



**GREENFIELD
COMMUNITY
COLLEGE**

**2022/23
CATALOG**



2022-2023 Academic Calendar

FALL SEMESTER 2022

Aug 20	Enrollment and Registration Event	Nov 9	Follow Friday's schedule for day classes; Follow Wednesday's schedule for evening classes
Sep 5	Labor Day – no day or evening classes	Nov 11	Veterans Day – no day classes; evening classes meet as scheduled
Sep 7	Day and Evening classes begin	Nov 15	Last day to drop/withdraw with a grade of "W" ③
Sep 9	Applications for September graduation due in Enrollment Services	Nov 23	No evening classes
Sep 13	Last day to add day and evening classes ③	Nov 24-25	Thanksgiving Recess – no day or evening classes
Sep 13	Last day to drop/withdraw from credit courses with 100% refund ①③	Dec 2	Applications for January graduation due in Enrollment Services
Sep 20	Last day to drop/withdraw from credit courses with 75% refund ①②③	Dec 3	Enrollment and Registration Event
Sep 20	Deadline for Honors Course Proposals (due to Honors Program Coordinator)	Dec 15	Last day of evening classes
Oct 4	Incomplete ("IN") grades converted to "F"	Dec 19	Last day of day classes
Oct 10	Indigenous Peoples' Day – no day classes; evening classes meet as scheduled	Dec 19-22	Final Exams for evening classes
Oct 11	Last day to drop/withdraw – No Record ③	Dec 20-22	Final Exams for day classes
Oct 25	Spring course schedule available online	Dec 23	Reserved for day classes final exam make-up due to cancellation
Nov 1	Spring Priority registration for current students	Dec 26	Christmas Day (Observed) – College closed
Nov 8	Spring Registration for new students begins	Dec 24-Jan 2	College Recess – limited services available
		Jan 2	New Year's Day (Observed) – College closed

FALL 2022 ACCELERATED CLASSES

SESSION I: September 7 – October 26 ④③

SESSION II: October 27 – December 22 ④③

NOTE: Session I courses will incorporate their final student experience during the session.

NOTE: Session II courses will use the final exam period for their final student experience/last class meeting.

JANUARY INTERSESSION 2023

Jan 3	Classes begin	Jan 9	Last day to drop/withdraw – No Record ③
Jan 3	Last day to add classes ③	Jan 14	Reserved for make-up due to cancellation (optional)
Jan 4	Last day to drop/withdraw from credit courses with 100% refund ①③	Jan 16	Martin Luther King, Jr. Day – no classes; MLK Event
Jan 5	Last day to drop/withdraw from credit courses with 75% refund ①②③	Jan 17	Last day to drop/withdraw with a grade of "W" ③
Jan 7	Enrollment and Registration Event	Jan 21	Reserved for make-up due to cancellation (optional)
Jan 7	Reserved for make-up due to cancellation (optional)	Jan 23	Last day of classes

NOTE: January Intersession courses will incorporate their final student experience during the Intersession term.

SPRING SEMESTER 2023

Jan 7	Enrollment and Registration Event	Mar 30	Professional Day – No day classes; evening classes meet as scheduled
Jan 16	Martin Luther King, Jr. Day – no classes; MLK Event	Mar 30	Summer and Fall course schedule available online
Jan 25	Day and evening classes begin	Apr 6	Summer and Fall Priority registration for current students begins
Jan 31	Last day to add day and evening classes ③	Apr 11	Last day to drop/withdraw with a grade of "W" ③
Jan 31	Last day to drop/withdraw from credit courses with 100% refund ①③	Apr 13	Summer and Fall Registration for new students begins
Feb 7	Last day to drop/withdraw from credit courses with 75% refund ①②③	Apr 17	Patriots' Day – no day classes; evening classes meet as scheduled
Feb 7	Deadline for Honors Course Proposals (due to Honors Program Coordinator)	Apr 19	Follow Monday's schedule for day classes; Follow Wednesday's schedule for evening classes
Feb 20	President's Day (Washington's Birthday) – no day classes; evening classes meet as scheduled	May 9	Last day of evening classes
Feb 21	Incomplete ("IN") grades converted to "F"	May 10-16	Final Exams for evening classes
Feb 24	Follow Monday's schedule for day classes	May 12	Last day of day classes
Feb 28	Last day to drop/withdraw – No Record ③	May 15-17	Final Exams for day classes
Mar 3	Applications for June graduation due in Enrollment Services	May 20	Enrollment and Registration Event
Mar 11-19	Spring Recess – no day or evening classes	May 29	Memorial Day – no day or evening classes
		June 3	Commencement

SPRING 2023 ACCELERATED CLASSES

SESSION I: January 25 – March 22 ③④

SESSION II: March 23 – May 17 ③④

NOTE: Session I courses will incorporate their final student experience during the session.

NOTE: Session II courses will use the final exam period for their final student experience/last class meeting.

SUMMER SESSION I - 2023

May 23	Classes begin
May 24	Last day to add classes ③
May 26	Last day to drop/withdraw from credit courses with 100% refund ①③
May 29	Memorial Day – no day or evening classes
May 31	Last day to drop/withdraw from credit courses with 75% refund ①②③
June 8	Last day to drop/withdraw – No Record - credit classes ③
June 19	Juneteenth Holiday – no day or evening classes
June 23	Follow a Monday/Wednesday schedule (Monday/Wednesday classes meet)
June 27	Last day to drop/withdraw with a grade of "W" - credit classes ③
July 4	Independence Day – no day or evening classes
July 12	Last day of classes

MID-SUMMER SESSION 2023: June 26 – August 11 ③

FULL SUMMER SESSION 2023: May 23 – August 31 ③

NOTE: Summer courses will incorporate their final student experience during the respective session.

SUMMER SESSION II - 2023

July 17	Classes begin
July 18	Last day to add classes ③
July 20	Last day to drop/withdraw from credit courses with 100% refund ①③
July 24	Last day to drop/withdraw from credit courses with 75% refund ①②③
Aug 1	Last day to drop/withdraw – No Record - credit classes ③
Aug 17	Last day to drop/withdraw with a grade of "W" - credit classes ③
Aug 31	Last day of classes
Sep 4	Labor Day – no day or evening classes

① minus \$20 registration fee

② Financial Aid enrollment freeze date on the following day

③ Refer to <http://www.gcc.mass.edu/registrar/class-deadlines/> for the calendar dates for classes with a modified schedule, e.g. extended weeks, reduced weeks, etc. including for Accelerated Classes.

④ Start and end dates for individual Accelerated Classes may vary



Welcome

Dear Students,

Welcome to Greenfield Community College! We know you have many choices to consider for your education and we are pleased that you have selected GCC. Whether you are planning on graduating and starting a career, transferring to earn a Bachelor's degree, or taking classes for personal development, we are here to support you and help you meet your goals. We pride ourselves on academic excellence and having a strong focus on student success. The educators at GCC are committed to the development of each and every student.

At GCC we strive to maintain a learning community that includes small classes and the opportunity to get to know other students and your professors in a rich, academically stimulating, caring, and diverse environment. Our goal is to equip you with the knowledge and skills needed to reach your highest potential. Your success is our success.

Whether this is your first college class or one of many other classes, we know that we are all life-long learners, and we are all always learning. On behalf of the faculty, staff and Board of Trustees, we thank you for learning with us at Greenfield Community College.

Sincerely



Anna Berry
Chief Student Affairs Officer



Chet Jordan, Ph.D.
Interim Vice President of Academic Affairs

GREENFIELD COMMUNITY COLLEGE • One College Drive • Greenfield, Massachusetts 01301-9739
Voice/Relay: (413) 775-1000 • Fax: (413) 775-1827 • www.gcc.mass.edu



2022-2023 Catalog

Academic Calendar 2022-2023	
Welcome	
General Information	1-50
Mission	2
Purpose	2
Vision	2
Core Values	2
Principles of Education	2
General Education Abilities	3
Statement of Inclusion	3
Statement of Non-Discrimination	4
Our History	4
Accreditation	4
Enrollment Services and Educational Support	5
General Policy on Admission	5
Student Billing	12
Financial Aid	23
Managing Grades and Academic Progress	30
Standards of Behavior	38
Individual Rights	39
Services to Students	41
Academic Support Programs	46
Workforce Development	50
Community Education Workshops and Non-credit/Abbreviated Classes	50
Academic Programs	51-118
General Education Electives	53
Associate in Arts Degrees	56
Associate in Sciences Degrees	75
Certificate Programs	92
Academic Partner Programs	109
Additional Academic Opportunities	115
Credit Courses	119-150
Faculty and Staff	151-158
Faculty	152
Staff	154
GCC Foundation	157
Greenfield Community College Board of Trustees	158
Massachusetts Department of Higher Education	158
Final Exam Schedule	159-160
Index	161-163
Map and Directions	Inside Back Cover
Disclaimer	Inside Back Cover
Affirmative Action Statement	Inside Back Cover

General Information

Mission

Purpose

Vision

Core Values

Principles of Education

General Education Abilities

Statement of Inclusion

Statement of Non-Discrimination

Our History

Accreditation

Admission

Student Billing

Financial Aid

Grades & Academic Progress

Standards of Behavior

Individual Rights

Services to Students

Academic Support Programs

Workforce Development

Community Education Workshops and
Non-credit/Abbreviated Classes

Mission

Greenfield Community College provides a high quality education to all who seek the knowledge and skills necessary to thrive and effect positive change in their lives, communities, and the world. With excellence, innovation, and an unwavering commitment to teaching and learning together in an inclusive and caring environment, we empower all learners to reach their full potential.

Purpose

Teaching and learning together

Vision

GCC aspires to be an agent for a more equitable, just, vibrant, and resilient world through education.

Core Values

Inclusion
Transparency
Creativity
Integrity
Innovation
Sustainability

Principles of Education

These principles articulate the implicit assumptions regarding teaching and learning held dear by members of Greenfield Community College and represent the ideals to which the GCC community aspires. They apply to all members of the GCC community—students, employees and trustees.

These principles intend to provide a foundation on which members of the community develop and teach courses, engage students, hire faculty and staff, design professional development activities and structure budgets. These principles should inform the daily, habitual life of all members of the College, having both immediate and lasting impact. As teaching and learning are at the heart of the College, these principles appropriately shall guide the College into the future.

The College maintains a learning environment that values the process of learning as much as the knowledge taught; an environment that encourages independent thinking and divergent activities; and an environment that elevates members of the community and inspires them to:

- Develop independent and interdependent, lifelong learning strategies
- Nurture their aspirations, confidence, curiosity, imagination, self-respect and responsibility to others
- Explore and adapt to new ideas in both work and leisure
- Understand social change and individual development and take responsibility for sustaining both
- Accept the constancy of change and cope with, adapt to and manage change effectively in all areas of one's life
- Possess self-determination with a realistic assessment of one's aptitudes and inclinations

Members of the GCC community have the opportunity to acquire the knowledge, skills and attitudes that empower them to clarify values, express ideas, solve problems, and embrace learning as a life-long process.

Diversity and Community

The College creates and fosters an environment for work and learning in which one may achieve a level of comfort with one's individuality and culture, while accepting and respecting the individuality and cultures of others. The College encourages each member of its community to:

- Recognize how the foundation of one's ideals and values emanate from one's particular background and experience
- Participate in communities as both teacher and learner, connecting with others, sharing thoughts and creating knowledge while taking advantage of an open environment that values critical thinking and civil discourse
- Enhance one's understanding of various forms of discrimination and oppression while embracing the principles of access to promote equitable opportunity for all in the teaching and learning experience
- Explore, understand, and respect the tenacity and validity of diverse values and heritage
- Appreciate the interconnectedness of global events and issues and one's place in the web of life
- Develop an environment that encourages active learning and values the differing approaches of all community members

Literacy and Communication

The College promotes effective expression in many forms for making public meaning and personal significance. Symbolic interpretation and representation of ideas and emotions, using logical and aesthetic systems that cultivate various modes of self-expression, contribute to successful interpersonal and intrapersonal communication. The College policies and practices ensure that all its members continue to develop their capacities to:

- Enhance literacy in all areas—reading, listening, viewing, writing, speaking, creating, and movement
- Reason quantitatively, using numerical data to meet personal and vocational needs and to respond to a world increasingly dependent on the understanding of a broad range of quantitative concepts and processes
- Identify a need for information and know how and where to find it
- Use language to communicate effectively with other individuals and groups, including basic functional ability in a language other than one's own
- Function constructively in both a leadership and participatory role within groups

Knowledge and Thinking

The College expects members of the community to think critically and to conduct disciplined inquiry, using both their minds and hearts in order to understand the complexity and simplicity of ideas and actions; to prioritize and make decisions; to identify and solve problems; to evaluate and judge; in short, to think independently. The College encourages each member to:

- Access, organize, interpret, evaluate, synthesize and apply information
- Reflect on and assess information and knowledge from differing perspectives
- Develop knowledge of one's feelings, values and biases and how they relate to one's thinking and behavior
- Integrate knowledge from multiple disciplines to make thoughtful and informed decisions
- Base decisions on factual and affective evidence rather than on unexamined opinions
- Determine the nature of a problem, analyze the problem and implement an appropriate solution, applying scholarly theories and methods where appropriate
- Evaluate, integrate and adapt to technological change

Adopted by the Greenfield Community College Assembly, May 17, 2004

General Education Abilities

The College expects students to develop foundations and skills for lifelong learning, including the following General Education Abilities:

- Appreciate diverse cultural and individual perspectives
- Solve problems collaboratively
- Reason and act ethically
- Demonstrate civic knowledge and engagement
- Communicate in various modes and media
- Use quantitative concepts and processes
- Locate, evaluate and use various sources of information
- Explore the natural and physical world
- Think creatively and critically
- Apply, integrate, and synthesize learning

Adopted unanimously by the Greenfield Community College Assembly on May 2, 2011.

Statement of Inclusion

As an inclusive community, Greenfield Community College engages in intentional and ongoing reflection of diversity as we seek to create a culture that values, encourages, and embraces a wide range of individual and group differences.

Statement of Non-Discrimination

It is the policy of Greenfield Community College to prohibit unlawful discrimination on the basis of race, ancestry, color, gender, religion, ethnic or national origin, age, personal disability, veteran status, social class, or sexual orientation. The College operates under an affirmative action plan and encourages under-represented individuals to apply, both in terms of employment and to all rights, privileges, programs, and activities generally accorded or made available to its students. This policy is in compliance with all applicable federal, state and local statutes, ordinances and regulations. All inquiries concerning the above should be directed to the College's Affirmative Action Office.

Greenfield Community College
One College Drive
Greenfield, MA 01301-9739
Phone: (413) 775-1000 • Fax: (413) 775-1827 • Website: www.gcc.mass.edu

GCC THEN AND NOW: Our History

Greenfield Community College, in the Pioneer Valley of western Massachusetts, was founded in 1962 by visionary community members who knew a community college would offer opportunities for growth to the people of Franklin County and southern Vermont and New Hampshire.

In GCC's first year, just over 100 students attended classes in an old elementary school, a former factory and a remodeled warehouse in the center of Greenfield. The College moved to its main campus in the "The Meadows" area of Greenfield in 1974. Expanding further, GCC opened the Downtown Center in 1995 to house the Greenfield Community College Foundation, Alumni Affairs, Community Education, and the nursing and health occupation programs until 2011. Since that time, Community Education has maintained a presence in the building, offering an array of non-credit programming, with the other departments relocating to the Main Campus. As growth continued, the East building was added to the main campus in 1999. It provides state-of-the-art dance class facilities, the fitness center, laboratories, classrooms and offices. In 2011, GCC revitalized and redesigned the core of the main building. From the ground-level entrance up through the fourth floor, the new Core incorporates universal design principles to meet the needs of all our students. Students will be able to move fluidly from the enlarged Cafeteria/Dining Commons and blended Enrollment Services on the first floor to Student Activities and Cultural Center on the second, up to the expanded Library and enhanced Learning Center on the upper floors.

With an annual enrollment of over 2,500 students, GCC is the smallest of the 15 community colleges in the Massachusetts higher education system and is known for its caring and supportive faculty and staff and strong community support. GCC is fully accredited by the the New England Commission of Higher Education (NECHE). GCC works closely with bachelor degree granting colleges of the Massachusetts public higher education system, including the University of Massachusetts, and with private colleges and universities, to offer diverse transfer opportunities to GCC students.

The College's career programs prepare students to enter the work force or update their skills, while non-credit workshops and seminars are offered for personal enrichment and job training. Day, evening and online classes are offered to accommodate a wide range of student schedules.

GCC is Fully Accredited

Greenfield Community College is accredited by the New England Commission of Higher Education (NECHE), the regional accreditation agency for colleges and universities in the six New England states. GCC's accreditation was most recently reaffirmed in December 2015 by the Commission under its previous organizational structure and name, the Commission on Institutions of Higher Education (CIHE) of the New England Association of Schools and Colleges (NEASC). Greenfield Community College has demonstrated that it meets the Commission's nine Standards for Accreditation and complies with its policies. CIHE letters of approval for the 2010 Institutional Self Study, 2015 interim report, and other submissions are available at <http://www.gcc.mass.edu/about/accreditation/>. In fall 2013 GCC received general approval from CIHE to offer distance education programming within the scope of its mission. GCC is a Title IV Federal Student Financial Aid eligible institution.

Greenfield Community College is also accredited or approved by specialized accrediting bodies. Specialized accreditation or approval encourages program improvement by applying specific accreditation requirements to measure characteristics of a program and by evaluating the overall quality of a program. GCC programs are accredited or approved by the following:

- Associate's Degree Program in Nursing—accredited by the Accreditation Commission for Education in Nursing (ACEN); and approved by the Massachusetts Board of Registration in Nursing
- Certificate Program in Outdoor Leadership—accredited by the Association for Experiential Education
- **Certificate Program in Paramedic**—accredited by the Commonwealth of Massachusetts' Office for Emergency Medical Services (OEMS) and by the Commission on Accreditation of Allied Health Education Programs (www.CAAHEP.org) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (www.coaemsp.org).
- **Certificate Program in Practical Nursing**—approved by the Massachusetts Board of Registration in Nursing
- Associate Degree Program in Early Childhood Education—National Association for the Education of Young Children
- Certificate Program in Medical Assistant is accredited by the Commission on Accreditation of Allied Health Education programs (www.CAAHEP.org) upon recommendation of the Medical Assistant Educational Review Board (www.MAERB.org).

Enrollment Services and Educational Support

The offices in Enrollment Services and Educational Support serve students who are new to the college. These offices include Academic Advising, Admission, Health Records, Peer Tutoring, Registrar, Transfer, Wellness Center, Veterans Services and Testing. Current students work closely with these offices during their enrollment on issues regarding changes to their student record and financial aid, academic standing and withdrawals.

General Policy on Admission

Office of Admission
Greenfield Community College
One College Drive, Greenfield, MA 01301
(413) 775-1801

Greenfield Community College maintains a policy of open admission to all but a few of its degree and certificate programs. Students who have earned a high school diploma or its equivalent from an appropriately accredited institution are eligible to matriculate into a degree or certificate program. Students who have earned a High School Equivalency Credential or completed an approved home-school plan are also eligible to matriculate. Matriculation means that a student is admitted to a particular degree or certificate program and may be eligible to receive federal financial aid. Prospective students who do not have a high school diploma, High School Equivalency Credential, or a completed approved home school plan may take courses but are not eligible to matriculate or for the reduced tuition rate through the New England Board of Higher Education Regional Student Program (NEBHE).

Students may be eligible to take GCC courses while also completing their high school or home school education. We welcome dual enrollment students. These students maintain a non-matriculated student status and are not able to apply to a degree or certificate program or receive federal financial aid while still in high school or homeschool status. Please refer to the General Policy on Dual Enrollment below.

Course placement is determined using multiple measures. Students intent on registering for classes with math, writing, or reading prerequisites must demonstrate satisfaction of those prerequisites prior to enrolling in those courses. If they have already completed college-level coursework in English Composition and/or Mathematics at another collegial institution (Math courses must be completed within five years), or by receiving an exam score of “3” or higher on the relevant AP subject exam, students place into the appropriate college-level classes based on the transfer credit awarded. Additionally, through multiple measures, course placement can be determined using a student’s final high school transcript and evaluating the coursework completed and the final GPA. If a student has completed a high school equivalency program, GED scores may be used to determine both English and Math course placement; HiSet scores may only be used to determine English placement. At the time of registration, students must present any requisite transcripts correlative to the multiple measures they intend to use in determining course placement. Please refer to Placement Assessment for more information.

The College reserves the right to limit or deny enrollment of any student in a course or program based on its case-by-case consideration of a variety of factors, including, but not limited to, the student’s maturity, life experience, placement test scores, prior education, course content, instructional methodology, and risks associated with a particular course or program.

Certain courses may not be suitable for all students. Specific courses or programs may require students and/or their parents or guardians to acknowledge this in writing, and may require additional approval by the appropriate faculty and/or Academic Dean.

Applying for Admission to the College

- Submit an Application for Admission by visiting the College’s website at www.gcc.mass.edu/admission or you may request an application by calling the Office of Admission.
- Students who have graduated from high school, completed a GED or High School Equivalency Test within the last 12 months prior to the start of the term in which they intend to enter GCC are required to submit an official copy of their high school transcript or an official copy of their High School Equivalency Credential to the Office of Admission before the semester begins in order to maintain a matriculated student status. Students who have completed a home school curriculum within the last 12 months prior to the start of the term in which they intend to enter GCC are required to submit evidence that an approved home school plan was completed. Please refer to the Home Schooling policy below for further details.
- Students who have completed secondary school outside of the United States must submit documentation of completion of this work and it must be translated and certified to U.S. standards through a credential evaluating agency or approved translation center. Agencies can be found online at www.naces.org.
- Students who have Permanent Resident, Asylee, Refugee, or Parolee status must come to the Office of Admission and provide the original Permanent Residency card and/or other appropriate documentation so that a copy of the document can be made by Admission Office staff. The original document will be returned to the student immediately. Alternately, a copy of the document accompanied with a notarized letter verifying its authenticity is also acceptable and can be sent to the Office of Admission.
- International students studying on an F-1 Visa are required to provide the College with all documentation outlined in the International Students Admission Policy. Students who hold other non-immigrant statuses and who intend to study at GCC may be required to provide documentation. Contact the Office of Admission to determine these documentation requirements.
- Students who are under the age of 18 at the time an application is submitted must obtain a parent’s or legal guardian’s consent to apply and complete the Parent/Guardian Consent Form which can be found at www.gcc.mass.edu/admission or by calling the Office of Admission at (413) 775-1801 for a paper copy.

Readmission to the College

Students who have had a break in their attendance for one semester or longer are required to reapply to the College before registering for courses. The application for readmission can be found online at www.gcc.mass.edu/admission or by calling the Office of Admission to obtain a paper copy. If a student has attended another college or university prior to readmission and is seeking transfer credit, an official copy of the student's transcript should be sent to the Office of Admission for transfer credit evaluation. Breaks of one or more semesters for academic standing issues follow general readmission process.

General Policy on Dual Enrollment

Greenfield Community College defines dual enrollment students as students who seek to enroll in credit-bearing courses at the college prior to their secondary schooling completion date. In order to be accepted as a Dual Enrollment student one must do the following:

- Submit a completed application for high school students, available on-line at www.gcc.mass.edu/admission
- Submit supplemental forms including the Statement of Understanding and Massachusetts Interscholastic Athletic Association – Rule 52 form if applicable. Students attending high school in Massachusetts at an MIAA-affiliated high school while also taking courses at GCC, must complete the MIAA form.
- Demonstrate their readiness for coursework at GCC by scoring satisfactorily on standardized placement tests in reading, writing, and mathematics or by submitting AP Test Scores or college transcripts.

* Dual enrollment students who wish to continue their college studies upon completion/graduation from their secondary institution must complete an application for admission as a new student.

Dual Enrollment Student Support

Dual Enrollment students are assigned an academic advisor to provide support for their transition from high school to college. Students, families, and school officials identify courses to be taken and work with the academic advisor to establish a student schedule.

Specially Funded Dual Enrollment Opportunities

The Educational Transitions Program (ETP), in partnership with Greenfield and Turners Falls High Schools, provides an option for students who want to complete their high school education outside of the traditional high school environment. Working with an assigned GCC academic advisor and their high school guidance office, students have the opportunity to take classes at GCC while completing their high school graduation requirements. This cohort-based program is available to juniors and seniors. Students participate in first-year experience courses designed to learn about resources and develop skills to enhance academic success.

Periodically, the Department of Education provides grants to assist in funding Dual Enrollment students who meet certain criteria. Information about those programs will be provided when they are available.

Home Schooling Policy

All home schooled students, without a high school diploma, High School Equivalency Credential, may apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state.

How to Apply for Admission to Health Occupation Programs

Greenfield Community College offers a variety of health occupation educational programs. Some programs require an additional admission process (ADN, PNC, PMC). In order to be considered for these programs, a student must apply and be accepted to the College prior to applying to the health occupation program of their choice. Detailed information about the additional requirements for eligibility to each health occupation program may be obtained from the college website or from the Office of Admission. Greenfield Community College also has collaborative agreements with Berkshire Community College, Holyoke Community College and Springfield Technical Community College for enrollment in selected health occupation programs that are not currently available at GCC. Participating students are subject to program requirements at the collaborating institutions. For further information, contact the Office of Admission.

Additional Certifications

Some programs, such as Associate Degree Nursing, Practical Nursing Certificate Program, Adventure Education Degree, Outdoor Leadership Certificate, Medical Assistant Certificate, and Paramedic Certificate, require certification in areas such as EMT, CPR and Wilderness First Responder. Please refer to websites of the programs for detailed application process materials for those individual requirements.

Additional Enrollment Requirements

IMMUNIZATION AND HEALTH REQUIREMENTS

Greenfield Community College, in compliance with Massachusetts General Laws, Chapter 76 Section 15: Vaccination and Immunization, and 105 Code of Massachusetts Regulations 220: Immunization of Students Before Admission to School, has adopted the following immunization policy:

- All full-time students under 30 years of age (enrolled in 12 or more credits),
- All full-time and part-time students under 30 years of age on visas,
- All students enrolled in a Health Occupation program regardless of age or number of credits,

All students in one of the three categories above must provide the Health Records Office with documentation of immunity to specified communicable diseases within 30 days of starting classes. Failure to comply with these requirements will result in a HOLD being placed on your record, which will prevent you from registering for further classes or adding or dropping classes. Properly documented medical and religious exemptions are allowed.

All college students must also be assessed for their risk of exposure to tuberculosis (TB). A simple three question Tuberculosis Risk Survey is assigned to new students in their MyGCC account to complete online.

All Health Occupation students must additionally provide the Health Records Office with documentation of a physical exam, tuberculosis testing, and influenza vaccination or accommodation prior to beginning the program. A drug screening test may also be required according to program-specific deadlines.

For a list of current immunization requirements refer to the Immunization Records form on our website. For questions or assistance in meeting immunization requirements, contact the Health Records Office at (413) 775-1430 or healthrecords@gcc.mass.edu.

¹ Massachusetts Law requires compliance within 30 days of starting classes, however, final enrollment into some programs may necessitate students follow different deadlines according to program-specific requirements. Students accepted into these programs should refer to the program-specific information they receive upon acceptance.

² Note on Health Occupation requirements: Greenfield Community College requirements meet the highest immunization threshold according to standards set by the Massachusetts Department of Public Health, and the clinical placement facilities where students will participate in their Practicum.- These may include a higher standard of immunity validation than for general students. Failure to meet these standards will result in disqualification from the program.

CRIMINAL OFFENDER RECORD INFORMATION CHECKS

Students interested in participating in an academic program, and some courses, that involve working directly with children, the disabled, or the elderly, or includes a clinical affiliation with a private or public health care provider will be required to undergo a Criminal Offender Record Information (CORI) check prior to registering for courses. Programs that require CORI checks are Nursing (NUR and PNC), Paramedic (PMC), Early Childhood Education (ECE), Education (LEO), Human Services (LHS), Medical Assisting (MAC), Criminal Justice (CRJ, CRC, and CJC), Addiction Studies Certificate (ASC), Adventure Education Degree (AED), Outdoor Leadership Certificate (OLP), Manufacturing program and Nursing Assistant (CNA/HHA). Depending on the contents of a student's CORI report, participation in an academic program, or clinical affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 167-178B, and consistent with guidelines of the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. For more information, please contact the CORI Officer at (413) 775-1816.

Non-Matriculated Students

A non-matriculated student is a student who enrolls in one or more credit classes at GCC but does not plan to complete a degree program or certificate at GCC. Non-matriculated students are not eligible to receive financial aid from GCC. Non-matriculated students often enroll in GCC classes for January Intersession, Summer Session I or II.

Examples of non-matriculated students include:

- students who are enrolled in degree programs at other colleges or universities and take classes at GCC over January Intersession or during the summer sessions
- students who take college classes while still in high school (note: these students must enroll through the dual enrollment process)
- students who take classes for on-the-job professional development
- students who take credit courses for personal enrichment.

If you plan to complete a degree or certificate program at GCC and/or apply for financial aid, you must matriculate by applying to the college as a new, returning, transfer or international student.

HOW TO ENROLL AS A NON-MATRICULATED STUDENT

1. Complete a registration form online (www.gcc.mass.edu/registrar/register).
2. Fill out completely including the e-signature process. If course requires proof of prerequisites, a copy of student's college transcript (official or unofficial) can be uploaded when filling out the form. If prerequisites have not been met through previous college work or multiple measures of placement, placement testing will be necessary. If a transcript is not available for upload, a transcript can be

mailed in or faxed to the Academic Advising Center. Fax: (413) 775-1877.

3. An advisor from the Advising Center will review the registration form and check that prerequisites have been met through multiple measures of placement, placement testing or transcript submission. If prerequisites are not met, students will not be registered for the class/es and will receive a call from an advisor.
4. If a personal email is provided, new students will receive an email from GCC asking the student to verify their personal email address. Once verified, two additional emails will be sent to that address. One will have login credentials and the second will have an initial temporary password. If no personal email address is provided or is not verified within 72 hours, two letters will be generated and sent through the mail. One will have login credentials and the second will have an initial temporary password.
5. Once class registrations are processed, the student bill is available online via the student portal, MyGCC.

Special note regarding students who are auditing: you must check the box for auditing on the registration form. Classes taken for audit must also meet prerequisites.

Orientations

Orientation is required for students new to GCC and for students who are returning to the College after an absence of three or more years. Through presentations and activities, students are introduced to the GCC campus and community, support services, technology, and resources. Orientation is designed to provide an overview of GCC, expectations of students, and an understanding of how to seek assistance should obstacles arise. Orientation can be completed in person or online prior to the start of each semester. It is the student's responsibility to indicate their preference for participation and complete orientation.

Transferring from Other Schools and Colleges *

Students applying for admission to Greenfield Community College who have attended other post-secondary institutions must submit official transcripts from those institutions to the Office of Admission. Official transcripts are required if a student:

1. needs documentation of appropriate previous successful college course work for exemption from placement testing, or
2. intends to transfer credit toward a degree or certificate program at GCC, or
3. expects to enter some of GCC's health occupation programs.

Transfer credit is generally given for those courses that are similar in content, level, and scope to courses offered at Greenfield Community College, and in which at least a C- grade has been earned. A student must earn a minimum of 25% of the required semester hours of a program at GCC to be eligible to receive the associate's degree. Once transcripts have been received by GCC from another college, they are the property of GCC. Originals and copies cannot be given to students.

Students are encouraged to review the courses that were and were not credited towards a particular degree requirement. Students who feel there has been an omission in the credit that was previously transferred or who want an evaluation done for a different GCC major from their current enrollment should request a transcript evaluation. The transcript evaluation can be requested online at: www.gccc.mass.edu/registrar/forms/transcript-evaluation-request. If a student changes majors while at GCC a re-evaluation of transfer credit is done as part of the process.

* There are stricter standards for the Criminal Justice Programs.

Common Transfer Principles (MA Community Colleges)

The community colleges of the Commonwealth of Massachusetts, in order to ease and clarify the process of transferring earned credit from one college to another, whether among themselves or from other public or private institutions; to provide standards for the evaluation of alternative sources of credit; to reduce the time and cost of completing a college education; and to increase the opportunities for graduation of their students, establish these Common Transfer Principles. These Transfer Principles respect the academic standards, quality and integrity of each of the Massachusetts community colleges.

In accepting undergraduate transfer credit from other institutions, the Massachusetts community colleges apply these Transfer Principles to ensure that credit accepted reflects appropriate levels of academic quality and is applicable to students' programs. Each community college makes this policy publicly available to students and prospective students on their websites and other communications. These Transfer Principles reduce unnecessary barriers to protect the colleges' academic quality and integrity.

This policy addresses issues of academic credit earned through coursework completed at one institution and transferred to another. It also addresses the related issue of credit earned through alternative sources of credit, such as examinations, professional courses, military training and other prior learning experiences.

TRANSFER CONDITIONS AT GCC UNDER THE POLICY

- For credit to transfer, the courses must have been taken at an institution accredited by one of the six regional accreditation agencies in the United States or, when allowed by college practice, by a national accreditation agency recognized by the Council for Higher Education Accreditation (CHEA). Consult the transcript evaluator about any special requirements for online courses.
- Credit earned at international institutions not accredited by one of the six regional United States accreditation agencies may transfer.
- Colleges require official transcripts from the institutions where credit was earned for credit to transfer.

- Students must be accepted by GCC and have declared their major programs of study for credit to be transferred.
- At minimum, credit will be granted for courses that apply to students' current programs of study.
- Once credit is transferred it becomes part of students' permanent records.
- Only credit for college-level coursework will transfer.
- Credit for pre-college-level or developmental coursework does not transfer.
- GCC may choose to use developmental coursework for student placement purposes.
- Grades do not transfer; only credit transfers. Therefore, transfer credit grades are not used in calculating grade or quality point averages.
- Transfer credit is designated on transcripts with an appropriate letter or symbol in the grade field.
- Credit will transfer as (1) the course equivalent at GCC, if it exists, or (2) as an elective equivalent within a comparable department, if it exists.
- Credits earned in a quarter-hour system will be converted to semester-hour equivalents.
- Audited coursework does not transfer.
- Credit will not be granted for duplicate coursework or for two courses that cover the same or similar content.
- Credit granted by one institution from alternative sources other than credits earned through the evaluation of military occupation, training experience and course work may not transfer to another institution.

MINIMUM GRADES

- GCC accepts grades of C- or higher for transfer.
- Grades of D, D+, C- and CD (1.00 to 1.99 on a 4.00 scale) may transfer if they are for courses that are part of the 34-credit Gen Ed Foundation Block and students have completed the Block with a cumulative grade or quality point average of 2.00 or higher.
- Grades higher than C (2.00) may be required for admission to certain programs, for use as pre-requisite courses and for application of credit to certain program requirements.
- Grades of Pass (P), Satisfactory (S) or similar grades will transfer only when official transcripts indicate that such grades are equivalent to a grade of C or higher.

RESIDENCY REQUIREMENT/MAXIMUM TRANSFER CREDIT ALLOWED

Degree Programs:

To earn an associate's degree at GCC, students must complete at least 25% of credits of coursework used to fulfill the requirements of the associate's degree at GCC. Transfer of the remaining credits will depend upon the associate degree program's requirements and elective options.

Students wishing to earn an additional associate's degree must:

- meet all specific requirements of each degree program;
- complete at least 15 credits of course work beyond the previous degree awarded; and of those 15 additional credits, at least 12 must be completed at GCC.

Certificate Programs:

To earn a certificate at GCC, students must complete at least 50% of the credit hours required for a certificate program at GCC – including at least three courses and 9 credits used to fulfill certificate requirements at GCC.

ALTERNATIVE SOURCES OF CREDIT

- Credit will be granted for satisfactory scores on Advanced Placement (AP) examinations based on GCC's policies. Additional information can be found at www.gcc.mass.edu/registrar/transfer/advanced-placement-ap-test-credit/.
- Credit will be granted for satisfactory scores on College-Level Examination Program (CLEP) examinations based on GCC's policies. Additional information can be found at www.gcc.mass.edu/registrar/transfer/clep-exams/.
- Official score reports from the College Board are required in order to receive credit for AP and CLEP.
- Credit will be granted for satisfactory scores on challenge or credit by examinations. See www.gcc.mass.edu/testing for more information.
- Credit may be granted for formal courses or examinations offered by various organizations, including businesses, unions, government and military based on the recommendations of the American Council on Education (ACE) as found in its National Guide to College Credit for Workforce Training, a resource of its College Credit Recommendation Service (CREDIT). (See Valor Act Policy.)*
- Credit also may be granted for prior learning (service learning, internships, learning from experience at work, volunteering in the community, job training, etc.). Additional information can be found at www.gcc.mass.edu/registrar/transfer/credit-for-prior-learning/.*
- Members of the Servicemembers Opportunity Colleges (SOC) Consortium adhere to the Consortium's Academic Residency Requirements for service members at their institutions.
- Academic credits earned through the evaluation of military occupation, training, experience and coursework are transferable within the Massachusetts public higher education system in accordance with the Mass Transfer agreement.
- Credit granted by one institution from alternative sources other than credits earned through the evaluation of military occupation, training experience and course work may not transfer to another institution.

* Criminal Justice programs do not award prior learning credits or credit for military or police training.

TIME LIMITS

- Credit will be transferred without time limits, except for science courses. Science currency is ten years.
- Certain programs, courses or admission standards may require courses to be taken within a specified time period. See individual programs for specifics.

STUDENT APPEALS

- GCC maintains and publishes a process for students to appeal decisions made about transfer credit.
- Appeal Process: Students who disagree with the transfer credit decisions at GCC may appeal those decisions as follows. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by GCC.
- Students first must appeal the transfer credit decision to the Transfer Credit Evaluator.
- If the disagreement is not resolved with the Transfer Credit Evaluator, students may appeal to the appropriate Department Chair or Program Coordinator.
- If the disagreement is not resolved with the appropriate Department Chair or Program Coordinator, students may appeal to the appropriate Dean.
- If the disagreement is not resolved with the appropriate Dean, students may appeal to the Vice President for Academic and Student Affairs. The decision of the Vice President of Academic and Student Affairs shall be final and not subject to appeal.
- GCC designates an ombudsperson who ensures institutional compliance with transfer policies and procedures.

The VALOR Act Academic Credit Evaluation Policy

Greenfield Community College (GCC) welcomes students with prior military experience. The College recognizes that much of the training and coursework undertaken by military personnel warrants review and potential transfer as academic credit. To that end, we have established the following guidelines.

- Greenfield Community College will grant academic credit associated with degrees the college offers based on documentation of military occupation, training, experience, and coursework.
- Greenfield Community College awards credit based on documentation presented by the student veteran from the ACE Guide to the Evaluation of Educational Experiences in the Armed Services, CLEP, and/or DANTES Subject Standardized Tests as related to courses and programs provided through GCC.
- Academic credits earned through the evaluation of military occupation, training, experience, and coursework are transferable into GCC and within the public higher education system in accordance with the Mass Transfer agreement.
- The Transfer Credit Evaluator (413-775-1816; earl@gcc.mass.edu) is the single point of contact for student veterans to contact for guidance on the Valor Act Academic Credit Evaluation Policy.
- The Transfer Credit Evaluator provides individualized, accurate, and complete guidance with regard to the Valor Act and the transfer of military credits.

Credit by Examination

Students enrolled in a certificate or degree program who wish to earn credit by examination should request an application form and contact information from the Office of Enrollment Services. A fee of \$40 per credit is charged. A receipt of payment and the application form should be left in the division office before the date of the exam. Study guides are available in the Testing Center or may be on reserve in the library.

Courses that are most commonly challenged for credit at GCC are:

- BIO 126, Biology I (for waiver of pre-requisite only; credit not given)
- CIS 140, Computer Applications and Concepts
- CIS 141, Computer Information Management and Data Analytics
- CIS 145, Database Design and Management
- CIS 180, Network Workstation Administration
- FRE 101, Elementary French I
- FRE 102, Elementary French II
- MOM 110, Medical Terminology
- MUS 107, Music Theory I
- MUS 147, Aural Skills I
- SPA 101, Elementary Spanish I
- SPA 102, Elementary Spanish II

Students cannot challenge a course for credit if they have failed the course at GCC, and challenge exams may only be taken one time.

Currency Requirements for Courses or Program

A number of courses and programs at GCC require students to satisfy a currency requirement for some required or prerequisite courses. This requirement means students must have taken the course within a stated number of years prior to enrollment in the course or program for which its currency is required. A student who has taken such a course but who does not meet the currency requirement may qualify to take a currency examination (exams may only be taken one time). Biology and Nursing courses for which a student may demonstrate currency at GCC are:

- BIO 194, Comprehensive Anatomy and Physiology I
- BIO 215 (BIO 195), Human Anatomy and Physiology I
- BIO 216 (BIO 196), Human Anatomy and Physiology II
- BIO 205, Microbiology
- NUR 101, Fundamentals of Nursing

To qualify for a currency examination for BIO 194, BIO 215 (BIO 195), BIO 216 (BIO 196), BIO 205, or NUR 101, a student must submit a college transcript showing completion of an equivalent course with a grade of C or better. Students applying for a Health Occupation Program should check the specific grade requirement for that program.

International Students Admission Policy

Greenfield Community College welcomes international students and accepts students who either have already obtained the appropriate Visa to take college courses or who are eligible to obtain such a Visa. International students should submit their completed application to the Office of Admission at least six months prior to the time they plan to attend. Exception may be made for F1 students transferring from other institutions in the United States. All documents must be submitted in English. If the credentials must be translated, the original copy (or certified copy of the original) must be submitted with the translation. Transcripts must be officially certified and sent directly by the educational institution or certified by credential certifying agency. Photocopies will not be accepted for transfer credit. Contact the admission staff as soon as possible to ensure that all necessary requirements have been met. Please refer to the International Student Information Packet on the Admission section of the website for specific admission requirements.

International students who wish to transfer credit to GCC from a previously attended college or university outside of the U.S. must provide a course-by-course evaluation from an approved credential evaluation service. The course-by-course evaluation must be sent directly from the credential service. Photocopies will not be accepted for the award of transfer credit.

The College does not have housing. Financial assistance (Financial Aid) through Greenfield Community College is not available under any federally-funded financial aid program for students with visas. Therefore, international students must arrange for their own housing and have ample financial resources to meet their college expenses. The full cost of tuition and fees are payable upon registration each semester.

Estimated Expenses for International Students per Academic Year*

Tuition and fees	\$14,611
Living expenses per year (Housing and food)	\$10,908
Books and supplies	\$1,650
Mandatory Health Insurance per year*	\$3,599
Personal expenses	\$2,480
Transportation (after arrival in US)	\$1,840
Total	\$35,088

* These costs reflect the tuition-and-fee schedule for the 2021-2022 school year, based on 15 credit hours per semester. All costs are subject to change and may vary for each student. International students are required to purchase the college-offered health insurance.

High School Equivalency Assessment

The Testing Center provides people who have not graduated from high school with the opportunity to earn a High School Equivalency Credential. Massachusetts residents who are at least 16 years of age and not currently enrolled in high school may take the High School Equivalency Tests. Free test preparation classes are available at local adult education centers and High School Equivalency Tests are offered at GCC (both HiSET and GED tests). A fee is required for these exams. For more information, contact the Testing Center at GCC, (413) 775-1821 or see: www.gcc.mass.edu/testing/.

Student Billing

Student Billing (Bursar's) Office

To obtain the most up-to-date information from the Student Billing (Bursar's) Office visit our website at: www.gcc.mass.edu/billing

The Student Billing (Bursar's) Office is located in room C102 on the first floor of the main campus building. This office is responsible for posting payments to student accounts, applying categorical waivers, processing all refunds due to students, billing, and collection assignment.

Contact Information for Bursar's Office

Regular Office Hours Monday – Thursday 8:30 a.m. to 5:00 p.m. Friday 8:30 a.m. to 4:00 p.m.

