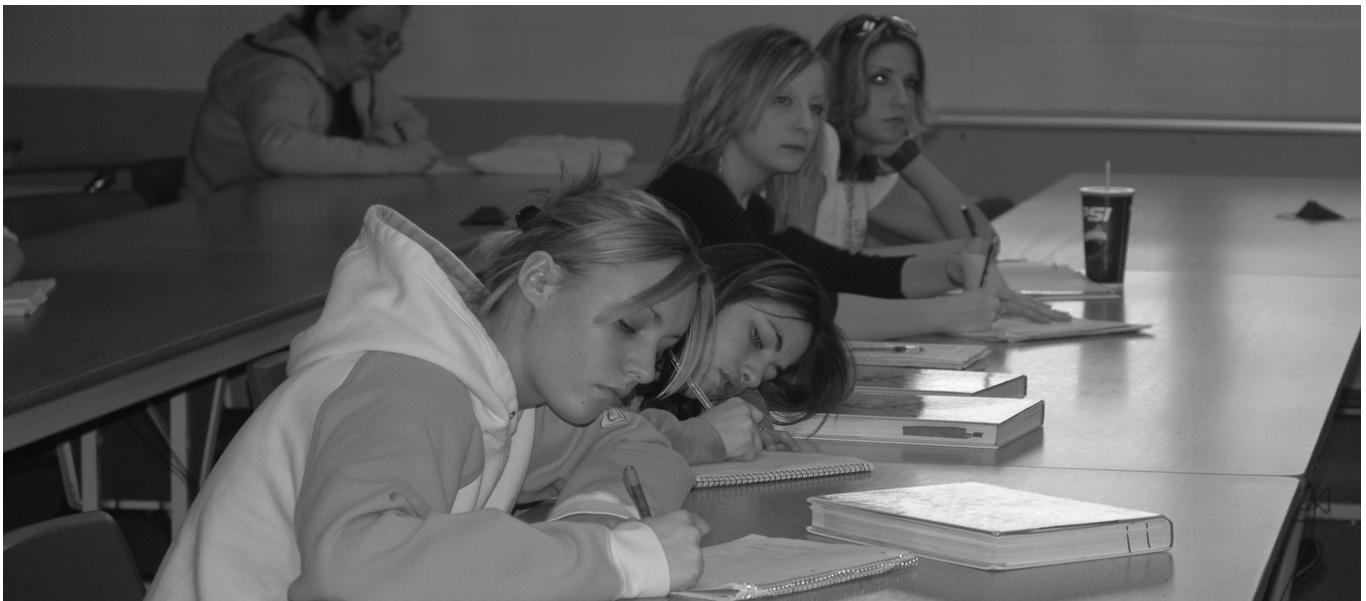
Certificate (C.) Sales and Marketing

This certificate is designed to develop the skills necessary to work in a marketing or sales related environment. Upon completion of this program, students will:

- Interpret and explain basic financial statements to make management decisions;
- Utilize Microsoft Office which includes Word, Excel, Power Point and Access;
- Develop sales skills for the retail environment
- Identify key Advertising and Marketing techniques;
- Develop key business communication skills such as public speaking.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

Fall Semester		Cr. Hrs.	Spring Semester		Cr. Hrs.
M 108	Business Math	3	ACTG 101	Accounting Procedures I	3
BU 210	Sales, Merchandising, & Retail	3	WRIT(100 level)	Intro to Business Writing preferred	3
BU 213	Marketing	3	BU 211	Advertising	3
CA 112	Public Speaking	3	CAPP 151	MS Office	3
CAPP 120	Intro to Computers	3			—
		—			12
		15	Total Hours in Program—27		



Business @ MILES COMMUNITY COLLEGE

Associate of Applied Science Degree (A.A.S.)

Office Administration and Technology

This is a two-year program designed to provide students with the skills necessary to find employment as a computer operator, data entry clerk, or office worker who manages accounts receivable and payable, billings, payroll and web designing.

Upon completion of this program, students will:

- Operate a computer efficiently utilizing Microsoft Office applications;
- Navigate the Internet and manage electronic correspondence;
- Demonstrate an understanding of the elements of the accounting cycle and general financial statements;
- Explain laws that apply to the business environment
- Demonstrate an ability to market and promote products
- Design web pages, flyers, and other publications
- Develop key business communication skills

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
CAPP 120	Intro to Computers	3	CAPP 151	MS Office	3
WRIT(100 level)	Intro to Business Writing preferred	3	CA 112	Public Speaking	3
TASK 145	Records Management	3		<i>or</i>	
M 108	Business Math	3	CA 111	Interpersonal Communications	(3)
IT 213	Photoshop and Illustrator	3	CAPP 154	MS Word	3
		—	IT 250	Internet & Web Page Development	3
		15	IT 214	Desktop Publishing	3
					—
					15
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
ACTG 201	Principles of Financial Accounting	4	ACTG 202	Principles of Managerial Accounting	4
BU 207	Business Law	3	CAPP 158	MS Access	3
CA 102	Human Relations	2	TASK 210	Office Success Strategies	3
CAPP 156	MS Excel	3	BU 241	Business Internship	3
BU 213	Marketing	3		Elective	2
		—			—
		15			15
Total Hours in Program—60					
Electives:					
ACTG 180	Payroll Accounting	CSCI 121	Programming with Java II	INS 121	Property & Liability Ins.
ACTG 205	Computerized Accounting	IT 150	Operating Systems	INS 122	Personal Insurance
BU 216	Customer Service	IT 231	CompTIA®A+		
BU 214	Management	IT 255	Web Animation & Motion Graphics		
BU 211	Advertising				
CSCI 110	Prog. With Visual Basic	INS 101	Introduction to Insurance		

Associate of Applied Science Degree (A.A.S.) Small Business Management Option

This is a two-year program designed to provide students with the skills necessary to start their own business or qualify for employment in middle-level management positions in wholesale or retail businesses.

Upon completion of this program, students will:

- Demonstrate knowledge of communication, organizational and managerial skills;
- Demonstrate an ability to market and promote products;
- Demonstrate working knowledge of application software used in the field of small business;
- Demonstrate an understanding of the elements of the accounting cycle and general financial statements;
- Demonstrate an understanding of the global economy and its impact on and opportunity for small business.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
CAPP 120	Intro to Computers	3	CAPP 151	MS Office	3
M 108	Business Math	3	BU 214	Management	3
WRIT(100 level)	Intro to Business Writing preferred	3	CA 112	Public Speaking	3
BU 207	Business Law	3	CA 102	Human Relations	2
	Electives	3		Electives	3
		—			—
		15			14
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
ACTG 201	Principles of Financial Accounting	4	ACTG 201	Principles of Managerial Accounting	4
BU 215	Human Resource Management	3	BU 220	Entrepreneurship	3
ECNS 201	Principles of Microeconomics	3	BU 241	Business Internship	3
BU 213	Marketing	3	BU 222	Finance	3
CAPP 156	MS Excel	3		Electives	3
		—			—
		16			16
Total Hours in Program—61					
Elective Options:			IT 150	Operating Systems	
ACTG 205	Computerized Accounting		IT 213	Photoshop & Illustrator	
BU 216	Customer Service		IT 214	Desktop Publishing	
BU 210	Sales, Merchandising, & Retail		IT 231	CompTIA®A+	
BU 211	Advertising		INS 101	Introduction to Insurance	
BU 220	Leadership		INS 121	Property and Liability Insurance	
CAPP 158	MS Access		INS 122	Personal Insurance	
CAPP 154	MS Word		INS 123	Commercial Insurance	
ECNS 202	Principles of Macroeconomics		INS 281	Principles of Insurance Production	

Insurance @ MILES

COMMUNITY COLLEGE

Start Here... Go Anywhere.

Associate of Applied Science Degree (A.A.S.)

Business Management: Insurance Option

This two-year degree program is designed to provide the skills necessary to manage an insurance business. Courses are taught by a certified insurance agent, and will prepare the student to sit for their Montana producer's licensure exam at the conclusion of the program. This program is offered entirely online; students do not have to live in the Miles City area to complete the program. All online classes include discussions with the instructor and other students on a weekly basis. In addition, projects will take students to insurance providers in their community for real-world learning opportunities. An internship is also part of the program. The internship can be completed in an insurance office near the student's home, or at a larger producer's headquarters.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

First Year—Fall Semester			Cr. Hrs.	First Year—Spring Semester			Cr. Hrs.
INS 101	Introduction to Insurance	1		INS 122	Personal Insurance	3	
INS 121	Property and Liability Insurance	3		INS 123	Commercial Insurance	3	
ACTG 201	Financial Accounting	4		ACTG 202	Managerial Accounting	4	
CA 102	Human Relations	2		WRIT 122	Intro to Business Writing	3	
CAPP 120	Intro to Computers	3		M 108	Business Math	3	
WRIT 121	Intro to Technical Writing	3			Or		
		—		STAT 216	Intro to Statistics	(4)	
		16				—	
						16 (17)	
Second Year—Fall Semester			Cr. Hrs.	Second Year—Spring Semester			Cr. Hrs.
INS 281	Intro to Underwriting & Claims	3		INS 282	Agency Operations & Sales Mgmt	3	
BU 213	Marketing	3		INS 283	Insurance Regulations & Licensing Preparation	3	
ECNS 201	Principles of Microeconomics	3		BU 214	Management	3	
BU 215	Human Resource Management	3		BU 216	Customer Service	3	
	Elective	3		INS 241	Insurance Industry Internship	3	
		—				—	
		15				15	
				Total Hours in Program—62 (63)			

Equine Studies



MILES

COMMUNITY COLLEGE

Associate of Applied Science Degree (A.A.S.) Equine Studies

This two year degree is designed to give students a foundation in natural horsemanship and how to apply that knowledge in a practical manner. Graduates will be prepared for a career in equine business and management, colt training, assistant trainer and facilities management. Program is designed to give a broad base for any equine field.

Upon completion of this course students will be able to:

- Demonstrate how to communicate effectively with their horse
- Start a colt from the ground up
- Identify correct and incorrect information
- Understand basic marketing concepts
- Understand basic horse care and nutrition
- Demonstrate how to control all the parts of a horse to give the horse a solid foundation to go into any discipline, such as reining, reined cow horse, cutting, versatile ranch horse, roping, and trail horses.

Internships are encouraged and will be available from all the different disciplines.