Address:

GCC Bursar's Office, Room C102
One College Drive
Greenfield, MA 01301

Main number: (413) 775-1301

Website: www.gcc.mass.edu/billing

Fax: (413) 775-1329

Email: teller@gcc.mass.edu

Tuition & Fees

The estimated tuition and fee costs to attend GCC can be calculated using the downloadable tuition and fee schedule from our website at www.gcc.mass.edu/billing. Click on the "Tuition & fees" menu option, locate the schedule, and click to download. Tuition charges per credit vary depending on whether you are an in-state, out-of-state, or NEBHE student. The college service fees are separate from tuition and are charged at the same rate per credit regardless of whether you are an in-state, out-of-state, or NEBHE student. All evening charges are assessed at the same rate regardless of your residency category. In addition, the Health Records Administration Fee and Student Activity fee is charged if you are enrolled in at least one credit of day scheduled classes or one credit of online classes whether scheduled in the day or evening. It is not charged for in-person evening lecture classes, January intersession, or summer classes. See "Explanation of Charges" section for further explanation of individual charges.

Summary of charges:

(Subject to change after July 1. Check our website for the most up-to-date information.)

Charge	Basis	Rate Day	Rate Evening, Summer, Intersession
Tuition*	Per credit	\$26*	\$26
Registration fee	Per semester	\$20	\$20
College service fee	Per credit	\$204	\$204
Health service fee	Per semester	\$11	\$0
Student activity fee	Per semester	\$30	\$0

Other fees may apply.

* NEBHE day tuition is \$39 per credit; this is special rate for qualifying New England residents. Out-of-state day tuition is \$281 per credit. The college offers no reduction in tuition and fees for auditing a course. Non-credit courses are priced individually.

NOTE: Other charges such as Student Health Insurance, books & supplies, special program fees, and online course fees, are not included in the above summary of charges or the downloadable tuition and fee schedule.

Tuition and fees are subject to change with the Board of Trustees approval.

In-state residency & NEBHE

Tuition and fee rates are calculated based on your Massachusetts or New England residency status.

IN-STATE:

An in-state resident is a U.S. citizen or a permanent resident who established a residence in Massachusetts and has maintained continuous residency in Massachusetts for at least the six months immediately prior to the date of enrollment. An individual must be able to prove Massachusetts residency for six continuous months and intent to remain in the state. To apply for in-state residency complete an In-State Tuition Eligibility Form available on our website. For further details, contact Enrollment Services at (413) 775-1801 or (413) 775-1807.

NEBHE:

Through the New England Board of Higher Education (NEBHE), Massachusetts participates in the Regional Student Program (RSP), which enables students from one New England state to attend public colleges or universities in another New England state at tuition rates below those normally charged to out-of-state students. Eligible New England students who reside outside of Massachusetts currently pay 150 percent of the tuition charged to Massachusetts residents. To qualify, a student must be a resident of one of the five other New England states and be pursuing a degree or certificate program at GCC. For more information, contact the Enrollment Services Office at (413) 775-1801 or (413) 775-1807.

OUT-OF-STATE:

If you do not qualify for in-state residency or NEBHE, you will be charged at the out-of-state rate.

Explanation of charges

HEALTH INSURANCE CHARGE:

Cost and Coverage Period (for 2021/2022 academic year): Fall (Full year) \$3,599, Spring (8-months) \$2,041

As of the date of this publication, the 2022/2023 rates have not yet been determined. The insurer and costs are subject to change after July 1.

This charge is only assessed during the fall and spring terms. In the fall semester, students are assessed a full year's cost. The policy coverage period for fall is September 1 of the current year to August 31 of the following calendar year. In the spring semester, students are assessed a premium for eight months of coverage. The spring policy coverage period is January 1, to August 31 of the same calendar year. Your insurance premium must be paid in full by a strict enrollment deadline each semester in order to obtain coverage under the plan.

Description: The student health insurance charge is mandatory for students who meet the criteria to be charged. The Massachusetts Mandatory Health Insurance Law mandates that each Massachusetts Community College require all students who are enrolled in a degree or certificate program for nine credits or more to participate in the student health insurance program.

Waiving This Charge: If you have insurance under a comparable healthcare plan that became effective by at least the first day of classes, and if you expect it to be in effect through at least August 31, you may be eligible to waive this charge.

For those eligible to waive this charge, an on-line waiver needs to be completed and submitted by a strict deadline. NO EXCEPTIONS. The deadline will be announced on our website and will be included on billing statements and supplemental materials sent with bills. After the deadline date, the online waiver will not be available and students will be required to pay this charge. To waive this charge on our website, place your cursor over the "Insurance" menu option and click "Insurance Waiver".

Insurer: Students will be insured by Blue Cross Blue Shield (PPO) Insurance Plan. The servicer of the plan is Gallagher Student Health & Special Risk. From our website you can: access Gallagher's waiver form; obtain one of their brochures that details policy coverage; or read a summary explanation regarding the mandatory student health insurance law and eligibility criteria. If you have questions related to the policy itself, contact Gallagher at:

Address: Gallagher Student Health & Special Risk, 500 Victory Road, Quincy, MA 02171, Phone: 877-307-8194. Or, send your questions via their website customer inquiry form: <https://www.gallagherstudent.com/students/customer-service.php?idField=1210>.

Paying Your Premium with Financial Aid Awards or Student Loans: Financial aid funds will not pay the student insurance charge without your written authorization. Therefore, if you are a financial aid recipient and you expect your aid/loans to pay this charge, you must authorize it in writing by completing the appropriate section of the Acknowledgements and Certifications form provided by our Financial Aid Office. This form is also available on your "MyGCC" account.

LIABILITY INSURANCE:

All health occupation students are required to carry College-approved professional liability insurance. Information about this charge can be obtained by the Health Occupations Department.

REGISTRATION FEE:

Cost: \$20 per semester

Description: This mandatory fee is a non-refundable administrative fee charged for all day and evening credit courses. It is charged for processing your enrollment and registration.

TUITION:

Cost: In-state-\$26 per credit, Out of state-\$281 per credit, NEHBE-\$39 per credit
(Subject to change after July 1. Check our website for the most up-to-date information.)

Description: This mandatory charge is assessed for all day and evening scheduled credit courses. The in-state day tuition portion of your bill is remitted to the state of Massachusetts. The remainder is used to help defray the costs associated with general operations of the college.

COLLEGE SERVICE FEE:

Cost: \$204.00 per credit
(Subject to change after July 1. Check our website for the most up-to-date information.)

Description: This mandatory charge is assessed for all day and evening scheduled courses regardless of residency category and is used to help pay for a variety of academic services, equipment, supplies, and technology expenses.

HEALTH RECORDS ADMINISTRATION FEE:

Cost: \$11 per semester
(Subject to change after July 1. Check our website for the most up-to-date information.)

Description: This mandatory fee is assessed if you have at least one credit of day-state supported or day non-state-supported courses scheduled as in-person lecture or online (remote) credit courses. The fee is charged in both the fall and spring semesters only. It is not charged for in-person evening lecture classes, online classes scheduled as evening classes, January intersession classes, or summer classes. It is not charged for non-standard semester (part-of-term) classes if you have already been charged in the semester that the non-standard class is scheduled. This fee is used to help defray the costs associated with administration of student health records as required by law. This fee cannot be waived.

STUDENT ACTIVITY FEE:

Cost: \$30 per semester
(Subject to change after July 1. Check our website for the most up-to-date information.)

Description: This mandatory fee is assessed if you have at least one credit of day-state supported or day non-state-supported courses scheduled as in-person lecture or online (remote) credit courses. The fee is charged in both the fall and spring semesters only. It is not charged for in-person evening lecture classes, online classes scheduled as evening classes, January intersession classes, or summer classes. It is not charged for non-standard semester (part-of-term) classes if you have already been charged in the semester that the non-standard class is scheduled.

The student activity fee is used to support student activities and other costs associated with students, including: clubs, club membership fees, events, musical and novelty performances, mandatory licensing fees, student travel, student conference fees, guest speakers, Orientation, Commencement, the ADN Pinning, campus-wide events, student ID cards, the GCC Student Art Show and theater performances. The student activity fee is allocated by the GCC Student Senate.

ONLINE/DISTANCE LEARNING COURSE FEE:

Cost: \$10 per credit
(Subject to change after July 1. (Check our website for the most up-to-date information.)

Description: This mandatory charge is assessed for all day and evening online scheduled courses regardless of residency category and is used to help pay for the additional technology costs associated with delivering online classes.

SPECIAL COURSE OR PROGRAMS FEES:

Cost: Vary
(Subject to change after July 1. Check our website for the most up-to-date information.)

Description: Additional fees may be included on your bill for specific programs or courses. Examples of such fees include but are not limited to: Nursing, OLP, Music, Art, EMT, or other. Some programs may also require equipment, supplies, or other expenses related to the cost of running the courses within that program. All health occupation students are required to carry college-approved professional liability insurance. Information about this charge can be obtained from the Health Occupations Department.

OTHER FEES:

Cost: Vary
(Subject to change after July 1. Check our website for the most up-to-date information.)

Description: Other fees are used to cover specific costs such as: 4-month payment plan fee, late payment fee, or returned check fee. Additional charges may include books & supplies.

DAY VS. DAY/DCE TUITION & FEE CHARGES

From a student's perspective, there is no difference between Day, D/D, or Evening charges. These charges are categorized as such strictly for funding distribution and college accounting purposes. This also applies to online (remote) courses. However, some D/D, and/or Evening, charges may not be eligible for certain types of tuition and/or fee waivers.

Estimated Expenses:

The cost of attending GCC varies depending on a student's individual circumstances. In general, total expenses for a full academic year based on 12 credits per semester include: tuition and fees, books and supplies, room and board, transportation, and personal expenses such as clothing, laundry, and recreation. The estimated expenses provided below assume in-state residency at 24 credits for the full 2022/2023 academic year.

2022-2023	Living with parents	Living away from Home
Books & Supplies	\$1,650	1,650
Room & Board	3,725	7,450
Transportation	1,960	1,960
Personal	2,640	2,640
Tuition	624	624
Fees	5,258	5,258
Total estimated expenses	\$15,857.00	\$19,582.00

Annual Board of Higher Education - Affordability Disclosure Statement

Students who attend Greenfield Community College and other public higher education institutions in Massachusetts receive a substantial subsidy of their cost of education through a state appropriation. The state appropriation lowers the cost of tuition and fees to students. Many needy students also receive financial aid awards to further reduce their costs.

The annual cost information below is an example of the net cost to a Massachusetts resident taking 30 credit hours per year at Greenfield Community College. Individual costs will vary depending on each student's particular circumstances.

Full annual operating cost per student (estimate)	\$25,551
- State annual operating subsidy (estimate)	-18,529
= Annual tuition and mandatory fees	7,022
- Student annual financial aid (average)	<u>-3,049</u>
= Net Student Cost	\$ 3,973

In addition to the state subsidy and student financial aid, students may also be eligible for federal income tax credits (Hope or Lifetime Learning credit). Tax credits do not reduce the initial cost to attend college, but are instead a reimbursement of tuition paid. For more information about tax credit eligibility, refer to Internal Revenue Service instructions or ask your tax advisor.

Student annual financial aid includes all federal and state grants and tuition waivers that may be applied directly to the College's tuition and fees. Tuition and mandatory fees reflect the cost of the courses; it does not include health insurance or other miscellaneous fees.

Student annual financial aid includes all federal and state grants and tuition waivers that may be applied directly to the College's tuition and fees. Tuition and mandatory fees reflect the cost of the courses; it does not include health insurance or other miscellaneous fees.

Your bill

BILLING QUESTIONS & CONTACTS:

You can find answers to most of your billing questions in the FAQs section of our website, or contact the GCC Student Billing (Bursar's) Office. Any of our staff members can assist you.

Phone: (413) 775-1301

Fax: (413) 775-1133

E-mail: sfs@gcc.mass.edu

For information regarding your Financial Aid award package, call the Financial Aid Office at (413) 775-1109.

For information regarding the official process for adding or dropping a class or withdrawing altogether contact Enrollment Services at (413) 775-1801/1807 or call the Advising Center at (413) 775-1339. In addition, see our "Refund Policy for Credit Courses" section.

DUE DATES:

Payment for tuition and fees is due approximately three to four weeks before classes begin each fall and spring semester. Fall and spring due dates will be announced on our website and will be included on billing statements and supplemental materials provided with bills. For any registration activity occurring after the established fall and spring due dates, bills are due upon registration. Intersession charges and charges for semesters that are shorter than the standard fall and spring semesters are due immediately upon registration. Summer session bills are always due immediately upon registration.

BILLING WORKSHEET PAYMENT PLAN ENROLLMENT FORM:

A Billing Worksheet/Payment Plan Enrollment Form is only available online via your “MyGCC” account and must be completed for the fall and spring semesters if any or all of the items listed below apply to you.

- All or a portion of your bill is being paid by: a third party, a tuition and/or fee waiver, financial aid, or scholarship.
- You are participating in our 4-month payment plan (fall and spring semesters only)

NOTE: When completing the Billing Worksheet/Payment Plan Enrollment Form, if you list any financial resources that will be paying all or a portion of your bill such as financial aid, third party payments, scholarships, waivers, or in-house grants, you must submit acceptable documentation as proof of those financial resources. In addition, you must electronically sign the student certification statement at the bottom of the form before submitting it.

INFORMATION RELEASE FORM:

We cannot discuss a student account with anyone other than the student unless the student has completed the online Information Release Form available on their “MyGCC” account. The person inquiring or making payment must be listed on the waiver and a password created by the student must be provided before we can answer any questions or provide account information, including balances. See our website for more information. NOTE: This release form authorization is solely for the use of the Student Financial Services Office. To authorize the release of student academic information, please contact the Registrar’s Office.

How to pay

PAY ONLINE:

Pay the amount due as shown on your billing statement or pay the amount due as determined by the calculation on your Billing Worksheet. Payment can be made by one of the following methods:

Online payments can be made by the student by logging into “MyGCC” (See instructions below). Or, if someone else will be paying the bill on the student’s behalf, students can set up an Authorized Payer via their “MyGCC” account. We accept MasterCard, Discover, VISA, American Express (credit/debit), and E-checks. Our online credit card processing vendor, Official Payments, will accept and process online ACH (E-check) and credit card payments. FAQs about paying online can be found on the student billing website.

ACI Official Payments charges a 2.85 percent service fee with a minimum of \$1.15 for processing each credit or debit card payment. The fee is retained by ACI Official Payments and GCC does not receive any portion of this fee. During the payment process, the fee will be added to your payment amount and will be disclosed separately from your tuition and fee payment portion. Once you review the payment amounts, you will have the option to cancel the credit/debit card payment before authorizing it. Alternatively, you may choose to process an ACH E-check payment instead. There is no service fee for E-checks. Although the college pays \$1.50 per e-check processed, we will not pass this fee on to our students. The college will absorb this fee in order to offer our students the option of choosing this fee-free alternative to credit and debit card payments.

We strongly encourage that all payments be made online by the student or his/her designated authorized payer.

To pay your bill online:

1. Log into your MyGCC account. Place your cursor over “My Account”
2. Click “Account summary by term/pay your bill” located under the “Billing” menu.
3. At the “Account summary by term” page, click the “Make a payment” button.

To authorize someone else such as a parent, partner, or spouse to pay your bill on your behalf:

4. Click the “Add a payer” button and complete the brief form. An email message will be sent to both you and the authorized payer with payment instructions.
5. From the drop down menu, choose the semester for which you are paying. Please be sure to choose the correct semester. If the semester you are trying to pay for is not available please contact us and we will take the payment by phone if the account has not been submitted to our collection agency.
6. Click the “Submit” button.
7. On the next page, read the notice regarding credit/debit card payment service fees and enter your payment amount.
8. Once you click “Submit” again, you will be directed to Official Payments to complete your transaction.

PAY BY MAIL:

Make checks payable to GCC. Include your student ID number on your check. Send payments to:

Greenfield Community College
Attn: Student Financial Services
One College Drive
Greenfield, MA 01301

PAY IN PERSON:

Cash and hard copy checks will still be accepted in the Student Financial Services. Office in room C102. However, we urge all students or Authorized Payers to pay online whenever possible. If paying by credit card, the cardholder must show a photo ID and have a copy of the student's billing statement if the student is not present. We cannot accept payment from anyone but the cardholder.

PAY BY PHONE:

We will accept MasterCard, VISA, Discover, and American Express payments by phone. However, we urge students or authorized payers to pay online whenever possible. If paying by credit card, the cardholder must call in the payment at (413) 775-1301.

PAY IN INSTALLMENTS:

A 4-month payment plan is available for fall and spring semesters only. Summer session payment plans may be available on a case by case basis for extenuating circumstances. A \$35 fee per semester applies. To sign up, you must login to your "MyGCC" account to complete our online Billing Worksheet. To request a payment plan for summer sessions, you must visit the Student Billing (Bursar's) Office in person.

IMPORTANT NOTICE: If you are not paying your bill in full by the due date, you must sign up for the payment plan and make your first payment along with the fee by the due date. In addition, if you have applied for financial aid and you **have not** been awarded by the due date, you must sign up for the payment plan and continue to make regular payments until your financial aid is awarded and you have enough aid to pay your balance. See "Payment Plan" section for additional details.

SETTING UP AN AUTHORIZED PAYER:

If someone else pays your bill, you can set up a one-time per semester authorization allowing us to provide your account balance in order for that individual to pay what you owe by the due date. NOTE: This authorization only serves to allow the Authorized Payer to make online payments on your behalf. If you wish to authorize the GCC Student Billing and Financial Aid Offices to discuss any other financial matters related to your account, you must complete the brief online Information Release Form.

Once you set up the Authorized Payer via your "MyGCC" account, an email notification will be sent to you, the Authorized Payer, and the GCC Student Financial Services Office. The email message will serve as confirmation and it will also provide helpful links on all topics related to your tuition and fee bill, including: a direct link to make an online payment, Student Health Insurance waiver, 4-month payment plan information, our refund policy, and explanation of most common charges shown on your bill.

In addition to the helpful links, the email message will include your name and student ID number which the Authorized Payer must enter when making online payments.

NOTE: You must login to your "MyGCC" account and obtain your latest billing statement to provide to whomever is paying your bill. The Authorized Payer must have your bill with them when paying. See "Accessing your bill online" below.

To set up an authorized payer do the following:

1. Log into your MyGCC account. (If necessary, get help with your MyGCC login and password.)
2. Place your cursor over "My Account"
3. Click "Account summary by term/pay your bill" located under the "Billing" menu.
4. At the "Account summary by term" page, click the blue "Add a payer" button and complete the brief form.
5. Click the "Submit" button. An email confirmation message will be sent to the Authorized Payer with payment instructions.

Remember, you must provide your most recent billing statement to any authorized payer who will make payments on your behalf.

ACCESSING YOUR BILL ONLINE:

Each time an electronic bill (e-bill) is available for you to view and print online, an email message will be sent to your GCC student e-mail account as well as any active personal e-mail accounts we have on file. Upon receipt of the email notification, review the helpful links that will assist you in paying your bill. Be sure to remit payment immediately if your account is past due. We urge students to pay online through your “MyGCC” account in order to expedite the payment process.

To access your e-bill online, do the following:

- Log into your MyGCC account. To get help with your MyGCC password visit: <http://www.gcc.mass.edu/helpdesk/>.
- Place your cursor over “My Account”
- Click “View Statement” located under the “Billing” menu.
- From the drop-down menu, choose the most recent statement bill date.

If you wish to receive a hardcopy of your bill, you will need to contact the Bursar’s Office upon receiving email notification that your e-bill is available. Send an email request to teller@gcc.mass.edu. In the subject line, enter: Bill request

NOTE: Whenever you change your schedule, it will result in adjustments to your charges. Therefore, you will receive a new bill following any changes you make to your class schedule during the allowed time frame. The new bill is due immediately.

PAST DUE BILLS:

Please pay your bill on time.

If you do not pay your bill in full or sign up for the payment plan by the due date, and you have no other financial resources available to pay your bill, past due accounts are subject to the following actions:

- GCC reserves the right to cancel your class schedule for non-payment.
- You will be denied additional services such as: future registration; release of your grades; or release of academic transcripts until your bill is paid in full.
- If you have not paid your bill in full by the due date and you failed to sign up for the payment plan, past due accounts of \$100 or greater will be assessed a one-time \$35 late fee per semester.
- Your account will be submitted to a collection agency and you will be responsible for additional collection charges of up to 22.7% of your unpaid balance.
- Your account will be reported to the Massachusetts Debt Intercept Program (balances of \$25 or greater) where state and federal payments, including state tax refunds, will be intercepted and transferred to Greenfield Community College until your bill is paid in full. Debt Intercept Program: Overdue accounts are subject to Mass. Department of Revenue intercept of state and federal payments, including state tax refunds (MGL C.62D). Please contact the Student Financial Services Office to dispute overdue charges or submit a written request for a hearing as allowed under MGL C.30A.
- A \$10 late fee may be charged to payment plan accounts for each month a payment is more than 30 days past due.

REFUND POLICY FOR CREDIT COURSES

Refund periods vary by semester. Be sure to read the policy carefully. It is included on page two of all bills sent to you and it is posted on our website. You must drop classes or withdraw according to the official policy in order to receive any reduction in charges or refund of payments. In all cases, the date of your formal withdrawal will determine your eligibility for a reduction in charges. A full reduction in charges will be granted if a course or non-credit class/workshop is cancelled by the college. For non-credit classes, check with our Community Education/Workforce Development Department.

PROCESS FOR WITHDRAWAL:

If you decide to withdraw from one or more of your credit classes, you must complete the official withdrawal process. If you need assistance, contact your Advisor or the Advising Center at advising@gcc.mass.edu. Alternatively, you can contact the Enrollment Services Office at registration@gcc.mass.edu. If you need additional guidance on how to withdraw from classes call: Advising Center at (413) 775-1339 or Enrollment Services (C103) at (413) 775-1801.

Your withdrawal request must be submitted before the last day to drop/withdraw with a grade of “W” per the academic calendar. Any late submissions will be reviewed on a case by case basis by the Registrar and the Dean of Students and granted only under exceptional circumstances. If not approved, a grade will be assigned by the instructor based on the work completed. In order to receive a reduction in charges and/or a refund of payments, you must complete the official withdrawal process within the specified dates below. **NOTE: There will be no reduction of charges or refund of payments for any withdrawals occurring after the last day to drop with a 75 percent refund, as noted below. No exceptions.**

WITHDRAWAL PRIOR TO SEMESTER START:

If you withdraw from some or all of your credit classes prior to the start of the semester (not before the specific class begins), a full reduction in charges for both tuition and fees, less the \$20 registration fee, will be granted. The registration fee is an administrative fee and is non-refundable. Therefore, this fee will remain on your account until it is paid.

WITHDRAWAL AFTER SEMESTER STARTS:

The specific refund period dates for regularly scheduled credit classes are published on the academic calendar at: <https://www.gcc.mass.edu/academics/calendar/>. This information is also published on the Student Financial Services website and on page two of all billing statements we send you. Generally, for the purposes of obtaining a reduction in charges, if you withdraw from regularly scheduled semester credit class(s) during the refund period, you will receive a reduction in charges of both tuition and fees as follows:

Semester	Refund Period (fall & spring only)	Percent
Fall and Spring	First week of semester	100% minus \$20 registration fee
Fall and Spring	Second week of semester	75% minus \$20 registration fee

The \$20 registration fee is non-refundable and will remain on your account until paid.

To obtain deadlines for non-standard term classes or for classes that do not meet for the entire term, check the Registrar's Office web page at: <https://www.gcc.mass.edu/registrar/>. Scroll down to the menu on right. See "non-standard class deadlines". Or, contact Enrollment Services at (413) 775-1801 / (413) 775-1807.

EVEN EXCHANGE OF CLASSES DURING REFUND PERIODS:

An even exchange of classes is only permitted through the last day of the 100 percent refund period. After that date, if you drop a class and add another class during the 75 percent refund period, you will pay full cost for the added class and receive only 75 percent reduction in charges for the dropped class.

If you are entitled to a refund of any payments after a reduction in charges, please allow 4 to 6 weeks for refund processing.

IF YOU WITHDRAW FROM ALL OR SOME OF YOUR CLASSES AFTER THE REFUND PERIODS EXPIRE, YOU WILL NOT RECEIVE ANY REDUCTION IN CHARGES AND YOU WILL BE RESPONSIBLE FOR PAYING ALL CHARGES REMAINING ON YOUR ACCOUNT.

WITHDRAWAL DUE TO MEDICAL ISSUES:

If you withdraw for medical reasons, our regular refund policy will apply. There is no refund for medical withdrawal after the refund period has expired. Withdrawal due to health issues is treated no differently than a normal withdrawal. You can obtain all required medical withdrawal forms online in your MyGCC in the Submit a Form section. Please call the Chief Student Affairs Officer for further guidance on medical withdrawals at 413-775-1868.

REFUND POLICY FOR NON-CREDIT WORKSHOPS

A full refund is made if a workshop is cancelled. Official withdrawal by seven (7) calendar days prior to the first meeting of workshop results in a refund minus a \$10 non-refundable registration fee. Withdrawal beyond that point in time allows for no refund. Please allow 3-4 weeks for processing your refund.

FEDERAL FINANCIAL AID REFUND POLICY:

When students stop attending classes, officially drop classes, or withdraw from the College, they may have their financial aid payments adjusted to reflect the actual percentage of time that they have attended class(es) and/or other educational activity. This percentage will be calculated by the number of days the student has attended divided by the number of days in the semester. The College and student must return any unearned aid to the appropriate funding sources (i.e. Pell grant, SEOG grant, Stafford Loan etc.). The College will have only thirty (30) days to determine the correct amount of funds the student has earned and notify the student if a refund must be collected for any aid previously disbursed or if there is a balance owed to the College. Students must respond by contacting the Student Billing Office within 45 days from the date of the financial aid notification to arrange an acceptable repayment agreement. Therefore, students will need to work very closely with the Financial Aid office as they stop attending classes, officially drop classes, or withdraw from the College. For questions on how those actions will affect your Financial Aid package, contact the Financial Aid office at (413) 775-1109.

Third-party payments

If you expect your bill to be partially paid or paid in full by a private scholarship, a third party, or a government agency, you must still make payment arrangements with the Bursar's Office.

By the due date of your bill, you must do the following:

- You must pay any portion of your bill not covered by any other source. Or, you must sign up for our standard 4-month payment plan to pay the remaining balance in installments. See payment plan section.
- You must submit appropriate documentation showing proof of the party's willingness to pay your bill on your behalf.
- You must complete an online Billing Worksheet that will defer payment for the portion of your bill that you expect to be paid by another party.

Ultimately, the student is always responsible for making sure their bill is paid in full.

If payment in full has not been submitted to the Student Billing Office by the third party within 30 days from the date we bill them, students will be responsible for paying those outstanding charges and will be billed for them. If payment in full is not made by the student within 30 days from the date of the billing statement, regular past due collection procedures will apply as stated on the reverse of all bills. See "Past due bills" section.

Tuition waivers

For credit courses, the College requires that tuition waivers be submitted by the due date of the bill if you are eligible for one at that time. Proof of eligibility must be provided. Waivers will not be accepted if you fail to submit the proper waiver documentation in a timely manner. Generally, fees cannot be waived with most types of waivers. However, senior citizen waivers, certain college employee waivers, and a limited number of other waivers, may also waive fees. In most cases, special program fees cannot be waived. Some waivers are subject to approval by the Registrar on a seating availability basis. All waivers for non-credit workshops are approved separately by our Workforce Development & Community Education Department on a case by case basis.

For a complete listing of our most common types of waivers visit our website at: www.gcc.mass.edu/billing. Place your cursor over the “Billing” menu option and click “Tuition Waivers”.

Requesting a Financial Appeal

When submitting your appeal, you must demonstrate extenuating circumstances. Exceptions to our refund policy are considered on a case-by-case basis depending on your particular extenuating circumstance. Therefore, when submitting your appeal, you should include enough information to allow us to conduct a careful examination of all pertinent facts. Additionally, you must submit supporting documentation that will strengthen your request.

Submit your detailed request to the Student Financial Services Office within two months (60 calendar days) from the date of the event that caused you to withdraw or stop attending your classes. Appeals received more than 60 days after the effective date of your withdrawal will not be considered. You must have completed an online “Request for Withdrawal from All Classes Form” and submitted it to the Registrar’s Office. **If you simply stopped attending without completing the official withdrawal process, you must do so before filing an appeal. As long as you remain officially enrolled in classes, your appeal will not be considered.** If supporting documentation is requested of you, your appeal will not be processed until you provide it. All documentation must be received by the date requested. Appeals will be reviewed in the order they are received. You should receive a reply within 30 days from the date you submitted your appeal.

The preferred method for submitting an appeal is by email. This will expedite the process. Submit your appeal via your GCC email account to: appeals@gcc.mass.edu. In the subject line enter “Appeal” along with the semester for which you are requesting an exception to our refund policy. Include your full name and your student ID number. If your appeal request includes supporting documentation, you can send the materials either by mail, fax, or scanned attachment. Do not send any personally identifiable information by email.

Alternatively, submit your appeal by mail to:

Greenfield Community College Student Financial Services Office

ATTN: Student Appeals
One College Drive
Greenfield, MA 01301

APPEALS BASED ON MEDICAL REASONS (A TWO-STEP PROCESS):

Step 1: If you are requesting an exception to our refund policy based upon medical reasons, a medical withdrawal request must first be submitted and approved. Medical documentation should be sent directly to the Dean of Students. Do not send any medical documentation with your Financial Appeal Request. You can obtain all required medical withdrawal forms online in your MyGCC in the Submit a Form section. Please call the Enrollment Services for further guidance on medical withdrawals at 413-775-1801.

Step 2: After a medical withdrawal has been approved, a separate appeal must then be submitted if you wish to request a reduction in charges based on a Medical Withdrawal approval. Do not include any medical records/documentation. However, you must provide a copy of your Medical Withdrawal approval notice. A medical withdrawal does not guarantee a reduction of charges but may be considered as a basis for an exception to the refund policy.

Health Insurance

Under the Massachusetts Mandatory Health Insurance Law, each Massachusetts Community College must require all students who are enrolled in a degree or certificate program and carrying nine credits or more to participate in the student health insurance program or in a health insurance program, separate from the school’s plan, but with comparable coverage.

Massachusetts Community College students will be insured for policy year 2022-2023 by Blue Cross Blue Shield (PPO) Insurance Plan. To obtain a MA Community College Student Insurance Plan Brochure, visit our website.

ELIGIBILITY TO PURCHASE GCC’S STUDENT HEALTH INSURANCE PLAN

If you are a student enrolled in a certificate or a degree-granting program for nine (9) credits or more, you are eligible to purchase student health insurance coverage through Greenfield Community College. Therefore, state guidelines require GCC to charge you for insurance. However, you may be eligible to waive this charge if you meet the criteria. See eligibility to waive section below.

Part-time students taking fewer than 9 credits are not eligible for the school plan, nor are dependents of students. However, if you think you should be eligible but do not see the insurance charge on your bill, please contact the Student Billing Office at (413)775-1301.

If you are ineligible to purchase the school plan, you can contact the insurance broker directly to learn about products and services that may meet your insurance needs.

If you are contemplating dropping current coverage purchased elsewhere in order to purchase the GCC student insurance plan, it is your responsibility to compare the two plans in order to determine which plan is best for you. The College does not advise on policy coverage. If you decide to drop your coverage and purchase the College plan, then subsequently, you determine that your other plan provided better coverage; the College is not responsible for your decision. Be sure you review both policies carefully to determine your best options. Once you have purchased the College insurance plan, no refunds are granted by the College if you decide the policy is not right for you.

HEALTH INSURANCE COSTS AND COVERAGE PERIOD:

As of the date of this publication, the 2022/2023 rates have not yet been determined. The insurer and costs are subject to change after July 1.

The premium charge for the Massachusetts Community College Health Insurance Plan will appear on your bill. Premium costs and coverage periods for the 2021/2022 academic year are: fall 2021: \$3,599 for the coverage period of September 1, 2021 through August 31, 2022; spring 2021: \$2,401 for the coverage period of January 1, 2022 through August 31, 2022.

HEALTH INSURANCE ENROLLMENT DEADLINE:

A deadline to enroll in the plan will be established each fall and spring semester and will be posted on our website. If you do not enroll by the deadline, you will not be able to enroll in the plan for the applicable enrollment period.

WHEN COVERAGE BEGINS:

Of all charges shown on your account, your insurance charge is paid last regardless of the source of payment. Therefore, if you are making monthly payments on the payment plan, or if you are expecting financial aid or a third party to pay your entire bill including insurance, your insurance coverage will not be in effect until your entire bill is paid in full. Once paid in full, the student billing office will submit your name and payment in the next reporting cycle. For extenuating circumstances, in order to expedite coverage, on a case by case basis, we will report individually upon request by the student. Otherwise, reporting is submitted to the insurance company during the first week of each month. Once the insurance company receives and processes the uploaded reporting file, students can request an ID card online within 10 business days following the date your name was submitted by us. When your insurance information is processed by the insurance broker, coverage will be retroactive to September 1 if paid in the fall term, or January 1 if paid in the spring term.

IMPORTANT POINTS TO CONSIDER REGARDING FINANCIAL AID PAYMENTS AND PAYMENT OF HEALTH INSURANCE:

1. If all or a portion of your bill is being paid with Financial Aid funds, all other charges shown on your account that qualify as educational expenses will be paid first before health insurance.
2. In addition, even though your Financial Aid may have been offered to you and you may have accepted it, your account will not be paid until the Financial Aid Office disburses your awards/loans to your account. Typically, most financial aid grants and loans are disbursed to accounts approximately six weeks into the semester.
3. You should be sure you have enough aid to pay all of your charges, including health insurance. Further, you should be sure you've authorized your Financial Aid funds to pay health insurance by completing the appropriate section of the "Acknowledgments and Certifications" form provided by the Financial Aid Office. Otherwise, you will need to pay out-of-pocket for any charges not covered by Financial Aid, including health insurance. If you have questions regarding this topic, contact the Financial Aid Office at (413) 775-1109.

WHAT IF THE INSURANCE COMPANY HAS NO RECORD OF YOU?

If you are seeking healthcare treatment and you think your insurance charge has been paid but the insurance company has no record of you, contact the Student Billing Office to verify that your insurance charge has indeed been paid in full and your payment was forwarded to the insurance company on your behalf. If payment has been sent to the insurance company, the Student Billing Office will contact our insurance company representative to inform him/her that your payment is in transit for claim purposes. In the meantime, if you have a scheduled appointment with a healthcare provider, a temporary insurance card may be obtained online within a few days, once we have contacted the insurance company on your behalf.

ELIGIBILITY TO WAIVE THE GCC HEALTH INSURANCE CHARGE:

All online waivers must be completed and submitted by a strict deadline. NO EXCEPTIONS!! The deadline will be announced on our website and will be included on billing statements and supplemental materials sent with bills. If you have been charged for health insurance on your GCC bill, but you already have comparable coverage under your own or someone else's plan (such as a parent), you can waive the GCC insurance charge. As part of the online waiver process, you will be required to create an account and certify that you currently have comparable coverage by answering a series of questions that will determine if you are eligible to waive the insurance charge. If eligible to waive, you must then complete the waiver form.

Per MA state guidelines, to be comparable, the coverage provided must include reasonably comprehensive coverage of in-patient and out-patient hospital and physicians' services, and be reasonably accessible to the student in the area where the student attends school. Coverage by any insurance carriers outside the USA and coverage by foreign National Health Service programs are not deemed to be comparable coverage. "Uncompensated Care Pool" coverage also does not qualify as comparable coverage. It is the student's responsibility to determine whether they

are covered under a comparable insurance plan. In addition, only the student can complete the online waiver in order to certify that they do have comparable coverage per state law. GCC staff members are not permitted to complete and submit waivers on behalf of students. To complete the online student insurance waiver form, visit our website at: www.gcc.mass.edu/billing. Place your cursor over the “Health Insurance Overview” tab and click “Waiving the Insurance Charge”.

ALTERNATIVE INSURANCE OPTIONS:

Due to recently enacted Federal Healthcare laws, students may be eligible for coverage under a parent’s plan. Your parent should check with their insurance company or employer to determine whether you are eligible to participate under their plan. To find out about other insurance options, visit: <https://www.mahealthconnector.org>. Or, contact our Student Health Insurance Broker to inquire about their alternative student plan for students enrolled for less than nine credits.

INSURANCE BROKER CONTACT INFORMATION:

If you have questions about what’s covered, how to access benefits, enrollment concerns, replacement insurance ID cards, or insurance plans for students who are ineligible for the student insurance plan, contact our student insurance broker at:

Gallagher Student Health & Special Risk
500 Victory Road
Quincy, MA 02171
Phone: 877-307-8194
Send written inquiries to:

Customer Service website: <https://www.gallagherstudent.com/students/customer-service.php?idField=1210>

Financial Aid

www.gcc.mass.edu/financial-aid

Many Students Are Helped with Financial Aid

Many students attending Greenfield Community College receive financial aid from federal, state, institutional, and private or community resources. Receiving financial aid carries certain obligations for the College and for students. Students should be aware:

- A particular academic program and enrollment status may impact the financial aid award. For example, developmental courses, withdrawing from the college, or repeating courses may affect the status of a student's aid.
- Costs associated with attending the College may not be covered entirely by financial aid.
- All financial aid programs are subject to changes in regulations and procedures.

How to Apply For Financial Aid

To be eligible for financial aid, a student must:

- be a US citizen or an eligible non-citizen;
- have a high school diploma or a High School Equivalency Diploma (GED);
- be registered for Selective Service;
- certify that you are not in default on a federal student loan and do not owe money on a federal student grant;
- be enrolled in an eligible degree or certificate program at Greenfield Community College;
- maintain satisfactory academic progress required under financial aid.

All students must complete the **Free Application for Federal Student Aid (FAFSA)** in order to be considered for any federal, state, or institutional aid. Greenfield Community College's federal school code number is 002169. Students may also be asked to complete a **Financial Aid Intent to Enroll form**.

To be considered for all forms of financial aid, the priority application deadline is May 1, although students may apply for financial aid throughout the academic year. Please note the following changes:

- Students receiving a scholarship from an off-campus group or individual must provide the Financial Aid Office with an official certification and complete terms of the award as early as possible.
- An eligible noncitizen card may be requested if the student is an immigrant (I-94, I-151, I-181, I-181a or I-181b).

New Verification Requirements

IRS DATA RETRIEVAL TOOL

Due to changes in Federal Regulations, the financial aid office can no longer accept copies of signed tax returns for the verification process. Therefore GCC is strongly encouraging students to utilize the IRS Data Retrieval Tool, while filing their FAFSA, to avoid federal verification.

If your FAFSA is selected for verification, and you don't use the IRS Data Retrieval Tool option, or you changed IRS data, you will be required to request a Tax Return Transcript from the IRS and submit it to the financial aid office.

Some individuals may not be eligible to use the IRS Data Retrieval Tool. You may also choose not to use it, however you will be required to request and submit a federal Tax Return Transcript from the IRS. To request a Tax Transcript call the IRS at 1.800.908.9946 or online at www.irs.gov.

VERIFICATION OF HIGH SCHOOL GRADUATION

High School Completion or Recognized Equivalent of a High School Diploma:

Students who have graduated from high school are required to submit an official copy of their high school transcript to the Office of Admission, prior to the start of their first semester. Students completing a High School Equivalency Credential are required to submit an official copy of their High School Equivalency Credential score report to the Office of Admission prior to the start of their first semester. Documentation of completion of secondary work awarded outside the United States must be translated and evaluated to U.S. standards through a credential evaluating agency. Agencies can be found online at www.naces.org.

Homeschool

All home schooled students, without a high school diploma or High School Equivalency Credential, may apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state.

Home schooled students must submit, with the Application for Admission, evidence that the home school program was approved by the student's school district's superintendent or school committee. If the student is under the age of compulsory attendance (16 years old in Massachusetts) and

has completed a home school program, the student's school district's superintendent or school committee must provide a letter stating the student is not considered truant and would not be required to attend further schooling or continue to be home schooled.

Please contact the Admissions Office at 413-775-1801 for further details.

IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE

The student must appear in person to an institutionally authorized individual in the Financial Aid Office to verify his or her identity. Verification requires valid government-issued photo identification (ID), such as but not limited to a driver's license, other state-issued ID, or passport. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose.

FAFSA Application Deadlines and Processing Time

Expect that the complete application process may take two months. Students who adhere to the following deadlines will most likely be informed about their eligibility for financial aid before tuition bills are due:

For the Fall Semester—

- Submit the FAFSA by May 1.
- Bring all required documents to the GCC Financial Aid Office by June 1.
- Applications and files completed after July 15 cannot be guaranteed notification of a financial aid award by the beginning of the Fall Semester.
- Files not completed within 30 days of the end of the award year will not be considered for aid.

For the Spring Semester—

- Submit FAFSA by November 1.
- Bring all required documents to the Financial Aid Office by November 15.
- Applications and files completed after December 5 cannot be guaranteed notification of a financial aid award by the beginning of the Spring Semester.

Kinds of Financial Aid

In an effort to enable all qualified students to attend GCC, the College offers assistance to students with demonstrated financial need and participates in all major federal and state financial aid programs. GCC's Financial Aid Office can help students with a combination of three general types of financial assistance:

- Grants and scholarships from federal, state, and institutional sources, which students do not repay;
- Loans backed by federal, state, or private sources, which students must repay, usually at long-term, low-interest rates;
- Federal work-study, which provides part-time jobs during the summer or the school year, either on or off-campus.

The following descriptions provide a general picture of most financial aid funds available through the College but do not include all eligibility requirements. Contact the **Financial Aid Office** at (413) 775-1109 with questions about specific grants.

FEDERAL PELL GRANTS

The Pell Grant Program provides assistance to students with exceptional need. Pell Grant amounts awarded depend upon the information provided by students and their family on the FAFSA. If you're eligible for a Federal Pell Grant, you'll receive the full amount you qualify for based on enrollment. Students must be enrolled for a minimum of 3 credit hours in an eligible program.

Pell Grant Limitations: You can receive a Pell Grant only up to 12 semesters or the equivalent. Equivalency is calculated by adding together the percentage of your Pell eligibility that you received each year to determine whether the total amount has been exceeded. Students lose all Pell grant eligibility once they've exceeded 12 semesters, or 6 years of full-time college study. Please refer to the GCC Student Financial Aid Handbook and website for more information.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The Federal Supplemental Educational Opportunity Grant is a federally-funded, campus-based program that provides grants for exceptionally needy students, based on the student's cost of education, the number of credits a student is enrolled, and the funds available to the College.

FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study Program offers part-time on-campus and off-campus jobs to students with demonstrated financial need. Work-study offers students an excellent opportunity to earn spending money while gaining work experience. Hours for work-study positions are flexible enough to fit with your academic schedule. Students are expected to budget FWS earnings for educational expenses.

THE FEDERAL STAFFORD DIRECT (SUBSIDIZED AND UNSUBSIDIZED) LOANS

The Federal Stafford Loan Program enables students with financial need to obtain low-interest, deferred-payment loans directly from the Federal

Government. Borrowers begin repayment six months after they graduate, fall below six credits, or withdraw from the College. Loan eligibility requires a FAFSA be filed for the academic year, and loans will not be processed until a student's financial aid file is complete. Entrance and exit interviews are required.

Students requesting an increase to the Federal Direct Loan are expected to complete a financial literacy exercise and budget worksheet.

THE PARENTS PLUS LOAN PROGRAM

The Federal Parent Loan (PLUS) provides loans to parents to pay a student's educational expenses. Students must be dependent and enrolled at least half-time and parents must have no adverse credit history.

MASSACHUSETTS CASH GRANT PROGRAM

The Massachusetts Cash Grant Program provides funding to students who demonstrate financial need and have resided in Massachusetts for one year prior to the beginning of the academic year.