First Year—Fall Semester			First Year—Spring Semester		
		Cr. Hrs.			Cr. Hrs.
EQ 155L	Intro to Basic Horsemanship	3	EQ 102	Horse Conformation	2
BIOB 101	Discover Biology	3	EQ 102L	Horse Conformation Lab	2
BIOB 102	Discover Biology Lab	1	EQ 130	Hoof Care Science	1
EQ 101	Intro to Equine Studies	4	EQ 130L	Hoof Care Science Lab	1
M 108	Business Math	3	EQ 252L	Horsemanship I: Building a Relationship	3
WRIT 121	Intro to Technical Writing	3	EQ 253L	Intro to Colt Starting	3
		—	ACTG 101	Accounting Procedures I	3
		17			—
					15
Second Year—Fall Semester			Second Year—Spring Semester		
		Cr. Hrs.			Cr. Hrs.
EQ 254L	Horsemanship II: Harmony with Your Horse	3	EQ 203	Equine Science II	4
EQ 202	Equine Science I	4	EQ 255L	Horsemanship III	3
EQ 201	Basic Horse Care & Nutrition	4	EQ 256L	Starting the Young Horse	3
EQ 165L	Livestock Handling & Ranch Roping	3	EQ 232	Equine Sales & Marketing Elective	1
		—			—
		14			14
			Total Hours in Program—60		
Electives may be chosen from:					
EQ 150L	Driving the Harness or Work Horse		EQ 205	Hoof Care—Trimming and Shoeing Your Horse	
EQ 151L	Packing the Horse or Mule		EQ 250L	Professional Hoof Care for Farrier Certificate	
EQ 241P	Equine Internship				

Certificate (C.) Medical Receptionist

This certificate program prepares the student to work in the front office of clinics and health care organizations under the supervision of office managers, nurses or physicians to provide customer service, visitor reception, and patient intake and discharge services. The student will perform general clerical duties including greeting patients, answering the phone, scheduling appointments, handling correspondence, accepting payments for services rendered, and filing.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

Fall Semester		Cr. Hrs.	Spring Semester		Cr. Hrs.
TASK 145	Records Management	3	CAPP 154	MS Word	3
AHMS 144	Medical Terminology	3	ACTG 101	Accounting Procedures I	3
AHMS 230	Medical Office Routines	2	CA 102	Human Relations	2
M 108	Business Math	3	WRIT(100 level)	Intro to Business Writing preferred	3
CAPP 120	Intro to Computers	3	TASK 210	Office Success Strategies	4
		—			—
		14			15
Total Hours in Program—29					



Heavy Equipment Operations



Certificate of Applied Science (C.A.S.)

Heavy Equipment Operations

The purpose of this program is to provide students with practical skills for enhanced employment opportunities in heavy equipment operations, such as mining, construction, oil fields, etc. Students receive classroom training as well as many hours of instruction in the field operating a variety of heavy equipment machinery.

The nationally recognized competency-based curriculum built upon industry standards is from the national Center for Construction Education and Research. In 2009 the median yearly earnings of operating engineers and other construction equipment operators was \$18.18 per hour, according to the U.S. Bureau of Labor Statistics.

There are 15 slots available each year for the Miles Community College Heavy Equipment program. Students must be accepted into the program. The selection process is completed by June 30 prior to the fall semester of entrance. Contact the admissions office for the complete student selection criteria.

To be accepted into the program, a student must be a U.S. or Canadian citizen and hold a drivers license in good standing with no restrictions. Students accepted into the program will be placed into a random drug test pool in accordance with federal guidelines. At any time during the academic year, if there is reasonable suspicion, the student must submit a drug test to the student health center for testing before operating any equipment. A positive drug test will result in removal from the program for the remainder of the academic year. Tuition and fees are nonrefundable and the student may owe back financial aid. Students must apply for readmission into the program the following year.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

Fall Semester			Spring Semester		
		Cr. Hrs.			Cr. Hrs.
WRIT 108	Elementary Technical Writing	2	EO 120	Heavy Equipment Operations II	4
M 100	Intro to Technical Mathematics	2	EO 120L	Heavy Equipment Operations II Lab2	
EO 100L	Core Skills for Heavy Equipment Operations Lab	1	EO 130	Heavy Equipment Operations III	5
EO 101	Basic Construction Safety	1	EO 130L	Heavy Equipment Operations III Lab2	
EO 103	Intro to Hand & Power Tools	1	CA 102	Human Relations	2
EO 110	Heavy Equipment Operations I	3			—
EO 110L	Heavy Equipment Operations I Lab	2			15
EO 113	Intro to Earth Moving & Safety	2			
EO 121	CDL Operations	3			
EO 121L	CDL Operations Lab	2			
		—			
		19			
			Total Hours in Program—34		

Associate of Applied Science Degree (A.A.S.) Information Technology—Graphic and Web Design Option

This two-year degree prepares students for a career in computer graphics and/or web design. Students learn techniques to build a web site using proper design principles and to create and edit graphics using both film and digital formats.

Upon completion of this program, graduates will be able to:

- Demonstrate basic understanding of graphic editing software and graphic file formats;
- Create simple and complex publications;
- Demonstrate basic use of typography;
- Apply basic design principles to publications;
- Recognize and edit HTML code;
- Design a web site using a HTML editor;
- Implement web animation and motion graphics;
- Publish and maintain a website;
- Understand ethical responsibilities linked to graphic and web design.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
CAPP 120	Intro to Computers	3	AC 151	Photography I	3
AC 101	Drawing I	3	AC 105	Design I	3
BU 213	Marketing	3	IT 250	Internet & Web Page Development	3
M 108	Business Math	3	WRIT(100 level)	Intro to Business Writing preferred	3
CA 112	Public Speaking	3		Elective	3
		—			—
		15			15
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
CSCI 110	Programming with Visual Basic I	4	CSCI 210	Web Programming	4
IT 213	Photoshop & Illustrator	3	IT 214	Desktop Publishing	3
IT 255	Web Animation & Motion Graphics	3	CSCI 121	Programming with Java II	3
	Electives	5	CA 102	Human Relations	3
		—		Elective	3
		15			—
					15
Total Hours in Program—60					
Electives:					
CAPP 151	MS Office		IT 151	Evolution of Gaming	
IT 231	CompTIA®A+ Hardware		IT 161	Fundamentals of Game Design	
IT 232	CompTIA®A+ Software		AC 153	Photography I	
CAPP 154	MS Word		ACTG 201	Principles of Financial Accounting	
CAPP 156	MS Excel		BU 211	Advertising	
CAPP 158	MS Access				

Information Technology @ MILES COMMUNITY COLLEGE

Associate of Applied Science Degree (A.A.S.)

Information Technology—Networking and PC Maintenance Option

This two-year degree prepares students for a career in the computer technology field. Students learn techniques to install and troubleshoot problems relating to networking, operating systems and maintenance. Students will gain knowledge and skills to solve problems relating to both hardware and software.

Upon completion of this program, graduates will be able to:

- Troubleshoot hardware problems;
- Install, upgrade, and configure software;
- Install, configure, and maintain LANs;
- Provide preventive maintenance, component I installations, and repair services;
- Identify and resolve network connectivity issues;
- Configure routers, firewalls, and switches;
- Understand ethical responsibilities linked to networking, software licensing, and maintenance issues.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course description in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.	First Year—Spring Semester		Cr. Hrs.
CAPP 120	Intro to Computers	3	CAPP 151	MS Office	3
WRIT	100 level WRIT class		CA 112	Public Speaking	3
ITS 140	CCNA 1: Discovery	4	ITS 142	CCNA 2: Discovery	4
M 108	Business Math	3	IT 250	Internet & Web Page Development	3
	Elective	2		Elective	3
		—			—
		15			16
Second Year—Fall Semester		Cr. Hrs.	Second Year—Spring Semester		Cr. Hrs.
CSCI 110	Programming with Visual Basic I	4	CSCI 210	Web Programming	4
IT 150	Operating Systems	3	IT 231	CompTIA®A+	4
CA 102	Human Relations	2	CAPP 158	MS Access	3
CAPP 156	MS Excel	3	IT 241	Internship	3
	Elective	3			—
		—			14
		15	Total Hours in Program—60		
Electives:					
IT 255	Web Animation & Motion Graphics		ACTG 205	Computerized Accounting	
CSCI 121	Programming with Java II		IT 151	Evolution of Gaming	
IT 213	Photoshop & Illustrator		IT 161	Fundamental of Game Design	
IT 214	Desktop Publishing		BU 216	Customer Service	

Paraprofessional Education



Certificate of Applied Science (C.A.S.)

Paraprofessional Education

This is a one-year program designed to prepare paraprofessional educators to assist K-12 classroom teachers with supervision and instruction. This certificate program is designed to meet the requirements of the No Child Left Behind Act for paraprofessional educators working in the state of Montana under Title or Special Education programs of a K-12 school. All courses in this program apply toward the two-year Paraprofessional Educator degree at Miles Community College.

The program course requirements are presented in sequence. Part-time students and others who cannot follow sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Fall Semester			Spring Semester		
		Cr. Hrs.			Cr. Hrs.
WRIT 108	Elementary Technical Writing	2	EDU 220	Human Growth and Development	3
	<i>or</i>		EDU 202	Early Field Experience	1
WRIT 101	College Writing I	3	PE 214	First Aid & CPR	1
EDU 200	Introduction to Education	3		<i>or</i>	
M 100	Introduction to Technical Math	2	PE 212	Health Education	(3)
	<i>or</i>		ED 206	Severe Communication Support	2
M 121	College Algebra or higher level math	4		Needs	
PSYX 100	Intro to Psychology	3	EDU 205	Instructing Reading, Writing & Math	3
CAPP 120	Intro to Computers	3	ED 260	Introduction to Teaching	3
EDU 142	Student Supervision	1		Exceptional Learners	
EDU 240	Behavior Management	2			—
		—			13 (15)
		16 (19)	Total Hours in Program—29 (34)		



Radiologic Technology

@ **MILES**
COMMUNITY COLLEGE

Associate of Applied Science Degree (A.A.S.)

Radiologic Technology

Miles Community College has collaborated with Montana Tech College of Technology in Butte to offer courses for students wishing to pursue an Associate of Applied Science Degree in Radiologic Technology. This program allows students to take their first semester of courses at Miles Community College before application to the program. If accepted into the Butte program, students will take online Radiologic Technology courses offered through Montana Tech College of Technology and face-to-face portions of the courses held in Miles City.