MASSACHUSETTS EARLY CHILDHOOD EDUCATORS SCHOLARSHIP PROGRAM

This Massachusetts scholarship provides grants to students matriculated in an eligible program and who have been employed and continue employment in early childhood care. Awards are determined by the Massachusetts Office of Student Financial Assistance.

THE PARAPROFESSIONAL TEACHER PREPARATION GRANT

This Massachusetts grant provides financial assistance to a Massachusetts resident who has worked and continues to work as a paraprofessional in a public school in the Commonwealth of Massachusetts for a minimum of two years, or is employed as a paraprofessional and is pursuing a course of study that will lead to certification as a teacher in bilingual education, special education, math, science or foreign language. Students may be full or part-time. Awards are determined by the Massachusetts Office of Student Financial Assistance.

MASSACHUSETTS MASSGRANT PLUS PROGRAM

The Massachusetts MASSGrant Plus Program provides additional grant assistance to students who are enrolled for six or more credits, who have been legal residents of Massachusetts for at least one full year, who completed the FAFSA by November 1st, who are Pell grant recipients and who demonstrate financial need. Several other eligibility criteria are listed at <https://www.mass.edu/osfa/programs/massgrant.asp>.

MASSACHUSETTS TUITION WAIVER PROGRAM

This Massachusetts program waives tuition for residents of Massachusetts who have resided in the state for one year prior to the opening of the academic year and who demonstrate financial need.

MASSACHUSETTS GRANT PROGRAM (FOR FULL-TIME STUDY)

The Massachusetts Grant Program provides assistance to students who are studying on a full-time basis (12+ credits each semester), who have been legal residents of the state for one year, have completed the FAFSA by May 1, and who demonstrate financial need.

THE JOHN AND ABIGAIL ADAMS SCHOLARSHIP

The Adams Scholarship is based on a student's performance on the grade 10 English Language Arts and Mathematics assessments of MCAS. It provides a tuition waiver for eight traditional semesters. Students must first apply for financial aid, using the FAFSA. Students who receive the Adams Scholarship must maintain a 3.0 cumulative grade point average.

VERMONT STUDENT ASSISTANCE

The Vermont Student Assistance Grant Program provides grants to students who are legal residents of Vermont and who demonstrate financial need. Students must apply directly to the Vermont Student Assistance Corporation for consideration.

INSTITUTIONAL GRANTS

The Greenfield Community College Foundation provides two scholarships: The Greenfield Community College Golf Scholarship (GCCS) and the Deerfield Plastics Scholarship (GDPS). The Foundation conducts a golf tournament in the spring as the primary fund-raiser for the GCCS. The Deerfield Plastics Scholarship has been generously funded by the Barker family as a way to thank the community where they conduct their business. GCC also awards GCC Institutional Scholarships (GCIS). All of these are contingent upon funding.

VETERANS BENEFITS

Veterans of the United States armed services, or dependents of a deceased or disabled veteran, may be eligible for Federal veterans' educational assistance benefits. Contact the Veterans Administration at (888) 442-4551 or go to <https://www.va.gov/gi-bill-comparison-tool> to determine eligibility. For general information regarding the benefits certification process, contact GCC's Certifying Official in the Military,

Veterans and Dependents Services Office via email veterans@gcc.mass.edu or (413) 775-1885.

In addition, the Commonwealth of Massachusetts provides tuition exemptions at public colleges and universities to veterans (with an honorable or general discharge) who have been residents for one year prior to the beginning of the academic year. Members of the Massachusetts National Guard may also be eligible for tuition assistance through the Welcome Home Bill. Those seeking to use a tuition waiver for any of these classifications must submit a completed Tuition Waiver form and provide documented proof of your status, such as a DD214, NOBE, or COBE Certificate to the GCC's Certifying Official located in the Military, Veterans and Dependents Services Office.

Financial Aid Policies

INFORMATION RELEASE TO THIRD PARTY AGENCIES

According to the Higher Education Act Section [483(a)(3)(E)] FAFSA data, which includes information related to Expected Family Contributions (EFCs) and awards, shall be used only for the application, award, and administration of aid awarded under federal student aid programs, state aid, or aid awarded by eligible institutions. Even with the student's consent, the Financial Aid Office is prohibited by Federal Law from sharing Financial Aid with third party entities and agencies such as Mass Rehabilitation, SNAP, DTA, Housing, and Fuel Assistance. These agencies must obtain FAFSA information directly from the student.

PACKAGING POLICY FOR FINANCIAL AID

Financial aid is awarded to students who qualify based on financial need as determined by the completed FAFSA. Funds are awarded based on need, residency, and funds availability. Financial need is determined by subtracting a student's "expected family contribution" (called the "EFC") and other outside financial resources from estimated student expenses. The EFC is determined by the U. S. Department of Education for every applicant from information provided on the FAFSA. The EFC is based on household size, number of household members enrolled

REPEATED CLASS POLICY FOR FINANCIAL AID

Students who have received credit for a class and wish to repeat that class may not be eligible for financial aid to cover the charges for that class. Each student's eligibility to repeat a class will be determined on an individualized basis; and, depends upon their academic progress and financial aid status. Students will be eligible to receive financial aid for a course that is replacing a grade of "F", "W", or Incomplete. Credits for repeated courses count only once as credits earned and only once in a student's GPA; however, these credits are counted as attempted credits when assessing if the student meets the quantitative SAP standard. The most recent grade for any repeated course is used in calculating GPA.

FINANCIAL AID AND STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal and State regulations require that all financial aid recipients maintain specific academic standards called "Satisfactory Academic Progress" or SAP. Except for some private and institutional funds all forms of financial aid (grants, loans, work-study, and scholarships) are affected by this policy. These standards are applied to a student's entire academic history at Greenfield Community College including periods when financial aid was not received.

The financial aid office evaluates student academic progress at the end of each semester based on three criteria: Cumulative Grade Point Average (GPA), Maximum Time Frame, and the Progression Rate (%).

- Grade Point Average (GPA): the student must have a minimum 2.0 cumulative GPA
- Maximum Timeframe is measured to ensure students are taking required courses to complete their certificate or degree within 150% of the credits required for the program of study.

Example:

For example, if the published length of your credit program is 60 credits, the maximum time frame is 90 credits (that is, 60 X 1.5). This means that you receive financial aid during the period of time you are attempting up to 90 credit hours only (including transfer credits).

Once the student has attempted 150 percent of the credit hours allowed in her program, she is no longer eligible for financial aid at Greenfield Community College.

- Rate of Progression: Students must complete all credits each semester at a rate of 67% of their attempted cumulative credits. All program credits, including transfer and remedial credits will be taken into consideration whether or not aid was received.

Credits registered at the time of disbursement: You will remain in good standing if you successfully complete:

Full Time (12 -18 credits)	12 credits per semester
3/4 Time (9-11 credits)	9 credits per semester
1/2 Time (6-8 credits)	6 credits per semester
Less Than 1/2 Time (1-5 credits)	All attempted credits per semester*

Grades F (Failed), I (Incomplete), W (Withdrawal), NC (No Credit), and O (insufficient) will count as attempted credits.

FINANCIAL AID WARNING

The financial aid office evaluates the student's academic progress at the end of every semester. Failure to meet any one of the 3 Standards of Financial Aid Satisfactory Progress (SAP) will result in unsatisfactory financial aid progress and the student will be placed on Financial Aid Warning for a period of at least one term but not to exceed two consecutive terms of enrollment. Students who are on financial aid warning can still receive financial aid at GCC and their progress will be evaluated at the end of each period of enrollment. If your GPA remains below 2.0 at the end of the warning period or you fail to complete at least 67% of your enrolled courses for that term, you will lose financial aid eligibility. Eligibility may automatically be reinstated when the student earns a GPA of at least 2.0

Whenever a student is placed on Financial Aid warning they will receive a copy the financial aid warning form. The financial aid warning form will remind them of the Standards of Financial Aid Satisfactory Progress and guide them with the steps they can take at GCC to remain in good standing.

FINANCIAL AID PROBATION

If, at the end of a financial aid warning period the student still is not making SAP, the student is no longer eligible for financial aid without submitting an appeal for continued financial aid. The student can let us know of any extenuating circumstances that prevented academic progress along with the steps that they will take toward academic success, like working with their academic advisor and the tutoring center.

At GCC, if the appeal is approved the student will be placed on financial aid probation with an academic plan. The conditions of the academic plan will be outlined for the student on a case-by-case basis and may include some of the following conditions:

- Successfully complete all the classes (100%) for which you are enrolled for the semester, without withdrawal;
- Earn a minimum GPA of 2.0 for each class during that semester.
- Enroll less than full-time, or for a specified number of reduced credit hours;

Students placed on financial aid probation will receive financial aid for one additional semester but they must meet the requirements under their plan in order to remain on financial aid. If, at the end of the probationary term, the student has met all of the conditions of the academic plan, they will continue to receive financial aid until all degree requirements are met, but the student cannot exceed more than 4 terms of provisional aid at full-time status. Exceptions may be made for mitigating circumstances. Some examples of mitigating circumstances would be the availability of courses due to periodicity, death of a family member, severe illness or sudden disability, employer mandated increase in work hours. These are typical, but not the only, mitigating circumstances that commonly occur. Merely having a job, family, or chronic illness or disability are not automatic grounds for a successful appeal. Mitigating circumstances must include supporting documentation.

FINANCIAL AID SUSPENSION

If you fail to meet the conditions of probation, you will be placed on automatic financial aid suspension. Students on financial aid suspension are no longer eligible to receive financial aid at GCC but can submit an appeal form for consideration. Students are informed about their financial aid suspension in writing and an appeal form will be provided.

FINANCIAL AID SAP APPEAL PROCESS

Appeals are evaluated on an individual basis. If a student has extenuating circumstances, they have a right to appeal (in writing) explaining why they didn't make satisfactory progress and tell us the steps that they will take to ensure progress in the future. Examples of extenuating circumstances include medical, personal, or family problems, change of major, or military service.

Financial Aid SAP Appeal forms are submitted to the Office of Financial Aid at GCC and are reviewed by the Director of Financial Aid and the Financial Aid Coordinator. Please be aware that the review period takes approximately 2 weeks; however, due to the limited time between semesters the student may not receive notification prior to the start of the following semester.

GCC does not have a deadline for students to submit the Financial Aid SAP Appeal but we recommend that you submit the appeal within 30 days of the ensuing semester. The financial aid office cannot guarantee financial aid for appeal forms that are submitted late or after the semester has already begun.

If a student is currently receiving financial aid or their FAFSA application is being reviewed, their application and/or aid will be placed on hold until a decision is made on the appeal. If the student has a tuition bill for the following semester, they must make their own payment arrangements.

If an appeal is denied, the student is disqualified from receiving financial aid at GCC but can continue to take classes at their own expense. The student is notified by letter once their appeal is reviewed.

REINSTATEMENT

You can regain eligibility for financial aid consideration by successfully completing additional credits at your own expense for as many terms as needed for you to rehabilitate your record, providing you are still within maximum allowable credits. The financial aid office will request an official transcript from the Registrar's Office or the Academic Advising Center to determine if you qualify for re-evaluation. Students who are eligible for reconsideration will be notified in writing.

MAXIMUM TIME FRAME WARNING

Once the student has reached 110% of their program length, they will be sent an alert notifying them that they are approaching the maximum length of time for financial aid eligibility. The student is still eligible to receive financial aid at this point in time, but may be required to enroll in

only those classes that fulfill their degree requirements. An academic plan may be sent to the student to discuss with their academic advisor.

Students approaching 110% maximum time frame may be placed on provisional financial aid status.

TIPS TO HELP YOU AVOID FINANCIAL AID WARNING AND PROBATION

- Have an academic plan in place – following an academic plan will help you know which classes are required to earn a degree or certificate at GCC. Also, get familiar with the college catalog, it has important college policies that every student should know and it lists all your degree or certificate requirements.
- Focus on degree requirements – focus on your academic requirements. Make sure that you're not only taking electives; completing the academic requirements earns you the degree and helps to ensure successful transfer to a four year college or university
- Attend class on a regular basis – excessive absences lead to missed assignments and falling behind on coursework.
- Complete the semester – completing all courses of enrollment is important to maintain financial aid eligibility. Multiple withdrawals and incompletes will have a negative impact on your ability to receive financial aid at GCC.
- Talk to a financial aid counselor before you withdraw – we understand that extenuating circumstances happen and sometimes withdrawal cannot be avoided. A financial aid counselor can give you guidance about your financial aid status to help you to maintain financial aid SAP.
- Transfer credits that are accepted by GCC are not included in the rate of completion but are counted toward the maximum timeframe and are counted as degree credits attempted to determine the minimum GPA requirement.

REPEATED COURSE WORK

Students who have received a passing grade for a class and wish to repeat that class are not eligible for financial aid to cover the charges for that class unless the course carries a restrictive grade minimum for program acceptance. Under this circumstance the student is allowed to repeat the course one time with financial aid.

Students are eligible to receive financial aid for a course for which they are replacing a grade of "F" or Incomplete ("I"). Students may repeat, with aid, the previously failed course or courses up to two times in order to obtain a passing grade. Students on financial aid probation may repeat a course they have previously passed one time only if it is necessary for the degree or certificate. Courses with incomplete grades are included as attempted credits.

Credits for repeated courses count only once as credits earned and only once in a student's GPA; however, these credits are counted as attempted credits when assessing if the student meets the quantitative SAP standard. The most recent grade for any repeated course is used in calculating GPA.

COURSE REPETITION DUE TO WITHDRAWAL ("W")

Students who have enrolled in the same credit course but have withdrawn from that course, earning a grade of "W" may receive financial aid to re-enroll or repeat that course. The maximum number of times a student may enroll in the same credit course is **three times**. If however the student is on Financial Aid Probation, they will be allowed to repeat a previously withdrawn course for one attempt only if it is necessary for the degree or certificate. Repetition restrictions do not count for Military Withdrawals.

Withdrawals are included as attempted credits toward degree or program completion.

DEVELOPMENTAL COURSEWORK AT GCC

Enrollment in developmental courses is included as attempted credits for financial aid and developmental courses carry the same terms and conditions for financial aid as put forth for repeated course work due to failing grades, Incompletes, or course withdrawal with one significant difference: the student may repeat a developmental course at least two times to procure a better grade or standing. It is imperative that the student is aware that all repeated developmental course work is included as attempted credit toward program or degree completion.

FINANCIAL AID AND WITHDRAWAL

Financial aid is pro-rated for the semester, meaning that aid is earned at a certain rate and not completely provided at the very beginning of the semester. A student "earns" financial aid in proportion to the time they are enrolled up to the 60% point. If you stop attending classes, or withdraw from the college, you may not be eligible for all the aid awarded. Students who officially withdraw from the college will have their financial aid calculated to determine the percentage of aid that was earned at the point of withdrawal; any unearned aid will be returned to the appropriate federal aid program. This is known as the Return of Title IV Federal Financial Aid. If earned aid is less than your bill, you will have to pay the balance. After the 60% point in the semester, all financial aid is considered earned. This policy also applies to medical withdrawals.

PRO-RATION EXAMPLE: A student is enrolled for 10-credit hours during the fall semester. Their original award was a Pell grant for \$2,286. They withdrew on 10/02/18, completing 30 out of 109 days in the semester. They earned 27.5% of their Pell Grant adjusting their award to \$628.55. The college returned \$1,657.35 to the Federal Government and the student now has an outstanding bill. Within 30 days of determining the withdrawal date the college mails a letter to the student notifying them of the calculation and their revised financial aid award.

As part of the Return calculation an evaluation will be done to determine if aid was eligible to be disbursed but had not disbursed as of the withdrawal date. If the student meets the federal criteria for a post withdrawal disbursement, the student will be notified of their eligibility within 30-days of determining the withdrawal date. Any post withdrawal aid the student is eligible for or wishes to accept would first be applied toward outstanding charges before any funds are returned to the student.

For a student who withdraws after the 60% point-in-time, there is no unearned aid. However, the school will still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

FINANCIAL AID AND UNOFFICIAL WITHDRAWALS

Financial aid is awarded under the assumption that the student will attend Greenfield Community College for the entire semester for which financial aid was awarded. Federal regulations require the school to determine whether the student established eligibility for each Title IV eligible class. Students who stop attending or participating in classes, without formally withdrawing from GCC, are considered to be withdrawn unofficially. GCC does not have an attendance policy. However, the college monitors attendance based on mid-term early progress reports and final grades. If you failed to pass any of your classes the college will consider you to have unofficially withdrawn. The college will attempt to determine your last day of attendance by using the dates on early progress and final grade reports. Instructors may also be contacted for further information regarding your participation and attendance. Students enrolled in online classes or matriculated in online certificate or degree credentials must not only log in to the course but they must participate in order to be considered actively enrolled in the course. As with in-person courses, the college will attempt to determine your last day of attendance in online courses by using the dates on early progress reports and final grade reports. Once it is determined that a student has unofficially withdrawn, the college will process the refund calculation at 50%. Any financial aid awarded to you, but not fully earned by you, for the semester must be refunded to the Federal Department of Education. As with the official withdrawal from the college, the student will be responsible for any outstanding charges.

Students must maintain a G.P.A. of 2.0 at all times. Students who walk away from their classes are automatically placed on Unsatisfactory Financial Aid Progress and must complete the Appeal Process, if enrolling in a future semester and applying for financial aid funds.

We understand that sometimes students must withdraw from the college. Whenever you are contemplating withdrawal or feel that you may not be able to complete the semester we strongly encourage you to first contact your academic advisor as well as the financial aid office. You may find that there are other options available to you that you may not have considered. We can discuss support options like peer mentoring or tutoring, community resources, and on-campus support systems.

ENTRANCE AND EXIT LOAN INTERVIEWS

Student loan borrowers are required to complete entrance and exit interviews in order to receive a loan. Funds will not be disbursed until these requirements have been fulfilled. Students are notified about how to satisfy these requirements which are usually accomplished online. Entrance counseling is completed when the student borrows from the Direct Loan program for the first time at GCC. Exit Counseling must be completed every year that the student borrows a Direct Education Loan. The College recommends that students borrow only the minimum needed for educational costs to reduce their future loan burden.

FINANCIAL AID FOR SUMMER SESSIONS

There is very little financial aid available for the Summer I session. Aid for the Summer II session will be based upon the requirements for the following financial aid year. Students are encouraged to complete Summer Financial Aid Applications in April, as they register for summer classes. The Financial Aid Office will determine the amount of aid available to students before classes begin. Pell Grant eligibility will be based on whether students have used their entire award for the academic year. Satisfactory academic progress requirements are identical to semester requirements.

FINANCIAL AID FROM PRIVATE SOURCES

Students who receive financial aid awards from off-campus groups or individuals must provide GCC's Financial Aid Office with official certification and complete terms of the award.

STUDENT FINANCIAL AID HANDBOOK

All students receiving aid funds should be familiar with our policies. Specifically important are details regarding financial aid withdrawal and satisfactory academic progress in financial aid. A copy of the Student Financial Aid Handbook can be found online at our website.

Managing Grades and Academic Progress

Students admitted to GCC are normally expected to undertake an organized program of courses leading toward a certificate or an associate degree. Some students take credit or non-credit courses during the day, evenings, or online to enhance occupational skills or enrich their lives without pursuing a degree or certificate. Juniors and seniors in high school may be eligible to take credit courses that will help fulfill high school graduation requirements while earning credit toward a college degree. To do so, high school students need the written approval of their principal.

Academic Advising

Students are encouraged to develop and maintain close relationships with their academic advisors. Advisors provide helpful guidance about academic planning, course selection. All students who are matriculated into a degree or certificate program are assigned an academic advisor. Students will be assigned to a faculty advisor in their program of study, a success coach/advisor in the Academic Advising Center, or possibly both. Non-matriculated students are advised by Academic Advising Center staff. Students can find their assigned advisor's contact information in MyGCC (the College's student information system). All students are welcome in the Academic Advising Center (C118, advising@gcc.mass.edu, 413-775-1339) regardless of advisor assignment.

Placement Assessment

The college uses multiple measures to determine which English and Math courses a student should take. Many students take the Accuplacer placement tests, but there are other ways to determine placement. By submitting official documentation to the Office of Admission from the lists below, students may be able to enroll directly into college-level English and Math courses without completing placement tests or developmental-level pre-requisites first. Students should discuss options with an advisor before registering for classes. For detailed information on multiple measures of placement see: <https://www.gcc.mass.edu/testing/multiple-measures/>.

Ways to determine English placement:

- High School transcript (showing overall GPA and grades in all classes with the last 10 years)
- GED English and Language Arts (ELA) score
- HiSET (reading and Writing score)
- Advanced Placement (AP) English scores
- CLEP scores
- SAT Verbal scores
- College Transcripts (showing successful completion of English courses or other college-level courses)
- Credit for Prior Learning (PLA)
- Accuplacer (Classic or Next Generation) scores from GCC or another approved institution

Ways to determine Math placement:

- High School transcript (showing overall GPA and grades in all classes with the last three years)
- GED Math and Reasoning (ELA) score
- Advanced Placement (AP) Math scores
- CLEP scores
- College Transcripts (showing successful completion of a college-level Math course within the last five years)
- Accuplacer (Classic or Next Generation) scores from GCC or another approved institution

If students take the Accuplacer test, math placement test scores are used to place students into their first math course at GCC. Math placement scores may not be used to get into subsequent math courses, e.g. students may not "skip" a math course by retaking the placement test after completing a math course at GCC.

Those for whom their first language is not English, should call (413) 775-1226 for assistance with skills assessments. Students who believe their assessment scores do not reflect their level of skill should contact the Testing Center at (413) 775-1821 to discuss their options and to arrange for a retest.

Developmental Courses

Developmental courses, those courses coded below 100 (ENG 090, ENG 094, MAT 014, MAT 090, MAT 094, MAT 095, MAT 096) are for improving basic reading, writing, mathematical, and study skills and will not be used to fulfill associate degree or certificate requirements. Grades earned for these courses will not be used in calculating grade point average. The grades for these classes are differentiated by putting a prefix of "D" in front of the earned grade. E.g. A "B" in a developmental class shows on the transcript as "DB".

Changing Advisors

Students are encouraged to develop and maintain close relationships with their academic advisors. While initial advisor assignments are based on program of study and other factors. Students may elect to change their advisor. To do so they must submit a Change of Advisor form located in

MyGCC. Students have the option to request a specific advisor or simply ask for a new advisor assignment. If a specific advisor is requested, that advisor must approve the request. If no specific advisor is requested, the Academic Advising Center will choose a new advisor based on program of study and advisor availability. If a student changes their major, their advisor will be updated to match their new program of study – no additional request needed. Contact the Academic Advising Center at advising@gcc.mass.edu with advisor assignment questions or concerns.

Changing Majors

The Change of Major form is located in the Submit a Form section of MyGCC. Use the form to change a first major, add/change/delete a second major. Once submitted, it is processed within 2-3 business days. Contact the Office of the Registrar via email (registration@gcc.mass.edu) for questions.

Course Load Maximum

Students may not carry a course load of more than 18 credits for the spring and fall semesters and 9 credits for each of the summer sessions. Permission to exceed these limits must come from the student's advisor and the dean responsible for the student's major. To be eligible, students must be in good academic standing. Students enrolled in Adventure Education, Outdoor Leadership or the Practical Nursing program have a larger maximum some semesters during their program.

Adding a Course

Students may add a course through the first week of classes. If a student has a registration pin they can add using self-registration. If the student does not have a pin courses can be added by meeting with their assigned advisor or an advisor in the Advising Center. Students may add courses after this time only with the approval of an advisor, the instructor and the instructor's dean. Drop/add forms must be submitted to and processed by the Office of Enrollment Services (C103) before the change becomes official.

Dropping a Course

Students may drop a course through the first two-thirds of the class. Courses dropped during the first third of the class will not appear on a student's transcript. Courses dropped during the second third of the class will appear with a grade of "W" on the transcript. Consult the Academic Calendar for specific dates.

Official drops will not be processed during the last third of the class. Students who stop attending class will receive a grade as assigned by the instructor. Drops/withdrawals cannot be processed for a class that has already ended. To drop a course, students should consult their advisor, and then complete the Drop a Class form found in the Submit a Form section of MyGCC. Otherwise, the change will not become official. Simply telling the instructor is not enough. If the change does not become official, students may jeopardize their eligibility for tuition refunds, financial aid, and continued enrollment. Students with extraordinary circumstances requiring dropping a course during the final third of a semester should discuss the possibility of making an exception with the Associate Dean of Academic and Student Records or the Chief Student Affairs Officer.

Repeating a Course

Students may repeat any course, but may not earn credit twice for the same course unless the course has been explicitly set up to be repeatable. When a course is repeated, the latest grade replaces the previous grade in the calculation of grade point average and in determining graduation requirements even if the newer grade is lower than a previous grade. Both grades will show on the transcript. Students will not receive financial aid for any repeated course unless they are replacing a grade of F. Some exceptions and choices apply when repeating English Composition II. Students should discuss options with their advisor or instructor.

Class Attendance

Regular class attendance is expected. Absences may jeopardize academic status, and financial aid in addition to lowering grades. Individual instructors and program coordinators have the authority to establish attendance standards appropriate for their courses, and they will inform students in writing of those standards at the beginning of the course.

Religious Absences

Religious beliefs may occasionally cause students to miss class or other college activities. Under Massachusetts state law, students are excused from class on a particular day when it conflicts with their religious beliefs. Instructors must provide students with the opportunity to make up a missed examination or class work, provided that such makeup examinations or work do not create an unreasonable burden on the College.

Pregnancy or Childbirth Absences

In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. When the student returns to the College she shall be reinstated to the status she held when the leave began, which includes the opportunity to make up any missed work. The College may offer the student alternatives to making up missed work, such as retaking a semester, taking part in on-line instruction, or allowing the student additional time in a program to continue at the same pace and finish at a later date.

Academic Honesty

The faculty and staff at Greenfield Community College expect academic honesty. The College upholds the definition of plagiarism published by the Modern Language Association: "Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft...Students exposed as plagiarists may suffer severe penalties, ranging from failure in the assignment or in the course to expulsion from school." (MLA Handbook for Writers of Research Papers. 7th edition. Ed. Joseph Gibaldi [New York: MLA, 2009] 52-53). Students should consult with individual instructors for how to acknowledge sources properly and for the consequences of plagiarism. Students may also want to refer to Student Code of Conduct in the GCC Student Handbook.

Grading

Course grades are reported in letter symbols which include credit/no credit (CR/NC) and pass/fail (PA/FA). Grade reports are posted on MyGCC at the end of each semester. In the middle of each semester, early progress reports of academic deficiency are also posted on MyGCC for each course in which a student is earning grades of "D", "F", or "O". In GCC's grading system, plus (+) and minus (-) symbols may be used only for grades of "B" and "C", while a minus symbol may be used for the grade of "A".

Grades for developmental classes have a "D" as a prefix to the grade (e.g. "DA", "DB+") to denote that the grade is for a developmental class. These grades are not included in the GPA and the classes are not used towards graduation requirements.

Listed below are GCC's grading symbols.

A—Excellent B—Good C—Satisfactory D—Poor F—Failing

- IN Incomplete: indicates work of acceptable quality where the student has failed to complete course requirements and the instructor wishes to allow time for the completion of the work. The "IN" must be removed within four weeks of the beginning of the next semester or it is replaced by an "F", "FA" (for courses graded PA/FA) or "NC" (for courses graded CR/NC). If an incomplete grade for a pre-requisite course is not completed by the next term, the student will be withdrawn from the course roster.
- W Withdrawn: indicates an official withdrawal from a course or the College. Withdrawal from the College requires submission of a completed withdrawal form to the Registrar's Office.
- AW Administratively Withdrawn: indicates administrative withdrawal for failure to fulfill financial, medical (immunization records), or property obligations to the College. Once administratively withdrawn, a student may not be reinstated during that semester.
- AU An audit carries no credit and has no grade point equivalent. AU grades cannot be used to satisfy graduation requirements.
- CR* Credit
- NC* No Credit (credit/no credit option)
- PA** Pass
- FA** Fail (Pass/fail option)
- O Insufficient Basis for Evaluation: Indicates a student has discontinued attendance without formally withdrawing from the class or the College prior to the final withdrawal date. The "O" grade will be treated as an "F" in the calculation of the grade point average. The "O" grade is considered an indication of unsatisfactory academic progress for financial aid purposes.

* In courses designated CR/NC, student must perform work of "C" quality or better to earn credit (CR). Such courses often are not transferable to other institutions.

** Note: Full-time students may elect to take one course each semester on a PA/FA basis, in addition to courses normally graded PA/FA, provided that at least nine credits of coursework are taken on a graded (A, B, C, D, F) basis that semester. Students must perform work of "C" quality or better to earn credit (PA). This option must be selected at the time of registration. Courses taken on a PA/FA basis often are not transferable to other institutions, with the exception of ART studio courses with 200-level ART prerequisites, all of which are graded PA/FA. A grade of FA will count negatively into student GPA calculations. For spring 2020 only, the restrictions for PA/FA basis classes was lifted and a PA indicates a grade of C- or better.

Auditing a Course

Students may audit a course, i.e., participate in the class without earning a grade, credit hours, or academic credit. Students must meet the prerequisite requirements for the course before registering. The student is encouraged by the instructor to participate fully in the learning process. Students must state their intention to audit at the time of registration and are required to pay all tuition and fees associated with the class. Financial aid does not cover the cost of audited classes. Changes to or from an audit status are treated as adding a class and must be processed prior to the end of the published add period. Contact Enrollment Services (registration@gcc.mass.edu) for information on changing audit status.

Grade Point Average

At the end of each semester or after any grade change, semester and cumulative grade point averages are calculated. These averages provide a general indication of academic performance, the first based on one semester and the latter on all of the courses taken by a student.

To calculate a grade point average (GPA), all letter grades are converted numbers, called grade points, as follows:

A	=	4.00	B	=	3.00	C	=	2.00	F	=	0.00
A-	=	3.65	B-	=	2.65	C-	=	1.65	O	=	0.00
B+	=	3.35	C+	=	2.35	D	=	1.00	FA	=	0.00

Once the letter grades have been converted to grade points, grade points are multiplied by the number of credits for each course, resulting in what are called quality points. All of the quality points are totaled and the sum is divided by the total number of credits, resulting in the grade point average. In calculating a grade point average, only the grades listed above with their corresponding grade points are considered. No other grades affect the grade point average in any way.

President's List and Dean's List

The President's List and Dean's List are two ways that Greenfield Community College recognizes superlative student academic performance each semester. We applaud the success of students who earn these high grades and appreciate sacrifices that are often made by students in order to earn these grades.

To be included on the President's List students must be matriculated in a program and have:

- achieved a term GPA of 4.0;
- earned at least 12 credits at GCC;
- earned at least 6 college-level graded credits for a semester or during summer terms I and II combined;
- no incomplete grades at the end of the term;
- no grade less than a "C" in the term; and
- achieved a cumulative GPA of at least 2.00 at the end of the term.

To be included on the Dean's List students must be matriculated in a program and have:

- achieved a term GPA of 3.50 or higher but less than 4.0;
- earned at least 12 credits at GCC;
- earned at least 6 college-level graded credits for a semester or during summer terms I and II combined;
- no incomplete grades at the end of the term;
- no grade less than a "C" in the term; and
- achieved a cumulative GPA of at least 2.00 at the end of the term.

Phi Theta Kappa International Honor Society

Each candidate for membership must have completed 12 semester hours of associate degree work, with a GPA of 3.5 or better. A GPA of 3.25 or better must be maintained to continue membership. Candidates with a 3.5 GPA or better that adhere to the school conduct code and possess recognized qualities of citizenship will be invited to join Alpha Sigma Omicron chapter of Phi Theta Kappa, the international honor society for two-year colleges. Upon graduation, PTK membership will show on a student's transcript.

Academic Standing

GCC focuses considerable attention on ensuring students' academic success. The academic standing policy is the criteria by which the College evaluates academic progress. The College recognizes that various obstacles may interfere with making satisfactory academic progress, and the academic standing policy also provides a warning system to alert and respond to students who experience academic difficulty. The categories of academic standing follow:

STATUS	CRITERIA	IMPACT	RECOMMENDATION/REQUIREMENT
Good Standing	Both a cumulative GPA and a term GPA of 2.00 or above.	No action required	
Academic Review	Either a cumulative GPA or a term GPA under 2.00 at the end of the term, or both under 2.00 and not previously on Academic Review.	No action by college – warning only; however the eligibility for financial aid and scholarships may be affected. Please refer to the Financial Aid and Standards of Satisfactory Academic Progress section.	Reduction in academic load, work hours, and/or co-curricular activities recommended. Meet with assigned academic advisor.
Academic Probation	Both a cumulative GPA and a term GPA for current term under 2.00 and previously on Academic Review for one term.	Second level of warning of academic difficulty. Eligibility for financial aid and scholarships may be affected.	Reduction in academic load, work hours, and/or co-curricular activities recommended. Must meet with assigned academic advisor.
Academic Probation Continued	Both a cumulative GPA and a term GPA under 2.00 and a cumulative GPA lower than the previous term.	No action by college	Must meet with assigned academic advisor, demonstrated improvement or academic dismissal.
Academic Suspension	Both a cumulative GPA and a term GPA under 2.00 and a cumulative GPA lower than the previous term.	Precluded from enrollment for one full fall or spring term. In the case of academic suspension from spring grades, students will not be withdrawn from summer I classes but will be prohibited from summer II. Student attending GCC on an F-1 Visa must contact the International Student Advisor.	Following a full semester break, must appeal to the Dean of Enrollment or designee for reinstatement for readmission.
Academic Dismissal	Both a cumulative GPA and a term GPA under 2.00 and a cumulative GPA lower than the previous term, and previously on Academic Suspension.	Precluded from future enrollment.	

GCC recognizes that unusual circumstances may affect any of the academic standing actions described above. Students may request a review of their individual circumstances to determine if they warrant additional action by contacting the Director of Advising, Career, and Transfer. Students receiving federal financial aid should refer to the Standards of Satisfactory Academic Progress or the Financial Aid Information section of the Student Handbook (www.gcc.mass.edu/student-and-academic-affairs/students/student-handbook/). Please be advised that different rules exist when considering status related to the College's Academic Standing rules and those for Financial Aid's Satisfactory Academic Progress.

Dual Enrollment Student Academic Recognition

Dual Enrollment students who meet the following qualifications are recognized each semester. We honor the exceptional performance of these students who are enrolled at GCC while still in secondary school.

To be included on the Dual Enrollment Student Academic Recognition list, students must have:

- achieved a term GPA of 3.50 or higher;
- earned at least 12 credits at GCC;
- earned at least 6 college-level graded credits for a semester or during summer terms I and II combined;
- no incomplete grades at the end of the term;
- no grade less than a "C" in the term; and
- achieved a cumulative GPA of at least 2.00 at the end of the term.

Withdrawal from the College

Students may withdraw from the College any time during the first two-thirds of the term provided they are not enrolled in a class that has already ended. No record will appear on the transcript for withdrawals during the first third of the term. Students withdrawing during the second third of the semester will receive grades of "W" for all courses in which they were enrolled. Official withdrawals are not processed during the last third of the semester, and students who stop attending class will receive the grade assigned by the instructor. Students cannot withdraw from a class that ended prior to the submission of a withdrawal request.

Students considering withdrawing from GCC should consult with their academic advisor and instructors first—Official withdrawal are done via the Withdraw from Class form available in the Submit a Form section of myGCC. As with dropping a course, simply stopping attending class or telling instructors of plans to withdraw do not lead to official withdrawal and may jeopardize eligibility for tuition refunds, financial aid, and future enrollment at GCC.

If extraordinary circumstances force a student to consider withdrawal during the last third of the semester, they may discuss the possibility of making an exception to the policy with the Associate Dean of Academic and Student Records.

ADMINISTRATIVE WITHDRAWAL

Administrative withdrawal is the result of action taken by the College when a student fails to fulfill financial, medical (immunization records), or property obligations to the College during the semester. Students who have been administratively withdrawn may not be reinstated until the next semester.

LATE WITHDRAWAL

Students needing to withdraw from the College for non-medical reasons may request a late withdrawal by submitting the late withdrawal form available in the Submit a Form section of myGCC. The form must be submitted within 60 days of the end of the term. The request will be reviewed and the student will be notified of the decision via mail. The documentation, along with the original request, will become part of the student's record. Late withdrawals follow the same refund policy as any other withdrawal.

MEDICAL WITHDRAWAL

Students needing to withdraw from the College for health reasons may request a medical withdrawal by submitting the appropriate medical withdrawal forms to the Chief Student Affairs Officer. The forms may be obtained online in student's MyGCC in the Submit a Form section. A note from a doctor, therapist, psychologist, etc. on letterhead stationery or a completed provider information form must accompany medical withdrawal requests. Submit the completed documentation to the Chief Student Affairs Officer within 60 days of the incident or start of the medical condition. The request will be reviewed and the student will be notified of the decision via mail. The documentation, along with the original request, will become part of the student's record. Medical withdrawals follow the same refund policy as any other withdrawal.

Please call the Chief Student Affairs Officer for further guidance on medical withdrawals, at (413) 775-1868.

New Start Policy

Students who have not attended GCC for more than two academic years and who were on probation, suspension, or dismissal at the time they discontinued attendance may be re-admitted to the College on academic review for the first semester of their return. Normal academic progress standards will apply thereafter.

Fresh Start Option

Greenfield Community College has a "fresh start" option for students. Once in a lifetime, if a student returns to GCC after an absence of at least one full year, they can elect one of two "fresh start" options. Once a "fresh start" option is approved, courses earned before the semester when "fresh start" starts, may be eligible to count towards graduation requirements but the grades will not be used to calculate a student's grade point average (GPA). Classes taken before the "fresh start" will only be eligible to be used for graduation if they meet the normal criteria for a particular program (e.g. passing grade, grade higher than a C for certain courses in Nursing).

The transcript will include a statement noting this "fresh start" option. All coursework including grades will show on the student's transcript. Grades for courses before the "fresh start" semester will be denoted with an "*" in front of the original grade (e.g. a grade of "D" will be changed to "*D" to distinguish them).

Students will choose one of two fresh start options:

- If the student has been away from Greenfield Community College for at least two full years, the student may elect "fresh start" with no conditions
- If the student has been away for at least one full year but less than two full years, a student may elect "fresh start" after completing at least 12 graded non-developmental credits with a cumulative GPA for the new work of 2.0 or greater.

To elect either "fresh start" option the student must fill out the Fresh Start Option Petition for Consideration form and return it to the Office of the Registrar (registration@gcc.mass.edu). Forms are available online in student's MyGCC in the Submit a Form section

. The form will be reviewed and the student notified via email of the petition decision. If approved, the student's record will be updated (e.g. grades and GPA).

Graduation Requirements

To be eligible to graduate, students must be matriculated into the appropriate degree or certificate program. Only matriculated students are eligible for graduation. To be considered for graduation, students must complete and submit an application for graduation to the Registrar's Office (registration@gcc.mass.edu) by the appropriate deadline. Deadlines are published in the academic calendar. GCC awards degrees three times a year, following the summer, fall and spring semesters. The commencement ceremony is held once per year for all students graduating from the previous summer and fall semesters as well as the current spring semester. The ceremony is generally held on the first Saturday in June. Students do not have to participate in commencement to graduate but must submit a graduation application. Additional information is available at www.gcc.mass.edu/registrar/forms. Graduation applications are available in MyGCC in the Submit a Form section.

In order to earn an associate's degree or a certificate, students must be matriculated in the degree or certificate program, complete the course requirements of the curriculum, achieve a cumulative grade point average of at least 2.00 for all courses taken at GCC (excluding developmental courses) and be in good standing with the College. All associate's degree programs require at least 60 credits of coursework. Students must complete at least 25% of credits of coursework used to fulfill the requirements of the associate's degree at GCC to receive a degree. To earn a

certificate at GCC, students must complete at least 50% of the credit hours required for a certificate program at GCC – including at least three courses and 9 credits used to fulfill certificate requirements at GCC.

As an aid in determining degree and certificate requirements, degree audit sheets are available for each major at www.gcc.mass.edu/registrar/degree-audits. Students and their advisors can use these forms to determine the classes needed to meet graduation requirements.

Students wishing to earn an additional associate's degree must:

- a. meet all specific requirements of each degree program;
- b. complete at least 15 credits of course work beyond the previous degree awarded; and
- c. of those 15 additional credits, at least 12 must be completed at GCC.

Note: a student may not earn more than one Associate in Arts in Liberal Arts degree.

Normally, students must fulfill the degree or certificate requirements that were stipulated in the catalog at the time the student matriculated into the college. However, if the degree or certificate requirements change after initial enrollment at GCC, students may elect to fulfill the requirements that were in effect in the catalog of the year when they matriculated or in any subsequent catalog year as long as the catalog requirements are not more than five years old.

If external certification and/or licensure requirements change, the College strongly recommends that students complete the new requirements to ensure that the student graduates with current skills and abilities.

Completion of a Discontinued Program

Discontinuation of an academic program of study or certificate comes after a great deal of consideration by the College. Within the limits noted below, students will have the opportunity to complete a program or certificate within which they are enrolled. Limits to this completion option:

- When an academic degree program of study is closed, students already enrolled in that program during the past five years will have the opportunity to complete the program of study within two years after closure of the program. Students who have not been enrolled in the program of study during the five years prior to the closure of the program of study are not eligible for this completion option. Programs will typically close at the end of the spring semester of a given academic year.
- When an academic degree program of study with special admission processes is closed, or when a certificate program is closed, students already enrolled in the program during the past two years have the opportunity to complete the program of study or certificate within two years after the closure of the program.

Contact the Associate Dean of Academic and Student Records for specific information on completing a closed degree program or certificate.

Graduation with Honors

To graduate “with honors” students must earn a cumulative grade point average of at least 3.50 based on at least 30 credits of letter-graded course work completed at GCC in a degree program.

Transcripts

Students may request transcripts of their GCC academic record for themselves, other colleges, or employers by using the transcript request process found at www.gcc.mass.edu/registrar/transcripts. Transcripts are handled by our transcript provider, Parchment. Payment is via credit card as part of the request process. Both e-transcripts and paper transcripts can be requested. Providing complete information in the request will aid in the processing of the request. If there are any issues with the request, you will be notified. Unofficial transcripts are obtained by logging into your myGCC as they are not supplied by the college or by Parchment.

Petition to Review Academic Record

Currently enrolled students may petition the Transcript Review Committee to review their academic record for the purpose of seeking relief from past poor academic performance. Before submitting a petition, students must have either completed 12 credits of course work since the semester for which they are seeking relief, or have completed six (6) credits and include two letters of support from current instructors. Petition forms are available by emailing the Office of the Registrar (registration@gcc.mass.edu).

Exceptions to Academic Graduation Requirements

Students with extenuating circumstances that justify an exception to an academic graduation requirement may request an exemption using an Academic Requirements Exemption form. The form must be submitted to the Graduation Review Board by a student's advisor by the deadline set each term. Your advisor or the Registrar can provide additional information. Students with a documented disability that may justify an exception to an academic graduation requirement should contact the Coordinator of Disability Services for more information.

GCC is a Drug Free School and Campus

Greenfield Community College is in compliance with federal legislation, which requires the College to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

Smoking is allowed only in designated location and is not allowed in buildings or in front of doorways or outdoor seating areas or benches.

Assessment

In keeping with GCC's commitment to excellent educational experiences and high-quality programs for its students, and consistent with practices at other institutions within the state and nationally, GCC routinely engages in the assessment of student learning at the course, program, institution and system levels. The learning outcomes assessment process may include a variety of methods such as standardized tests, student surveys and focus groups, campus developed instruments, and a review of student course and co-curricular work. In circumstances beyond the individual course level, where a student's course or co-curriculum work is selected for assessment, the identity of the student will be protected. Assessment of student learning is undertaken primarily for the purpose of understanding and improving student learning, curriculum development, instructional improvement, and enhancing student academic success. Assessment activities will have absolutely no effect on a student's grade, academic standing, ability to transfer, or ability to be graduated. The College will take all necessary steps to ensure the confidentiality of all student records and student work reviewed through this process in accordance with FERPA regulations.

Change of Address

To change your legal name with the College, complete a 'Change of Address/Certificate of Residency Form'. The form is available online (www.gcc.mass.edu/registrar/forms). If address is being changed to Massachusetts, the certificate of residency portion of the form must be completed. GCC may require proof of residency.

Change of Name

To change your legal name with the College, complete the Name Change Form and submit the online form in the Submit a Form section in MyGCC. When submitting the form please present include one of the following: marriage certificate, divorce decree, or certified copy of a court order indicating a legal name change has been granted.

Chosen First Name

Greenfield Community College recognized that some student may prefer to use a first name rather than their legal name to identify themselves. As long as the use of a chosen first name is appropriate and not for an improper purpose, GCC acknowledges that a chosen first name can and should be used where possible in the course of college business and education. The full policy is available at www.gcc.mass.edu/registrar/preferred-name-policy. Students may update their record with a chosen first name either via their MyGCC in the 'My account' area or by filling out a form available on the policy page.

Standards of Behavior

As an institution of higher learning, Greenfield Community College actively encourages the free and open exchange of ideas and opinions. The College encourages diversity in the belief that, in doing so, it promotes growth and positive change in individuals. The College recognizes, however, that maintaining an atmosphere where such discourse can flourish requires that faculty, staff and students acknowledge and remain sensitive to the needs, beliefs and feelings of others. It therefore expects all individuals to maintain certain standards of behavior as members of its community.

These expectations include the exercise of discretion in the use of language, both in the choice of terms used and in the tone in which discourse is delivered and individuals are addressed. Insulting or demeaning language or gestures, perhaps generally accepted or even common in other social settings, are not suitable in an academic environment. A courteous regard for the differing backgrounds and perspectives held by others is encouraged.

The above expectations hold for behavior throughout the institution and for all of its members. With regard to behavior in the classroom, yet another set of expectations exists. Classrooms are unique environments, places expressly reserved for the exchange of information and ideas. They constitute sanctuaries of learning, gatherings in which students and an instructor or instructors come together for a particular purpose: to grow and develop through personal interaction and directed activity. Because classrooms are unique in this way, they hold particular expectations of their members. Generally speaking, these are extensions of the rules of civility and courtesy that prevail in the institution at large, though the classroom instructor might add to or modify these rules to promote particular goals. Deviation from the expectations or rules set forth in a classroom is not acceptable.

It should be noted that behavior influenced by an individual's mental state (irrespective of the ultimate evaluation), or use of drugs or alcoholic beverages shall not limit the responsibility of that individual for the consequences of his or her actions.

Finally, Greenfield Community College, while intent on maintaining an environment that promotes learning within a secure and collegial atmosphere, is resolutely committed to defending every individual's right to personal expression.

Individual Rights

The Family Educational Rights and Privacy Act of 1974

You have certain rights to privacy about the information that we maintain about you. For more information, including a full text of the regulations regarding your records and your right to privacy, please inquire at the Registrar's Office. GCC's directory information consists of the following:

- Student's Name
- Student's Major
- Dates of Attendance
- Graduation Date(s)
- Honors Conferred
- State/Town

Under FERPA law, GCC students have the right to be notified annually by the college of what the college designates as "directory information," and the right to request that their information not be designated as directory information.

A student must notify the college's Registrar, in writing, if he/she does not wish to have any or some of his/her student information designated as directory information by completing the appropriate Non-Disclosure form with the Enrollment Services Office.

Note that the FERPA waiver available through the Financial Aid and Bursar (Billing) offices does not provide access to a student's academic information. A separate release form, Student Academic Information Release Authorization, is available through the Office of the Registrar. With this form a student may grant access to academic records to specified individuals.

The Hazing Act of 1985

Massachusetts General Laws, Chapter 269, Section 19, requires the College to inform its students annually of the provisions of this Act. Copies of the act are available from the Office of Enrollment Services.

The Jeanne Clery Disclosure Act

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (more commonly known as the Clery Act), Greenfield Community College publishes an annual report that includes crime statistics and institutional policies concerning campus security and safety matters. The report is available at the Public Safety Department's website: <http://www.gcc.mass.edu/safety/clery/>. A printed copy of the report is available at the office of Public Safety and at the Downtown Center. Students may have a copy of the report mailed to them by contacting Public Safety at (413) 775-1212.

Diversity at GCC

CREATING A CULTURE OF DIVERSITY AND INCLUSION

Greenfield Community College is committed to a policy of Affirmative Action, equal opportunity, equal education, non-discrimination, and diversity. We are committed to providing a learning and working environment for our students, employees and other members of the College Community, which values the diverse backgrounds of all people. The College is committed to assuring that the "College Experience" is one that challenges, empowers, supports, and prepares its students to live in, work in, and value our increasingly global and diverse world. The College believes that the diversity of socioeconomic, racial, ethnic, religious, gender, sexual orientation, age and disability backgrounds of College Community members enriches the institution and our various constituencies. The College will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of our community.

AFFIRMATIVE ACTION

Greenfield Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator at 413-775-1312 or the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission, or the United States Department of Education's Office for Civil Rights.

A copy of the Policy on Affirmative Action may be obtained in the Human Resource Office or from the Vice President of Academic and Student Affairs. All inquiries concerning Affirmative Action issues should be directed to the college's Affirmative Action/Chief Diversity Officer. Employees should contact the Executive Director of Human Resources at (413) 775-1312.

HARASSMENT

GCC considers harassment of a student, an employee, or any other person in the college community to be intolerable and not permissible. Those who believe they have been harassed should consult with the Executive Director of Human Resources/Chief Diversity Officer at (413) 775-1312 to obtain information concerning their rights and the process for filing a complaint and/or pursuing informal means of resolving grievances.

Individuals with Disabilities

Since each student is unique, we recognize that some may need academic accommodations to fully participate in our programs and services. If you feel that you will require accommodations due to a disability, please inform us of your needs and establish your eligibility by completing these three steps.

1. Complete and sign the Voluntary Statement of Learning Needs form (available from the Wellness Center or on our website at www.gcc.mass.edu/ds/forms, which informs us of the nature of your disability or situation and authorizes us to review disability related documentation you've provided or released to Disability Services for the purpose of determining eligibility for academic accommodations.
2. Submit recent documentation (medical, psychological, and/or educational) of your disability from your high school or medical provider. Documentation must clearly state your:
 - Diagnosis
 - Symptoms which impact your ability to function in an educational environment
 - Recommended accommodationsAll documentation received by the Office of Disability Services is confidential and is held in accordance with FERPA regulations.
3. Call (413) 775-1332 to schedule an appointment with the Coordinator of Disability Services who will work with you to develop an Accommodation Agreement (ADA/504 Plan) that you can present to instructors to advise them of your needs.

Some accommodations may take up to 12 weeks to obtain. We advise students to establish eligibility with Disability Services well before the semester begins. If you have any questions, please contact the Coordinator of Disability Services.

Students do not need to register with Disability Services in order to meet with the Learning Support Counselor or to access college support services. Students who feel that they may require some additional academic support and skill building are encouraged to take advantage of available services, such as peer tutoring, the math and other academic studios, and student workshops.

Telephone Access for the Hearing Impaired

Those for whom traditional telephone does not suit their communication needs or preferences may contact the College via Mass Relay (dial 711) or via email. A complete listing of departmental e-mail addresses and phone numbers can be obtained at the Greenfield Community College website. In addition, a videophone is located on the fourth floor of the Core outside of the Wellness Center (C423) for Deaf students to use should they need a videophone or to access Relay Services.

Student Right-to-Know Act

GCC is required to report graduation rate data to the U.S. Department of Education annually. From among the first-time, full-time, degree-seeking students who enrolled at GCC in fall 2016, 28% graduated and an additional 13% transferred to another institution within three years.

Services to Students

In addition to academic programs, the College offers a wide range of services and activities to enhance students' college experience. Students are encouraged to take advantage of these services and to become an active member of the College community.

Transferring to Other Schools

The Transfer Office provides services to students considering transfer to another college or university. Students considering transferring are encouraged to contact the Transfer Coordinator as early in their time at the College as possible. The Transfer Coordinator assists students in exploring transfer options, educational goals, planning appropriate course work while at GCC, completing applications to other schools, writing college essays, and in choosing people to write college recommendations.

Students planning to transfer to one of the Massachusetts state-supported colleges or universities are eligible for MassTransfer. MassTransfer provides community college graduates who complete designated associate's degrees with the benefits of the full transfer and applicability of credit, (2.5 GPA or higher), and a partial or full tuition discount (3.0 GPA or higher). *Should be noted that some majors may require higher GPA and specified course work for placement into the major.*

MASSACHUSETTS DEPARTMENT OF HIGHER EDUCATION AND ADMISSIONS STANDARDS AFFECTING TRANSFER TO THE MASSACHUSETTS STATE UNIVERSITY SYSTEM AND THE UNIVERSITY OF MASSACHUSETTS:

Admission is not guaranteed for any applicant to a Massachusetts public institution of higher education. A wide range of factors is considered in admissions decisions and the final decision on accepting an applicant rests with the individual campus

For details about the MassTransfer policy, contact the Transfer Coordinator in the Academic Advising Center or go to <http://www.gcc.mass.edu/transfer>.

OPTION I: BENEFITS FOR STUDENTS WHO COMPLETE ASSOCIATE'S DEGREES UNDER MASSTRANSFER ARE:

Minimum Final GPA	Benefits
2.00 GPA	Guaranteed full transfer of a minimum of 60 credits applied to the bachelor's degree, if admitted. Satisfaction of the general education/ distribution/core requirements at the receiving institution, with the receiving institution able to add no more than six additional credits/two courses. Note: Students will be required to submit the regular application and all supplemental materials required of the 4-yr school they are applying to. Note: admissions is not guaranteed
2.50 GPA	Guaranteed admission, plus all of the above benefits. Fill out simplified application, not Common Application.
3.00 GPA	A one-third tuition discount, plus all of the above benefits (UMass/Amherst offers 100% tuition break)

Stipulations:

- If students change their majors or if the linked baccalaureate programs require a higher grade point average or specific courses which are required of native students, MassTransfer students must meet these additional requirements.
- If, because of space or fiscal limitations, the receiving institution does not admit all qualified applicants to a given major or program, the receiving institution will use the same criteria for MassTransfer applicants as it does for its native students.

OPTION II: GEN ED FOUNDATION BLOCK

MassTransfer also provides students in the Massachusetts public higher education system the intermediate goal of completing a portable general education Gen Ed Foundation Block that will satisfy the general education/distribution/core requirements across institutions. Students completing the Gen Ed Foundation Block without earning a degree at any Massachusetts higher education institution with a 2.0 or higher grade point average will earn the 34 credit hours outlined below, exclusive of developmental coursework.

Gen Ed Foundation Block

English Composition/Writing	6 credits
Behavioral and Social Sciences	9 credits
Humanities and Fine Arts	9 credits
Natural or Physical Science	7 credits
Mathematics/Quantitative Reasoning	3 credits
Total Credits	34 credits

Benefits for students who complete the **Gen Ed Foundation Block**:

Minimum Final GPA	Benefits
2.0 GPA	Satisfaction of the general education/distribution/core requirements at the receiving institution, with the receiving institution able to add no more than six additional credits/two courses, if admitted Note: admissions is not guaranteed

Stipulations:

- Students enrolled in a specific major or degree program may be required to take additional courses if these courses are specifically required for the major or program and are required of native students. Completion of the Transfer Block does not guarantee admission to the college or university.
- Note: Students will be required to submit the regular application and all supplemental materials required of the four-year school they are applying to.

TRANSFER AGREEMENTS WITH OTHER COLLEGES

GCC maintains several articulation agreements with colleges that award bachelor's degrees. The purpose of articulation agreements is to make transfer from GCC to those colleges easier than it would be otherwise. In most cases, the articulation agreements ensure the transfer of a minimum number of credits and placement at the junior year level. Some of the articulation agreements are general and may include scholarship funds to help lower tuition while others are specific to certain programs at GCC and the institution to which the student transfers.

In a few cases, the articulation agreements also include provisions for transfer scholarships. For information about articulation agreements with other colleges, contact the Transfer Coordinator. GCC hosts a bachelor's degree completion programs with Elm's College. See the Transfer Office for more details.

FOREIGN LANGUAGE REQUIREMENTS

Some colleges or universities may require proficiency in a foreign language to earn the Bachelor's degree. Please check with the GCC Transfer Office to determine which schools and degree programs have this requirement. Students may find it advantageous to complete a foreign language requirement at GCC, so they can concentrate on the requirements of their major when they transfer. For further information about foreign language requirements, contact the Transfer Coordinator.

Library

Regular Semester Hours:

- Monday-Thursday 8:00 a.m. to 8:00 p.m.
- Friday 8:00 a.m. to 4:00 p.m.

Located At:

- Third Floor Core
- (413) 775-1830
- reference@gcc.mass.edu
- <http://www.gcc.mass.edu/library>
- ASKALEXGCC (AIM or Meebo)
- Text to 265010 and include ASKALEXGCC with a question

The Nahman-Watson Library serves the study and research needs of GCC students by providing a variety of services, collections, and technology. Both quiet and conversation-friendly study spaces are available. Drinks in covered containers and light snacks, candy and cold foods are allowed in the library. The library is open to the entire GCC community, as well as to the public. For more information on the library, visit their website at <http://www.gcc.mass.edu/library/>.

Computers & Other Equipment. The Library maintains computers for use within the Library by GCC students, faculty and staff. Other equipment includes a scanner, coin-operated photocopier, and video/DVD viewing stations. Students may check out laptops for use within the Library with appropriate ID. The wireless network, including wireless printing, is accessible from all Library spaces.

Research Help. Librarians provide reference and research assistance, including individual reference help offered in person, by phone, or by email, and group instruction sessions designed for specific courses and assignments.

Books, Magazines, Videos & Online Resources. The Library collection contains over 100,000 physical and electronic items including circulating and reference books, newspapers, magazines, scholarly journals, DVDs and e-books. The Library's 60+ online databases offering access to hundreds of thousands of periodical articles and reference sources are available from any on-campus computer and from off campus with a GCC student, faculty or staff library card.

Library Cards & Borrowing Policies. Currently enrolled students will be issued a GCC library card upon presentation of a photo ID and proof of enrollment.

As part of the Central and Western Massachusetts Library Network, the GCC Library shares an online catalog (C/W MARS) with the other community colleges and most public libraries in the central and western regions of the state. Students may use their GCC library card to request items through the catalog from any library within the C/W MARS network. Students may also use Interlibrary Loan to request circulating items (books and articles) from other libraries if they are not owned by any of the libraries within the C/W MARS network.

Certain Reference material and all periodicals (newspapers, magazines and journals) must be used in the Library. Circulating books from the GCC Library are checked out for 4 weeks and may be renewed once. Other libraries may have shorter borrowing periods. DVDs have a check out period of 2 days for students and may be recalled if needed for classroom use.

Materials put on Reserve for individual classes are available at the Circulation Desk and must be used in the Library unless otherwise specified by the instructor.

Overdue Materials. There are no fines for overdue material(s) but borrowers must pay the replacement value of unreturned material. One reminder is sent for overdue material before a bill for the replacement cost is rendered. Students who have not returned Library materials that are a month overdue will have their college record flagged and will become subject to disqualification from registration and the withholding of grades, transcripts, diplomas, and certificates.

Special Collections. The Archibald MacLeish Collection - for more information about the MacLeish Collection, contact the Curator at (413) 775-1835.

Teaching and Learning Innovation Center

Room S306, (413) 775-1842, gcc.mass.edu/edtech
Hours: Monday – Friday 8:00 a.m. to 4:00 p.m.

Within the Teaching and Learning Innovation Center, the Audio Visual Technology Support staff serves the academic community in all disciplines by providing access to, and assistance with traditional, new, and emerging educational technologies. The major focus of the AV support is to help faculty and students with technology in the learning environment. The Center houses and circulates student media equipment. Student equipment and our services are available for GCC academic purposes for direct or indirect classroom support and are subject to institutional lending policies.

In addition, the AV support staff distributes and maintains media-related presentation equipment throughout the campus. When possible, appointments for services such as circulation equipment delivery, access to our multimedia studio, or training services should be made in advance. A MyGCC room reservation is required for use of our multimedia studio S308. The Teaching and Learning Innovation Center houses a multimedia studio equipped as a 45-seat multimedia presentation space. In addition, the TLIC stores the institutional media archives.

Career Services Center

Career Services provides resources and opportunities, which empower students to accelerate their career development; make more informed career (and therefore education) decisions; make dynamic connections between their academic pursuits and career interests; build their professional network; prepare for an effective and timely job search; access internship and employment opportunities; and improve their overall employment prospects. **Career Services offers students** a website full of useful resources, career counseling, drop-in office hours, career development webinars, and a free Handshake account. The latter includes online access to job postings, non-credit internship options, employer events, and over 700K employers. **For more information**, please visit the Career Services website at www.gcc.mass.edu/career-services, email careerservices@gcc.mass.edu.

Women's Resource Center

The Women's Resource Center offers support, resources, networking opportunities and programs for women at GCC. It is located in C212.

Military, Veterans and Dependents Services Office

GCC offers a network of support services for student veterans at the Military, Veterans and Dependents Services Office. The Military, Veterans and Dependents Services Office offers convenience and a one-stop experience for most student veterans that stop in. It is located in N215.

Greenfield Community College is compliant with The Veterans Access, Choice and Accountability Act of 2014 and the Veterans Benefits and Transition Act of 2018.

GCC is in compliance with S2248 Section 103. All covered individuals entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits or the National Guard Welcome Home Bill will not be penalized in any way including assessment of late fees or denial of access to any offices, departments or services due to delayed disbursement of VA funding. All covered individuals will not be prevented from registering for future courses due to delayed reimbursement from the VA up to 90 days from the date the student was certified and the VA was billed. If the covered individual is rated at less than 100% with the VA, they are responsible for paying their portion of their bill and nonpayment may lead to consequences such as their bill being sent to collections.

SECTION 702: VETERANS ACCESS CHOICE AND ACCOUNTABILITY ACT

United States Code requires VA to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill® and Montgomery GI Bill® -Active Duty at public Institutions of Higher Learning (IHLs) if the school charges qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms that began after July 1, 2017.

To remain approved for VA's GI Bill® programs, schools must charge in-state tuition and fee amounts to "covered individuals." A covered individual is defined as:

A Veteran who lives in the state where the IHL is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.

An individual using transferred benefits who lives in the state where the IHL is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.

Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

Anyone using transferred Post-9/11 GI Bill® benefits who lives in the state where the IHL is located and the transferor is a member of the uniformed service who is serving on active duty.

Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state where the IHL is located (regardless of his/her formal state of residence).

The in-state tuition provisions do not apply to those individuals on active duty using benefits under the Post-9/11 GI Bill® and Montgomery GI Bill®-Active Duty. Public IHLs must offer in-state tuition and fees to all covered individuals with Post-9/11 GI Bill and Montgomery GI Bill® - Active Duty (MGIB - AD) benefits in order for programs to remain approved for GI Bill® benefits for terms that began after July 1, 2017. After July 1, 2017, VA will not issue payments for any students eligible for the Post-9/11 GI Bill® or the MGIB-AD until the school becomes fully compliant. These requirements ensure our nation's recently discharged Veterans, and their eligible family members, will not bear the cost of out-of-state charges while using their well-deserved education benefits.

USE OF THE GI BILL® TRADEMARK

Greenfield Community College understands that referring to the GI Bill® in documents and on the web must always include the ® trademark symbol:

- The GI Bill trademark is not to be incorporated or included in company or product names, trademarks, logos or internet domain names.
- The term "GI Bill®" is to be used solely to promote official VA benefit programs and services and must include the proper trademark symbol.
- Use of the trademark attribution notice, indicating that the mark and all associated services belong to VA, is required and shall be taken as evidence that use of the mark is in good faith.
- No entity shall use the GI Bill trademark in any manner that directly or indirectly implies a relationship, affiliation, or association with VA that does not exist.
- Disparagement or misrepresentations of VA services through use of the mark, or by the use of confusingly similar wording, are strictly prohibited.

COLMERY ACT GI BILL LOCATIONS

Monthly Housing Allowance is based on the campus where each student attends most classes (effective on December 1, 2019). The law requires the monthly housing allowance under the Post-9/11 GI Bill program to be calculated based on the zip code of the campus where the student physically attends the majority of classes, rather than the location of the school where the student is enrolled. If you have any questions, contact the Military, Veterans and Dependents Office, veterans@gcc.mass.edu.



2020-2021 GCC COURSE LOCATIONS WITH ZIP CODES

Amherst-Pelham Reg. High School

21 Mattoon St.
Amherst, MA 01002

Cooley Dickinson Hospital

30 Locust St.
Northampton, MA 01060

Fort River Elementary School

70 S. East St.
Amherst, MA 01002

Franklin County House of Corrections

160 Elm St.
Greenfield, MA 01301

Franklin County Tech. High School

Industrial Blvd
Turners Falls, MA 01376

Frontier Regional High School

113 N. Main St.
South Deerfield, MA 01373

GCC Main Campus

One College Dr.
Greenfield, MA 01301

GCC Downtown

270 Main St.
Greenfield, MA 01301

Hampshire County House of Corrections

250 Rocky Hill Road
Northampton, MA 01060

Holyoke Community College

303 Homestead Ave.
Holyoke, MA 01040

Mohawk Trail Reg. High School

24 Ashfield Rd.
Shelburne Falls, MA 01370

North Quabbin Patch and Family Resource Center

109 Lumber St, Unit 5, 2nd Floor
Athol, MA 01331

Northampton High School

380 Elm St.
Northampton, MA 01060

Northfield Mount Herman

1 Lamplighter Way
Gill, MA 01351

Pioneer Valley Reg. High School

97 F. Sumner Turner Rd.
Northfield, MA 01360

Ralph C. Mahar Reg. High School

507 South Main Street
Orange, MA 01364

Smith Vocational High School

80 Locust St.
Northampton, MA 01060

Springfield Technical Community College

One Armory Square
Springfield, MA 01105

The Body Shoppe

306 High St.
Greenfield, MA 01301

The Care Center

247 Cabot St.
Holyoke, MA 01040

Turners Falls High School

222 Turnpike Rd.
Montague, MA 01351

Academic Support Programs

Student Communication

GCC uses the student email system as the official means for student communications. Students are expected to check their GCC email on a regular basis. GCC's student email use policy can be found at <http://www.gcc.mass.edu/media/docs/student-email-policy.pdf>.

Wellness Center

Counseling Services are available to all current GCC students at no cost. A trained professional counselor is available to support students by helping them address the stress and conflicts that may distract them from achieving their full academic potential.

Disability Services works with students, faculty and staff to provide access to all facets of the college experience for individuals with disabilities.

Visit <https://www.gcc.mass.edu/wellness/> for more information.

Peer Tutoring

Peer tutoring is provided free to GCC students who want assistance with GCC course work and wish to improve academic performance. Peer tutors offer the following:

- **Math Assistance:** Support for all math courses at GCC, along with support for math content in all other courses at the college.
- **Writing Assistance:** Support at all stages of the writing process: understanding assignments, talking through and organizing ideas, revising and editing drafts, citations, etc.
- **Help with Other Course Content:** Including support in the sciences, information technology, business, world languages, and more.

Typically, tutors and students work together to better understand assignments, review course material, prepare for tests, practice successful strategies, and develop study skills.

The Peer Tutoring Program co-coordinators are available to meet with students to discuss academic support and provide math placement advising.

Peer tutoring is offered virtually, via Google Meet, at a wide variety of times including evenings and weekends. In-person tutoring is available on a limited basis, weekdays in the Peer Tutoring suite, 4th floor core. Visit www.gcc.mass.edu/tutoring for additional details or to request an appointment.

Studios

- **Community Resource Studio (E101)** houses several not for profit organizations that are here to assist students. Recovery meetings are held in that space. Recovery is broadly defined and anyone who considers themselves to be in recovery can attend. Those trying to support someone in recovery are also welcome. Hours will vary each semester, but schedules that detail when the space is being staffed by an organization will always be available outside East 101 and in the Student Activities and Community Service Office.
- **The Hammond Business Studio (E132)** provides a working and brainstorming space for all students. The studio is equipped with pull-down outlets for laptop plug-ins, a SMARTBoard, whiteboards, a flat screen television with streaming stock quotes, full wireless capabilities and comfortable, modular furniture. Faculty offices ring the studio which encourages faculty-student interaction.
- **The Humanities Studio (N250)** is an open space for collaboration, study, and creativity. There is a combination of soft seating, small tables for group projects, computer stations, and a teaching/presenter's station with projection. Students are welcome to use the space as needed and the space is also used for readings, presentations, and visiting speakers.
- **The Math Studio (N402)** is a place for students to work with each other and with faculty on questions and problems related to mathematics. The Math Studio is equipped with comfortable chairs and tables, computers, and math resources and texts. The studio is open for use throughout the day and is staffed by math faculty during posted hours. Staffed hours are both in-person and virtual. No appointment is needed; students may just come by.
- **The Social Sciences Studio (E115)** provides a welcoming and resource-rich space for students to convene and interact with each other and faculty in the social and behavioral sciences. Students and faculty use the Social Sciences Studio for tutorials, study groups, computer projects and access to the college network and the Internet, small group projects, as well as college/community meeting and networking. The studio also provides gallery display space and periodically presents special events, speakers, and films.
- **The Science Studio (S417)** offers a cooperative work space for individual students or groups of students. The studio is equipped with two computers, anatomy and physiology models, resource books and movable furniture. It opens to faculty offices to allow student interactions with their professors. Students are encouraged to make use of the space during all building hours.
- **The Wellness Studio (C424)** is a welcoming and relaxing space for all students located in the Wellness Suite (C427) and it is open 9:00 a.m.- 5:00 p.m., Monday – Thursday and Friday 9:00 a.m.-4:00 p.m. Students are invited to enjoy space and quiet from the hassle and stressful pace of college life. This space offers a variety of research-based, mind/body stress reduction resources.

Student Academic Computing Lab

A student computing lab, located in the East Building, is open to all currently enrolled GCC students, regardless of major or credit load. The lab's personal computers may be used for homework, term papers, or other student projects. For those who need help working on a computer, a monitor or consultant is on duty. Computers are also available at the college library in the main building.

Academic Technology Support

- **GCC Email:** All students receive a GCC email address upon registration. Those experiencing difficulty accessing their GCC email account should send their questions to studenthelp@stuemail.gcc.mass.edu.
- **Moodle:** GCC offers a variety of classes fully online through the Moodle course management system. In addition, Moodle is used by many instructors as a web-enhancement in face-to-face classes and hybrid classes. For assistance with Moodle, send an email to studenthelp@stuemail.gcc.mass.edu.
- For handouts, information on user names, passwords and technical requirements to successfully run email, visit the Academic Technology Support website at <http://www.gcc.mass.edu/instructional-technology>.

Academic Advising Center

Academic Advising Center advisors assist new students with academic planning and their initial course registration. They also assist current students when their assigned faculty advisors are not available. Advising services include exploration of degree and certificate options, course selection guidance based on degree requirements, interpretation of college policies and procedures, guidance in the admission and transfer processes, and referral to other services on campus and in the community. Student engagement with faculty and staff is a key element in their success. The Academic Advising Center seeks to strengthen the important relationships between students and their assigned faculty advisors by supplementing the information that an assigned advisor has shared and by referring students back to their assigned academic advisor whenever possible.

For more information about the Academic Advising Center or to view the Institutional Statement on Academic Advising, please go to <http://www.gcc.mass.edu/advising/>.

Student Activities and Community Service Office

The Student Activities and Community Service Office supports the academic mission of the College through leadership development opportunities and co-curricular programming. Through the establishment and support of clubs and organizations, students are encouraged to plan and assist in the planning of campus events. Activities include musical performances, cultural programs, involvement in clubs and organizations, orientation, commencement, volunteering and student governance. The Office of Student Activities and Community Service is located in Core 216 and is open daily when the college is open. For more information about clubs, upcoming events, and services visit us online at <http://www.gcc.mass.edu/studentlife/> or call 413-775-1200.

To obtain a GCC student ID card. Please bring a valid photo ID to the Office of Student Activities and Community Service (C216) between the hours of 8:30 a.m. – 4:30 p.m. during the fall and spring semesters.

Student Association

Students who pay the student activities fee automatically become members of the Student Association, the structure within which the Student Senate and the Student Activities Program operate. Members may hold office, vote in elections and participate in Association programs.

Student Senate

Members of the Student Association who are in good standing with the College are eligible for election by members of the Association to the Student Senate. The Student Senate reviews budget requests for, and oversees the allocation of, the Student Activity Fee with the consent of the college President. The Senate's objectives are:

- to promote and support activities that enhance the life of the college community;
- to administer and allocate the funds of the Student Association in conjunction with the college administration;
- to represent the student body on and off campus; and
- to act with college officers in supervising the college activities program.

GCC Alumni Association

The Greenfield Community College Alumni Association is an independent organization that cultivates lifelong relationships with current and future alumni. As a committed partner and supporter of the College, the Association strives to foster connections among graduates, former students, current students, friends, and the community.

The Alumni Association has created an endowed scholarship fund that awards two scholarships each year to current GCC students, with alumni

serving on the selection committee. Also, the Alumni Association helps connect GCC alums working in a variety of fields with current GCC students to provide information on career options. The Alumni Association hosts several events throughout the year that provide opportunities for alumni engagement. For scheduling information and to learn more, visit www.gcc.mass.edu/alumni or contact the Alumni Association Office at (413) 775-1600 or GCCAlumni@gcc.mass.edu.

Performing Arts

The theater, music, and dance departments offer opportunities for student performances. The college chorus performs on campus and in the community several times each year. At least one major theater production is presented each semester, as well as dance concerts and musical performances.

Fitness Center

The Fitness Center, located in E106, offers a variety of cardiovascular and weight-training equipment in a fun, friendly, and inviting atmosphere. It is open to all GCC students, staff, and faculty at no charge. Fitness assessment, program design, and incentive programs are available to all members. For more information contact the Fitness Center Coordinator at (413) 775-1143.

Activities Hours

College personnel and the Student Senate have agreed that no classes will meet during the Activities Hours. These hours are every Monday, Wednesday and Friday from 12:00 noon to 12:50 p.m. during the semester. The college community is encouraged to participate in social, cultural and recreational events during these hours. College committee meetings, club meetings, concerts, guest speakers, and special events are available for student enjoyment and relaxation.

Housing and Transportation

GCC does not have dormitory facilities. Students may refer to www.gcc.mass.edu/students/housing for a list of resources. Ample, well-lit parking is available free of charge. The Greenfield/Montague Transportation Authority and the Franklin Regional Transit Authority provide regular bus service to campus from the greater Greenfield area. For more information go to the FRTA's website at www.fрта.org.

College Store (A Follett Business)

Up-to-date information in addition to textbooks and other merchandise is available at the College Store website, greenfieldshop.com

To find textbook information online go to "greenfieldshop.com". From the homepage click on "BOOKS" in the green bar. From the new page that opens select your term, course department, course number and section. Then click "submit". If the instructor has given the bookstore information, a list of books and possibly supplies appears. You can choose between new, used, rental and ebooks, if available. Not all options are available for every book. Ordering from our website increases your chance of getting used books as stock can come from any Follett store in the US, our warehouse, or other vendor partners. Order early as it can take a week to deliver, if the book is coming from the west coast. Have the books shipped directly to your home and avoid the crowds on the first days of classes. You should be able to access text information on your GCC page when you select courses during registration. This depends on instructors giving the bookstore the information on time. You can also find text information and purchase your books in Moodle. Click the blue and orange flame symbol and enter Follett Discover.

Fall & Spring semester hours are Monday – Thursday 9:00 a.m. until 4:00 p.m. and Friday 9:00 a.m. until 2:00 p.m. Summer session hours are Monday – Thursday 9:00 a.m. until 4:00 p.m. and Fridays 9:00 a.m. until noon. Evening, exceptions and special occasion hours will be posted.

The College Store stocks required and optional textbooks, study guides, software, school, office, and medical supplies. Also available are snacks and GCC clothing and gifts. GCC gift certificates are available for sale in any denomination.

MasterCard, Visa, Discover and American Express, cash and personal checks for the amount of the purchase are accepted. Checks must belong to the person using them, ID required, no third party/parent checks. Any checks returned due to insufficient funds will incur a \$20- \$25 charge from the collection agency, FEDchex. Purchases on financial aid or other third party accounts require a valid photo ID.

STANDARD RETURN POLICY: RECEIPT REQUIRED

A valid receipt and/or packing slip are required for all refunds or exchanges. All items (except Course Materials and Hardware/Software) unopened and in original condition returned within 30 days of purchase may be exchanged or refunded to the original form of tender.

COURSE MATERIALS AND HARDWARE/SOFTWARE DETAILS:

Course Materials (textbooks)

- A full refund will be given for textbooks (excluding Final Sale items) returned prior to the campus specific refund deadline. Generally Fall & Spring textbooks are returnable for one week from the first day of classes, two weeks after the first day of classes with proof of add drop. Specific dates are posted for each term. Materials purchased after the campus specific deadline (but before the final week of class)



must be returned within 2 business days of purchase. Materials purchased during the last week of classes or final exams are not returnable/refundable. Books must be returned in the same condition as purchased, if applicable, still in shrink wrap. Brytewave Digital Textbooks must be returned within 14 days for a full refund.

- Final Sale items include the following: Inkling Digital Textbooks, Study Guides, Test Prep Books, Bar Charts, Cliff Notes, Professional Reference Study Aids or clearance items. All these items are not returnable/refundable.

Hardware & Software:

- No returns. No refunds. Please contact manufacturer for support. Keep your receipt.

We buy back books every day, but you get the most money when we have a need for the book in the store. The best time to sell your books is immediately after your last class or final exam.

Dining Facilities

The GCC Cafeteria and Dining Commons is located on the first floor of the main building. Equipped with wireless internet, the Dining Commons is the perfect places to socialize, relax, study or just enjoy the view of the Pioneer Valley. The cafeteria features a grill, deli, hot meals, grab and go, pizza, salad bar, beverages, kosher and fair trade air roasted coffee from Pierce Bros Java Coffee Roasters and foods from different cultures as well as eating styles. As a partner with the Mass Farm to School Program and CISA the College is able to bring the freshest local food to our students and community. The area is open from 8:00 a.m. to 2:00 p.m. Monday –Thursday and 8:00 a.m. to 1:00 p.m. on Friday's during the fall and spring semesters and from 8:00 a.m. to 1:00 p.m. Monday – Thursday and 8:00 a.m. to noon on Friday's during intersession and summer session. Up-to-date menu and catering information is available at www.gcc.mass.edu/dining. Vending machines are located throughout both the main, east, and downtown campuses.

Workforce Development

The Office of Workforce Development provides short-term and low-cost workforce training opportunities for high-demand occupations throughout Franklin and Hampshire counties. Our career training programs are designed in response to regional economic and community needs, often in cooperation with local business and organizations, drawing upon both college and community resources. Instructors include faculty members, professors from other colleges, area business professionals, and local residents with special skills or expertise. Meaningful collaboration with employers and other mission-aligned community partners are the driving force behind this important work. Contact Workforce Development at (413) 775-1661 or reach out to us at TRAIN@gcc.mass.edu for more information.

Training Programs for Learners

- From manufacturing to healthcare to computer technologies to outdoor education, the **Office of Workforce Development** offers a wide array of high-quality career training programs that target the most in-demand industries in the region and award industry-recognized credentials.
- The Office of Workforce Development is committed to connecting participants with the support services and financial resources that will help them be successful in their training programs. Financial support is available for all workforce training opportunities.
- Open enrollment trainings are scheduled each semester and listed on the department's website at train.gcc.mass.edu.

Customized Trainings for Employers

GCC's Office of Workforce Development works with employers of all sizes and industries to deliver flexible and highly customized workforce training. Our professional staff listen to your expertise and build training curriculum to support your workforce needs. They can also offer guidance and assistance on accessing the state workforce training funds available to employers. Employee training programs can be offered on our campus, online or right at your work site to meet the specific needs of your business culture, number of employees, schedule, learning styles, and priorities.

Training Options include but are not limited to:

- Leadership and management skills
- Digital literacy and office skills
- Language proficiency
- Advanced manufacturing and skilled trades
- Healthcare certifications
- Blueprint reading
- Beginning to advanced math and measurement
- OSHA 10 and/or OSHA 30

If you are an employer who would like to learn more about how GCC can support your workforce training needs, please reach out to Kristin Cole at colek@gcc.mass.edu or 413-775-1611.

Community Education Workshops and Non-credit/Abbreviated Classes

Each semester GCC offers workshops and abbreviated non-credit classes that are not for credit. Some are free and others require payment as well as registration. Many of these workshops are planned by members of OASIS (Older Adults Seeking, Inspiring and Serving). Topics have included; politics, digital literacy, gardening, healthy aging, conversations with local playwrights, climate change and much more. More information can be found here: <https://go.gcc.mass.edu/seniors/events/>. If you want to be part of planning these events, please contact Judy Raper, Associate Dean for Community Engagement at raperj@gcc.mass.edu.

The **Senior Symposia** program at Greenfield Community College is a collaborative effort with older adults in the region. The program encourages seniors to continue their education through attending talks on a variety of subjects. Persons of all ages are welcome to attend Senior Symposia events and participate in the lively discussions that follow the presentations. The cost for each session is \$10 and registration is required. You can find more information here: <https://go.gcc.mass.edu/seniors/senior-symposia/>.

Academic Programs

General Education Electives

Associate in Arts Degree Programs

Associate in Science Degree Programs

Certificate Programs

Partner Programs with Neighboring Community Colleges

Additional Academic Opportunities

Academic programs at GCC prepare students to transfer to another institution for further study, enter the workforce, or in some cases, both. Students who wish to transfer after they graduate from GCC will find opportunities at the many Massachusetts public colleges and universities as well as private higher education institutions. General education courses will provide a broad background and program-specific courses give students depth of knowledge in their field of study. See program pages for details on curriculum and program requirements.

MassTransfer Program

MassTransfer is a collaboration between the Commonwealth's community colleges, state universities and the University of Massachusetts. System-wide resources and policies allow for students to transfer seamlessly, stay on track and minimize the time it takes to earn a bachelor's degree. For in-depth information on MassTransfer, visit www.mass.edu/masstransfer.

MassTransfer consists of the following types of programs:

- General Education Foundation
- A2B Degree (Associate to Bachelor's) Mapped & Linked Programs
- A2B Degree Plus Commonwealth Commitment
- Reverse Transfer

Academic Programs at GCC

Associate in Arts Degrees

- Business Administration Transfer (BAT)
- Liberal Arts (LIB)

All of the following are Liberal Arts advising options. You may focus on one of these options. Your diploma will read "Liberal Arts." GCC will award you only one Liberal Arts degree.

- Art (LAA)
- Contemporary Music Studies (LCMS)
- Education (LEO)
- English (LAE)
- Environmental Conservation (LEN1)
- Farm and Food Systems (LFF)
- Gender and Women's Studies (LGW)
- Health Science (LAH)
- History (LHI)
- Human Services (LHS)
- Mathematics (LMA)
- Plant and Soil Science (LPL)
- Social Sciences (LSS)
- Theater (LAT)

Associate in Science Degrees

- Adventure Education (ADE) ①
 - Art/Visual Arts (AVA)
 - Art/Visual Arts MassTransfer Option (AVC)
 - Business Administration General (BAG)
- Select and complete one of the following Business Administration General concentrations. Your diploma will read "Business Administration General."*
- Computer Information Systems
 - Management
 - Digital Marketing
 - Biology (BIO)
 - Chemistry (CHE)
 - Computer Science (CSC)
 - Criminal Justice (CRJ)
 - Criminal Justice MassTransfer Option (CJC)
 - Early Childhood Education MassTransfer Option (ECE) ②
 - Engineering Science (EGS)
 - Fire Science Technology (FST)
 - Nursing (NUR) ③④⑤
 - Science of Earth and Environment (SEE)

Certificate Programs

- Addiction Studies (ASC)
- Corrections (CRC)
- Early Childhood Education (CECE)
- Entrepreneurship (ENT)
- Management (MGT)
- Medical Assistant (MAC) ⑥
- Music Recording and Production (MRP)
- Pre-Nursing (NUC)
- Outdoor Leadership (OLP) ①⑦
- Paramedic (PMC) ③⑥
- Practical Nursing-L.P.N. (PNC) ③⑤⑦
- Visual Arts (VAC)
- Web Development and Design (WDD)
- World Language in French (WFR)
- World Language in Spanish (WSP)

Partner Programs with Neighboring Community Colleges

- Health Information Technology
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care
- Surgical Technology

All degree programs are approved by the Massachusetts Department of Higher Education, unless otherwise noted.

① Accredited by the Association for Experiential Education.

② Accredited by the National Association for the Education of Young Children.

③ Program requires a special admission process.

④ Accredited by the Accreditation Commission for Education in Nursing.

⑤ Approved by the Massachusetts Board of Registration in Nursing.

⑥ Accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Medical Assistant Educational Review Board.

⑦ Certificate programs approved by the Massachusetts Department of Higher Education.

⑧ Accredited by the Commonwealth of Massachusetts' Office for Emergency Medical Services (OEMS) and by the Commission on Accreditation of Allied Health Education Programs (www.CAAHEP.org) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (www.coaemsp.org).

General Education Electives

The courses on this list may satisfy General Education electives for transfer programs and some Associate in Science programs. Please refer to specific program course requirements before selecting from this list.

Behavioral and Social Sciences

ANT 104 Cultural Anthropology: Tribes, States and the Global System, 3cr
 ECO 101 Principles of Macroeconomics, 3cr
 ECO 102 Principles of Microeconomics, 3cr
 ECO 113 Environmental Economics, 3cr
 ECO 129 Global Economics, 3cr
 EVS 101 Environmental Studies: Issues in Sustainability, 3cr
 EVS 118 Introduction to Food Systems, 3cr
 EVS 121 Gender and the Environment, 3cr
 GWS 115 Introduction to Gender and Women's Studies, 3cr
 HSV 101 Introduction to Human Services, 3cr
 HSV 241 Substance Use Disorder, 3cr
 POL 101 American Politics, 3cr
 POL 103 Comparative Politics, 3cr
 POL 105 International Politics, 3cr
 POL 116 State and Local Government, 3cr
 POL 203 American Civil Liberties, 3cr
 PSY 101 Principles of Psychology, 3cr
 PSY 209 Abnormal Psychology, 3cr
 PSY 210 Statistics for Psychology and the Social Sciences, 3cr
 PSY 212 Research Methods in Psychology, 3cr
 PSY 215 Theories of Personality, 3cr
 PSY 217 Human Growth and Development, 3cr
 PSY 220 Social Psychology, 3cr
 PSY 225 Psychology of Women and Gender, 3cr
 PSY 241 Substance Use Disorder, 3cr
 PSY 277 Psychology of Death and Dying, 3cr
 SOC 101 Principles of Sociology, 3cr
 SOC 106 Social Inequality, 3cr
 SOC 201 Social Problems, 3cr
 SOC 203 Sociology of the Family, 3cr
 SOC 204 Sociology of Education, 3cr
 SOC 206 Sociology of Human Sexuality: Behaviors, Experiences, and Identities, 3cr
 SOC 210 Drugs and Society, 3cr
 SOC 220 Social Psychology, 3cr

English Composition Writing

ENG 101 English Composition I: Expository Writing, 3 cr
 ENG 112 English Composition II: Exploring Literature, 3 cr
 ENG 114 English Composition II: Literature and Creative Writing, 3 cr
 ENG 116 English Composition II: Analysis of Literature and Film, 3 cr

Humanities and Fine Arts

AHS 101 Art History Survey I, 3cr
 AHS 102 Art History Survey II, 3cr
 AHS 108 History of Photography, 3cr
 AHS 201 Art Now, 3cr
 AHS 207 History of Modern Art, 3cr
 ART 121 Visual Concepts I, 3cr
 ART 123 Visual Concepts II, 3cr
 ART 131 Drawing Foundation, 3cr
 ART 132 Drawing II, 3cr
 ART 141 Color, 3cr
 ART 151 Photography Foundation, 3cr
 ART 152 Film and the Darkroom, 3cr
 ART 155 Video Foundation, 3cr
 ART 161 Computer Arts Foundation, 3cr
 ART 235 Figure Drawing, 3cr
 ART 236 Advanced Drawing I, 3cr
 ART 237 Advanced Drawing II, 3cr
 ART 241 Painting, 3cr
 ART 242 Painting and Drawing I, 3cr
 ART 243 Painting and Drawing II, 3cr
 ART 247 Painting: On Location and in the Studio, 3cr
 ART 251 Intermediate Photography I, 3cr
 ART 252 Intermediate Photography II, 3cr
 ART 258 Illustration, 3cr
 ART 290 Visual Arts Seminar, 3cr
 ASL 101 Elementary American Sign Language I, 4cr
 ASL 102 Elementary American Sign Language II, 4cr
 ASL 201 Intermediate American Sign Language I, 4cr
 CMN 153 Media and Popular Culture, 3cr
 CMN 201 The Social Impact of Mass Media, 3cr
 ENG 195 Introduction to Literary Journal Publishing, 3cr
 ENG 203 American Literature I, 3cr
 ENG 204 American Literature II, 3cr
 ENG 205 British Literature I, 3cr
 ENG 206 British Literature II, 3cr
 ENG 207 Creative Writing and Literature: Themes and Methods, 3cr
 ENG 208 Creative Writing and Literature: Studies in Genre, 3cr

(continued on next page)

Note: Special Topics courses, designated with the course number 240, do not appear on these lists but may satisfy a general education elective. Students should contact their advisor for assistance.