Formal application to the Montana Tech College of Technology Radiologic Technology Program is completed during the fall term of each school year. Miles Community College students are given preference to the competitive Miles City program when their application is signed and approved by the Radiologic Technology Academic Advisor at MCC. If accepted into the program the student will become a student of Montana Tech College of Technology. After acceptance in the program all registration of classes, financial aid, and scholarships will be administered by Montana Tech COT. Students completing the two-year AAS degree must sit for a national certification test before they may enter the workforce.

The plan of study includes 18 credits for the first fall semester plus a 3 credit computer class that must be completed before application to the Radiologic Technology program. These credits are the basis for selecting students into the program. The minimum selective GPA for consideration into the Radiologic Technology Program is 2.75. Other selection criteria include computer proficiency demonstrated by completion of CAPP 120 Introduction to Computers, a successful challenge of the course, or a similar course approved by academic advisor.

First Year—Fall Semester			First Year—Spring Semester		
		Cr. Hrs.			Cr. Hrs.
SC 204	Anatomy & Physiology I	3	SC 205	Anatomy & Physiology II	3
SC 204L	Anatomy & Physiology I Lab	1	SC 205L	Anatomy & Physiology II Lab	1
CHMY 121	Intro to General Chemistry	3	RAD 0110	Introduction to Imaging*	3
CHMY 122	Intro to General Chemistry Lab	1	RAD 0111	Radiographic Procedures I*	3
WRIT 101	College Writing I	3	RAD 0121	Radiographic Imaging Physics*	4
M 121	College Algebra	4	RAD 0151	Radiographic Clinical Ed I**	4
PSYX 100	Intro to Psychology	3			—
CAPP 120	Intro to Computers	(3)			18
	(if no employment experience)	—			
		18 (21)			
Summer Term					
		Cr. Hrs.			
RAD 0161	Radiographic Clinical Ed II **	10			
Second Year—Fall Semester			Second Year—Spring Semester		
		Cr. Hrs.			Cr. Hrs.
RAD 0141	Radiographic Protection*	2	PHL 221	Intro Philosophy & Biomed Ethics	3
RAD 0122	Radiographic Imaging II*	3	RAD 0219	Radiographic Imaging III*	2
RAD 0211	Radiographic Procedures II*	3	RAD 0245	Radiographic Analysis*	2
RAD 0251	Radiographic Clinical Ed III**	6	RAD 0261	Radiographic Clinical Ed IV**	6
		—			—
		14			13
			Total Hours in Program—73		
* Web-based course offered through Montana Tech College of Technology with face-to-face portions at MCC.					
** Hospital-based course					



Directory & Index

College Officers.....	96
Board of Trustees.....	96
Endowment.....	96
Staff and Faculty	97
Advisory Committees	101

Start Here... Go Anywhere.

Directory and Index

College Officers

Dr. Stefani Gray Hicswa, President
Lisa Watson, Vice President, Administration and Finance
Shelly Weight, Vice President, Academic Affairs
Darren Pitcher, Vice President, Student Success
and Institutional Research

Board of Trustees

Miles Community College's Board of Trustees performs duties prescribed for it in the statutes of Montana to operate and maintain a community college adequate to meet the needs of the people of the district and area it serves. The functions of the Board of Trustees are that of legislation and appraisal.

2010-2011 Members

Rusty Irion, Chair
Sue Stanton, Vice Chair
Jeff Okerman, Secretary
Garret McFarland Jeff Harding
Mark Petersen Sharon Wilcox

Endowment

The Miles Community College Endowment is an independent, nonprofit corporation that is dedicated to establishing and maintaining a permanent endowment fund through the solicitation, investment, and management of donations for the purpose of providing scholarships and assisting in capital improvements and special needs of the College for the betterment of the students, faculty, staff, and community.

Established in 1964, the Endowment is governed by a local board and works closely with Miles Community College in carrying out the mission of the College. The Endowment accepts and solicits both cash and noncash gifts throughout the year, investing and administering those funds to provide a growing source of additional support for the College, now and into the future.

Contributions or questions regarding the Endowment can be directed to the Endowment Office at 406-874-6288. Further information concerning the Endowment is available by writing to the Miles Community College Endowment, 2715 Dickinson, Miles City, MT 59301.

2010-2011 Members

Don Hartman, President
Garret McFarland Stan Markuson
James Lucas Sheryl Cathey
Shirley Gierke Terri Stevenson
Julie Nowicki

Endowment Executive Director: Brandi Gray



Staff

BADGETT, WALLY

Coach, Rodeo (2004)
(406) 874-6195 • badgettw@milescc.edu

BENNETT, LAURA

Controller (2005)
A.A. & A.S., Miles Community College;
B.S. & B.A., Montana State University - Billings
(406) 874-6161 • bennettl@milescc.edu

BLOTSKY, MARNIE

Director, Food Service (2005)
A.A., Dickinson State
(406) 874-6209 • blotskym@milescc.edu

BLUNT, LISA

Registrar (1989)
A.A. & A.A.S., Miles Community College;
B.S., Montana State University - Billings
(406) 874-6214 • bluntl@milescc.edu