Humanities and Fine Arts

(continued)

- ENG 210 Creative Nonfiction, 3cr
 ENG 212 Graphic Novel, 3cr
 ENG 221 Shakespeare, 3cr
 ENG 228 Queer Literature, 3cr
 ENG 229 Gothic Literature, 3cr
 ENG 241 Survey of Children's Literature, 3cr
 ENG 243 Modern Poetry, 3cr
 ENG 244 Science Fiction: Themes and Contexts, 3cr
 ENG 247 Women in Literature I, 3cr
 ENG 248 Women in Literature II, 3cr
 ENG 253 Valley/American Literature, 3cr
 ENG 256 Modern Global Literature, 3cr
 ENG 261 The Short Story, 3cr
 ENG 270 Literature and the Environment, 3cr
 FRE 101 Elementary French I, 4cr
 FRE 102 Elementary French II, 4cr
 FRE 201 Intermediate French I, 4cr
 FRE 202 Intermediate French II, 4cr
 FRE 255 French Film and Language I, 3cr
 FRE 256 French Reading for Communication I, 3cr
 FRE 257 French Film and Language II, 3cr
 HIS 101 Western Civilization to 1500 A.D., 3cr
 HIS 102 Western Civilization Since 1500 A.D., 3cr
 HIS 105 History of the American People to 1865, 3cr
 HIS 106 History of the American People Since 1865, 3cr
 HIS 127 History of African-American Peoples, 3cr
 HIS 131 Women in American History, 3cr
 HIS 133 World History I, 3cr
 HIS 134 World History II, 3cr
 HIS 218 Women and Gender in the American West to 1920 CE, 3cr
 HIS 219 Legal History of American Civil Rights, 3cr
 HIS 220 North American Indigenous History, 3cr
 HON 201 Honors Seminar, 4cr
 HUM 108 Introduction to Topics in Humanities, 3cr
 LAT 101 Elementary Latin I, 4cr
 LAT 102 Elementary Latin II, 4cr
 MUS 103 Music Theory Fundamentals, 3cr
 MUS 107 Music Theory I, 3cr
 MUS 108 Music Theory II, 3cr
 MUS 111 Chorus, 2cr
 MUS 125 Jazz Ensemble, 2cr
 MUS 127 20th Century American Popular Music, 3cr
 MUS 130 Applied Music, 1cr
 MUS 137 World Music and Cultures, 3cr
 MUS 138 Creative Musicianship, 1cr
 MUS 139 Contemporary Music Ensemble, 2cr
 MUS 147 Aural Skills I, 1cr
 MUS 148 Aural Skills II, 1cr
 MUS 150 African Percussion Ensemble, 2cr
 MUS 151 The Beatles and Radiohead Ensemble, 2cr
 MUS 152 American Traditional Music Ensemble, 2cr
 MUS 153 The World of Music and the Human Spirit, 3cr
 MUS 154 Audio Recording and Production I, 3cr
 MUS 208 Jazz Improvisation, 3cr
 MUS 220 Songwriting, 3cr
 MUS 222 Audio Recording and Production II, 3cr
 MUS 223 Electronic Music Composition, 3cr
 MUS 230 Applied Music, 2cr
 MUS 231 Recital Participation, 0cr ①
 PCS 101 Public Speaking, 3cr
 PCS 141 Interpersonal Communication, 3cr
 PCS 142 Intercultural Communications, 3cr
 PHI 103 Introduction to Philosophy, 3cr
 PHI 104 Introduction to Ethics, 3cr
 PHI 107 World Religions, 3cr
 PHI 110 Eastern Religions, 3cr
 SPA 101 Elementary Spanish I, 4cr
 SPA 102 Elementary Spanish II, 4cr
 SPA 124 Spanish for Health Professionals, 4cr
 SPA 133 Spanish for Law Enforcement, 4cr
 SPA 153 Spanish for Emergency Responders, 3cr
 SPA 201 Intermediate Spanish I, 4cr
 SPA 202 Intermediate Spanish II, 4cr
 SPA 255 Spanish Film and Language I, 3cr
 SPA 257 Spanish Film and Language II, 3cr
 THE 101 Introduction to Theater, 3cr
 THE 105 Play Analysis, 3cr
 THE 106 Stage Craft, 3cr
 THE 113 Fundamentals of Acting, 3cr
 THE 117 Experimental Performance, 3cr
 THE 213 Advanced Acting, 3cr
 THE 225 Directing-Theory and Practice, 4cr

(continued on next page)

Note: Special Topics courses, designated with the course number 240, do not appear on these lists but may satisfy a general education elective. Students should contact their advisor for assistance.

① in combination with MUS 230

Mathematics/Quantitative Reasoning

CSC 201 Introduction to Discrete Computation, 4cr
 CSC 254 Data Structures, 4cr
 EGR 213 Probability and Statistics for Scientists and Engineers, 4cr
 MAT 107 College Algebra, 4cr
 MAT 108 Precalculus, 4cr
 MAT 114 Introduction to Statistics, 4cr
 MAT 116 Mathematics for Early Childhood and Elementary Educators, 4cr

MAT 117 Mathematical Problem Solving, 3cr
 MAT 151 Applied Calculus I, 4cr
 MAT 201 Calculus with Analytic Geometry I, 4cr
 MAT 202 Calculus with Analytic Geometry II, 4cr
 MAT 203 Multivariate Calculus, 4cr
 MAT 204 Elementary Differential Equations, 4cr
 MAT 205 Elementary Linear Algebra, 4cr

Natural or Physical Science

AGR 117 Greenhouse Production and Management, 4cr
 BIO 102 Botany, 4cr
 BIO 104 Natural History, 4cr
 BIO 120 Introduction to Environmental Science, 4cr
 BIO 124 Introductory Horticulture, 4cr
 BIO 126 Biology I, 4cr
 BIO 127 Biology II, 4cr
 BIO 130 Human Nutrition, 3cr ②
 BIO 130L Human Nutrition Lab, 1cr ②
 BIO 132 Lifestyle, Health, and Medicine, 4cr
 BIO 194 Comprehensive Anatomy and Physiology, 4cr
 BIO 205 Microbiology, 4cr
 BIO 215 Human Anatomy and Physiology I, 4cr
 BIO 216 Human Anatomy and Physiology II, 4cr
 BIO 220 Foundations of Ecology, 4cr
 CHE 105 Basic Principles of Chemistry, 3cr
 CHE 111 General Chemistry I, 4cr
 CHE 112 General Chemistry II, 4cr
 CHE 201 Organic Chemistry I, 4cr
 CHE 202 Organic Chemistry II, 4cr
 EGR 105 Introduction to Engineering, Science, Technology, and Society, 4cr
 EGR 205 Statics, 3cr
 EGR 206 Strength of Materials, 3cr
 EGR 209 Dynamics, 3cr

EGR 210 Thermodynamics, 3cr
 EGT 112 Fundamentals of Electricity, 3cr
 GEO 101 Planet Earth, 4cr
 GEO 102 History of Earth and Life, 4cr
 GEO 103 Valley Geology, 4cr
 GEO 104 Introduction to Oceanography, 4cr
 GEO 203 Global Climate Change, 4cr
 GEO 204 Earth History, 4cr
 PHY 101 General Physics I, 4cr
 PHY 102 General Physics II, 4cr
 PHY 111 General Physics I with Calculus, 4cr
 PHY 112 General Physics II with Calculus, 4cr
 PHY 113 Environmental Physics, 4cr
 REE 121 Renewable Electricity Systems: Photovoltaic Technology and Energy Storage, 3cr
 REE 126 Residential Energy Efficiency and Energy Auditing, 3cr
 REE 127 Introduction to Sustainable Design and Green Building, 3cr
 REE 134 Building with Earth, Straw, Wood, and Stone, 3cr
 SCI 103 Astronomy, 4cr
 SCI 117 Meteorology, 4cr
 SCI 120 Sustainable Energy: Theory and Practice, 4cr
 SCI 137 Permaculture Design, 4cr
 SCI 138 Soil Science, 4cr
 SCI 141 Cosmic Life Becomes You: Scientific Literacy for Today, 4cr

Note: Special Topics courses, designated with the course number 240, do not appear on these lists but may satisfy a general education elective. Students should contact their advisor for assistance.

② BIO 130 in combination with BIO 130L satisfies the 4-credit Natural or Physical Science requirement.

Associate in Arts Degrees

- Business Administration Transfer (BAT)
- Liberal Arts (LIB)
 - All of the following are Liberal Arts advising options. You may focus on one of these options. Your diploma will read “Liberal Arts.” GCC will award you only one Liberal Arts degree.
 - Art (LAA)
 - Contemporary Music Studies (LCMS)
 - Education (LEO)
 - English (LAE)
 - Environmental Conservation (LEN1)
 - Farm and Food Systems (LFF)
 - Gender and Women’s Studies (LGW)
 - Health Science (LAH)
 - History (LHI)
 - Human Services (LHS)
 - Mathematics (LMA)
 - Plant and Soil Science (LPL)
 - Social Sciences (LSS)
 - Theater (LAT)

Associate in Arts (AA) degree programs are designed primarily for transfer and consist of a combination of core courses and student-designed course choices. The Liberal Arts (LIB) degree is the best option for students wanting the greatest flexibility. AA program advising options provide course selection guidance to position students to transfer in a specific field at a four-year institution as a junior. ^①

Note: Total credits for a program indicate the minimum credits required to complete the program. Depending on your course selection, you may earn more than the minimum credits to complete a program.

Students must complete at least 25% of credits of coursework used to fulfill the requirements of the associate’s degree at GCC to receive a degree. Developmental courses will not be used to fulfill associate degree requirements. Refer to page 30 for more information on developmental courses.

^① To learn more about transfer requirements, see pages 41-42.

Business Administration Transfer (BAT)

Satisfies MassTransfer General Education Foundation ①

THE DEGREE	Associate in Arts
THE PROGRAM	Provides the necessary courses for transfer to Baccalaureate programs in business administration. The program has a core of business administration courses combined with courses in liberal arts with an emphasis on mathematics. By using electives, you may complete the program of study typically offered in the first two years of a Baccalaureate program.
YOUR NEXT STEP	Transfer to a Baccalaureate program
PROGRAM CONTACTS	Jeff Galbraith, Office: E1 32M, (413) 775-1483, email: galbraith@gcc.mass.edu Martha Field, Office: E1 32F, (413) 775-1421, email: field@gcc.mass.edu

	Total credits:	60-65
GENERAL EDUCATION REQUIREMENTS		
English Composition/Writing		
ENG 101 English Composition I		3
ENG 112, 114, or 116 English Composition II		3
Behavioral and Social Sciences		
ECO 101 Principles of Macroeconomics		3
ECO 102 Principles of Microeconomics		3
One 3-credit course from the list of Behavioral and Social Sciences General Education Electives in the Catalog		3
Humanities and Fine Arts		
One 200-level course coded ENG		3
One course coded HIS		3
One 3- or 4-credit course from the list of Humanities and Fine Arts General Education Electives in the Catalog		3-4
Natural or Physical Science		
Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI, EGR 105, or AGR 117		8
Mathematics/Quantitative Reasoning		
Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106 ②		3-4
ADDITIONAL PROGRAM REQUIREMENTS		
ACC 151 Concepts of Financial Accounting I		3
ACC 152 Concepts of Financial Accounting II		3
BUS 111 Introduction to Business		3
BUS 205 Principles of Management		3
BUS 209 Principles of Marketing		3
CIS 140 Computer Applications and Concepts		3
PROGRAM ELECTIVES		
Any courses coded ACC, BUS, CIS, ECO, or MAT ③		6
OPEN ELECTIVES		
Any course other than a developmental course (see page 30) ④		1-4

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② Math courses to be chosen after consultation with faculty advisor and in consideration of the requirements of the transfer institution. A number of the transfer schools require MAT 151 (Applied Calculus I).

③ Many transfer schools require ACC 203 Management Accounting.

④ Recommended: MAT 151 (Applied Calculus I).

The Business Administration Transfer degree may be completed fully online. Refer to page 115 or visit <http://www.gcc.mass.edu/online> for additional information.



ACADEMIC PROGRAMS: ASSOCIATE IN ARTS

Liberal Arts (LIB)^①

Satisfies MassTransfer General Education Foundation ^②

The course-selection guide below provides the most flexible way to complete a Liberal Arts degree at GCC. If students are uncertain about a career path or about the specific college or university to which they may transfer, then this general, flexible plan is a good choice. Students should work closely with their GCC advisor to select the specific courses that will help meet the course prerequisites and expectations at that institution.

THE DEGREE	Associate in Arts
THE PROGRAM	Provides a broad background in the humanities, behavioral sciences, and natural sciences.
YOUR NEXT STEP	Transfer to a Baccalaureate program.
PROGRAM CONTACT	Brian Kapitulik, Office: E116K, (413) 775-1144, email: kapitulikb@gcc.mass.edu

Total credits: 60-62

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I 3

ENG 112, 114, or 116 English Composition II 3

Behavioral and Social Sciences

Any two courses from this list: ECO 101 or ECO 102, SOC 101 or SOC 106, ANT 104, EVS 101, POL 101, or PSY 101 6

One 3-credit course from the list of Behavioral and Social Science General Education Electives in the catalog 3

Humanities and Fine Arts

One 200-level course coded ENG 3

One course coded HIS 3

One 3- or 4-credit course from the list of Humanities and Fine Arts General Education Electives in the Catalog ^③ 3-4

PCS 101, PCS 141, or PCS 142 3

Natural or Physical Science

Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI, EGR 105, or AGR 117 8

Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106 3-4

OPEN ELECTIVES

Any courses other than a developmental course (see page 30) ^③ 22

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

^① You may also select from the liberal arts options listed on page 56.

^② See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

^③ Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

The Liberal Arts degree may be completed fully online. Refer to page 115 or visit <http://www.gcc.mass.edu/online> for additional information.

Liberal Arts Option: Art (LAA)

Satisfies MassTransfer General Education Foundation ①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE

Associate in Arts in Liberal Arts

THE OPTION

Provides a broad range of liberal arts studies with an emphasis on the visual arts. Future careers may include art education, art therapy, museum or gallery work, and other arts-related fields.

YOUR NEXT STEP

Transfer to a Baccalaureate program.

OPTION ADVISORS

Paul Lindale, Office: S217, (413) 775-1241, email: lindale@gcc.mass.edu
Jennifer Simms, Office: S227, (413) 775-1298, email: simmsj@gcc.mass.edu

Total credits: 62-63

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I

3

ENG 112, 114, or 116 English Composition II

3

Behavioral and Social Sciences

Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101

6

One 3-credit course from the list of Behavioral and Social Science General Education Electives in the catalog

3

Humanities and Fine Arts

One 200-level course coded ENG

3

One course coded HIS

3

AHS 101 Art History Survey I

3

AHS 102 Art History Survey II

3

ART 121 Visual Concepts I

3

ART 123 Visual Concepts II

3

PCS 101 or PCS 141

3

Natural or Physical Science

Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105

8

Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106

3-4

OPTION ELECTIVES

Any five additional courses coded ART ②

15

Note: Courses coded ART and which have 200-level ART prerequisites are graded pass/fail.

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② Art Studio Transfer courses (ART 188, ART 288) as approved by Program Coordinator.

Liberal Arts Option: Contemporary Music Studies (LCMS)

Satisfies MassTransfer General Education Foundation ①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE	Associate in Arts in Liberal Arts
THE OPTION	Combines exploration of the liberal arts with focused study in contemporary processes of music making. This includes music created by songwriters and bands, by ear, through improvisation, in recording studios, and in video/film/games, online, in clubs, and in concert. Contemporary music is rooted in post-1950 repertoire and musical forms and is continually re-shaped by global mixing of cultures, styles, technologies, politics, and commercial forces. This academic program provides historical, theoretical, and musical foundations for understanding and actively pursuing artistry and careers in the contemporary music field.
YOUR NEXT STEP	Transfer to a four-year college or seek professional employment. Your future career may include work in performing, composing, producing, teaching, sound design for film/game/video genres, studio engineering, live sound engineering, music therapy, artist management, and arts administration.
OPTION ADVISOR	Matthew Shippee, Office: S334, (413) 775-1228, email: shippeem@gcc.mass.edu

Total credits: 66-67

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3

Behavioral and Social Sciences

Any two courses from this list: ECO 101 or ECO 102, SOC 101 or SOC 106, ANT 104, EVS 101, POL 101, or PSY 101	6
One 3-credit course from the list of Behavioral and Social Science General Education Electives in the catalog	3

Humanities and Fine Arts

One 200-level course coded ENG	3
One course coded HIS	3
MUS 138 Creative Musicianship ②	2
MUS 153 The World of Music and the Human Spirit	3
MUS 154 Audio Recording and Production I	3
PCS 101, PCS 141, or PCS 142	3

Natural or Physical Science

Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI, EGR 105, or AGR 117	8
--	---

Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106	3-4
--	-----

Additional Program Requirements

MUS 230 Applied Lessons ③	8
MUS 231 Recital Participation ④	0

OPTION ELECTIVES

Six credits from the Ensemble list below with at least 4 credits in one ensemble	6
Any three courses from the Music Electives list below	9

ENSEMBLE ELECTIVES

MUS 125 Jazz Ensemble	2
MUS 139 Contemporary Music Ensemble	2
MUS 140 Vocal Jazz Ensemble	2
MUS 151 The Beatles and Radiohead Ensemble	2
MUS 152 American Traditional Music Ensemble	2

MUSIC ELECTIVES

MUS 107 Music Theory I	3	MUS 220 Songwriting	3
MUS 108 Music Theory II	3	MUS 222 Audio Recording and Production II	3
MUS 127 20th Century American Popular Music	3	MUS 223 Electronic Music Composition	3
MUS 137 World Music and Cultures	3	MUS 224 Independent Music Production Project	3
MUS 208 Jazz Improvisation	3	MUS 248 Poetics of Song Creation	3

Note: Music majors must take MUS 230 (Applied Music) and MUS 231 (Recital Participation) concurrently for four semesters.

To plan degree completion, see the course descriptions in the catalog or at <http://www.gcc.mass.edu/academics/catalog/classes> which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 of the college catalog for the specific requirements of the MassTransfer General Education Foundation.
 ② Two semesters of MUS 138 required.
 ③ Two credit lessons (MUS 230) on primary instrument; four semesters required.
 ④ Four semesters of MUS 231 required concurrent with MUS 230

Liberal Arts Option: Education (LEO)

Satisfies MassTransfer General Education Foundation ①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE

Associate in Arts in Liberal Arts

THE OPTION

Designed for students who plan to transfer to a Baccalaureate program with a goal of teacher licensure as a qualification for teaching positions in the public school system. Education students at a 4-year institution carry two majors, one in Education and one in a non-Education field within the Humanities, Fine Arts, Social Sciences, Math, or Science field. Students in the LEO option at GCC choose a teacher licensure level (Pre-K - 2nd grade, or 1st - 6th grade, or 5th - 12th grade), and a concentration area that will lead towards their non-Education major at a 4-year transfer institution.

YOUR NEXT STEP

Work closely with an Education advisor to choose a 4-year transfer institution in order to best prepare for your non-Education major at the 4-year institution. In order to enter directly into a teacher licensure program with junior standing, students seeking transfer to a Baccalaureate degree must meet two requirements prior to acceptance at the institution of their choice: passing scores on the Communication and Literacy Skills portion of the Massachusetts Tests for Educator Licensure (MTEL), and completion of the first two years of a non-Education major in the Humanities, Fine Arts, Social Sciences, Math, or Science field.

Work closely with your Education advisor to select a concentration area that prepares for the non-Education major and to prepare to take the necessary tests. Contact the Transfer Office for more details.

OPTION ADVISOR

Peggy Martalock, Office: E116M, (413) 775-1118, email: martalockp@gcc.mass.edu

Total credits: 62-63

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I

3

ENG 112, 114, or 116 English Composition II

3

Behavioral and Social Sciences

PSY 101 Principles of Psychology

3

SOC 204 Sociology of Education

3

One of the following: ANT 104, ECO 101, ECO 102, EVS 101, POL 101, SOC 101, or SOC 106

3

Humanities and Fine Arts

Any 200 level ENG course except ENG 207, ENG 208, and ENG 241

3

ENG 241 Survey of Children's Literature

3

One of the following: HIS 101, HIS 102, HIS 105, or HIS 106

3

PCS 101, PCS 141 or PCS 142

3

Natural or Physical Science

One 4-credit course coded BIO

4

One 4-credit course coded: CHE, GEO, PHY, SCI, EGR 105, or AGR 117

4

Mathematics/Quantitative Reasoning

Any MAT course other than developmental courses and MAT 105 and MAT 106 ②

3-4

ADDITIONAL PROGRAM REQUIREMENTS

EDU 111 Introduction to Special Education

3

EDU 144 Child Behavior and Development: Conception to Age 8

3

OPEN ELECTIVES

Any courses other than a developmental course (see page 30) ③

18

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② When choosing your MAT course(s), refer to your teacher licensure interest on the next page.

③ Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

(Additional program notes continued on next page)

Liberal Arts Option: Education (LEO)

Satisfies MassTransfer General Education Foundation ①

(continued from previous page)

Work closely with an Education advisor to select your concentration area and select appropriate courses to fulfill credit towards your non-Education major at the transfer institution as well as to prepare for your teacher licensure level.

Recommended courses according to teacher licensure level:

Teacher licensure level, Pre-K - 2nd grade

- Strongly recommended for MTEL prep: MAT 116 and MAT 117
- One of the following: EDU 101 or EDU 103 or EDU 112 or EDU 201

Teacher licensure level, 1st - 6th grade

- Strongly recommended for MTEL prep: MAT 116 and MAT 117
- One of the following: EDU 112 or EDU 201

Teacher licensure level, 5th - 12th grade

- Any MAT course other than developmental courses and MAT 105 and I 06 (Work with advisor to choose courses, according to your concentration area for non-Education major at the transfer institution.)

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For details please refer to page 7.

For students who intend to pursue teacher licensure, all Education students must carry two majors at the 4-year Baccalaureate institution, one in Education and one in the Humanities, Fine Arts, Social Sciences, Math, or Science field. In addition, in order to be accepted as a junior in a bachelor's level teacher preparation program, students must pass the Communication and Literacy Skills portion of the Massachusetts Tests for Educator Licensure (MTEL). Students are encouraged to complete a practice program and to use online resources to gain the information and skills to pass this exam.

For additional information regarding Educator Licensure programs and the Massachusetts Tests for Educator Licensure (MTEL), please visit GCC's Education web site: <http://www.gcc.mass.edu/education>.

Note: Some teacher licensure programs require a 2.7 GPA or higher for admission.

Refer to GCC's Associate in Arts Liberal Arts Science-Math Education Option for a pathway towards teacher licensure for levels 5th-12th grade in Science-Math Education.

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

ACADEMIC PROGRAMS: ASSOCIATE IN ARTS

Liberal Arts Option: English (LAE)

Satisfies MassTransfer General Education Foundation ①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE	Associate in Arts in Liberal Arts
THE OPTION	Offers the opportunity to study literature and to write and think critically and creatively. It provides a strong foundation for students considering a major or minor in English.
YOUR NEXT STEP	Transfer to a Baccalaureate program. Future careers may include writing, editing, publishing, education, public relations, advertising, business, media communications, information technology, law, and politics.
OPTION ADVISOR	Lillian Ruiz, Office: N328A, (413) 775-1236, email: ruiz@gcc.mass.edu

Total credits: 60-62

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3

Behavioral and Social Sciences

Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101	6
One 3-credit course from the list of Behavioral and Social Science General Education Electives in the catalog	3

Humanities and Fine Arts

One course coded HIS	3
One 3- or 4-credit course from the list of Humanities and Fine Arts General Education Electives in the Catalog ②	3-4
PCS 101 or PCS 141	3

Natural or Physical Science

Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105	8
--	---

Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106	3-4
--	-----

OPTION ELECTIVES

Any six courses from the English Electives list below (must choose two to four courses from each column) ③	18
--	----

OPEN ELECTIVES

Any courses other than a developmental course (see page 30) ④	7
---	---

ENGLISH ELECTIVES

Column A (Survey Courses)		Column B (Genre Courses)	
ENG 203 American Literature I	3	ENG 207 Creative Writing and Literature: Themes and Methods	3
ENG 204 American Literature II	3	ENG 208 Creative Writing and Literature: Studies in Genre	3
ENG 205 British Literature I	3	ENG 210 Creative Nonfiction	3
ENG 206 British Literature II	3	ENG 212 Graphic Novel	3
ENG 221 Shakespeare	3	ENG 229 Gothic Literature	3
ENG 228 Queer Literature	3	ENG 240 Special Topics in Literature	3
ENG 247 Women in Literature I	3	ENG 241 Survey of Children's Literature	3
ENG 248 Women in Literature II	3	ENG 243 Modern Poetry	3
ENG 256 Modern Global Literature	3	ENG 244 Science Fiction: Themes and Contexts	3
		ENG 253 Valley/American Literature	3
		ENG 261 The Short Story	3
		ENG 270 Literature and the Environment	3

To plan degree completion, see the course descriptions in the catalog or at <http://www.gcc.mass.edu/academics/catalog/classes> which specify the planned semester(s) in which the course is to be scheduled.

- ① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.
- ② Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.
- ③ Other English courses may be accepted with the approval of the Program Coordinator
- ④ Recommended: ENG 195, Introduction to Literary Journal Publishing

The Liberal Arts English Option may be completed fully online. Refer to page 115 or visit <http://www.gcc.mass.edu/online> for additional information.

Liberal Arts Option: Environmental Conservation (LEN1)

Satisfies MassTransfer General Education Foundation ①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE	Associate in Arts in Liberal Arts
THE OPTION	Provides a diverse background in biological and physical sciences with coursework emphasizing environmental and ecological applications.
YOUR NEXT STEP	Transfer to a Natural Resources Conservation or Environmental Studies Baccalaureate program.
OPTION ADVISOR	Amanda Hyde, Office: S414, (413) 775-1450, email: hydea@gcc.mass.edu

Total credits: 60-64

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I

3

ENG 112, 114, or 116 English Composition II

3

Behavioral and Social Sciences

One of the following: ECO 101 Principles of Macroeconomics, ECO 102 Principles of Microeconomics, or ECO 113 Environmental Economics

3

EVS 101 Environmental Studies: Issues in Sustainability

3

One of the following: ANT 104, POL 101, PSY 101, or SOC 101

3

Humanities and Fine Arts

One 200-level course coded ENG

3

One course coded HIS

3

One 3- or 4-credit course from the list of Humanities and Fine Arts General Education Electives in the Catalog ②

3-4

PCS 101, PCS 141, or PCS 142

3

Natural or Physical Science

BIO 220 Foundations of Ecology

4

CHE 111 General Chemistry I

4

Mathematics/Quantitative Reasoning

One of the following: MAT 107 College Algebra, MAT 108 Precalculus, MAT 151 Applied Calculus I, or MAT 201 Calculus with Analytic Geometry I

4

OPTION ELECTIVES

Biology Elective I (choose 1): BIO 102, BIO 120, BIO 126, GEO 102, or GEO 204

4

Biology Elective II (choose 1): BIO 102, BIO 104, BIO 120, BIO 124, BIO 126, BIO 127, GEO 102, or GEO 204

4

Earth Science Elective (choose 1): Any GEO or SCI 138 Soil Science

4

Physical Science Elective (choose 1): CHE 112, GEO 101, GEO 203, PHY 101, PHY 111, PHY 113, SCI 103, or SCI 117

4

STEM Electives (choose 5-8 credits from the following list): AGR 117, AGR 118, BIO 230, BIO 293-296, CHE 201, CHE 202, MAT 107, MAT 108, MAT 114, MAT 151, MAT 201-205, REE 127, SCI 120, or any course in the electives lists above for

Biology, Earth Science, and Physical Science, excluding courses used for other requirements

5-8

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

Liberal Arts Option: Farm and Food Systems (LFF)

Satisfies MassTransfer General Education Foundation ^①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE	Associate in Arts in Liberal Arts
THE OPTION	Explores the broad field of sustainable farming and food systems. It provides students with an interdisciplinary understanding of the ecological, economic, political, and social systems as they relate to food and farming. Through additional applied courses and internships, students learn hands-on skills such as food cultivation, preservation, processing, techniques for propagation, and season-extension, and design of annual and perennial production systems. Students engage in community partnerships and participate in bioregional efforts to support food security, local economies, and planning for resiliency.
YOUR NEXT STEP	Transfer to a Baccalaureate program in Sustainable Food and Farming or apply gained knowledge to jobs in sustainable farming, agriculture policy, food-related enterprises, or food systems planning.
OPTION ADVISOR	Anthony Reiber, Office: S411, (413) 775-1366, email: reibera@gcc.mass.edu

Total credits: 60-62

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I

3

ENG 112, 114, or 116 English Composition II

3

Behavioral and Social Sciences

One of the following: EVS 101, EVS 118 or ECO 113

3

Any two courses from this list: ECO 101 or ECO 102, SOC 101 or SOC 106, ANT 104, EVS 101, POL 101, or PSY 101

6

Humanities and Fine Arts

One 200-level course coded ENG

3

One course coded HIS

3

One 3- or 4-credit course from the list of Humanities and Fine Arts General Education Electives in the Catalog ^②

3-4

PCS 101 or PCS 141 or PCS 142

3

Natural or Physical Science

SCI 138 Soil Science

4

One of the following: BIO 102 Botany or BIO 124 Horticulture

4

One of the following not use above: BIO 102, BIO 124, SCI 137, AGR 117

4

Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 30), and other than MAT 105, MAT 106, and MAT 116

3-4

ADDITIONAL PROGRAM REQUIREMENT

BUS 111 Introduction to Business

3

OPTION ELECTIVES

Any 9 credits of courses from the Sustainability Study Electives not used to meet other requirements

9

OPEN ELECTIVES

Any 6 credits of courses other than developmental courses (see page 30).

6

^① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

^② Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

(Electives and additional program notes continued on next page)

Liberal Arts Option: Farm and Food Systems (LFF)

Satisfies MassTransfer General Education Foundation ①

(continued from previous page)

SUSTAINABILITY STUDY ELECTIVE

AGRICULTURE ELECTIVES

AGR 109 Organic Gardening	1
AGR 110 Beekeeping	1
AGR 111 Four Season Farming	1
AGR 112 Food Preservation and Storage	1
AGR 113 Mushroom Foraging	1
AGR 115 Permaculture Landscape Management and Installation	1
AGR 116 Wild Foods	1
AGR 117 Greenhouse Production and Management	4
AGR 118 Sustainable Farming Skills	3
AGR 119 Mushroom Cultivation	1
AGR 293/294 Internship in Agriculture ③	1-6
AGR 295/296 Directed Study in Agriculture ③	1-6

BIOLOGY ELECTIVES

BIO 104 Natural History	4
BIO 120 Introduction to Environmental Science	4
BIO 126 Biology I	4
BIO 127 Biology II	4
BIO 130 Human Nutrition	3
BIO 130L Human Nutrition Lab	1
BIO 220 Foundations of Ecology	4
BIO 230 Introduction to Field Research Methods and Analysis	2
BIO 293/294 Internship in Biology ③	1-6
BIO 295/296 Directed Study in Biology ③	1-6

CLIMATE STUDIES ELECTIVES

GEO 203 Global Climate Change	4
SCI 117 Meteorology	4

ENVIRONMENTAL STUDIES ELECTIVES

EVS 293/294 Internship in Environmental Studies ③	1-6
EVS 295/296 Directed Study in Environmental Studies ③	1-6

HUMANITIES ELECTIVES

Spanish ④	1-4
-----------	-----

MATH ELECTIVES

MAT 107 or higher except for MAT 116	4
--------------------------------------	---

PHYSICAL SCIENCE ELECTIVES

CHE 111 General Chemistry I	4
CHE 112 General Chemistry II	4
CHE 201 Organic Chemistry I	4
CHE 202 Organic Chemistry II	4
EGR 105 Introduction to Engineering, Science, Technology, and Society	4
EGR 107 Engineering Graphics	4
PHY 101 General Physics I	4
PHY 102 General Physics II	4
PHY 111 General Physics I with Calculus	4
PHY 112 General Physics II with Calculus	4
PHY 113 Environmental Physics	4

RENEWABLE ENERGY AND SUSTAINABLE BUILDING ELECTIVES

EGT 112 Fundamentals of Electricity	3
REE 121 Introduction to Photovoltaic (Solar Electric) Technology	3
REE 127 Introduction to Sustainable Design and Green Building	3
REE 134 Building with Earth, Straw, Wood, and Stone	3
REE 293/294 Internship in Renewable Energy/Energy Efficiency ③	1-6
REE 295/296 Directed Study in Renewable Energy/Energy Efficiency ③	1-6

SCIENCE ELECTIVES

SCI 120 Sustainability Energy: Theory and Practice	4
SCI 137 Permaculture Design	4
SCI 293/294 Internship in Science ③	1-6
SCI 295/296 Directed Study in Science ③	1-6

SOCIAL AND ENVIRONMENTAL JUSTICE ELECTIVES

ECO 113 Environmental Economics	3
ECO 129 Global Economics	3
SOC 106 Social Inequality	3

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

Refer to page 116 for more information on Directed Study and Internship courses.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

③ No more than six total credits of any combination of internship and directed study may count toward the degree. Of these six credits, no more than three credits may count toward Option electives.

④ Up to 4 credits of college-level Spanish course or combination of courses can be counted for Sustainability Studies Electives credit. Additional Spanish courses may be counted as Open Electives.

Liberal Arts Option: Gender and Women's Studies (LGW)

Satisfies MassTransfer General Education Foundation ①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE	Associate in Arts in Liberal Arts
THE OPTION	Offers an opportunity to understand various academic disciplines through the material, social, and cultural experiences of women and through the concept and context of gender as it applies to the sexes and frames the way we make sense of the world. The program provides a focus for students interested in gender and women's studies within the framework of the traditional skills and content of a liberal arts education.
YOUR NEXT STEP	Transfer to a Baccalaureate program in any liberal arts discipline, women's studies, gender studies, queer studies, interdisciplinary studies, or related fields.
OPTION ADVISORS	Wendy Barnes, Office: N325, (413) 775-1283, email: barnesw@gcc.mass.edu Linda McCarthy, Office: E116N, (413) 775-1154, email: mccarthy1@gcc.mass.edu Christine Monahan, Office: N316, (413) 775-1273, email: monahan@gcc.mass.edu

Total credits: 60-62

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing			
ENG 101 English Composition I		3	
ENG 112, 114, or 116 English Composition II		3	
Behavioral and Social Sciences			
Any two courses from this list: ECO 101 or ECO 102, SOC 101 or SOC 106, ANT 104, EVS 101, POL 101, or PSY 101		6	
One additional 3-credit 200-level course coded: ANT, ECO, EVS, POL, PSY, or SOC ②		3	
Humanities and Fine Arts			
One of the following: ENG 228 Queer Literature, ENG 247 Women in Literature I, or ENG 248 Women in Literature II		3	
One course coded HIS ③		3	
One 3- or 4-credit course from the list of Humanities and Fine Arts General Education Electives in the Catalog ④		3-4	
PCS 101 or PCS 141		3	
Natural or Physical Science			
Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105		8	
Mathematics/Quantitative Reasoning			
Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106		3-4	
ADDITIONAL PROGRAM REQUIREMENT			
GWS 115 Introduction to Gender and Women's Studies		3	
OPTION ELECTIVES			
Any four courses from the Gender and Women's Studies Electives list not used to meet other requirements		12	
OPEN ELECTIVES			
Any courses other than a developmental course (see page 30) ④		7	
GENDER AND WOMEN'S STUDIES ELECTIVES			
ENG 228 Queer Literature ⑤	3	PSY 225 Psychology of Women and Gender ⑤	3
ENG 247 Women in Literature I ⑤	3	SOC 106 Social Inequality ⑤	3
ENG 248 Women in Literature II ⑤	3	SOC 203 Sociology of the Family	3
ENG 256 Modern Global Literature	3	SOC 206 Sociology of Human Sexuality: Behaviors, Experiences, and Identities	3
EVS 121 Gender and the Environment	3	SOC 208 Sociology of Gender	3
HIS 131 Women in American History	3		
HIS 218 Women and Gender in the American West to 1920 CE	3		

To plan degree completion, see the course descriptions in the catalog or at <http://www.gcc.mass.edu/academics/catalog/classes> which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② Recommended: PSY 225, SOC 203, SOC 206, or SOC 208.

③ Recommended: HIS 131 or HIS 218.

④ Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

⑤ Courses are offered online periodically

Liberal Arts Option: Health Science (LAH)

Satisfies MassTransfer General Education Foundation ①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE	Associate in Arts in Liberal Arts
THE OPTION	Provides a foundation in the liberal arts with an emphasis on preparation for continued study in the health science field. The program includes an exploration of health careers, as well as basic science courses necessary for many health occupation programs.
YOUR NEXT STEP	Transfer to a Baccalaureate program related to health science, or a certificate or associate degree health occupation program such as clinical laboratory science or radiologic technology.
OPTION ADVISOR	Susan Markush, Office: S410, (413) 775-1156, email: markushs@gcc.mass.edu

Total credits: 60-62

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I

3

ENG 112, 114, or 116 English Composition II

3

Behavioral and Social Sciences

PSY 101 Principles of Psychology

3

One of the following: ANT 104, ECO 101, ECO 102, EVS 101, POL 101, or SOC 101

3

One 3-credit course from the list of Behavioral and Social Science General Education Electives in the catalog

3

Humanities and Fine Arts

One 200-level course coded ENG

3

One course coded HIS

3

One 3- or 4-credit course from the list of Humanities and Fine Arts General Education Electives in the Catalog ②

3-4

PCS 101 or PCS 141

3

Natural or Physical Science

Any two 4-credit courses coded: BIO, CHE, or PHY

8

Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106 ③

3-4

ADDITIONAL PROGRAM REQUIREMENT

One of the following: HSC 101 Introduction to Patient Care Skills, or 3 credits of courses coded EMS, MAC, MOM, or NUR

3

OPEN ELECTIVES

Any courses other than a developmental course (see page 30)

19

Note: Work closely with your advisor to select course requirements and electives most appropriate for meeting your career objectives and your transfer institution's requirements.

To plan degree completion, see the course descriptions in the catalog or at <http://www.gcc.mass.edu/academics/catalog/courses>, which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

③ Recommended: MAT 114 or MAT 151.

Liberal Arts Option: History (LHI)

Satisfies MassTransfer General Education Foundation ①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE	Associate in Arts in Liberal Arts
THE PROGRAM	Provides an exploration into human history with an emphasis on social justice to prepare students for transfer to a Bachelors in History.
YOUR NEXT STEP	Transfer to a Baccalaureate program.
OPTION ADVISOR	Alyssa Arnell, Office: S324, (413) 775-1255, email: arnella@gcc.mass.edu

Total credits: 60-61

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3

Behavioral and Social Sciences

Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101	6
One 3-credit course from the list of Behavioral and Social Science General Education Electives in the catalog	3

Humanities and Fine Arts

One 200-level course coded ENG	3
Any World Language course coded FRE, LAT, SPA ②	3
PCS 101 or PCS 141	3

Natural or Physical Science

Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI, or EGR 105	8
---	---

Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106	3-4
--	-----

ADDITIONAL PROGRAM REQUIREMENTS

Two of the following: Either HIS 101 and HIS 102 or HIS 133 and HIS 134	6
HIS 105 History of the American People to 1865	3
HIS 106 History of the American People from 1865	3

OPTION ELECTIVES

Any two (2) 200 Level History courses coded HIS	6
---	---

OPEN ELECTIVES

Any courses other than a developmental course (see page 30) ②	7
---	---

To plan degree completion, see the course descriptions in the catalog or at <http://www.gcc.mass.edu/academics/catalog/courses>, which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer

Liberal Arts Option: Human Services (LHS)

Satisfies MassTransfer General Education Foundation ①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE	Associate in Arts in Liberal Arts
THE OPTION	Provides a broad range of studies in the core curriculum and human services offerings.
YOUR NEXT STEP	Transfer to a Baccalaureate program.
OPTION ADVISOR	Amy Ford, Office: E116F, (413) 775-1127, email: forda@gcc.mass.edu

Total credits: 63-65

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I 3

ENG 112, 114, or 116 English Composition II 3

Behavioral and Social Sciences

PSY 101 Principles of Psychology 3

PSY 217 Human Growth and Development 3

SOC 101 Principles of Sociology 3

Humanities and Fine Arts

One 200-level course coded ENG 3

One course coded HIS 3

One 3- or 4-credit course from the list of Humanities and Fine Arts General Education Electives in the Catalog ② 3-4

PCS 101 or PCS 141 3

Natural or Physical Science

Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105 8

Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106 3-4

ADDITIONAL PROGRAM REQUIREMENTS

One of the following: HSV 101 Introduction to Human Services or HSV 107 Introduction to Addiction Studies ③ 3

HSV 115 The Helping Relationship 3

HSV 168 Case Management Practices 3

HSV 215 Counseling Skills 3

One of the following: HSV 271 Practicum in Human Services or HSV 272 Practicum in Addiction Studies II ④ 4

OPTION ELECTIVES

Any two courses from the following: PSY 209, PSY 215, PSY 225, PSY 277, any course coded ANT, SOC, HSV, or CRJ ⑤ 6

OPEN ELECTIVES

Any courses other than a developmental course (see page 30) ⑥ 3

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 7.

Placement in an agency site for HSV 172 and HSV 272 is not guaranteed and depends upon agreement among the agency site, the HSV faculty, and the student.

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/courses, which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

③ Students enrolled in the Addictions Studies Certificate should take HSV 107 Introduction to Addiction Studies

④ Students enrolled in the Addictions Studies Certificate should take HSV 272 Practicum in Addiction Studies II

⑤ Student enrolled in the Addictions Studies Certificate should take HSV 241 Substance Use Disorder and HSV 172 Practicum in Addiction Studies I

⑥ Students enrolled in the Addictions Studies Certificate should take SOC 210 Drugs and Society



Liberal Arts Option: Mathematics (LMA)

Satisfies MassTransfer General Education Foundation ①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE	Associate in Arts in Liberal Arts
THE PROGRAM	Provides an strong foundation in mathematics for students who want to major in mathematics at a 4-year institution
YOUR NEXT STEP	Transfer to a Baccalaureate program in Mathematics or a related discipline.
OPTION ADVISOR	Caitlin Worth, Office: N419, (413) 775-1466, email: worthc@gcc.mass.edu

GENERAL EDUCATION REQUIREMENTS		Total credits: 60-64
English Composition/Writing		
ENG 101 English Composition I		3
ENG 112, 114, or 116 English Composition II		3
Behavioral and Social Sciences		
Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101		6
One 3-credit course from the list of Behavioral and Social Science General Education Electives in the catalog ②		3
Humanities and Fine Arts		
One 200-level course coded ENG		3
One course coded HIS		3
One 3- or 4-credit course from the list of Humanities and Fine Arts General Education Electives in the Catalog ③		3-4
PCS 101 or PCS 141		3
Natural or Physical Science		
Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI, or EGR 105 ④		8
Mathematics/Quantitative Reasoning		
MAT 201 Calculus I		4
MAT 202 Calculus II		4
MAT 203 Multivariable Calculus		4
MAT 204 Differential Equations		4
MAT 205 Linear Algebra		4
OPEN ELECTIVES		
Any courses other than a developmental course (see page 30), and other than MAT 105 and MAT 106 ⑤ ⑥		5-8

Prerequisites for the program include ENG 090, ENG 094, or satisfactory placement.

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② ECO 101 and ECO 102 are recommended for students interested in financial/actuarial math.

③ Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

④ A two semester sequence of PHY 111 and PHY 112 or CHE 111 and CHE 112 or BIO 126 and BIO 127 is strongly recommended.

⑤ CSC 201 is strongly recommended.

⑥ The remaining open electives should be chosen based on area of interest and/or transfer institution. Suggestions include: ACC 151, ACC 152, CSC 150, CSC 251, CSC 254, EGR 114, EGR 213, world language, or additional science and mathematics courses coded BIO, CHE, MAT, or PHY, MAT 107 and MAT 108 may be used as open electives.

Liberal Arts Option: Plant and Soil Science (LPL)

Satisfies MassTransfer General Education Foundation ^①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE	Associate in Arts in Liberal Arts
THE OPTION	Provides a background in plant and soil science with course work geared toward transfer requirements for a Baccalaureate program in plant and soil science.
YOUR NEXT STEP	Transfer to a Baccalaureate program
OPTION ADVISOR	Anthony Reiber, Office: S411, (413) 775-1366, email: reibera@gcc.mass.edu

Total credits: 60-64

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing	
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
Behavioral and Social Sciences	
Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101	6
One 3-credit course from the list of Behavioral and Social Science General Education Electives in the catalog	3
Humanities and Fine Arts	
One 200-level course coded ENG	3
One course coded HIS	3
One 3- or 4-credit course from the list of Humanities and Fine Arts General Education Electives in the Catalog ^②	3-4
PCS 101 or PCS 141	3
Natural or Physical Science	
BIO 102 Botany	4
One of the following: BIO 120 Introduction to Environmental Science or BIO 220 Foundations of Ecology	4
BIO 126 Biology I	4
BIO 127 Biology II	4
CHE 111 General Chemistry I	4
CHE 112 General Chemistry II	4
SCI 138 Soil Science	4
Mathematics/Quantitative Reasoning	
MAT 108 Precalculus	4
OPEN ELECTIVES	
One of the following: any AGR-coded course, BIO 124, CHE 201, MAT 107, or PHY 101	1-4

Prerequisites for this program include ENG 090, ENG 094, and MAT 096 (MAT 106) or MAT 096S, or satisfactory placement.

Please consult with your advisor about unique requirements for different transfer institutions.

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

^① See pages 41-42 of the college catalog for the specific requirements of the MassTransfer General Education Foundation.

^② Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

Liberal Arts Option: Social Sciences (LSS)

Satisfies MassTransfer General Education Foundation ①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE	Associate in Arts in Liberal Arts	
THE OPTION	Offers students an opportunity to explore the social sciences in depth. The option provides a focused concentration on the social sciences for students interested in psychology, sociology, environmental studies, political science, and anthropology within the framework of a traditional liberal arts education.	
YOUR NEXT STEP	Transfer to a Baccalaureate program in sociology, psychology, environmental studies, political science, or anthropology. Enter a career field based in the social sciences.	
OPTION ADVISORS	Josh Becker, Office: E116J, (413) 775-1140, email: beckerj@gcc.mass.edu Linda McCarthy, Office: E116N, (413) 775-1154, email: mccarthy1@gcc.mass.edu	
		Total credits: 60-63

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I 3

ENG 112, 114, or 116 English Composition II 3

Behavioral and Social Sciences

Any two courses from this list: ECO 101 or ECO 102, SOC 101 or SOC 106, ANT 104, EVS 101, POL 101, or PSY 101 6

One 100-level course from the Social Science Electives list below 3

Humanities and Fine Arts

One 200-level course coded ENG 3

One course coded HIS 3

One 3- or 4-credit course from the list of Humanities and Fine Arts General Education Electives in the Catalog ② 3-4

PCS 101 or PCS 141 3

Natural or Physical Science

Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105 8

Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106 3-4

OPTION ELECTIVES

Any five 200-level courses coded: ANT, POL, PSY, or SOC ③ 15

OPEN ELECTIVES

Any courses other than a developmental course (see page 30) ④ 7-8

100-LEVEL SOCIAL SCIENCE ELECTIVES

ANT 104 Cultural Anthropology: Tribes, States and the Global System 3

EVS 101 Environmental Studies: Issues in Sustainability 3

POL 101 American Politics 3

POL 105 International Politics 3

PSY 101 Principles of Psychology 3

SOC 106 Social Inequality 3

To plan degree completion, see the course descriptions in the catalog or at <http://www.gcc.mass.edu/academics/catalog/classes> which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

③ These courses will need to be selected while working with an academic advisor and will be determined by the student's transfer field of interest or intended career choice. For example: If the student intends to transfer in psychology, they will need both PSY 210 and PSY 212.

④ Recommended: One course focused on Interdisciplinary approach, for example: GWS 115, CMN 153 (HUM 153).

The Liberal Arts Social Sciences Option may be completed fully online. Refer to page 115 or visit <http://www.gcc.mass.edu/online> for additional information.

Liberal Arts Option: Theater (LAT)

Satisfies MassTransfer General Education Foundation ①

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads "Associate in Arts in Liberal Arts".)

THE DEGREE	Associate in Arts in Liberal Arts
THE OPTION	Provides a strong basis in the performance and technical fields of dramatic arts. The curriculum is a blend of theory and concept with practical, hands-on experience in all fields. Classes focus on the skills of the actor, director, and technician, while also offering a wide range of study appropriate for non-majors pursuing a liberal arts education as well as majors preparing for a professional or education career.
YOUR NEXT STEP	Transfer to a Baccalaureate program.
OPTION ADVISOR	Tom Geha, Office: S326, (413) 775-1847, email: gehat@gcc.mass.edu

Total credits: 61-62

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing	
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
Behavioral and Social Sciences	
Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101	6
One 3-credit course from the list of Behavioral and Social Science General Education Electives in the catalog	3
Humanities and Fine Arts	
One 200-level course coded ENG	3
One course coded HIS	3
Select one of the following: MUS 111, 2 credits of MUS 130 Voice, or MUS 230 Voice	2
ENG 221 Shakespeare	3
PCS 101 or PCS 141	3
THE 101 Introduction to Theater	3
THE 113 Fundamentals of Acting	2
THE 133 College Theater Workshop ②	4
THE 225 Directing - Theory and Practice	3
Natural or Physical Science	
Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105	8
Mathematics/Quantitative Reasoning	
Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106	3-4
OPTION ELECTIVES	
Any three courses from the Theater Electives list below	9

THEATER ELECTIVES

THE 105 Play Analysis	3
THE 106 Stage Craft	3
THE 117 Experimental Performance	3
THE 213 Advanced Acting	3
THE 295 or 296 Directed Study in Theatre	3

To plan degree completion, see the course descriptions in the catalog or at <http://www.gcc.mass.edu/academics/catalog/classes> which specify the planned semester(s) in which the course is to be scheduled.

Refer to page 116 for more information on Directed Study courses.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② THE 133 required 2 out of 4 semesters.

Associate in Science Degrees

- Adventure Education (ADE) ①
- Art/Visual Arts (AVA)
- Art/Visual Arts MassTransfer Option (AVC)
- Biology (BIO)
- Business Administration General (BAG)
 - Select and complete one of the following Business Administration General concentrations. Your diploma will read "Business Administration General."*
 - Computer Information Systems
 - Management
 - Digital Marketing
- Chemistry (CHE)
- Computer Science (CSC)
- Criminal Justice (CRJ)
- Criminal Justice MassTransfer Option (CJC)
- Early Childhood Education MassTransfer Option (ECE) ②
- Engineering Science (EGS)
- Fire Science Technology (FST)
- Nursing (NUR) ③④— *Requires a special admission process*
- Science of Earth and Environment (SEE)

Associate in Science (AS) degree programs consist of a small set of core courses supplemented by substantial specialized course work which may include studies in humanities, social and behavioral sciences, business, natural and physical sciences, mathematics, and technology, in addition to specific career fields. AS degree programs are typically designed to prepare students for employment as well as in many cases, transfer as a junior in a bachelor degree program. ⑤

Most career programs require some elective coursework in liberal arts. In making your liberal arts course selections, use these guidelines and consult your academic advisor:

- You may satisfy an open elective ⑥ by completing any credit course offered by the college, except developmental courses. ⑦
- You may satisfy a general education elective ⑥ by completing any course on the list of General Education Electives in the Catalog.

Note: Total credits for a program indicate the minimum credits required to complete the program. Depending on your course selection, you may earn more than the minimum credits to complete a program.

Students must complete at least 25% of credits of coursework used to fulfill the requirements of the associate's degree at GCC to receive a degree. Students should contact their advisor for assistance.

① Accredited by the Association for Experiential Education.

② Accredited by the National Association for the Education of Young Children.

③ Accredited by the Accreditation Commission for Education in Nursing.

④ Approved by the Massachusetts Board of Registration in Nursing.

⑤ To learn more about transfer requirements, see pages 41-42.

⑥ Please note: Some electives in career programs are footnoted and specific courses are suggested.

⑦ Developmental courses will not be used to fulfill associate degree requirements. Refer to page 30 for more information about developmental courses.

Adventure Education (ADE)

Satisfies MassTransfer General Education Foundation ①

THE DEGREE

Associate in Science

THE PROGRAM

Focuses on the development of critical, philosophical, and technical skills in the practice and methods of Adventure Education. Provides students with the skills and knowledge required to lead entry-level or above adventure programs and services. Students learn by doing: activities are primarily field-oriented, with hands-on training. The degree prepares students to design and deliver experiences in five areas: backcountry travel, rock climbing, paddling sports, Nordic skiing, and challenge course work. Certification competencies comply with adventure industry nationally recognized standards. Greenfield Community College's Outdoor Leadership offerings are accredited by the Association for Experiential Education.

YOUR NEXT STEP

Students are prepared to work in outdoor centers and organizations, paddling schools, outdoor schools such as the National Outdoor Leadership School (NOLS) and Outward Bound, human services organizations, educational institutions that utilize adventure, and a diverse variety of recreational programs and businesses. Students may transfer to other multi-year degree programs in Adventure Education or Outdoor Education. Students with previous career skills may combine those with current technical training towards entrepreneurial ventures, counseling, or other specialized fields. Students also choose to continue studies in outdoor education, adventure recreation, natural or social sciences, and a myriad of related fields.

PROGRAM COORDINATOR

Bob Tremblay, Office N101, (413) 775-1126, email: tremblayb@gcc.mass.edu

Total Credits: 64-67

PROGRAM REQUIREMENTS

BIO 104 Natural History	4
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
OLP 111 Introduction to Outdoor Adventure Skills	4
OLP 112 Wilderness Orientation Expedition for Outdoor Leaders ②	4
One of the following: OLP 116 Teambuilding, Group-Development, and Fieldwork or	
OLP 150 Fundamentals of Technical Rock Climbing	3
OLP 120 Wilderness Medical Preparedness and Rescue	2
OLP 143 Backcountry Travel Instructor I ②	3
OLP 210 Wilderness First Responder ③	4
OLP 216 Wilderness-Based Adventure Planning and Fieldwork	3
Any two from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101	6
One 3-credit course from the list of Behavioral and Social Science General Education Electives	3
Any 9 credits of courses from the list of Humanities and Fine Arts General Education Electives ④	9
Any 4-credit course coded BIO, GEO, PHY, SCI or EGR 105	4
Any course coded MAT other than developmental courses and other than MAT 105 and MAT 106	3-4

PROGRAM ELECTIVES

At least two 200-level OLP electives from the Program Electives list below 6-8

PROGRAM ELECTIVES

OLP 201 Individual Project in Outdoor Leadership	2
OLP 230 Rock Climbing Instructor	3
OLP 231 River Canoe Instructor	3
OLP 234 Challenge Course Practitioner	3
OLP 238 Coastal Kayak Instructor	4
OLP 239 Backcountry Travel Instructor II ②	4
OLP 246 Outdoor Emergency Care	4

OPTIONAL ELECTIVES (Non-required)

OLP 147 Winter Mountaineering ②	2
OLP 148 Ice Climbing	2
OLP 149 Introduction to Nordic Skiing	1
OLP 150 Fundamentals of Technical Rock Climbing	3

The Outdoor Leadership Program is accredited by the Association of Experiential Education.

All students entering the ADE program will be required to have a CORI (Criminal Offenders Record Information) check. For more information please refer to page 7 of the catalog. A student with a charge in the Lifetime Presumptive Disqualification Category is ineligible for placement in the ADE program. Discretionary Disqualification Category charges will be handled on a case-by-case basis.

In addition, any student taking OLP courses must complete both the OLP Health History and Physical Examination Attestation Form and OLP Acknowledgement of Risk and Consent Form.

EXTRA COSTS – In addition to course fees associated with each ADE course, there are costs for immunizations, health insurance, a required physical, and optional national certification exams.

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② Minimum age requirement 18 years for courses involving overnight stays.

③ Minimum age requirement 16 years old to participate in this course. Those under 18 years of age require the written consent of a parent or guardian.

④ Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

Art/Visual Arts (AVA)

THE DEGREE	Associate in Science
THE PROGRAM	Focuses on the development of critical, philosophical, visual, and technical skills in the visual arts. Students may concentrate in photography, video, computer arts, painting, drawing, and interdisciplinary arts. The program includes studio foundation experiences in diverse media and required courses in liberal arts and art history.
YOUR NEXT STEP	Transfer to a four-year art college or seek entry-level employment. Your future career could include work in photography, video, design, computer graphics, illustration, art education, painting, museum curatorship, and arts administration.
PROGRAM COORDINATORS	Paul Lindale, Office: S217, (413) 775-1241, email: lindale@gcc.mass.edu Jennifer Simms, Office: S227, (413) 775-1298, email: simmsj@gcc.mass.edu

Total credits: 63-64

PROGRAM REQUIREMENTS

ACS 200 Professional Art Practices	3
AHS 101 Art History Survey I	3
AHS 102 Art History Survey II	3
ART 121 Visual Concepts I	3
ART 123 Visual Concepts II	3
ART 131 Drawing Foundation	3
ART 132 Drawing II	3
ART 151 Photography Foundation	3
ART 155 Video Foundation	3
ART 161 Computer Arts Foundation	3
ART 290 Visual Arts Seminar	3
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
One 3-credit course from the list of Behavioral and Social Science General Education Electives in the catalog	3
3- or 4-credits of courses from the list of Humanities and Fine Arts, Mathematics/Quantitative Reasoning, and Natural or Physical Science General Education Electives in the Catalog, other than courses coded ART	3-4

CONCENTRATION REQUIREMENTS

Complete nine credits from one of the following concentrations:	9
Photography: ART 251 Intermediate Photography I, ART 252 Intermediate Photography II, and ART 152 Film and the Darkroom	
Painting and Drawing choose from: ART 235 Figure Drawing, ART 236 Advanced Drawing I, ART 237 Advanced Drawing II, ART 241 Painting, ART 242 Painting and Drawing I, ART 243 Painting and Drawing II, ART 247 Painting: On Location and in the Studio, ART 258 Illustration	
Computer Arts: ART 280 Creative Coding, ART 281 Computer Arts I, ART 282 Computer Arts II	
Interdisciplinary: any additional courses code ART, six credits of which must be at the 200-level	

PROGRAM ELECTIVES

Any additional course coded AHS	3
Any two additional courses coded ART	6

For a complete list of Art studio courses, refer to the Credit Courses section of the Catalog or www.gcc.mass.edu/academics/catalog/classes.

Courses coded ART and which have 200-level ART prerequisites are graded pass/fail.

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

Art/Visual Arts (AVC)

Satisfies MassTransfer General Education Foundation ①

THE DEGREE	Associate in Science
THE PROGRAM	Focuses on the development of critical, philosophical, visual, and technical skills in the visual arts. Students may concentrate in photography, video, computer arts, painting, drawing, and interdisciplinary arts. The program includes studio foundation experiences in diverse media and required courses in liberal arts and art history. This version of the Visual Arts program is designed to meet the specific requirements of the MassTransfer General Education Foundation.
YOUR NEXT STEP	Transfer to a four-year university or liberal arts college or seek entry-level employment. Your future career could include work in photography, video, design, computer graphics, illustration art education, museum/gallery curatorship, and arts administration.
PROGRAM COORDINATORS	Paul Lindale, Office: S217, (413) 775-1241, email: lindale@gcc.mass.edu Jennifer Simms, Office: S227, (413) 775-1298, email: simmsj@gcc.mass.edu

Total credits: 65-66

PROGRAM REQUIREMENTS

AHS 101 Art History Survey I	3
AHS 102 Art History Survey II	3
AHS 207 History of Modern Art	3
ART 121 Visual Concepts I	3
ART 123 Visual Concepts II	3
ART 131 Drawing Foundation	3
ART 132 Drawing II	3
ART 151 Photography Foundation	3
ART 155 Video Foundation	3
ART 161 Computer Arts Foundation	3
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
Any three 3-credit courses from the list of Behavioral and Social Science General Education Electives in the catalog	9
Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106	3-4
Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105	8

CONCENTRATION REQUIREMENTS

Complete nine credits from one of the following concentrations	9
Photography: ART 251 Intermediate Photography I, ART 252 Intermediate Photography II, and ART 152 Film and the Darkroom	
Painting and Drawing choose from: ART 235 Figure Drawing, ART 236 Advanced Drawing I, ART 237 Advanced Drawing II, ART 241 Painting, ART 242 Painting and Drawing I, ART 243 Painting and Drawing II, ART 247 Painting: On Location and in the Studio, ART 258 Illustration	
Computer Arts: ART 280 Creative Coding, ART 281 Computer Arts I, ART 282 Computer Arts II	
Interdisciplinary: any additional courses code ART, six credits of which must be at the 200-level	

For a complete list of Art studio courses, refer to the Credit Courses section of the Catalog or <http://www.gcc.mass.edu/academics/catalog/classes>.

Courses coded ART and which have 200-level ART prerequisites are graded pass/fail.

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation; UMass will accept up to 75 credits in transfer.

Biology (BIO)

Includes Mass STEM General Education Foundation

THE DEGREE	Associate in Science
THE PROGRAM	Provides a background in the natural and physical sciences with course work geared toward transfer requirements for a Baccalaureate program in the biological sciences.
YOUR NEXT STEP	Transfer to a Baccalaureate program
PROGRAM COORDINATOR	Amanda Hyde, Office: S414, (413) 775-1450, email: hydea@gcc.mass.edu

Total credits: 61-64

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I

3

ENG 112, 114, or 116 English Composition II

3

Behavioral and Social Sciences

Any 6 credits of courses from the list of Behavioral and Social Sciences General Education Electives in the Catalog

6

Humanities and Fine Arts

Any two 3-4 credit courses from the list of Humanities and Fine Arts General Education Electives in the Catalog ①

6-8

Natural or Physical Science

BIO 126 Biology I

4

BIO 127 Biology II

4

CHE 111 General Chemistry I

4

CHE 112 General Chemistry II

4

Any two of the following: CHE 201, CHE 202, PHY 101 or PHY 111, PHY 102 or PHY 112

8

Mathematics/Quantitative Reasoning

Any two of the following: MAT 107, MAT 108, MAT 151, MAT 201, MAT 202, MAT 203, MAT 204, MAT 205

8

PROGRAM ELECTIVES

Any 8 credits from the following (not used above): BIO, CHE 201, CHE 202, CSC, EGR, GEO, MAT 107, MAT 108, MAT 151, MAT 201, MAT 202, MAT 203, MAT 204, MAT 205, PHY, SCI ②

8

OPEN ELECTIVES

Any course other than a developmental course (see page 30 of the college catalog) ②

3-4

Prerequisites for this program include ENG 090, ENG 094, and MAT 096 (MAT 106) or MAT 096S, or satisfactory placement.

Please consult with your advisor about unique requirements for different transfer institutions.

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

② Students are advised to progress as far as possible through the CHE 201/CHE 202 and PHY 101/PHY 102 or PHY 111/PHY 112 sequences.

Business Administration General Degree (BAG)

THE DEGREE	Associate in Science
THE PROGRAM	Provides students with a strong foundation in business disciplines and some transfer options. Students take a core business courses as well as liberal arts and electives. Prepares student to enter the workplace.
YOUR NEXT STEP	Work in entry level management, marketing, or as a computer specialist in a variety of organizational settings.
PROGRAM COORDINATORS	Martha Field, Office: E132F, (413) 775-1421, email: field@gcc.mass.edu Jeffrey Galbraith, Office: E132M, (413) 775-1483, email: galbraith@gcc.mass.edu

Total credits: 60-63

PROGRAM REQUIREMENTS

ACC 151 Concepts in Financial Accounting I	3
BUS 111 Introduction to Business	3
BUS 116 E-Commerce	3
BUS 224 Business Communications	3
CIS 140 Computer Applications and Concepts	3
One of the following: ECO 101 Macroeconomics or ECO 102 Microeconomics ①	3
ENG 101 English Composition I	3
ENG 112, ENG 114, or ENG 116 English Composition II	3
MAT 114 Introduction to Statistics	4
One 3-credit course from the list of Behavioral and Social Science General Education Electives in the catalog	3

CONCENTRATION REQUIREMENTS

Complete one of the following concentration options 29-32

Option 1 - Computer Information Systems: Complete the following 29-31 credits:

CIS 141, CIS 145, CSC101, CIS 151, CIS 153, CIS 180

One of the following: BUS 155, BUS 203, or BUS 209

Program Electives: Any 4-6 credits of courses from the list of General Education Electives in the catalog

Open Electives: Any 3 credits of courses other than a developmental course in the catalog

Option 2 - Management: Complete the following 29-32 credits:

ACC 152, ACC 203, BUS 105, BUS 205, BUS 209

BUS 155 or BUS 203

ECO 101 or ECO 102 ①

Program Electives: Any 1-4 credit course from the list of General Education Electives in the catalog

Open Electives: Any 7 credits of courses other than a developmental course in the catalog

Option 3 - Digital Marketing: Complete the following 29-31 credits

BUS 164, BUS 209, BUS 226, BUS 227, BUS 228, CIS 145, CIS 151, CIS 153

BUS 155 or BUS 203

Program Electives: Any 4-6 credits of courses from the list of General Education Electives in the catalog

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① ECO 101 and ECO 102 are required for the Management Concentration Option: one to be taken as a Program Requirement and the other taken as a Concentration Requirement.

The Management option may be completed fully online. Refer to page 115 in the GCC Catalog, or visit <http://www.gcc.mass.edu/online> for additional information.

Chemistry (CHE)

Includes Mass STEM General Education Foundation

THE DEGREE	Associate in Science
THE PROGRAM	Provides a base of chemistry, physics, mathematics, and liberal arts courses to prepare a student for transfer to a Bachelor of Science (or Bachelor of Arts) program in Chemistry.
YOUR NEXT STEP	Transfer to a Baccalaureate program in Chemistry
PROGRAM CONTACT	Trish Basford, Office: S409, (413) 775-1862, email: basfordt@gcc.mass.edu

GENERAL EDUCATION REQUIREMENTS		Total credits: 60-62
English Composition/Writing		
ENG 101 English Composition I		3
ENG 112, 114, or 116 English Composition II		3
Behavioral and Social Sciences		
Any 6 credits of courses from the list of Behavioral and Social Sciences General Education Electives in the Catalog		6
Humanities and Fine Arts		
Any 6 credits of courses from the list of Humanities and Fine Arts General Education Electives in the Catalog ①		6
Natural or Physical Science		
CHE 111 General Chemistry I		4
CHE 112 General Chemistry II		4
CHE 201 Organic Chemistry I		4
CHE 202 Organic Chemistry II		4
PHY 111 General Physics with Calculus I		4
PHY 112 General Physics with Calculus II		4
Mathematics/Quantitative Reasoning		
MAT 201 Calculus with Analytical Geometry I		4
MAT 202 Calculus with Analytical Geometry II		4
PROGRAM ELECTIVES		
Any 4 credits of courses coded: BIO, CSC, GEO, MAT, or SCI, other than a developmental course (see page 30 of the college catalog)		4
OPTION ELECTIVES		
Any 6-8 credits of course, other than a developmental course (see page 30 of the college catalog)		6-8

Prerequisites for this program include ENG 090, ENG 094, and MAT 096, or satisfactory placement.

Please consult with your advisor about unique requirements for different transfer institutions.

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

Computer Science (CSC)

Includes Mass STEM General Education Foundation

THE DEGREE	Associate in Science
THE PROGRAM	Provides a base of computer science, mathematics, sciences, and liberal arts courses to prepare a student for transfer to a Bachelor of Science degree program in Computer Science. This program meets the requirements of the Computer Science Block approved by the Board of Higher Education.
YOUR NEXT STEP	Transfer to a Baccalaureate program in Computer Science.
PROGRAM COORDINATOR	Amy Ehmann, Office: S419E, (413) 775-1172, email: ehmanna@gcc.mass.edu

Total credits: 61-62

GENERAL EDUCATION REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I 3

ENG 112, 114, or 116 English Composition II 3

Behavioral and Social Sciences

Any 6 credits of courses from the list of Behavioral and Social Science General Education Electives in the Catalog 6

Humanities and Fine Arts

Any 6 credits of courses from the list of Humanities and Fine Arts General Education Electives in the Catalog 6

Natural or Physical Science

Any two-semester sequence (8 credits) from the following:

BIO 126 and BIO 127, or CHE 111 and CHE 112, or PHY 111 and PHY 112 8

Mathematics/Quantitative Reasoning

CSC 201 Introduction to Discrete Computation 4

CSC 254 Data Structures 4

MAT 201 Calculus with Analytic Geometry I 4

MAT 202 Calculus with Analytic Geometry II 4

One of the following: MAT 203 Multivariate Calculus or MAT 205 Linear Algebra 4

ADDITIONAL PROGRAM REQUIREMENTS

CSC 101 Programming Foundations 4

CSC 251 Java Programming 4

PROGRAM ELECTIVES

Any two courses from the following: CIS 145, CSC 252, EGR 105, EGR 122, EGR 124, EGR 213, or any 4-credit course coded: MAT at the 200 level, SCI, CHE, BIO, PHY, or GEO other than developmental courses (see page 30) and other than courses already used to satisfy other program requirements 7-8

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

Criminal Justice (CRJ)

THE DEGREE	Associate in Science
THE PROGRAM	Provides a broad education in the administration, operations and objectives of the criminal justice system and its component parts: police, courts, and corrections.
YOUR NEXT STEP	Transfer into a Baccalaureate program or enter into any of several careers within the criminal justice system, including police work, correctional work, the law, or social work. (Transfer within Massachusetts may require additional general education course work.)
PROGRAM COORDINATOR	David Lanoie, Office: E132L, (413) 775-1167, email: lanoied@gcc.mass.edu

Total credits: 60

PROGRAM REQUIREMENTS

CRJ 101 Introduction to Criminal Justice	3
CRJ 103 Criminal Law	3
CRJ 105 Police Process	3
CRJ 107 Adjudication Process	3
CRJ 109 Corrections Process	3
CRJ 121 Criminology	3
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
POL 101 American Politics	3
PSY 101 Principles of Psychology	3
SOC 101 Principles of Sociology	3
SOC 201 Social Problems	3
PCS 101 or PCS 141	3
Any 9 credits of courses from the list of Humanities and Fine Arts General Education Electives and Natural or Physical Science General Education Electives in the Catalog ①	9

PROGRAM ELECTIVES

Any two courses from the Criminal Justice Electives list below	6
--	---

OPEN ELECTIVES

Any courses other than a developmental course (see page 30) ①	6
---	---

CRIMINAL JUSTICE ELECTIVES

CRJ 110 Contemporary Operational Inmate Treatment Practices	3
CRJ 113 Juvenile Justice	3
CRJ 131 Social Issues in Criminal Justice	3
CRJ 203 Criminal Investigation	3
CRJ 215 Field Experience	3
CRJ 219 Constitutional Criminal Procedure	3

PLEASE NOTE: Only credit from regionally accredited institutions of higher education is accepted for transfer into an undergraduate Criminal Justice Program, and not all credit is necessarily accepted. There are requirements for transfer credit which may be stricter than those for the college generally. The Criminal Justice Program does not award credit for life experience, military, police academy or related training. No more than 10 percent of an Associate's Degree can be completed through knowledge-based examinations (e.g., CLEP, Dantes). Please contact the Program Coordinator with any questions or concerns.

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 7.

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① Students who wish to take advantage of MassTransfer, refer to the next page.

Criminal Justice (CJC)

Satisfies MassTransfer General Education Foundation ①

THE DEGREE	Associate in Science
THE PROGRAM	Provides a broad education in the administration, operations and objectives of the criminal justice system and its component parts: police, courts, and corrections. The CJC major is designed for students who wish to transfer to a Baccalaureate program within the Massachusetts public education system.
YOUR NEXT STEP	Transfer into a Baccalaureate program or enter into any of several careers within the criminal justice system, including police work, correctional work, the law, or social work.
PROGRAM COORDINATOR	David Lanoie, Office: E132L, (413) 775-1167, email: lanoied@gcc.mass.edu

Total credits: 65-66

PROGRAM REQUIREMENTS

CRJ 101 Introduction to Criminal Justice	3
CRJ 103 Criminal Law	3
CRJ 105 Police Process	3
CRJ 107 Adjudication Process	3
CRJ 109 Corrections Process	3
CRJ 121 Criminology	3
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
POL 101 American Politics	3
PSY 101 Principles of Psychology	3
SOC 101 Principles of Sociology	3
SOC 201 Social Problems	3
PCS 101 or PCS 141	3
Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105	8
Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106 ②	3-4
Any 9 credits of courses from the list of Humanities and Fine Arts General Education Electives in the Catalog	9

PROGRAM ELECTIVES

Any two courses from the Criminal Justice Electives list below	6
--	---

CRIMINAL JUSTICE ELECTIVES

CRJ 110 Contemporary Operational Inmate Treatment Practices	3
CRJ 113 Juvenile Justice	3
CRJ 131 Social Issues in Criminal Justice	3
CRJ 203 Criminal Investigation	3
CRJ 215 Field Experience	3
CRJ 219 Constitutional Criminal Procedure	3

PLEASE NOTE: Colleges accept for transfer into an undergraduate Criminal Justice Program only credit earned at regionally accredited institutions of higher education. Requirements for transfer credit may be stricter than those for the college generally.

Colleges may transfer some Criminal Justice credits as electives and not apply them to the requirements of the major. The Criminal Justice Program does not award credit for life experience, military, police academy or related training. No more than 10 percent of the degree requirements may be completed through knowledge-based examinations (e.g., CLEP, Dantes). Please contact the Program Coordinator with any questions or concerns.

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 7.

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② Math course to be chosen after consultation with faculty advisor and in consideration of the requirements of the transfer institution.

Early Childhood Education (ECE)

Satisfies MassTransfer General Education Foundation ①

THE DEGREE

Associate in Science

THE PROGRAM

Provides a strong background in early childhood education and liberal arts. The curriculum integrates coursework with direct experience in a variety of early childhood settings.

YOUR NEXT STEP

Teach and care for children in community-based early childhood settings, working with families and children ages birth, infant-toddler, or pre-school (birth through age 5). This degree prepares students to become eligible for Lead Teacher Certification and prepares students for teaching positions in programs such as: Head Start; Girl's Club; YMCA; independent state and nationally accredited centers; licensed family day care, etc. To work towards a top-level teaching or leadership position in the field of community-based early education and care, students should plan to obtain a bachelor's degree in Early Childhood Education and Care. A bachelor's degree prepares for advancement, leadership, and optimal employment opportunities within the field. Note: This type of bachelor's degree does not prepare students for public school licensure. It is not necessary to take the Massachusetts Tests for Educator Licensure (MTEL); nor complete a secondary major for this pathway. Several 4-year schools offer bachelor programs in early education and care that support a pathway for employment in community-based settings.

PROGRAM COORDINATOR

Peggy Martalock, Ph.D., Office: E116M, (413) 775-1118, email: martalockp@gcc.mass.edu

Total credits: 65-66

PROGRAM REQUIREMENTS

EDU 101 Introduction to Early Childhood Education	3
EDU 103 Creativity and Creative Experiences with Young Children	3
EDU 112 Early Childhood Special Education	3
EDU 123 Infant and Toddler Learning and Care	3
EDU 141 Relationships, Families, and Community	3
EDU 144 Child Behavior and Development: Conception to Age 8	3
EDU 201 Early Childhood Curriculum	3
EDU 215 Student Teaching I ②	6
Select one of the following 3-credit options:	3
EDU 145 Curriculum in Early Childhood Practicum ③	
and EDU 146 Child Behavior and Guidance Practicum ③	
and EDU 147 Program Management, Health and Safety Practicum ③	
or EDU 216 Student Teaching II ②	
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
ENG 241 Survey of Children's Literature	3
MAT 116 Mathematics for Early Childhood and Elementary Educators	4
PSY 101 Principles of Psychology	3
Any 6-credits of courses from the list of Behavioral and Social Sciences General Education Electives in the Catalog	6
Any 6 credits of courses from the list of Humanities and Fine Arts General Education Electives in the Catalog ④	6
One 4-credit course coded: BIO, CHE, GEO, PHY, SCI, or EGR 105	4
One 3 or 4 credit course coded: BIO, CHE, GEO, PHY, REE, SCI, EGR 105, or EGT 112, other than REE 114, REE 132, REE 135, REE 221, REE 228, SCI 114, SCI 132, SCI 135, SCI 221, SCI 228	3-4

The associate's degree program in Early Childhood Education is accredited by the National Association for the Education of Young Children.

Students participating in this program must undergo a full background records check, including a Criminal Offender Record Information (CORI) and Sexual Offender Record Information (SORI) with fingerprinting. For more information please refer to page 7.

Placement in a teaching site for EDU 215 and EDU 216 is not guaranteed and depends upon agreement among the teaching site, the EDU faculty, and the student. Some students prefer to complete the program over a longer period of time.

For additional information regarding Education Licensure Degree programs and the Massachusetts Teacher Education Licensure Exam (MTEL) please visit GCC's Education web site: <http://www.gcc.mass.edu/education>. To plan degree completion, see the course descriptions in the catalog or at <http://www.gcc.mass.edu/academics/catalog/classes> which specify the planned semester(s) in which the course is to be scheduled.

① See pages 41-42 for the specific requirements of the MassTransfer General Education Foundation.

② A grade of C or better required.

③ Students must be employed in a state licensed early care and education setting for a minimum of 20 hours per week. Students successfully completing all 3 one-credit practicums meet equivalency for EDU 216.

④ Please note that transfer to many four year colleges and universities may require the completion of four sequential semesters of World Languages. Transfer specialists recommend using electives to start language requirements at the community college, prior to transfer.

Engineering Science (EGS)

THE DEGREE	Associate in Science
THE PROGRAM	Provides a base of mathematics, science, and engineering fundamentals common to the first two years of a Baccalaureate engineering program. Engineering electives provide special courses to suit your particular interest in any sub-discipline of engineering including civil/environmental, electrical/computer, mechanical/industrial, or chemical engineering. Greenfield Community College participates in the College of Engineering Consortium Agreement with University of Massachusetts/Amherst, Western New England University, and others.
YOUR NEXT STEP	Transfer to a Baccalaureate program as an engineering major. GCC graduates have successfully transferred to University of Massachusetts, Northeastern University, Rensselaer Polytechnic Institute, Western New England University, Worcester Polytechnic University, and others.
PROGRAM CONTACTS	Ted Johnson, Office: S419D, (413) 775-1429, email: johnsont@gcc.mass.edu Amy Ehmann, Office: S419E, (413) 775-1172, email: ehmanna@gcc.mass.edu

Total credits: 62-64

PROGRAM REQUIREMENTS

Any course coded ECO	3
EGR 105 Introduction to Engineering, Science, Technology, and Society	4
One of the following: EGR 107 Engineering Graphics or EGR 124 Introduction to Digital and Computer Systems	4
EGR 114 Computational Tools for Engineers and Scientists	3
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
MAT 201 Calculus with Analytic Geometry I	4
MAT 202 Calculus with Analytic Geometry II	4
MAT 203 Multivariate Calculus	3-4 ①
One of the following: MAT 204 Elementary Differential Equations or MAT 205 Elementary Linear Algebra or EGR 213 Probability and Statistics for Scientists and Engineers	3-4 ①
PHY 111 General Physics I with Calculus	4
PHY 112 General Physics II with Calculus	4

PROGRAM ELECTIVES

Any 6 credits of courses from the list of Behavioral and Social Sciences General Education Electives and Humanities and Fine Arts General Education Electives in the Catalog	6
At least 14 credits, see below for examples for the different Engineering specialties, other than a developmental course (see page 30)	14

CONCENTRATION ELECTIVES — see Program Coordinator

Students, with help from their Engineering academic advisor or the Engineering Coordinator, must select their specific concentration electives. The selection should be based on the student's expected engineering major (chemical, civil, environmental, electrical, computer, industrial, or mechanical engineering) and on the requirements of the transfer Baccalaureate institution. In most instances, the GCC courses will be accepted at the transferring institution. Courses from this list not accepted by the transferring institution will nevertheless provide valuable background knowledge to prepare students for similar courses at the Baccalaureate institution.

EXAMPLE LIST OF POSSIBLE CONCENTRATION ELECTIVES:

For Electrical and Computer Engineering these could include: Java Programming CSC 251, C++ Programming CSC 252, Data Structures CSC 254, Web site Design and Development CIS 151, Introduction to Digital and Computer Systems EGR 124, Biology BIO 126, and at UMass Circuits and Electronics I ECE 210, Continuous-Time Signals and Systems ECE 213, Embedded Systems ECE 231, Modern Physics and Materials for EE's ECE 244.

For Mechanical Engineering these could include: Statics EGR 205, Dynamics EGR 209, Strength of Materials EGR 206, Introduction to Material Science EGR 223, Thermodynamics EGR 210, Probability and Statistics for Scientists and Engineers EGR 213, General Chemistry CHE 111.

For Civil and Environmental Engineering these could include: Statics EGR 205, Dynamics EGR 209, Strength of Materials EGR 206, General Chemistry CHE 111, Introduction to Material Science EGR 223, Thermodynamics EGR 210, Probability and Statistics for Scientists and Engineers EGR 213, General Chemistry I CHE 111.

For Chemical Engineering these could include: General Chemistry I CHE 111 and General Chemistry II CHE 112, Organic Chemistry I CHE 201, Organic Chemistry II CHE 202, Thermodynamics EGR 210, Biology BIO 126.

For Industrial Engineering these could include: Statics EGR 205, Probability and Statistics for Scientists and Engineers EGR 213, Introduction to Material Science EGR 223, Strength of Materials EGR 206, General Chemistry I CHE 111

Placement tests determine readiness for MAT and ENG courses. MAT 090, MAT 095, MAT 096, MAT 107, MAT 108 and ENG 090 and ENG 094 may be required if present skills in these areas are insufficient.

To plan degree completion, see the course descriptions in the catalog or at <http://www.gcc.mass.edu/academics/catalog/classes> which specify the planned semester(s) in which the course is to be scheduled.

① Courses shown with 3-4 credits refer to transfer credits, which vary depending on the transfer institution.

Fire Science Technology (FST)

THE DEGREE	Associate in Science
THE PROGRAM	Provides academic enhancement to the physical and technical training fire fighters receive at State and National Fire Academies in the areas of fire protection, fire prevention, hazardous materials, and department and fire scene organizational management.
YOUR NEXT STEP	Begin or enhance your career in municipal fire protection, insurance and building inspection, fire protection work with private firms, or transfer to a Baccalaureate program with major emphasis on fire department management or fire science education.
PROGRAM CONTACT	Dawn Josefski, Office: E130B, (413) 775-1761, email: josefski@gcc.mass.edu

Total credits: 60-63

PROGRAM REQUIREMENTS

One of the following: CHE 105 Basic Principles of Chemistry or CHE 111 General Chemistry I	3-4
One of the Following: CIS 140 Computer Applications and Concepts or a 3-credit CIS course approved by the Fire Science Program Coordinator	3
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
FST 151 Principles of Emergency Services	3
FST 152 Fire Behavior and Combustion	3
FST 153 Fire Prevention	3
FST 154 Principles of Fire and Emergency Services Safety and Survival	3
FST 155 Building Construction and Fire Protection	3
FST 156 Hazardous Materials Chemistry	3
FST 157 Fire Protection Hydraulics and Water Supply	3
FST 159 Fire Protection Systems	3
Any course coded MAT other than a developmental course (see page 30), and other than MAT 105 and MAT 106	3-4
PSY 101 Principles of Psychology	3
SOC 101 Principles of Sociology	3
PCS 101 or PCS 141	3

PROGRAM ELECTIVES

One 3- or 4-credit course from the list of Humanities and Fine Arts General Education Electives in the Catalog	3-4
Any 9 credits of additional courses not used to satisfy other requirements chosen from: FST classes and/or up to 6 credits of EMS classes	9

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

Nursing (NUR)

THE DEGREE

Associate in Science

THE PROGRAM

Prepares you for a career as a registered nurse (R.N.) who is able to provide nursing care for adults and children in a variety of health care settings. You will be required to take a combination of liberal arts, science, and clinical nursing courses in sequence over four semesters.

YOUR NEXT STEP

Take the R.N. NCLEX licensure examination, enter the R.N. work force, and/or continue your education part-time or full-time in a Baccalaureate degree program. We have many articulation agreements with a variety of local and national colleges and universities which support academic progression in nursing.

PROGRAM CONTACT

Charles Jordan, Interim Vice President of Academic Affairs, Office: C205, (413) 775-1471,
email: jordanc@gcc.mass.edu

All students admitted to the ADN program will complete the requirements below. Those admitted to one of the bridge options will complete additional requirements and will be awarded transfer credit for some courses based on their program option and successful completion of the additional requirement and the specified courses.