BRAULICK, DAVID

Custodial (2002)
(406) 874-6185 • braulickd@milescc.edu

DAVIS, DAN

Wellness Coordinator, Centra (2010)
(406) 874-6264 • davisd@milescc.edu

DUFNER, JESSIE

Dean of Enrollment Services (2007)
B.S., University of Mary;
M.B.A., University of Mary
(406) 874-6226 dufnerj@milescc.edu

FJELL, MOLLY

Assistant Coordinator for Student Life (2009)
A.A., Miles Community College
B.S., University of Nevada-Las Vegas
(406) 874-6442 • fjellm@milescc.edu

FREESE, SHELLEY

Center for Academic Success (1992)
B.A., University of Montana
(406) 874-6152 • freeses@milescc.edu

FRIESZ, TEENA

Library Learning Resources Assistant (1976)
A.A.S., Miles Community College
(406) 874-6194 • frieszt@milescc.edu

GEIGER, GARY

Custodial/Housekeeping (2004)
(406) 874-6185 • geigerg@milescc.edu

GRAHAM, JENNIFER

Student Accounts Technician (2010)
(406) 874-6159 • grahamj@milescc.edu

GRUTKOWSKI, DIANE

Administrative Assistant, Nursing Department (2008)
(406) 874-6189 • grutkowskid@milescc.edu

HICSWA, STEFANI G.

President (2006)
B.A., University of Montana;
M.Ed., Montana State University
Ph.D., University of Texas
(406) 874-6158 • hicswas@milescc.edu

HODGSON, WENDY

Library Learning Resources Assistant (1998)
A.A. & A.A.S., Miles Community College
(406) 874-6153 • hodgsonw@milescc.edu

KEARNES, SHARON

Director, Career and Placement Center , (1981)
B.S., Dickinson State College
(406) 874-6183 • kearness@milescc.edu

LANCASTER, LOREN

Director, Financial Aid (2005)
B.S., Montana State University - Bozeman
(406) 874-6171 • lancasterl@milescc.edu

LANEY, CANDY

Executive Assistant to the President and Board (2009)
(406) 874-6165 • laneyc@milescc.edu

LAWRENCE, ROSS

Facilities Manager
(406) 874-6172 • lawrencer@milescc.edu

LITTLE, BRENDA

Coordinator of Student Life & Admissions (1997)
(406) 874-6217 • littleb@milescc.edu

LOSING, KAREN

Systems Operator/Fiscal Assistant (1980)
A.A.S., Miles Community College
(406) 874-6173 • losingk@milescc.edu

LUND , GUY

Career and Placement Center (1995)
B.S., Dickinson State University
(406) 874-6215 • lundg@milescc.edu

LUND , KARLA

Director, Nursing (2000)
A.D.N. Miles Community College;
B.S.N., University of Mary;
M.S.N., University of North Dakota
(406) 874-6186 • lundk@milescc.edu

Staff, Continued...

LYNNES, MELINDA

Center for Academic Support and Assessment (1987)
B.A., Fresno State College;
B.S., Western Montana College
(406) 874-6151 • lynnsm@milescc.edu

MELNIK, WILLIAM

Center for Academic Support and Assessment (2005)
(406) 874-6151

NIEDGE, DANA

Administrative Assistant, Student Services (2000)
A.A.S., Billings Business College;
A.A., Miles Community College
(406) 874-6208 • niedged@milescc.edu

NIEDGE, ERIN

Enrollment Management Specialist/Transfer
Coordinator (2007)
B.A., University of Montana
M.P.A., University of Montana
(406) 874-6211 • niedgee@milescc.edu

OSWALD, BETH

Community Outreach Coordinator (2006)
B.S., Rocky Mountain College
(406) 874-6164 • oswaldb@milescc.edu

OTTOY, RICK

Custodial (2009)
ottoyr@milescc.edu

PHIPPS, KYLENE

Human Resources Director (2007)
B.S., Montana State University Billings
M.B.A., National American University
(406) 874-6292 • phippsk@milescc.edu

PITCHER, DARREN

Vice President of Student Success & Institutional
Research (1999)
A.A.S., Miles Community College;
B.A., Montana State University - Billings;
M.A., Fielding Graduate University
(406) 874-6220 • pitcherd@milescc.edu

RINK, CRAIG

Coach, Golf (2009)

RUTHERFORD, ANN

Director, Library (2004)
B.A. & M.S., University of Wyoming
(406) 874-6105 • rutherforda@milescc.edu

SAMUELSON, JAKE

Admissions Representative (2009)
B.S., Montana State University Billings

(406) 874-6178 • samuelsonj@milescc.edu

SIBLA, BRUCE

Custodial
siblab@milescc.edu

STEIN, TED

Director, Centra Athletic Center (2008)
A.A., Miles Community College;
B.S., University of Nebraska at Kearney
(406) 874-6286 • steint@milescc.edu

STROBEL, JUDY

Manager, Bookstore (1991)
A.A.S., Miles Community College
(406) 874-6207 • strobelj@milescc.edu

TAYLOR, KASSIE

Workforce Development & WIRED Entrepreneurship
Education Assistant (2008)
B.S., Black Hills State University
(406) 874-6199 • taylork@milescc.edu