Total Credits: 70-71

PROGRAM REQUIREMENTS

One of the following: BIO 215 Human Anatomy and Physiology I ① ③ ⑧ or BIO 194 Comprehensive Anatomy and Physiology ⑦	4
BIO 216 Human Anatomy and Physiology II ① ③	4
BIO 205 Microbiology ① ③	4
ENG 101 English Composition I ②	3
ENG 112, 114, or 116 English Composition II ②	3
NUR 101A Fundamentals of Nursing ④	4
NUR 101C Fundamentals of Nursing Clinical	4
NUR 106A Pediatric Nursing ④	2
NUR 106C Pediatric Nursing Clinical	2
NUR 108A Maternity Nursing ④	2
NUR 108C Maternity Nursing Clinical	2
NUR 114 Clinical Reasoning: Thinking Like a Nurse	1
NUR 201A Medical-Surgical Nursing I ④	4
NUR 201C Medical-Surgical Nursing I Clinical	4
NUR 202A Medical-Surgical Nursing II ①	5
NUR 202C Medical-Surgical Nursing II Clinical	4
NUR 203A Mental Health Nursing ④	3
NUR 203C Mental Health Nursing Clinical	1
NUR 205 Entrance into Nursing Practice Capstone	2
PSY 101 Principles of Psychology ②	3
PSY 217 Human Growth and Development ② ⑥	3
SOC 101 Principles of Sociology ②	3

PROGRAM ELECTIVE

One 3-4 credit course from the list of Humanities and Fine Arts General Education Electives in the Catalog ② 3-4

ASSOCIATE DEGREE BRIDGE MOBILITY OPTIONS

Licensed practical nurses (PN) seeking progression to the Associate in Science in Nursing degree (ADN) have two options for transfer:

- Option I: First year spring semester
- Option II: Second year fall semester

ADN BRIDGE OPTION I --- Additional Program Requirements

NUR 111 Introduction to Nursing Process ③ 1

Former GCC PN students who are admitted to this option will substitute NUR 103A and NUR 103C and NUR 105 for NUR 101A and NUR 101C upon successful completion of NUR 111, NUR 106A, NUR 106C, NUR 108A, and NUR 108C.

Note: Bridge students in option I are encouraged to take NUR 114 during the fall semester following their entrance to the program.

ADN BRIDGE OPTION II --- Additional Program Requirements

NUR 112 Introduction to Professional Nursing and the Nursing Process ③ 2

Former GCC PN students who are admitted to this option will substitute NUR 103A and NUR 103C, NUR 105, NUR 107A and NUR 107C, NUR 109A and NUR 109C for NUR 101A and NUR 101C, NUR 106A, NUR 106C, NUR 108A and NUR 108C upon successful completion of NUR 112, NUR 201A, and NUR 201C.

- ① C+ or better required
- ② C or better required
- ③ 5-year currency or exam required
- ④ C+ or better required to advance to next course
- ⑤ CR required to advance to next course
- ⑥ 7-year currency or exam required
- ⑦ B or better required
- ⑧ BIO 215 strongly recommended

NOTE: All NUR courses that end with a C, for clinical, must be taken as co-requisites with the matching didactic courses, which end with an A.

(Additional program notes continued on next page)

Nursing (NUR)

(continued from previous page)

NOTE: The Associate Degree Nursing Program is approved by the Massachusetts Board of Registration in Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Atlanta, GA 30326, (404) 975-5000. The highly-regarded Associate Degree program offers personal support and a wide range of challenging clinical learning opportunities in the Springfield, Holyoke, Northampton, Greenfield and Brattleboro areas.

AD ADMISSION PROCESS

Admission to the ADN program requires a special admission process. Informational packets are available at www.gcc.mass.edu/admission/health-careers or by calling the Office of Admission (413) 775-1801.

ACADEMIC ADMISSION REQUIREMENTS FOR THIS PROGRAM

- High school diploma or GED/HiSet certificate.
- Completion of MAT 014, MAT 014S, MAT 096, or MAT 096S with a C+ or better within five (5) years of program start date or satisfactory placement during placement assessment.
- Completion of ENG 101 with a “C” or better.
- Ten credits of required program courses (or the program elective) excluding nursing courses and ENG 101. At least four credits must be from BIO courses required for the program and taken within five (5) years of program start date.
- Test scores on the Test for Essential Academic Skills (TEAS) examination that meet the minimum requirements indicated on the program application.

All students entering the ADN program will be required to have a CORI (Criminal Offenders Record Information) and a SORI (Sex Offenders Record Information) check. For more information, refer to page 7. A student with a charge in the Lifetime Presumptive Disqualification Category is ineligible for placement in the ADN Program. Discretionary Disqualification Category charges will be handled on a case-by-case basis. Additional CORI/background checks may be required by some clinical agencies. Searches are also conducted within the child abuse databases. Enrolled ADN students must meet clinical agency health requirements. Specific clinical facilities may require mandatory drug screening. Applicants need to know that individuals with a record of conviction by a Court of Law will be required to provide a complete explanation to the Massachusetts Board of Registration in Nursing in order to be permitted to take the licensing examination (NCLEX) after graduation.

NOTE: The Massachusetts Board of Registration in Nursing requires a check of DCFS (Department of Children and Family Services) after graduation and prior to licensure.

GRADE REQUIREMENTS FOR CONTINUATION IN THIS PROGRAM

All didactic nursing courses require a letter grade of C+ or better. Clinical courses are graded as Pass/Fail. Students who do not meet the minimum given grade requirement for any single nursing (NUR) course may apply for readmission and will be required to repeat both the didactic and corresponding clinical courses. Students who fail two nursing courses will not be eligible for readmission.

EXTRA COSTS

Nursing students are required to purchase uniforms, lab equipment, a laptop, malpractice insurance, specific electronic educational platforms, health insurance, and standardized tests. In addition, there are fees for maintaining CPR certification, immunizations, a required physical, flu and COVID vaccines, finger printing, and nursing graduation related expenses (i.e., licensure application, NCLEX-RN exams, review course). Students are responsible for their own transportation between campus and clinical facilities.

To plan degree completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

ASSOCIATE DEGREE BRIDGE MOBILITY OPTIONS

Licensed practical nurses (PN) seeking progression to the Associate in Science in Nursing degree (ADN) have two options for transfer:

- Option I: First year spring semester
- Option II: Second year fall semester

ADMISSION PROCESS FOR BRIDGE MOBILITY: Nursing requires a special admission process in addition to the regular GCC admission application. Students who have met all admission requirements may submit the appropriate Nursing Program application. Admission is on a space-available basis. Refer to academic admission requirements above for more information about this and other ADN Program requirements.

PRACTICAL NURSES: Practical nurses who have graduated from the GCC PNC Program or another BORN-approved program are encouraged to apply for Option I or II of the AD Bridge Mobility Program. Practical nurses who graduated from GCC's PN program who apply to GCC's ADN Program within five years of graduation can be accepted into the first-year spring semester or the second-year fall semester of GCC's ADN Program on a space-available basis. GCC PN graduates who do not meet the time requirement and all non-GCC LPN applicants must successfully complete the GCC in-house Fundamentals of Nursing examination to be considered for admission. Additionally, GCC PN graduates who do not meet the time requirement and all non-GCC LPN applicants who are applying to enter in the third semester of the program (Option II) must successfully complete both the ATI 2020 PN Content Mastery Proctored Examination in Maternal/Child and the ATI 2020 PN Content Mastery Proctored Examination in Nursing Care of Children with a score of Level 2 or Level 3 on both tests within two years of admission to the program.

(Additional program notes continued on next page)

Nursing (NUR)

(continued from previous page)

OPTION I: STUDENT ADMITTED FOR FIRST YEAR SPRING SEMESTER

Transfer students can be accommodated but are only accepted into the second semester of the ADN program, with priority given to PN students.

In addition to application requirements for the ADN Program, PNs or transfer students entering the second semester of the program must successfully complete the following three courses to apply:

- ENG 101 English Composition I ②
- PSY 101 Principles of Psychology ②
- BIO 215 Human Anatomy and Physiology I ① ③ or BIO 194 Comprehensive Anatomy and Physiology ③ ⑦
- Graduated from an approved PN program and achieved licensure OR completed a Fundamentals of Nursing course at a BORN/ACEN-approved AD school of nursing.

Students must successfully complete the following course during January Intersession for final enrollment in the program.

- NUR 111 Introduction to Nursing Process ⑤

Students in this option will substitute NUR 103A and NUR 103C and NUR 105 for NUR 101A and NUR 101C upon successful completion of NUR 111, NUR 106A, NUR 106C, NUR 108A, and NUR 108C.

Note: Bridge students in option I are encouraged to take NUR114 during the fall semester following their entrance to the program.

OPTION II: STUDENT ADMITTED FOR SECOND YEAR FALL SEMESTER

In addition to application requirements for the ADN Program, licensed PNs who earn entrance into the third semester (second year) must successfully complete the following six courses to apply:

- ENG 101 English Composition I
- PSY 101 Principles of Psychology
- PSY 217 Human Growth and Development
- SOC 101 Principles of Sociology
- BIO 215 Human Anatomy and Physiology I ① ③ or BIO 194 Comprehensive Anatomy and Physiology ③ ⑦
- BIO 216 Human Anatomy and Physiology II ① ③

Students must successfully complete the following course during the summer semester for final enrollment in the program.

- NUR 112 Introduction to Professional Nursing and the Nursing Process (Summer Semester) ⑤

Students in this option will substitute NUR 103A, NUR 103C, NUR 105, NUR 107A, NUR 107C, NUR 109A, NUR 109C for NUR 101A, NUR 101C, NUR 106A, NUR 106C, NUR 108A and NUR 108C upon successful completion of NUR 112, NUR 201A, and NUR 201C.

① C+ or better required

② C or better required

③ 5-year currency or exam required

④ C+ or better required to advance to next course

⑤ CR required to advance to next course

⑥ 7-year currency or exam required

⑦ B or better required

⑧ BIO 215 strongly recommended

Science of Earth and Environment (SEE)

Includes Mass STEM General Education Foundation

THE DEGREE	Associate in Science
THE PROGRAM	Provides a strong foundation in biological sciences, physical sciences, and mathematics to equip students with the interdisciplinary scientific skills necessary for addressing key issues in environmental science and understanding earth system interactions. Elective courses allow students to build their own concentration in Environmental Science, Earth Systems, Geology, or Physical Geography.
YOUR NEXT STEP	Transfer to an Environmental Science or Geoscience Baccalaureate program.
PROGRAM COORDINATOR	Amanda Hyde, Office: S414, (413) 775-1450, email: hydea@gcc.mass.edu

Total credits: 60-64

PROGRAM REQUIREMENTS

English Composition/Writing

ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3

Behavioral and Social Sciences

One of the following: ECO 101 Principles of Macroeconomics, or ECO 102 Principles of Microeconomics, or ECO 113 Environmental Economics	3
One of the following: EVS 101 Environmental Studies: Issues in Sustainability or POL 101 American Politics	3

Humanities and Fine Arts

Two 3- or 4-credit courses from the list of Humanities and Fine Arts General Education Electives in the Catalog	6-8
---	-----

Natural or Physical Science

BIO 120 Introduction to Environmental Science	4
CHE 111 General Chemistry I ①	4
CHE 112 General Chemistry II	4

Mathematics/Quantitative Reasoning

One of the following: MAT 108 Precalculus, MAT 151 Applied Calculus I, or MAT 201 Calculus with Analytic Geometry I	4
---	---

PROGRAM ELECTIVES

Biology Elective (choose 1): BIO 102, BIO 104, or BIO 126	4
Earth Science Elective (choose 1): Any course coded GEO, or SCI 138 Soil Science	4
Physics Elective (choose 1): PHY 101 Physics I, PHY 111 Physics I with Calculus, or PHY 113 Environmental Physics	4
SEE Electives (choose 2): BIO 127 ②, BIO 220, CHE 201, CHE 202, GEO 203, GEO 204, PHY 102, PHY 112, or MAT 202	8
STEM Electives (choose 6-8 credits from the following): Any course coded BIO, CHE, CSC, EGR, GEO, MAT 107, MAT 108, MAT 114, MAT 151, MAT 201-205, PHY, REE 127, or SCI	6-8

To plan degree completion, see the course descriptions in the catalog or at <http://www.gcc.mass.edu/academics/catalog/classes> which specify the planned semester(s) in which the course is to be scheduled.

- ① Taking CHE 111 after MAT 108 or placement beyond MAT 108 is recommended
- ② BIO 126 and BIO 127 are strongly recommended for Environmental Science concentration

Certificate Programs

- Addiction Studies (ASC)
- Corrections (CRC)
- Early Childhood Education (CECE)
- Entrepreneurship (ENT)
- Management (MGT)
- Medical Assistant (MAC) ①
- Music Recording and Production (MRP)
- Outdoor Leadership (OLP) ②③
- Paramedic (PMC) ④ — *Requires a special admission process*
- Practical Nursing-L.P.N. (PNC) ②⑤ — *Requires a special admission process*
- Pre-Nursing (NUC)
- Visual Arts (VAC)
- Web Development and Design (WDD)
- World Language in French (WFR)
- World Language in Spanish (WSP)

Certificate Programs have fewer credits than associate degrees and provide concentrated coursework in career fields. Certificates can prepare students for early employment and improved job skills. In many cases, students can apply completed certificate courses toward progress in an associate degree in the same field.

Due to the sequence in which the certificate course requirements are offered, completion of these certificate programs within the normal time frame is not always possible if a student begins required coursework in January.

Note: Total credits for a program indicate the minimum credits required to complete the program. Depending on your course selection, you may earn more than the minimum credits to complete a program.

Students must complete at least 15 credits or two-thirds of the credit hours required for a certificate program at GCC to receive a certificate.

Developmental courses will not be used to fulfill certificate requirements. Refer to page 30 for more information on developmental courses.

① Accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Medical Assistant Educational Review Board.

② Certificate programs approved by the Massachusetts Department of Higher Education.

③ Accredited by the Association for Experiential Education.

④ Accredited by the Commonwealth of Massachusetts' Office for Emergency Medical Services(OEMS) and by the Commission on Accreditation of Allied Health Education Programs (www.CAAHEP.org) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (www.coaemsp.org).

⑤ Approved by the Massachusetts Board of Registration in Nursing.

Addiction Studies (ASC)

THE CERTIFICATE	Addiction Studies
THE PROGRAM	Provides training for entry-level employment in addictions treatment, and provides educational and practicum requirements to be eligible to sit for the licensing exam for LADC II (Licensed Alcohol and Drug Counselor II) in Massachusetts.
YOUR NEXT STEP	Work in the addictions field or transfer to the Associate in Arts in Liberal Arts/Human Services Option or Associate in Arts in Liberal Arts degree to prepare to transfer to a Baccalaureate program.
PROGRAM CONTACT	Amy Ford, Office: E116F, (413) 775-1127, email: forda@gcc.mass.edu

Total credits: 29

PROGRAM REQUIREMENTS

HSV 107 Introduction to Addiction Studies	3
HSV 115 The Helping Relationship	3
HSV 168 Case Management Practices	3
HSV 172 Practicum in Addiction Studies I ①	4
HSV 215 Counseling Skills	3
HSV 241 Substance Use Disorder	3
HSV 272 Practicum in Addiction Studies II ①	4
PSY 101 Principles of Psychology	3
SOC 210 Drugs and Society	3

Completion of ENG 101 may be helpful for success with this program.

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 7.

Placement in an agency site for HSV 172 and HSV 272 is not guaranteed and depends upon agreement among the agency site, the HSV faculty, and the student.

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① C or better required

Corrections (CRC)

THE CERTIFICATE	Corrections
THE PROGRAM	Prepares students for employment in the expanding corrections field, increases the knowledge of persons already employed as corrections officers, and gives them career enhancement opportunities.
YOUR NEXT STEP	Employment as a corrections officer in a public correctional facility or continuation towards an Associate in Science Degree in Criminal Justice.
PROGRAM COORDINATOR	David Lanoie, Office: E132L, (413) 775-1167, email: lanoied@gcc.mass.edu

Total credits: 27

PROGRAM REQUIREMENTS

CRJ 101 Introduction to Criminal Justice	3
CRJ 103 Criminal Law	3
CRJ 109 Corrections Process	3
CRJ 110 Contemporary Operational and Inmate Treatment Practices	3
CRJ 121 Criminology	3
ENG 101 English Composition I	3
PCS 141 Interpersonal Communication	3
PSY 101 Principles of Psychology	3
SOC 101 Principles of Sociology	3

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 7.

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

Early Childhood Education (CECE)

THE CERTIFICATE

Early Childhood Education

THE PROGRAM

Designed with two options, certificate or certificate with Child Development Associate (CDA) credential*. The certificate is for students seeking an initial level of certification from Massachusetts Department of Early Education and Care. The certificate with CDA is for students currently employed in a licensed early childhood care and education setting or will be employed within 3 months of starting the program and want to earn the CDA credential. Provides beginning coursework in foundational principles of early care and education. Practicums include on-site observation and coaching to implement learning to practice.

YOUR NEXT STEP

Teach and care for children in community-based early childhood settings, working with families and children ages birth, infant-toddler, or preschool (birth through age 5). Students completing the certificate are eligible to apply to Massachusetts Department of Early Education and Care for state certification. Students completing the certificate with CDA option are eligible to apply for the national and state recognized Child Development Associate credential. To work towards advanced certification and teaching opportunities in the field of community-based early education and care, students should plan to obtain an associate's degree in Early Childhood Education. This certificate stacks into the Greenfield Community College Associate in Science in Early Childhood Education degree. Students may seamlessly continue their education towards this degree.

PROGRAM COORDINATOR

Peggy Martalock, Ph.D., Office: E16M, (413) 775-1118, email: martalockp@gcc.mass.edu

Total credits: 18

PROGRAM REQUIREMENTS

EDU 101 Introduction to Early Childhood Education	3
One of the following: EDU 123 Infant and Toddler Learning and Care or EDU 201 Early Childhood Curriculum	3
EDU 141 Relationships, Families, and Community	3
EDU 144 Child Behavior and Development: Conception to Age 8	3
Select one of the following 3-credit options	3
EDU 145 Curriculum in Early Childhood Practicum ①② and EDU 146 Child Behavior and Guidance Practicum ①② and EDU 147 Program Management, Health and Safety Practicum ①②	
or	
EDU 216 Student Teaching II ①③	
ENG 101 English Composition I	3

*The Child Development Associate (CDA) credential is a national credential awarded by the Council for Professional Recognition.

The Child Development Associate Plus is recognized by the Massachusetts Department of Early Education and Care as enhanced preparation for teacher and lead teacher certification

Students participating in this program must undergo a full background records check, including a Criminal Offender Record Information (CORI) and Sexual Offender Record Information (SORI) with fingerprinting. For more information, please refer to page 7.

Must be currently employed 20 hours per week or more in a state licensed early childhood setting or intend to be employed within 3 months of beginning the certificate. Students must be employed to continue in the certificate.

All certificate credits count towards completion of the ECE Associate in Science Degree.

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① A grade of C or better required

② Choose option EDU 145, EDU 146, and EDU 147 to pursue certificate with Child Development Associate (CDA) credential.

③ Choose this option to pursue certificate without Child Development Associate (CDA) credential

Entrepreneurship (ENT)

THE CERTIFICATE	Entrepreneurship
THE PROGRAM	Provides the skills needed for a start-up business venture, or to invigorate an existing small business. Includes hands-on experiences in the chosen business field, and maximum flexibility to emphasize areas of personal need and interest.
YOUR NEXT STEP	Development of a proprietary business or continuation in an associate degree with a business or non-business emphasis.
PROGRAM CONTACT	Ryan Costello, Office East 132, (413) 775-1481, email: costellor@gcc.mass.edu

Total credits: 28

PROGRAM REQUIREMENTS

BUS 105 Personal Financial Literacy	3
BUS 111 Introduction to Business	3
BUS 116 E-Commerce	3
BUS 209 Principles of Marketing	3
BUS 224 Business Communications	3
BUS 140 Entrepreneurship Seminar	1
ECO 102 Principles of Microeconomics	3

PROGRAM ELECTIVES

One 3-credit course coded CIS ①	3
General Education or Program Electives: Any six credits from a combination of courses from the list of General Education electives in the Catalog or from courses with the following course codes: ACC, BUS, CIS, ECO, or SPO ②	6

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① CIS elective should be chosen in consultation with faculty advisor and with consideration for the student's skill level and needs.

② Electives should be chosen in consultation with a faculty advisor. These courses should reflect the particular entrepreneurial interests/needs of the student, and may be selected from outside of the business disciplines. Approval of the Entrepreneurship Program Coordinator is required.

Management (MGT)

THE CERTIFICATE	Management
THE PROGRAM	Provides practical skill sets and foundational perspectives for entry-level careers in management.
YOUR NEXT STEP	Entry-level employment in management or continuation toward the Associate in Arts, Business Administration Transfer degree, or the Associate in Science, Business Administration General degree.
PROGRAM COORDINATOR	Jeffrey Galbraith, Office: E132M, (413) 775-1483, email: galbraith@gcc.mass.edu

Total credits: 27

PROGRAM REQUIREMENTS

ACC 151 Concepts of Financial Accounting	3
ACC 152 Concepts of Financial Accounting II	3
BUS 111 Introduction to Business	3
One of the following: BUS 155 Business Law or BUS 203 Human Resources Management	3
BUS 205 Principles of Management	3
BUS 209 Principles of Marketing	3
CIS 140 Computer Applications and Concepts	3
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

The Management certificate may be completed fully online. Refer to page 115 or visit <http://www.gcc.mass.edu/online> for additional information.

Medical Assistant (MAC)

THE CERTIFICATE

Medical Assistant

THE PROGRAM

This technology-intensive program provides a comprehensive introduction to the field of medical assisting without the General Education Requirements of an associate's degree. The program provides students with the knowledge and skills necessary to work as a medical assistant in ambulatory healthcare settings; provides hands-on experience performing both clinical procedures and administrative procedures in a medical office. This program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

YOUR NEXT STEP

Upon graduation from the program, seek entry-level work in a medical office or ambulatory healthcare setting, and are eligible to sit for the national certification exam: Certified Medical Assistant (CMA) exam given by the American Association of Medical Assistants (AAMA). This Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Programs (www.CAAHEP.org) upon the recommendation of Medical Assisting Education Review Board. (www.MAERB.org).

PROGRAM CONTACT

Dawn Josefski, Office: E130B, (413) 775-1761, email: josefski@gcc.mass.edu

Total credits: 29

PROGRAM REQUIREMENTS

BUS 102 Career Planning and Job Search Skills	1
MAC 101 Fundamentals of Medical Assisting	2
MAC 103 Medical Office Procedures	3
MAC 105 Clinical Procedures	4
MAC 111 Pharmacology for Medical Assistants	2
MAC 112 Human Body in Health and Disease ①	3
MAC 113 Phlebotomy for Medical Assistants	1
MAC 114 Dosage Calculations for Health Professionals	2
MAC 115 Law and Ethics for Health Professionals	1
MAC 120 Medical Claims Management	3
MAC 271 Medical Assistant Practicum	4
MOM 110 Medical Terminology	3

Prerequisites for this program include ENG 090, ENG 094, MAT 090 or MAT 090S, or satisfactory placement. Recommended prerequisites: CIS 140, ENG 101, MAT 095 (MAT 105) or MAT 095S. Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 7.

Upon graduation from the program, students are eligible to sit for the national certification exam: Certified Medical Assistant (CMA) exam given by the American Association of Medical Assistants (AAMA).

The GCC Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education programs (www.CAAHEP.org) upon recommendation of the Medical Assistant Educational Review Board (www.MAERB.org). The Commission on Accreditation of Allied Health Education Programs (www.CAAHEP.org) is located at 1361 Park Street, Clearwater, FL 33756, phone: (727) 210-2350.

For additional information about the requirements of this program, including additional time-sensitive health requirements, go to <http://www.gcc.mass.edu/academics/programs> and check the website for additional information about the requirements of this program.

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① Students who have already passed BIO 215/216 should let their advisor know before registering for this course, or contact the MAC program coordinator.

(Additional program notes continued on next page)

Medical Assistant (MAC)

(continued from previous page)

LEGAL REQUIREMENTS

All students entering the MAC program will be required to have a CORI (Criminal Offenders Record Information) check. For more information please refer to page 7. A student with a charge in the Lifetime Presumptive Disqualification Category is ineligible for placement in the MAC Program. Discretionary Disqualification Category charges will be handled on a case-by-case basis. Some clinical facilities will run their own CORIs on students and may require a drug test screening. Applicants need to know that individuals with a record of conviction by a Court of Law will be required to provide a complete explanation to the examining board in order to apply for permission to take the certification examination after graduation. CORI issues may prevent a student from attending job, internship, and practicum sites, may interfere with a student's success in the program, and may interfere with a student's ability to become a Certified Medical Assistant.

ADDITIONAL HEALTH REQUIREMENTS

Students must complete and submit the MAC Health Requirements Form available at <http://www.gcc.mass.edu/admission/health-careers>. A complete history and physical are required and the form must be signed by their doctor, showing that all immunizations required by the program are up to date and all physical requirements are met. See the MAC Health Requirements Form for time sensitive deadlines that must be followed. The completed form and all supporting documents must be marked as "MAC" and submitted to the GCC Health Records Office by the deadline listed on the form.

Students are responsible for ensuring that all immunization cycles, as required by the college and/or by clinical sites, are completed in time for their Spring semester practicum. Some immunizations may require extra planning as the Hep B series of shots can take up to six months to complete, and must be completed before the first day of class in the Spring MAC 271 Medical Assistant Practicum course for which they have registered. Students unable to document to the Health Records Office their completion of the additional health requirements in full before the start of Spring classes will be administratively dropped from the MAC 271 Medical Assistant Practicum course.

To be assigned to a clinical site in the Spring practicum course, student CPR certification must also be kept current. The required CPR certification is the American Heart Association Health Care Provider level (infant, child, and adult). Students are additionally responsible for providing any additional health information that clinical sites may require, including but not limited to additional TB tests, proof of current flu vaccination, and an 11 panel drug screen.

EXTRA COSTS

Students are responsible for any costs associated with their participation in the program, including but not limited to travel, testing, maintaining certifications and malpractice insurance, acquiring immunizations, and completing the MAC Health Requirements form. Students are responsible for their own transportation between campus and clinical facilities.

Music Recording and Production (MRP)

THE CERTIFICATE

Music Recording and Production

THE PROGRAM

Is designed to prepare students for entry in the audio recording profession. Through this course of study, students develop a solid foundation of skills in contemporary music software technology, recording devices, microphones and various studio recording techniques. Students are encouraged to learn and develop skills as producers and expressive creators of music and sound design.

YOUR NEXT STEP

Upon successful completion of the program, students may pursue further study, internships, work in live venues and studios, or creative work in game design, video, film, and other multi-media projects.

PROGRAM COORDINATOR

Matthew Shippee, Office: S334, (413) 775-1228, email: shippeem@gcc.mass.edu

PROGRAM REQUIREMENTS		Total Credits: 28
BUS 111 Introduction to Business		3
MUS 138 Creative Musicianship ①		2
MUS 139 Contemporary Music Ensemble		2
MUS 153 The World of Music and the Human Spirit		3
MUS 154 Audio Recording and Production I		3
MUS 222 Audio Recording and Production II		3
MUS 223 Electronic Music Composition		3
MUS 224 Independent Music Production Project		3
PROGRAM ELECTIVES		
Any two courses from the Music Certificate Electives list below		6
MUSIC CERTIFICATE ELECTIVES		
MUS 107 Music Theory I	3	
MUS 108 Music Theory II	3	
MUS 127 20th Century American Popular Music	3	
MUS 137 World Music and Cultures	3	
MUS 208 Jazz Improvisation	3	
MUS 220 Songwriting	3	

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① Two semesters of MUS 138 required.

Outdoor Leadership (OLP)

THE CERTIFICATE	Outdoor Leadership
THE PROGRAM	Provides students with the skills and knowledge needed to lead entry-level or above adventure programs and services. Students learn by doing: activities are primarily field-oriented, with hands-on training. The certificate prepares you to design and deliver experiences in five areas: backcountry travel, rock climbing, paddling sports, Nordic skiing, and challenge course work. Certification competencies comply with adventure industry nationally recognized standards. OLP is accredited by the Association for Experiential Education.
YOUR NEXT STEP	Students are prepared to work in outdoor centers and organizations, paddling schools, outdoor schools such as NOLS and Outward Bound, human services organizations, educational institutions that utilize adventure, and a diverse variety of recreational programs and businesses. Students may transfer OLP credits to other multi-year degree programs in Adventure Education or Outdoor Education. Students with previous career skills may combine those with current technical training towards entrepreneurial ventures, counseling, or other specialized fields. Students may also choose to continue studies in outdoor education, adventure recreation, natural or social sciences, and a myriad of related fields.
PROGRAM COORDINATOR	Bob Tremblay, Office N112, (413) 775-1126, email: tremblayb@gcc.mass.edu

PROGRAM REQUIREMENTS

	Total credits: 35-37
BIO 104 Natural History	4
OLP 111 Introduction to Outdoor Adventure Skills	4
OLP 112 Wilderness Orientation Expedition for Outdoor Leaders ①	4
One of the following: OLP 116 Teambuilding, Group-Development, and Fieldwork or OLP 150 Fundamentals of Technical Rock Climbing	3
OLP 120 Wilderness Medical Preparedness and Rescue	2
OLP 143 Backcountry Travel Instructor I ①	3
OLP 201 Individual Project in Outdoor Leadership	2
OLP 210 Wilderness First Responder ②	4
OLP 216 Wilderness-Based Adventure Planning and Fieldwork	3

PROGRAM ELECTIVES

At least two 200-level courses from the Program Electives list below 6-8

PROGRAM ELECTIVES

OLP 230 Rock Climbing Instructor	3
OLP 231 River Canoe Instructor	3
OLP 234 Challenge Course Practitioner	3
OLP 238 Coastal Kayak Instructor ①	4
OLP 239 Backcountry Travel Instructor II ①	4
OLP 246 Outdoor Emergency Care	4

OPTIONAL ELECTIVES ③

OLP 147 Winter Mountaineering ①	2
OLP 148 Ice Climbing	2
OLP 149 Introduction to Nordic Skiing	1
OLP 150 Fundamentals of Technical Rock Climbing	3

The Outdoor Leadership Program is accredited by the Association of Experiential Education.

All students entering the OLP program will be required to have a CORI (Criminal Offenders Record Information) check. For more information please refer to page 7 of the catalog. A student with a charge in the Lifetime Presumptive Disqualification Category is ineligible for placement in the OLP Program. Discretionary Disqualification Category charges will be handled on a case-by-case basis.

In addition, any student taking OLP courses must complete both the OLP Health History and Physical Examination Attestation Form and OLP Acknowledgement of Risk and Consent Form.

EXTRA COSTS: In addition to course fees associated with each OLP course, there are costs for immunizations, health insurance, a required physical, and optional national certification exams.

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

① Minimum age requirement 18 years for courses involving overnight stays.

② Minimum age requirement 16 years old to participate in this course. Those under 18 years of age require the written consent of a parent or guardian.

③ Recommended but not required

Paramedic (PMC)

THE CERTIFICATE	Paramedic
THE PROGRAM	Meets the most recent National Standard curriculum requirements for Paramedic education and prepares you to take the Massachusetts and National Registry certification examinations. Students begin hands-on clinical experiences during the didactic portion of the program.
YOUR NEXT STEP	Take certification examination for NREMT-Paramedic.
PROGRAM CONTACT	Dawn Josefski, Office: E130B, (413) 775-1761, email: josefski@gcc.mass.edu

Total credits: 29

PROGRAM REQUIREMENTS

EMS 105 Principles of Advanced Life Support	5
EMS 202 Pharmacology	2
EMS 203 Management of Medical and Shock-Trauma Emergencies	8
EMS 204 Management of Cardiovascular Emergencies	8
EMS 210 Paramedic Clinical	2
EMS 211 Paramedic Fieldwork Internships I	2
EMS 212 Paramedic Fieldwork Internships II	2

The Paramedic Program is accredited by the Commonwealth of Massachusetts' Office for Emergency Medical Services (OEMS) and by the Commission on Accreditation of Allied Health Education Programs (www.CAAHEP.org) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services.

The Paramedic program requires a special admission process. Applicants must have current Basic EMT or Advanced EMT certification, have at least 75 ambulance patient care experiences, and complete a written Basic EMT test administered by the Program; placement beyond or satisfactory completion of ENG 090, ENG 094, MAT 090 or MAT 090S. Students must complete health requirements no later than August 1st of the year they are accepted into the PMC program. Students must be 18 years of age to begin classes in the program.

All students entering the Paramedic program will be required to have a CORI (Criminal Offenders Record Information) check. For more information please refer to page 7. A student with a charge in the Lifetime Presumptive Disqualification Category is ineligible for placement in the Paramedic Program. Discretionary Disqualification Category charges will be handled on a case-by-case basis. Some clinical facilities will run their own CORIs on students and may require a drug test screening. Applicants need to know that individuals with a record of conviction by a Court of Law will be required to provide a complete explanation to the Office for Emergency Medical Services (OEMS) in order to be permitted to take the certification exam.

EXTRA COSTS: Paramedic students are required to purchase malpractice insurance, lab coats, paramedic program shirts and texts. There are lab fees which cover the cost of drug screen testing and the costs of ACLS, PALS, PHTLS, and PEPP certifications, disposable goods, instructor/student ratios, and examination supplies. Students are required to cover the cost of drug screen testing and costs associated with travel to and from clinical and field sites. Students are also required to cover the costs of national certifying examinations and state certification/licensure fees.

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

Practical Nursing-L.P.N. (PNC)

THE CERTIFICATE	Practical Nursing
THE PROGRAM	Prepares you for a career as a licensed practical nurse who is able to provide high-quality, patient-centered nursing care to adults and children in long-term and subacute care facilities, outpatient settings, and acute care hospitals. You will be required to take a rigorous combination of science, liberal arts, and nursing courses over a 10-month period from September through the end of June.
YOUR NEXT STEP	This program prepares you to take the NCLEX PN licensure examination and enter the workforce. Options are available to continue your education in an Associate Degree Registered Nursing Program at GCC or another college. Refer to the catalog for options and requirements.
PROGRAM CONTACT	Charles Jordan, Interim Vice President of Academic Affairs, Office: C205, (413) 775-1471, email: jordanc@gcc.mass.edu Note: The Practical Nursing program is operated out of Northampton, MA.

Total Credits: 43

PROGRAM REQUIREMENTS

One of the following: BIO 194 Comprehensive Anatomy and Physiology or BIO 216 (BIO 196) Human Anatomy and Physiology II	4
NUR 103A Fundamentals of Practical Nursing	10
NUR 103C Fundamentals of Practical Nursing Clinical	2
NUR 105 Practical Nursing Clinical	2
NUR 107A Nursing Care of Patients and Families	9
NUR 107C Nursing Care of Patients and Families Clinical	5
NUR 109A Advanced Concepts in Practical Nursing	2
NUR 109C Advanced Concepts in Practical Nursing Clinical	3
PSY 101 Principles of Psychology	3
PSY 217 Human Growth and Development	3

The Practical Nursing Certificate program is approved by the Massachusetts Board of Registration in Nursing.

PN ADMISSION PROCESS

Admission to the PN Program requires a special admission process. Informational packets are available at www.gcc.mass.edu/admission/health-careers or by calling the Office of Admission (413) 775-1801. Students who have met the admission requirements will be admitted on a space available basis.

ACADEMIC ADMISSION REQUIREMENTS FOR THIS PROGRAM

- High school diploma or GED/HiSet certificate.
- Completion of MAT 095 or MAT 095S or MAT 105 or equivalent or a higher level Math course with a "C+" grade or better within five (5) years of program start date.
 - Applicants may also complete the Introductory Algebra admission requirement by receiving an algebra placement test score of 61 or higher and an arithmetic placement test score of 67 or higher.
- Completion of ENG 101 with a "C" grade or better.
- Completion of BIO 126 or BIO 194 or BIO 215 or BIO 216 with a "C" grade or better within five (5) years of program start date.
- Test scores on the Test for Essential Academic Skills (TEAS) examination that meet the minimum scores indicated on the program application.

All students entering the PN program will be required to have a CORI (Criminal Offenders Record Information) check and a SORI (Sex Offenders Record Information) check. For more information please refer to page 7. A student with a charge in the Lifetime Presumptive Disqualification Category is ineligible for placement in the PN Program. Discretionary Disqualification Category charges will be handled on a case-by-case basis. Additional CORI/background checks may be required by some clinical agencies. Searches are also conducted within the child abuse databases. Enrolled PN students must meet clinical agency health requirements including mandatory drug screening. Applicants need to know that individuals with a record of conviction by a Court of Law will be required to provide a complete explanation to the Massachusetts Board of Registration in Nursing in order to be permitted to take the licensing examination (NCLEX) after graduation.

Note: The Massachusetts Board of Registration in Nursing requires a check of DCFS (Department of Children and Family Services) after graduation and prior to Licensure.

Interested applicants should review the information packet online, which describes admission requirements, the curriculum and program policies, before beginning the application process. This information and a program application are available at www.gcc.mass.edu/academics/programs/practical-nursing or by calling the Office of Admission at (413) 775-1801. (Continued on next page)

GRADE REQUIREMENTS FOR CONTINUATION IN THIS PROGRAM

PN students are required to pass every course in the PN program. All didactic nursing courses require a letter grade of C (74) or better. Clinical courses are graded Pass/Fail. Students who do not meet the minimum grade requirement for any single nursing course may apply for readmission and will be required to repeat both the didactic and corresponding clinical courses. Students who fail two nursing courses will not be eligible for readmission to the program.

EXTRA COSTS

Nursing students are required to purchase uniforms, lab equipment, a laptop, malpractice insurance, specific electronic educational platforms, health insurance, and standardized tests. In addition, there are fees for maintaining CPR certification, immunizations, a required physical, flu and COVID vaccines, finger printing, and nursing graduation related expenses (i.e., licensure application, NCLEXPN exams, review course.) Students are responsible for their own transportation between campus and clinical facilities.

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

Pre-Nursing (NUC)

THE CERTIFICATE

Pre-Nursing

THE PROGRAM

Prepares you for admission to GCC's ADN or PNC program. Obtaining this certificate does not guarantee admission into a program or employment in health care. It provides you with the prerequisites necessary to apply to the ADN or PNC programs or enroll in other science degrees, each with their own special admission processes.

YOUR NEXT STEP

Take the TEAS ① and apply to the ADN or PNC program

PROGRAM CONTACT

Susan Markush, Office: S410, (413) 775-1156, email: markushs@gcc.mass.edu**Total Credits: 27**

PROGRAM REQUIREMENTS

BIO 126 Biology I	4
One of the following: BIO 215 Human Anatomy and Physiology I or BIO 194 Comprehensive Anatomy and Physiology ②	4
One of the following: BIO 216 Human Anatomy and Physiology II or BIO 205 Microbiology	4
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
PSY 101 Principles of Psychology	3
PSY 217 Human Growth and Development	3
SOC 101 Principles of Sociology	3

Required grades to apply for admission:

ADN program ③

C or better in the following courses:

ENG 101
 ENG 112 or 114 or 116
 SOC 101
 PSY 101
 PSY 217 within last 7 years
 BIO 126 within last 10 years
 Humanities Elective ⑤ (not required for admission or completion of this certificate)

C+ or better in the following courses:

BIO 205 within the last 5 years
 BIO 215 within the last 5 years
 BIO 216 within the last 5 years

B or better in the following courses:

BIO 194 within the last 5 years

PNC program ④

C or better in the following courses:

ENG 101
 ENG 112, 114 or 116 (not required for admission)
 SOC 101 (not required for admission)
 PSY 101
 PSY 217
 BIO 126 within the last 5 years (not required for admission)
 BIO 194 or BIO 215 within the last 5 years
 BIO 216 within the last 5 years (not required for admission)
 BIO 205 within the last 5 years (not required for admission)

To plan certificate completion, see the course descriptions in the catalog or at <http://www.gcc.mass.edu/academics/catalog/classes>, which specify the planned semester(s) in which the course is to be scheduled.

① Successful completion of the Test for Essential Academic Skills (TEAS) examination is required to apply to the ADN and PNC programs with the minimal following test scores:

ADN: Composite score (reading, math, science and English) of 65%, including a math score of 70%; English score of 65%; reading score of 71% and science score of 54%, within two years prior to entering the ADN program

PNC: Composite score (reading, math, science and English) of 50%, including a reading score of 50% and a math score of 55% within 2 years prior to entering the PNC program.

② It is strongly recommended that ADN intent students or PNC intent students interested in bridging into the ADN program take BIO 215 instead of BIO 194. This is because PNC students must take BIO 126 before they can take BIO 216 or apply to the ADN program. In addition, most transfer institutions will not accept BIO 194 toward the Anatomy & Physiology requirement. Be sure to see ADN Bridge Options in catalogue to plan course sequence.

③ Math admission requirements for the ADN program include MAT 014 Preparatory Course for Statistics or MAT 014S Preparatory Course Self-Paced for Statistics with a C+ or better within 5 years of the program start date or satisfactory placement test scores during placement assessment. If student has completed MAT 096 Intermediate Algebra or MAT 096S Intermediate Algebra Self-Paced with a C+ or better within 5 years of program start date or received satisfactory placement test scores during placement assessment, then MAT 014 or MAT 014S is not required for admission. Please note that the pre-requisite for MAT 014, MAT 014S and MAT 096 is MAT 095.

④ Math admission requirements for the PNC program include MAT 095 Introductory Algebra or MAT 095s Introductory Algebra Self-Paced with a C+ or better within 5 years of the program start date or satisfactory placement test scores during placement assessment.

⑤ Humanities elective may be any one 3 or 4 credit course from the list of Humanities and Fine Arts General Education Electives in the catalog.

Visual Arts (VAC)

THE CERTIFICATE

Visual Arts

THE PROGRAM

Provides students with a strong foundation in the visual arts that is equivalent to that of art and design schools across the country. Students explore the visual, critical and practical aspects of working within a studio environment. The program includes studio experiences in diverse media and required academic course in liberal arts and art history. Course work produced by students may contribute towards the creation of a transfer portfolio.

YOUR NEXT STEP

Transfer as a sophomore in design to a BFA degree granting institution; continue your education at GCC in the Art/Visual Arts associate degree program and continue to build a portfolio.

PROGRAM COORDINATORS

Paul Lindale, Office: S217, (413) 775-1241, email: lindale@gcc.mass.edu
Jennifer Simms, Office: S227, (413) 775-1298, email: simmsj@gcc.mass.edu

PROGRAM REQUIREMENTS

Total credits: 28

AHS 101 History Survey I	3
AHS 102 History Survey II	3
ART 121 Visual Concepts I	3
ART 123 Visual Concepts II	3
ART 131 Drawing Foundation	3
ART 132 Drawing II	3
One of the following: ART 155 Video Foundation or ART 161 Computer Arts Foundation	3
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3

Note: Courses coded ART which have 200-level ART prerequisites are graded pass/fail.

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

Web Development and Design (WDD)

THE CERTIFICATE	Web Development and Design
THE PROGRAM	Provides the technical and design skills needed to develop, implement, and maintain a functional website for a variety of business or non-profit applications.
YOUR NEXT STEP	Entry-level employment as a web developer, web designer, or content manager; proprietorship of a contracted web development service; or continuation toward the Associate in Science, Business Administration General degree.
PROGRAM COORDINATOR	Martha Field, Office: E132F, (413) 775-1421, email: field@gcc.mass.edu Jeffrey Galbraith, Office: E132M, (413) 775-1483, email: galbraith@gcc.mass.edu

PROGRAM REQUIREMENTS

Total credits: 27

BUS 111 Introduction to Business	3
One of the following: BUS 116 E-Commerce or BUS 224 Business Communications	3
BUS 164 Introduction to Digital Design	3
BUS 226 Digital Design I	3
CIS 140 Computer Applications and Concepts	3
CIS 145 Database Design and Management	3
CIS 151 Website Design and Development	3
CIS 153 Website Management	3
ENG 101 English Composition I	3

Note: This Program provides a balance of technical and design skills necessary to carry out basic web development. Students interested in designing, proposing, and implementing webpage design changes for businesses as a career should strongly consider enrolling in the Marketing or Computer Information Systems Associate Degree programs.