TRIMBLE, MICHELE

Bookstore Assistant (2006)
A.A.S., Miles Community College;
A.A.S., Miles Community College;
(406) 874-6305 • trimblem@milescc.edu

WARNER, DON

Director, Information Technologies (1994)
B.S., Northern Montana College
(406) 874-6201 • warnerd@milescc.edu

WATSON, LISA

Vice President of Administration and Finance (2010)
B.S., University of Colorado-Boulder
M.B.A., University of Miami
(406) 874-6181 • watsonl@milescc.edu

WEIGHT, SHELLY

Vice President of Academic Affairs (2002)
B.S., Montana State University
M.S., Montana State University
(406) 874-6192 • weights@milescc.edu

WIEBERS, JAY

IT Support Specialist (2007)
A.A.S., Miles Community College
(406) 874-6202 • wiebersj@milescc.edu

WILSON, ALAN

Athletic Director (2010)

Full-Time Faculty

ATWOOD, KRISTY

Business (2005)
B.S. & MBA, University of Montana
(406) 874-6203 • atwoodk@milescc.edu

BILBREY, JOSH
Equine Studies (2007)
B.S., University of Wyoming
(406) 874-6182 • bilbreyj@milescc.edu

BRABANT, JEFF
Information Technology (2003)
B.A., Montana State University-Bozeman;
M.Ed., University of Phoenix
(406) 874-6230 • brabantj@milescc.edu

BUCK, KRISTIN
Science Technology (2007)
A.S., Northwest College;
B.S., Brigham Young University-Idaho;
M.S., University of Nebraska-Lincoln
(406) 874-6301 • buck@milescc.edu

DICKIE, GEORGE
English (2001)
B.S., Oregon College of Education;
M.A.T., Western Oregon University
(406) 874-6177 • dickieg@milescc.edu

DURNAM, MICHAEL
Psychology (2007)
B.S., Montana State University-Bozeman;
M.A., Hollins College;
Ph.D., University of Mississippi
(406) 874-6200 • durnamm@milescc.edu

EGAN, JOHN
History (2010)
(406) 874-6168 • eganj@milescc.edu

EGGUM, MARLYS
Nursing (2001)
B.S.N. & M.S.N., University of Mary
(406) 874-6198 • eggumm@milescc.edu

FABER, DONNA
Communications (1991)
B.S., Eastern Montana College
(406) 874-6176 • faberd@milescc.edu
FORMAN, JERRY
Heavy Equipment (2008)
(406) 874-6154 • formanj@milescc.edu

FINN, RACHEL
Clinical Resource Registered Nurse (2010)

FORMAN, JERRY
Heavy Equipment Operations (2008)

FRANK, MICHELLE
Clinical Resource Registered Nurse (2009)
A.S.N., Miles Community College;
B.S.N., University of Mary
frankm@milescc.edu

HARASYMCZUK, SONDRA
Health Information Technology (1995)
A.A.S., Miles Community College ;
B.S., Western Governors University
(406) 874-6228 • harasymczuks@milescc.edu

HARDY, MICHAEL
Mathematics (2009)
B.S. Engineering, University of Notre Dame;
M.S., University of Washington;
Ph.D., University of New Mexico
(406) 874-6204 • hardym@milescc.edu

LAWRENCE, ELIZABETH
Science (1994)
B.S., Northern Arizona University;
M. Ed., Montana State University-Billings
(406) 874-6180 • lawrencel@milescc.edu

LUTHER, KATRINA
Nursing (2007)
A.S.N., Miles Community College;
B.S.N., University of Mary
(406) 874-6189

MCINTYRE, DAVE
Automotive Technology (1991)
A.A.S., Miles Community College
(406) 874-6233 • mcintyred@milescc.edu

SLEIGHT, GARTH
Spanish & Communications, Associate Dean of
Academic Affairs (1986)
B.A. & M.A., Brigham Young University
(406) 874-6212 • sleightg@milescc.edu

SLOAN, DUSTIN
Building Technology (2010)
(406) 874-6232 • sloand@milescc.edu

STROH, JOSH
Agriculture (2008)
A.S., Casper College;
B.S., Colorado State University;
M.S., University of Nebraska - Lincoln
(406) 874-6227 • strohj@milescc.edu

SWOPE, NANCY
Information Technology (1997)
B.S., Black Hills State University
(406) 874-6187 • swopen@milescc.edu

TAIT, CHASE
Head Men's Basketball Coach; Math & P.E. (2009)
B.A., Montana State University-Bozeman;
M.S., Lesley University
(406) 874-6213 • taitc@milescc.edu

TAYLOR, STAN
Mathematics (2001)
B.S., Montana State University;
B.S., Northern Montana College;
M.S., Montana State University
(406) 874-6205 • taylor@milescc.edu

WILLIAMS, CHRISTINE
Nursing (2008)
B.S.N., Montana State University-Bozeman
(406) 874-6186 • williamsc@milescc.edu

WOOLLEY, LINDSAY
Coach, Woman's Basketball; Math (2005)
B.S., University of Montana
(406) 874-6170 • woolleyl@milescc.edu

Part-Time Faculty

HOFELDT, CAROL
Health Information Technology (1981)
A.A., Miles Community College;
B.S. & M.Ed., Eastern Montana College
hofeldtc@milescc.edu

KMETZ, GREG
Welding (1994)
B.S., University of Wyoming

OCHSNER, GARY
Economics (1986)
B.S. & M.S., Montana State University-Bozeman
ochsnerg@milescc.edu

Affiliated Programs

GRAY, BRANDI
Endowment Executive Director (2008)
B.S., Montana State University-Billings
(406)-874-6288 • grayb@milescc.edu

SLOAN, JOSH
Student Assistance Foundation (2007)
(406) 874-6197

Program Advisory Committees

Miles Community College utilizes advisory committees to help improve and enhance the quality of the College's programs and services for students and the employers of Southeastern Montana.

Agriculture/Agribusiness

Karl Drga	First Interstate Bank
Kristin Gustad	Miles Community College
Pat Graham	Harding Land and Cattle Company
Bill Griffin	Griffin Ranch Company
Ty Jones	Jones Cattle Company
Ron Anderson	Miles Community College
Jan Pratt	Miles Community College
Andy Roberts	Fort Keogh
Carol Sparks	Sparks Herefords Ranch
Tad Torgerson	Miles Community College
Kent Williams	Custer County Extension Service
Student Representative	Miles Community College

Automotive Technology

Calvin Bozarth	Automatic Transmission Systems
Dan Decker	Notbohm Motors/Miles City Police Dept.
Vern Entzel	VJ Engines
Miles Gaub	NAPA Auto Parts
David McIntyre	Miles Community College
Student Representative	Miles Community College

Building Technology

John Bass	United Building Center
Tom Fietz	Bloedorn Lumber
Melissa Hartman	Miles City Housing Authority
Dennis Hirsch	Building Inspector
Wes Malenovsky	Magic Construction
Doug Martin	Bullseye Construction
Dennis Mullen	Mullen Appraisal Service
Chad Sutter	Stevenson Design
Student Representative	Miles Community College

Equine Studies

Merlin Anderson	Farrier
Les Barnhardt	
Wally Badgett,	Miles Community College
Caren Coffee	Rancher
Marilyn Fortune	Rancher
Wyatt Glade	County Attorney
Rusty Irion	Department of Natural Resource Conservation
J.T & Julie Korkow	Ranchers
Gene Kukowski	Horse Trainer
Nancy Okerman	Rancher
Beth Oswald	Miles Community College
Ryan Reinstra D.V.M	Miles City Veterinary Service
Andy Roberts	Fort Keogh
Garth Sleight	Miles Community College
Tad Torgerson	Miles Community College
Shelly Weight	Miles Community College

Health and Office Information Technology

Terri Decker	MedQuist
Roxanna Brush	Custer County Community Health Center
Joanne Richardson	Holy Rosary Health Care
Carla Boucher	Billings Clinic—Miles City
Student Representative	Miles Community College
Student Representative	Miles Community College
Carol Hofeldt	Miles Community College
Shelly Weight	Miles Community College

Advisory committees function to advise and assist in assessing occupational manpower needs; understanding trends that could influence program development; reviewing curricula to ensure their relevancy; and placing interns, cooperative education students, and graduates.

Heavy Equipment Operations

Jim Atchison	Southeastern Montana Dev. Corp.
Shawn Coffin	E. H. Oftedal & Sons, Inc.
Bob Flotkoetter	Mr. Pipe Tech
Scott Fredrickson	Sanjel USA
Shaun Juhl	Sanjel USA
Glenn Logan	Western Energy Company
Ron Nemec	Miles City Job Service Workforce Center
Bill Oftedal	E. H. Oftedal & Sons, Inc.
Terry Sprenger	Western Energy Company
Student Representative	Miles Community College

Information Technology

Jana Anderson	Holy Rosary Healthcare
Lori Backes	First Interstate Bank
Cindy Berg	Custer County Extension Service
Jeff Brabant	Miles Community College
Brett Bratland	Miles Community College
Vicki Clear	DEAP
Liz Cunningham	T.E.S.T.
Stacie Espinosa	Range Telephone Coop.
Jerry Forman	Custer County
John Grau	Bureau of Land Management
Nicole Jones	Midrivers
Jack Nesbit	Custer County Commissioner
Nancy Swope	Miles Community College
Gail Wilkerson	VA of Montana
Marilyn Zabrocki	US Bank
Bill Zachmann	Stockman Bank
Student Representative	Miles Community College

Nursing

Thelma McClosky	Armstrong Eastern MT Telemedicine Network
Janet Bastian	Montana Health Network
Carla Boucher	Billings Clinic – Miles City
Scott Duke	Glendive Medical Center
Annette Gorton	Miles Community College
Rick Haroldson	Sidney Health Center
Karla Lund	Miles Community College
Jody Menyhart	Custer County Health Department
Greg Nielsen	Holy Rosary Healthcare
Lisa Sanford	Glendive Medical Center
Kathy Wankel	Miles Community College
Student Representative	Miles Community College

Small Business Management

Jacki Muri	Holy Rosary Hospital
Cathy Rodenbaugh	Holy Rosary Hospital
Brandi Gray	First Interstate Bank
John Laney	Miles City Chamber of Commerce
Jolene Dutton	Mid-Rivers Communications
Mike Coryell	Miles City Economic Development
Bill Bickle	Stockman Bank