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

World Language in French (WFR)

THE CERTIFICATE	World Language in French
THE PROGRAM	Provides students with the knowledge and skills in language and culture to attain functional proficiency in spoken and written French. This certificate includes course work that fulfills customary university four-semester language requirement.
YOUR NEXT STEP	Complete the Associate Degree and/or transfer to a Baccalaureate program for a language major, or double major with another field, or a language minor. Consider completing formal proficiency testing (Oral Proficiency Interview, OPI or OPI-C) to certify level of proficiency on the ACTFL scale.
PROGRAM COORDINATOR	Charlotte Gifford, Office: N223, (413) 775-1227, email: gifford@gcc.mass.edu

PROGRAM REQUIREMENTS	Total credits:	22
ENG 101 English Composition I		3
ENG 112, 114, or 116 English Composition II		3
FRE 101 Elementary French I		4
FRE 102 Elementary French II		4
FRE 201 Intermediate French I		4
FRE 202 Intermediate French II		4

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

World Language in Spanish (WSP)

THE CERTIFICATE	World Language in Spanish
THE PROGRAM	Provides students with the knowledge and skills in language and culture to attain functional proficiency in spoken and written Spanish. This certificate includes course work that fulfills customary university four-semester language requirement.
YOUR NEXT STEP	Complete the Associate Degree and/or transfer to a Baccalaureate program for a language major, or double major with another field, or a language minor. Consider completing formal proficiency testing (Oral Proficiency Interview, OPI or OPI-C) to certify level of proficiency on the ACTFL scale.
PROGRAM COORDINATOR	Charlotte Gifford, Office: N223, (413) 775-1227, email: gifford@gcc.mass.edu

PROGRAM REQUIREMENTS	Total credits:	22
ENG 101 English Composition I		3
ENG 112, 114, or 116 English Composition II		3
SPA 101 Elementary Spanish I		4
SPA 102 Elementary Spanish II		4
SPA 201 Intermediate Spanish I		4
SPA 202 Intermediate Spanish II		4

To plan certificate completion, see the course descriptions in the catalog or at www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

Academic Partner Programs

Partner Programs with Neighboring Community Colleges

- Health Information Technology Associate in Science Degree – Springfield Technical Community College
- Physical Therapist Assistant Associate in Science Degree – Berkshire Community College
- Radiologic Technology Associate in Science Degree – Holyoke Community College
- Respiratory Care Associate in Science Degree – Springfield Technical Community College
- Surgical Technology Associate in Science Degree – Springfield Technical Community College

These neighboring community colleges welcome students from GCC to apply to their programs. Interested students may complete the general education courses listed on the following pages at GCC prior to submitting an application to Berkshire Community College; Holyoke Community College; Springfield Technical Community College.

Space in partner programs is limited, and admission is non-guaranteed. Students are encouraged to meet with program representatives at partnering community colleges for specific admissions requirements and application procedures.

Health Information Technology

(with Springfield Technical Community College)

THE DEGREE	Associate in Science
THE PROGRAM	HIT professionals manage a wide variety of healthcare information needs, ensuring that medical records are complete, accurate and maintained in accordance with the law and governmental regulatory bodies. Graduates from our program will have strong technical knowledge of health care delivery systems and electronic health record systems, as well as the skills to process and prepare health information for insurance submission, quality assurance compliance, and reporting. The Associate in Science in Health Information and Informatics Management is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
YOUR NEXT STEP	The Health Information Technology Associate degree enables graduates to work in the healthcare field and to perform a wide variety of healthcare information needs ensuring that medical records are complete and accurate and maintained in accordance with the law and governmental regulatory bodies.
STCC PROGRAM DIRECTOR	Laura Piquette, Program Director, Springfield Technical Community College Note: For questions or program information students should contact the STCC School of Health and Patient Simulation Information line: shps@stcc.edu or 413 755-7477
GCC PROGRAM CONTACT	Academic Advising Center, Greenfield Community College, Office: C118, (413) 775-1339, email advising@gcc.mass.edu

REQUIRED COURSES THAT CAN BE TAKEN AT GCC FOR THE STCC PROGRAM

BIO 126 Biology I	4
BIO 127 Biology II	4
ENG 101 English Composition I	3
ENG 112, ENG 114, or ENG 116 English Composition II	3
MAT 114 Introduction to Statistics	4
MAC 111 Pharmacology for Medical Assistants	2
BUS 205 Principles of Management	3
PCS 101 Public Speaking	3
PSY 101 Principles of Psychology	3
One General Education Elective in English; Math; Lab Science; Social Science; Visual Arts; Performing Arts or World Languages	3-4
TOTAL:	32-33

REQUIRED COURSES THAT MUST BE TAKEN AT STCC

HIT-124 Intro to PCS	3
HIT-125 Health Information Management	3
HIT-130 Electronic Health Record	2
CIT-101 CIT Foundations	3
HIT-120 Introduction to Diagnostic Coding 1	4
HIT-122 Introduction to Procedural Coding	3
HIT-126 Strategic Health Information Technology	3
HIT-145 Healthcare Informatics	3
HIT-255 Law & Ethics in Healthcare	3
HIT-260 Facility/Hospital Billing and Reimbursement	3
HIT-269 RHIT Exam Prep Course	1
HIT-267 Professional Practice Experience	3
TOTAL:	34

Disclaimer: Acceptance to the program is not guaranteed. All students must complete the standard application and admissions procedures for the program, including required prerequisite coursework. For program information including the process for applying to the program, please refer to the Program Website at <https://www.stcc.edu/explore/programs/hiim.as/> or contact the STCC School of Health & Patient Simulation at shps@stcc.edu or 413-755-7477.

Physical Therapist Assistant

(with Berkshire Community College)

THE DEGREE	Associate in Science
THE PROGRAM	Prepares a health care provider who works under the supervision of a physical therapist. Physical therapy methods and treatment techniques include massage, therapeutic exercise, gait training, heat and cold application, use of assistive, prosthetic, orthotic and electrical devices.
YOUR NEXT STEP	Apply at Berkshire Community College (BCC) to take the technical courses. The program at BCC includes four sequential semesters of technical courses plus a summer session. Graduates of the PTA program are eligible to take the licensing examination to become registered PTAs. PTAs are employed in hospitals, nursing homes, school systems, private practices, rehabilitation centers, home health agencies, and sports medicine clinics.
BCC PROGRAM DIRECTOR	Michele Darroch, PTA Program Coordinator, Berkshire Community College, (413) 236-4525 or (800) 816-1233, x4525, email: mdarroch@berkshirecc.edu
GCC PROGRAM CONTACT	Academic Advising Center, Greenfield Community College, Office: C118, (413) 775-1339, email advising@gcc.mass.edu

REQUIRED COURSES THAT CAN BE TAKEN AT GCC FOR THE BCC PROGRAM

ENG 101 English Composition I	3
ENG 112, ENG 114, or ENG 116 English Composition II	3
PCS 101 or PCS 141 Personal Communication Skills	3
Behavioral Science Elective: PSY 101 or SOC 101	3
MOM 110 Medical Terminology	3
BIO 215 (BIO 195) Anatomy and Physiology I	4
BIO 216 (BIO 196) Anatomy and Physiology II	4
General Education Elective from list in the Catalog	3
TOTAL:	26

Students should contact the BCC program coordinator early on to select General Education Elective.

Students should consult with BCC advisor concerning math placement testing/math coursework and application to BCC and the PTA program.

BIO 215 (BIO 195), BIO 216 (BIO 196) should be no more than 5 years old.

Berkshire will be entering a class every fall.

REQUIRED COURSES THAT MUST BE TAKEN AT BCC

AHS 230 Pathophysiology	3
PHY 111 The Ideas of Physics or PHY 101 College Physics 1	3
PTA 102 Structural Anatomy	3
PTA 103 Introduction to Physical Therapy	3
PTA 110 Physical Therapist Assistant I	4
PTA 115 Functional Anatomy	3
PTA 150 Clinical Education I	2
PTA 200 Rehab Neurology	3
PTA 204 Therapeutic Exercise	3
PTA 207 Physical Therapist Assistant II	3
PTA 209 PTA Seminar	2
PTA 250 Clinical Education II	4
PTA 260 Clinical Education III	4
TOTAL:	40

Radiologic Technology Program

(with Holyoke Community College)

THE DEGREE	Associate in Science
THE PROGRAM	Offers students training in operating state of the art radiology equipment, basics in positioning and radiography in a variety of settings.
YOUR NEXT STEP	Apply at Holyoke Community College (HCC) to take the technical courses. The program requires Intersession and summer sessions in clinic settings in addition to classroom, lab and general education courses. Graduates, after passing the National Registry Examination in Radiography can work in hospitals, medical clinics, and industry. Opportunities exist after graduation for transfer into Baccalaureate programs in health-related fields or to programs in Nuclear Medicine, Radiation Therapy, Ultrasound or Advanced Imaging.
HCC PROGRAM DIRECTOR	Mary Buckley, Faculty Radiologic Technology, Health Sciences Center for Health Education, Holyoke Community College, (413) 552-2448, email: mbuckley@hcc.edu
GCC PROGRAM CONTACT	Academic Advising Center, Greenfield Community College, Office: C118, (413) 775-1339, email advising@gcc.mass.edu

REQUIRED COURSES THAT CAN BE TAKEN AT GCC FOR THE HCC PROGRAM

ENG 101 English Composition I	3
ENG 112, 114, of 116 English Composition II	3
BIO 215 (BIO 195) Anatomy and Physiology I ①	4
BIO 216 (BIO 196) Anatomy and Physiology II ①	4
MAT 107 College Algebra	4
MOM 110 Medical Terminology	3
SOC 101 Principles of Sociology ②	3
SOC 201 Social Problems ②	3
TOTAL:	27

Note: For admission, students must successfully complete or have placement beyond MAT 096 (MAT 106) or MAT 096S (Intermediate Algebra) within the past 5 years.

Students must complete MAT 107 (College Algebra) by graduation date.

Students should consult with HCC advisor concerning application to HCC and the RTA program.

Attendance at a program information session is mandatory for students applying to Radiologic Technology. Please refer to the HCC Radiologic Technology Program web page for further information about information sessions.

① BIO 215 (BIO 195), BIO 216 (BIO 196) should be no more than 5 years old with a minimum grade of C+.

② Other Social Science courses may apply. Contact HCC for details.

REQUIRED COURSES THAT MUST BE TAKEN AT HCC

RDL 115 Patient Care I	3
RDL 122 Radiographic Technique and Control I	3
RDL 123 Radiographic Technique and Control II	3
RDL 132 Radiographic Positioning and Related Anatomy II	3
RDL 133 Radiographic Positioning and Related Anatomy III	3
RDL 141 Clinical Education and Lab Experience I	2
RDL 142 Clinical Education and Lab Experience II	3
RDL 158 Clinical Internships II	1
RDL 190 Radiologic Instrumentation	3
RDL 221 Advanced Procedures and Techniques I	3
RDL 233 Special Radiographic Studies and Contrast Media	3
RDL 234 Advanced Imaging and Radiobiology Procedures and Techniques II	3
RDL 241 Clinical Education and Lab Experience III	3
RDL 242 Clinical Education and Lab Experience IV	3
RDL 251 Clinical Internships III	4
TOTAL:	43

Respiratory Care

(with Springfield Technical Community College)

THE DEGREE	Associate in Science
THE PROGRAM	Respiratory Care practitioners work closely with patients and other health care providers. You will acquire skills in the treatment, management, diagnosis and care of patients with cardiopulmonary dysfunction. Training will include the use of therapeutic gases, ventilator support, breathing exercises, aerosol administration, medications, humidification and maintenance of airways. You will likely work in a hospital however, opportunities exist in many areas of health care. This two year program includes a summer session and is accredited by the Commission on Accreditation for Respiratory Care.
YOUR NEXT STEP	Graduates of this accredited program are eligible to sit for the National Board for Respiratory Care (NBRC).
STCC PROGRAM DIRECTOR	Esther Perrelli Brookes, Faculty/Department Chair, Springfield Technical Community College
GCC PROGRAM CONTACT	Academic Advising Center, Greenfield Community College, Office: C118, (413) 775-1339, email advising@gcc.mass.edu
	Note: For questions or program information students should contact the STCC School of Health and Patient Simulation Information line: shps@stcc.edu or 413 755-7477

REQUIRED COURSES THAT CAN BE TAKEN AT GCC FOR THE STCC PROGRAM

ENG 101 English Composition I	3
ENG 112, ENG 114, or ENG 116 English Composition II	3
BIO 205 Microbiology	4
BIO 215 Human Anatomy and Physiology I ①	4
BIO 216 Human Anatomy and Physiology II ①	4
MOM 110 Medical Terminology	3
PSY 101 Principles of Psychology	3
TOTAL:	28

① BIO 215 and BIO 216 with a grade of C or better within the past 5 years.

② MAT 096 or MAT 096S and BIO 126 are prerequisites for BIO 215 and BIO 216 at GCC

REQUIRED COURSES THAT MUST BE TAKEN AT STCC

RCP 104 Introduction To Respiratory Care	3
RCP 105 Respiratory Care 1	3
RCP 105L Lab: Respiratory Care 1	1
RCP 106 Respiratory Care 2	3
RCP 106L Lab: Respiratory Care 2	1
RCP 107 Respiratory Care 3	3
MED 130 Venipuncture/Phlebotomy	1
MED 134 Health Science 3	1
RCP 115 Respiratory Care 4	2
RCP 116 Respiratory Care Practicum 1	4
RCP 203 Intensive Respiratory Care	3
RCP 205 Pulmonary Function Testing	3
RCP 206 Respiratory Care Application/Clinical Science 1	2
RCP 212 Respiratory Care Practicum 2	5
RCP 208 Respiratory Care 6	3
RCP 209 Neonatal & Pediatric Care	3
RCP 211 Respiratory Care Application/Clinical Science 2	1
RCP 213 Respiratory Care Practicum 3	4
RCP 215 Trends in Respiratory Care	2
RCP 215L Lab: Trends in Respiratory Care	1
TOTAL:	49

Disclaimer: Acceptance to the program is not guaranteed. All students must complete the standard application and admissions procedures for the program, including required prerequisite coursework. For program information including the process for applying to the program, please refer to the Program Website at <https://www.stcc.edu/explore/programs/rspc.as/> or contact the STCC School of Health & Patient Simulation at shps@stcc.edu or 413-755-7477.

Surgical Technology

(with Springfield Technical Community College)

THE DEGREE	Associate in Science
THE PROGRAM	The surgical technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. He/she has an understanding of the procedure being performed and anticipates the needs of the surgeon. He/she has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field.
YOUR NEXT STEP	Graduates of this accredited program are eligible to take the only national certifying exam in Surgical Technology (CST) given by The National Board of Surgical Technology and Surgical Assisting (NBSTA www.nbsta.org).
STCC PROGRAM DIRECTOR	Amy Chenot, Program Director, 413-755-4887, anchenot@stcc.edu , Springfield Technical Community College Note: For questions or program information students should contact the STCC School of Health and Patient Simulation Information line: shps@stcc.edu or 413 755-7477
GCC PROGRAM CONTACT	Academic Advising Center, Greenfield Community College, Office: C118, (413) 775-1339, email advising@gcc.mass.edu

REQUIRED COURSES THAT CAN BE TAKEN AT GCC FOR THE STCC PROGRAM

ENG 101 English Composition I	3
ENG 112, ENG 114, or ENG 116 English Composition II	3
BIO 205 Microbiology	4
BIO 215 Human Anatomy and Physiology I ①	4
BIO 216 Human Anatomy and Physiology II	4
MOM 110 Medical Terminology	3
One General Education Elective in Behavioral/Social Science	3
CIS 140 Computer Applications and Concepts	3
TOTAL:	31

Note: Bio 215 and Bio 216 with a grade of C or better within the past 5 years

① MAT 096 or MAT 096S and BIO 126 are prerequisites for BIO 215 and BIO 216 at GCC

REQUIRED COURSES THAT MUST BE TAKEN AT STCC

SUR 114 Introduction to Surgical Technology	4
SUR 114L Lab: Intro. To Surgical Technology	2
SUR 124 Principles & Practices of Surgical Technology	4
SUR 127 Practices Common to Surgical Procedures	2
SUR 128 Clinical Practice in Surgery 1	2
SUR 216 Common Health Problems /Surgical Specialties 1	4
SUR 217 Clinical Practice in Surgery 2	5
SUR 218 Pharmacology & Pathology	2
SUR 219 Role of the Surgical Technologist 1	1
SUR 223 Role of the Surgical Technologist 2	2
SUR 228 Common Health Problems/Surgical Specialties 2	4
SUR 229 Clinical Practice in Surgery 3	6
TOTAL:	38

Disclaimer: Acceptance to the program is not guaranteed. All students must complete the standard application and admissions procedures for the program, including required prerequisite coursework. For program information including the process for applying to the program, please refer to the Program Website at <https://www.stcc.edu/explore/programs/surg.as/> or contact the STCC School of Health & Patient Simulation at shps@stcc.edu or 413-755-7477.

Additional Academic Opportunities

Online Courses

Students at GCC may enroll in a wide range of online courses. Students in online courses receive the same personalized attention and stimulating curriculum as all GCC students. Because classrooms can be accessed from any computer that is connected to the Internet, these courses allow busy students to study according to their own schedules. To attend class, online students log on to Moodle which is the college's learning management system. Moodle classrooms include the same syllabi as face-to-face courses, and many of the materials, discussions, and assignment are the same regardless of the delivery method used. Because they access all materials (including presentations, readings, and videos), interact with students and faculty, and complete all assessments online; students can expect to spend a minimum of nine hours per week completing each online course in which they are enrolled. Students taking online classes should be well organized, open to using new technology, able to manage their time well, like to work independently, and comfortable communicating in writing. For more information visit: <http://www.gcc.mass.edu/online>.

Online Certificates and Degrees

For students who are located at a distance, have inflexible schedules, are unable to travel to campus, or prefer online learning, GCC offers several degree and certificate programs that can be completed online. Online degree programs can usually be completed in two years; certificates can be completed in even less time. Students who enroll in these programs meet the same requirements and have access to the same resources and services as students who complete their studies on campus.

For more information on GCC's online programs visit: <http://www.gcc.mass.edu/online/programs>.

Human Development Courses

The college provides a set of one- to three-credit courses for students seeking to strengthen their academic and college navigation skills. These courses are designed to help students develop the knowledge and skills to be successful in their course work. HUD 114 College Success (3 credits) and HUD 128 College Strategies (1 credit) are useful for students new to college, or returning after time away. HUD 135 Career Exploration and Planning (1 credit) is best suited to students early in their academic career who are still exploring the connection between their studies and their career goals (including transfer options).

In addition, the College offers several one-credit courses that each focus on a specific set of skills or specialized opportunities for students to pursue their personal and professional interests.

- HUD 114 College Success (3 credits; offered every fall & spring)
- HUD 122 Practicum in Governance (1 credit; offered every fall & spring)
- HUD 128 College Strategies (1 credit; offered every fall & spring)
- HUD 129 Learning Studio for Dual Enrollment (0 credits; offered every fall & spring)
- HUD 130 General Education Seminar: Introduction to Information Literacy (1 credit; offered every fall & spring)
- HUD 135 Career Exploration and Planning (1 credit; offered every fall & spring)

Special Topic Courses

Greenfield Community College offers Special Topics courses that provide students opportunities to enhance their learning by exploring particular topics or themes more intensively and creatively than is possible in regular course offerings. Special topics courses are 200 level courses, require introductory (100) level courses as prerequisites, and are designated by the appropriate three-letter department code and the number 240. Students may repeat a 240 Special Topics course for credit within the same department as long as the title of the course is different. Otherwise, refer to the standard procedure regarding repeating a course found in the college catalog.

Civic Engagement

Greenfield Community College offers students civic engagement opportunities on campus and at the local and statewide level to support students in acquiring the knowledge, intellectual skills, and applied competencies needed for informed and effective participation in civic and democratic life. Students benefit from developing an understanding of the social values that underlie democratic structures and practices through civic engagement opportunities. Through a diverse range of classroom-based and co-curricular options, such as engagement in student government, GCC's extensive network of community partnerships gives students unique opportunities to impact civic institutions and prepare for leadership roles in the future.

Directed Study

Directed study allows a student to collaborate with a qualified instructor to complete a project for advanced individual study beyond the specific offerings at Greenfield Community College. To qualify, the student must have completed all available offerings in the given topic. A course described in the Greenfield Community College catalog may not be completed through a directed study, except in extraordinary circumstances.

A directed study carries the course number 295 or 296 and may be completed for one, two or three credits. If a 295 course is completed for one credit, the student may complete additional 295 courses in the same subject field until a maximum of three credits is earned.

The successful completion of a 295 course is prerequisite to the 296 course in the same field. Once a student embarks on a 296, they may not go back to a 295 in the same subject field, even if the maximum of three credits in the 295 has not been earned.

A directed study may not be accepted in transfer to a Baccalaureate degree awarding institution.

For additional information and application materials, contact the Registrar or an Academic Grouping Office, or visit <http://www.gcc.mass.edu/registrar/forms>.

Internships

Internships extend students' learning beyond the classroom setting and allow them to work with a faculty mentor and a sponsor from a business or organization to gain hands-on experience in professional work environments that relate to their academic and career interests. Students should be able to relate the internship experience to knowledge and skills that they have gained through college-level classroom instruction.

Internships I and II carry the course number 293 and 294 respectively, and may be completed for one to six credits. No more than six credits from 293/294 numbered courses can be used to satisfy requirements for any one degree or certificate. An internship might not be accepted in transfer to a Baccalaureate degree awarding institution.

293 (1–6 credits) internship i and 294 (1–6 credits) internship ii are site-based learning experiences. In consultation with an appointed faculty mentor and a site supervisor, students will develop and fulfill a list of learning goals and expectations.

Activities for 293 could include site-based research and presentations, field experiences, apprenticeships, performing tasks commensurate with the student's professional goals, shadowing professionals, etc.

For 294, students will put into practice skills and knowledge gained in previously taken courses and program-related experiences. It is expected that the relationship between student and the site is mutually beneficial: students will gain real-life experience as they put theory to practice, and the site will have value added in some significant way.

Before an internship begins, the student and a faculty mentor will agree upon the credits to be awarded (45 on-site hours per credit). At the end of the internship, the work will be assessed for its academic and career planning value. A grade will be determined by the faculty mentor, in consultation with the student and the site personnel, on the basis of the extent to which the student has advanced their understanding in the field of interest and demonstrated learning.

To learn more about internships, students should visit the GCC internship website at: <http://www.gcc.mass.edu/internships/>. Here they will find internship postings and general information about the internship process as well as a blank internship contract and other valuable resources they can use to prepare for an internship interview. They may also consult with the internship coordinator and/or see their academic advisor or another potential faculty mentor to determine if they are a good match for internship postings that interest them. Internship forms are available at <http://www.gcc.mass.edu/internships> or at <http://www.gcc.mass.edu/registrar/forms>. Note: The faculty mentor will confer with the department's chair/coordinator to confirm the appropriateness of the placement. A student may start an internship once all necessary documents have been signed by student, faculty mentor, host supervisor, and grouping dean and the internship has been created as a course on the Banner system by the administrative assistant. Midway through and at the end of an internship, evaluation forms will be sent to both the student and the host site. These are intended to help in the student's progress and will be forwarded to the faculty mentor as well.

Honors Scholar Program

MISSION

The Honors Scholar Program at Greenfield Community College enables students to engage in deeper research and learning opportunities that will better prepare them for advanced scholarship at a 4-year college or university, and for success in the workforce.

ADMISSION TO THE PROGRAM

Students in good academic standing who have completed 6 or more credits at GCC or another college or university, and who have a minimum GPA of 3.2, may apply for admission to the Honors Scholar Program.

Applications are available at: <http://www.gcc.mass.edu/honors>.

REQUIREMENTS FOR GRADUATION

To graduate as an Honors Scholar, a student must:

- Have a minimum cumulative GPA of 3.2
- Complete a minimum of 10 honors credits, including 4 credits of either a GCC Honors Scholar Capstone Course or the UMass Honors Seminar offered at GCC
- Earn a minimum grade of B in all courses taken for honors credit
- Present at least once at an approved undergraduate research conference or symposium

HONORS COURSE PROPOSAL

To earn honors credits for a course, students must submit an Honors Course Proposal that details an Honors Project to be undertaken in addition to regular course requirements. This Proposal must be approved by both the course instructor and the Honors Committee. Information on the Honors Course Proposal process is in the Honors Courses section below or here: <http://www.gcc.mass.edu/honors>.

THE HONORS CAPSTONE COURSE

This 4-credit course, which aims to consolidate the advanced techniques and knowledge honors students have acquired, is interdisciplinary in nature and has a special prerequisite: students must have completed 6 honors credits to enroll in it. The course will focus on more advanced approaches to academic scholarship.

[NOTE: The UMass Honors Seminar fulfills the capstone requirement]

THE UNDERGRADUATE RESEARCH SYMPOSIUM

All Greenfield Community College Honors Scholars are expected to present at an approved undergraduate research conference or symposium at least once. The Greenfield Community College Research Symposium and Massachusetts Statewide Undergraduate Research Conference are preapproved forums for presentation. Other conferences and forums need prior approval by the Honors Scholar Project Coordinator.

BENEFITS

- **Honors Advising:** Students seeking honors credit may meet with the Honors Program Coordinator for intensive advising on program expectations and requirements as well as for assistance in identifying faculty who are willing to support an Honors Course Proposal. Students who participate in this program may also have access to special programming opportunities.
- **Honors Scholar Librarian:** The GCC Library has a special librarian designated as the Honors Scholar Project Liaison. This librarian is familiar with the kinds of projects, needs, and requirements students will encounter as honors students and can help with all areas research.
- **Workshops:** The Honors Scholar Program Coordinator will schedule workshops throughout the fall and spring semesters. Attendance is voluntary, but all honors students are encouraged to attend. Topics vary from semester to semester and include library research, scholarship opportunities, transfer options, service learning, and topics suggested by honors scholar program participants.

Honors Courses

Any GCC college-level credit course may be taken for honors credit, provided that the instructor of that course allows this option. To take a course for honors credit, a student must create an Honors Course Proposal approved by the course instructor and by the faculty Honors Committee. The student submits the Honors Course Proposal to the faculty Honors Committee no later than two weeks after the course begins, although it is strongly recommended that this Proposal be worked out and submitted before the semester begins. This Proposal details the scope of the Honors Project the student will pursue and specifies a timeline for its completion, including meetings with the instructor. The form can be found here: <http://www.gcc.mass.edu/honors>.

Once approved, the student must complete the Honors Project by the end of the semester in order to receive honors credit for the course. Unlike for other courses, grades of IN (incomplete) are not available for an Honors Project. Furthermore, to receive honors credit for the course, the student must earn a minimum of a B in the course itself.

Up until the last day to withdraw from the course with no record, the student may withdraw their Honors Proposal and pursue the course for regular non-honors credit. (Note that the GCC Honors Scholar Capstone Course and the UMass Honors Seminar award honors credit without the need for a Proposal.) If the student does not complete the Honors Project by the end of the semester, or does not receive a minimum grade of B for the course, no honors credit will be awarded for the course, and instead, regular non-honors credit will be awarded in accordance with GCC

ADDITIONAL ACADEMIC OPPORTUNITIES

grading policies.

Honors courses, other than the capstone course and the UMass Honors Seminar, are notated on student transcripts with an 'H' added to the course number. E.g. ENG 112H.

Study Abroad Opportunity

INTERNATIONAL LANGUAGE AND CULTURE STUDY AWARD

This scholarship program, administered by the GCC International Studies Committee, has been sponsored jointly by the Student Senate and the President since 2000. Each summer, scholarship recipients spend several weeks in a language and culture institute in a French- or Spanish-speaking country, immersing themselves in that country's culture and language. Students develop communication skills and gain understanding of other cultures by attending language classes at the institute, visiting local sites of cultural interest and staying with local host families. Students must have had some prior study of the language, must be returning to GCC in the fall following study abroad and must have completed 12 credits at GCC. For more information, contact the chair of the International Studies Committee at (413) 775-1282.

Complete a Four-Year Degree

ELMS COLLEGE AT GREENFIELD COMMUNITY COLLEGE

Elms College is partnering with GCC on the delivery of GCC/Elms Bachelor's Degree Completion Programs. The Elms programs at GCC expand baccalaureate opportunities for students and alumni of GCC and result from a formal agreement between GCC and Elms College. Students earn an Associate's degree from GCC. Students then build on their GCC education and earn a bachelor's degree from Elms College on the GCC Main Campus and online.

Two Bachelor's Degree Completion Programs are available at GCC from Elms College, including:

- Bachelors of Science in Social Work (20-month, Saturday only program with some online courses)
- Bachelors of Science in Nursing (RN-BSN) (15-month, Thursday evening program with some online courses)

For more information on the B.S. in Social Work, contact Charles Jordan, Interim Vice President of Academic Affairs, Greenfield Community College, room C205, (413) 775-1471, jordanc@gcc.mass.edu, or contact Wanda Banks, Assistant Director of Continuing Education Admission, Elms College, (413) 265-2336, banksww@elms.edu.

For more information on the B.S. in Nursing degree (RN-BSN), contact Charles Jordan, Interim Vice President of Academic Affairs, Greenfield Community College, room C205, (413) 775-1471, jordanc@gcc.mass.edu, or Ginger Newell-Stokes at (413) 265-9521, newellstokes@elms.edu.

MASSACHUSETTS COLLEGE OF LIBERAL ARTS (MCLA) AT GREENFIELD COMMUNITY COLLEGE

MCLA is partnering with GCC to offer a Bachelor of Arts degree in Interdisciplinary Studies with a focus on health and human services. Students graduating with a degree in Interdisciplinary Studies will demonstrate advanced skills in critical thinking, research, writing, and oral presentation.

MCLA's bachelor's degree completion program is designed for adult learners seeking a non-traditional pathway to completing their bachelor's degree. Students begin their program of study with a group of their peers and proceed together as a cohort.

- Classes are offered one night per week and online to help students meet work and family demands with their studies.
- Classes are offered in six or seven-week sessions.
- Students take two-three classes per semester.

Community members seeking more information should contact Judy Raper, Associate Dean for Community Engagement at (413) 775-1189, raperj@gcc.mass.edu. GCC students should contact Shane Clark at (413) 775-1207, clarksh@gcc.mass.edu or contact MCLA's Division of Graduate and Continuing Education at dgce@mcla.edu or (413) 662-5576.

WESTFIELD STATE UNIVERSITY AT GREENFIELD COMMUNITY COLLEGE

Westfield State University has a formal partnership agreement with GCC whereby students earn a Bachelor's of Science in Nursing from Westfield State with all classes offered in Northampton at GCC's Smith Vocational location. Westfield State's RN to BSN program prepares registered nurses (RNs) who hold an Associate of Science in Nursing to acquire a Bachelor of Science in Nursing. Students complete a program of study that builds upon existing knowledge and skills in preparation to take on a broader role in health care.

- Students complete the RN to BSN program in 12 or 24 months.
- The program is a hybrid of online and in-person courses allowing for flexibility to accommodate nurses work schedules.
- An orientation is provided to help acclimate students to the online learning and classroom environment.
- WSU accepts up to 90-credits from regionally accredited colleges and university.
- The program starts in September with an admission deadline of April 1. Applications may be accepted after this deadline, space permitting.
- Current GCC RN students should consult with their advisor while in the program to ensure a smooth transition into WSU's program.

For more information, contact Charles Jordan, Interim Vice President of Academic Affairs, Greenfield Community College, room C205, (413) 775-1471, jordanc@gcc.mass.edu, or visit <http://www.westfield.ma.edu/academics/degrees/nursing-rn-to-bsn-degree-in-northampton>.

Credit Courses

Accounting (ACC)	Engineering Technology (EGT)	Medical Assistant (MAC)
Agriculture (AGR)	English (ENG)	Medical Office Management (MOM)
American Sign Language (ASL)	Environmental Studies (EVS)	Music (MUS)
Anthropology (ANT)	Fire Science Technology (FST)	Applied Music (MUS)
Art Critical Studies (ACS)	French (FRE)	Nursing (NUR)
Art History (AHS)	Gender and Women's Studies (GWS)	Outdoor Leadership (OLP)
Art (ART)	Geology (GEO)	Personal Communication Skills (PCS)
Biology (BIO)	Health, Fitness, and Wellness (HFW)	Philosophy (PHI)
Business (BUS)	Health Science (HSC)	Physics (PHY)
Chemistry (CHE)	History (HIS)	Political Science (POL)
Communications (CMN)	Honors (HON)	Psychology (PSY)
Computer Information Systems (CIS)	Human Development (HUD)	Renewable Energy/Energy Efficiency (REE)
Computer Science (CSC)	Human Services (HSV)	Science (SCI)
Criminal Justice (CRJ)	Humanities (HUM)	Sociology (SOC)
Economics (ECO)	Latin (LAT)	Spanish (SPA)
Education (EDU)	Leisure Education (LED)	Theater (THE)
Emergency Medical/Paramedic (EMS)	Mathematics (MAT)	
Engineering (EGR)		

This section contains descriptions of the College's approved credit courses. Developmental courses use numbers 090-096 and will not be used to fulfill associate degree or certificate requirements and grades earned from developmental course will not be used in calculating grade point average; introductory level and first-year courses use numbers 100-199; intermediate level and advanced level courses use numbers 200-299.

NOTE:

The College does not offer all courses every semester. The course descriptions indicate how often a course is offered, for example: every fall, every other summer, spring in odd numbered years, periodically. Work with your advisor to map out the semester-by-semester plan for program completion. Visit www.gcc.mass.edu/schedule to determine whether a course labeled periodic is offered in a given term.

The college makes every effort to offer courses as indicated in this Catalog. Occasionally, there are changes to our curriculum which occur after the Catalog is published. For up-to-date information, visit our website: www.gcc.mass.edu.

Course contact time is established in compliance with the federal definition in NECHE's Policy on Credits and Degrees, which states: Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than —

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

ACCOUNTING

ACC 151 Concepts of Financial Accounting I, 3cr

An introduction to accounting principles and theory for the corporation. The course concentrates on the recording of business transactions through the accounting cycle, from journalizing, posting, adjusting, and closing to the preparation of financial statements. Additional topics include merchandise and inventory accounting. The course also focuses on how general purpose financial statements communicate information about the business corporation's performance and position for users of financial statements. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, and MAT 090 or MAT 090S, or satisfactory placement

ACC 152 Concepts of Financial Accounting II, 3cr

A continuation of ACC 151. Topics include internal control and accounting for cash, accounts receivable, property and equipment and related depreciation, intangible assets, long term liabilities, accounting for a partnership, payroll accounting, and preparation of the cash flow statement. The student completes a detailed analysis of a corporate annual report with an emphasis on the analysis and interpretation of financial information. (Offered: Every Spring)

Prereq: ACC 151

ACC 203 Management Accounting, 3cr

An introduction to the process of gathering and analyzing accounting data for use by managers in planning, decision-making, and controlling. Topics include basic cost concepts, cost volume-profit relationships, relevant cost decisions, capital investment decisions performance evaluation, and budgeting. The student uses spreadsheet software. (Offered: Every Fall)

Prereq: ACC 152; CIS 140 or permission of instructor

AGRICULTURE

AGR 109 Organic Gardening, 1cr

Provides instruction in a natural gardening program and "hands-on" introduction to the basic philosophy, content and methods of organic gardening and permaculture design. Using a model garden site, participants plan and design a garden, prepare the soil, plant the seeds, and prepare for harvesting and storage. Topics include compost, soil improvement, seed selection, crop rotation and plant management. The course includes in-the-field instruction. NOTE: Students may receive credit for only one of the following: EVS 152, HEC 152 or AGR 109. (Offered: Periodically)

Prereq: None

AGR 110 Beekeeping, 1cr

Provides strategies and techniques for the beginner beekeeper. Topics include: hive construction, life cycle of the honey bee, hive management through the seasons, threats to the health and wellness of bees, diverse approaches and the joys of beekeeping. Special Requirement: Must possess physical ability to use hand tools. Field trip required. NOTE: Students work with bees. (Offered: Periodically)

Prereq: None

AGR 111 Four Season Farming, 1cr

Explores strategies for extending growing seasons into the fall and winter. Topics include: hoopouses, coldframes, raised beds, mulch, managing seasonal crops, frost proofing, cold hardy crops, early spring greenhouse management, winter snow removal, and seed germination under unheated conditions. Special Requirement: Must possess physical ability to use hand tools. Field trip required. (Offered: Periodically)

Prereq: None

AGR 112 Food Preservation and Storage, 1cr

Provides strategies and techniques for preserving and storing food. Topics include: kitchen safety, rules for food safety, canning basics, dehydration, cold storage and freezing, food selection, choosing and maintaining equipment, and awareness of local food resources. Special Requirement: Must possess physical ability to use kitchen tools (Offered: Periodically)

Prereq: None

AGR 113 Mushroom Foraging, 1cr

Foraging for wild fungi in New England. Students learn to identify local edible mushrooms using field guides and develop safe mushroom foraging skills by examining where, when and how mushrooms grow. Students forage for wild mushroom and apply skills to locate, identify and sustainably harvest culinary and medicinal species. Special Requirement: Students must possess the ability to traverse uneven landscapes. Field trips required. Students assume travel costs. (Offered: Every Fall)

Prereq: None; Recomm: SCI 137

AGR 115 Permaculture Landscape Management and Installation, 1cr

Offers students hands-on permaculture skills for productive landscapes. Students gain applied skills through direct observation of and interaction with permaculture systems, including an edible forest garden, stormwater irrigation system, greenhouse, constructed pond, earth-bermed root cellar, and living roof. This course combines on-site lectures describing landscape management procedures and hands-on installation activities such as mulching, planting, pruning and light-construction. Special Requirement: Field trips. Students assume any travel costs. Students must use gardening hand tools, work in soil for an extended period of time, and traverse sloped landscape. (Offered: Periodically)

Prereq: None; Recomm: SCI 137

AGR 116 Wild Foods, 1cr

A basic introduction to observing, identifying, harvesting and preserving native plants, herbs and weeds for edible and nutritional purposes. Topics also include how common weeds, including invasive species, can be turned in to value-added products--improving the productivity of farms, gardens or homesteads. Special Requirement: Field trips; students assume any travel costs and make arrangements for their own transportation. Students must traverse uneven landscapes. (Offered: Periodically)

Prereq: None. Recomm: SCI 137; BIO 102

AGR 117 Greenhouse Production and Management, 4cr

An introductory course on the fundamental principles of organic greenhouse management. Students investigate and implement emerging best practices in high-tech greenhouse environments and assist with managing plant production in the on-campus greenhouse. Topics include mechanical systems required for heating and cooling; soil media and organic fertilizers; cultural practices that support plant health; insect and disease management; propagation techniques; automated controls; and integrated greenhouse management planning. Field trips to local greenhouse sites examine diverse options in management practices, production scale, and career opportunities. NOTE: This course does not fulfill the Natural or Physical Science requirement. Special Requirement: Field trips. Students assume any travel costs. (Offered: Spring in odd numbered years)

Prereq: MAT 090 or MAT 090S, ENG 090 and ENG 094 or satisfactory placement. Recomm: BIO 102 or BIO 124; MAT 095 or MAT 095S.

AGR 118 Sustainable Farming Skills, 3cr

An introduction to modern sustainable farming methods and practices: apply sustainable farming skills and methods to crop production in a whole-farm system, including plant, animal, and market considerations; work safely around crops, machinery, and other constraints. Topics include land-use planning and crop lay out, nutrient use and recycling, planting, maintenance and harvesting, and harvesting for sustainable agricultural systems. Class structure includes lecture, demonstration, reading and written assignments, and on-farm participation. Hands-on experience provides practical skills and complements theory. NOTE: Livestock present, but student interaction not expected. Special Requirement: Must possess physical ability to use hand tools. Must wear hard-soled, closed-toe work shoes or boots, minimum of ankle high. Students work with farm equipment. Travel to off-campus site required. Students assume travel costs. (Offered: Periodically)

Prereq: ENG 090 and ENG 094 or satisfactory placement; MAT 090 or MAT 090S or satisfactory placement.

AGR 119 Mushroom Cultivation, 1cr

Applies permaculture principles to the cultivation of wild fungi. Students learn to identify edible mushrooms using field guides and acquire cultivation skills for common mushrooms. Students understand how to integrate mushroom cultivation techniques into homescale gardens. Field activities explore various techniques used to cultivate fungi for culinary and medicinal purposes and include touring local mushroom farms. Special Requirement: Field trips required. Students assume and travel costs. (Offered: Every Spring)

Prereq: None. Recomm: SCI 137

AMERICAN SIGN LANGUAGE

ASL 101 Elementary American Sign Language I, 4cr

Presents basic grammatical rules in the use of American Sign Language. The course covers basic ASL vocabulary, manual alphabet/numbers, visual-gestural communication, and information related to deaf culture. Students develop basic competence in receptive and expressive use of ASL. Students and teacher use ASL in the class to communicate. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

ASL 102 Elementary American Sign Language II, 4cr

A continuation of ASL 101, designed to further develop students' proficiency in frequently used signs. The course offers students the opportunity for individual hands on experience in language learning. The course emphasizes a study of cultural behaviors, values, and norms. The course uses video text to improve conversational skills and preserve the integrity of the language. Students and teacher use ASL in the class to communicate. (Offered: Every Fall, Every Spring)

Prereq: ASL 101 or equivalent, or permission of instructor

ASL 201 Intermediate American Sign Language I, 4cr

Offers the student continuing opportunities for hands-on experience in language learning. A critical component of the course is the use of video text to improve conversational skills at the intermediate level and to preserve the integrity of the language. The course emphasizes a deeper understanding of Deaf norms, allowing students to learn appropriate behavior in order to function comfortably in a wide variety of situations in the Deaf community. (Offered: Periodically)

Prereq: ASL 101 and 102, or permission of instructor

ANTHROPOLOGY

ANT 104 Cultural Anthropology: Tribes, States and the Global System, 3cr

An introduction to basic concepts of cultural anthropology. Students compare cultures of increasing scale and investigate specific universal issues related to why cultures change, who benefits from such change, and the costs of such changes. The course begins with an introduction to anthropological fieldwork, and continues with the description and analysis of different cultures representing domestic-scale autonomous tribal societies; politically organized, class-based systems and ancient empires; and global, industrial market based civilizations. (Offered: Every Fall, Spring & Summer)

Prereq: ENG 090 and ENG 094, or satisfactory placement

ART CRITICAL STUDIES

ACS 200 Professional Art Practices, 3cr

An examination of the visual arts beyond the studio. Study includes creative career paths available to the artist, application processes, the writing of artist statements, portfolio documentation and presentation. Class participates in Art Department gallery events and museum/gallery visits. Special Requirement: Attending off-campus meetings at other schools, museums, galleries, and artist's studios; students assume any travel costs and make arrangements for their own transportation. (Offered: Every Fall)

Prereq: ENG 101 and two 200-level ART studio courses or permission of the instructor.

ART HISTORY

AHS 101 Art History Survey I, 3cr

A survey of the history of art from pre-history through the Gothic period. Topics include an introduction to the vocabulary of art through contemporary forms, with an emphasis on developing visual awareness of formal elements, aesthetics, and the components of style; an examination of the role of the artist in society and culture; and of the importance of art throughout history. NOTE: Students may receive credit for ART 103 or AHS 101, but not for both. (Offered: Every Fall, Every Spring)

Prereq: ENG 101 or concurrent enrollment in ENG 101

AHS 102 Art History Survey II, 3cr

A survey of the history of art from the early Renaissance in Europe to the modern period. Topics include the study of art from non-western cultures; an examination of the role of the artist in society and culture, and of the importance of art throughout history. NOTE: Students may receive credit for ART 104 or AHS 102. (Offered: Every Spring)

Prereq: ENG 101 or concurrent enrollment in ENG 101

AHS 108 History of Photography, 3cr

An introduction to the history of photography from pre-photographic times to its most recent developments. This course presents an overview of major photographers and trends, technological developments, and stylistic analysis. Students examine the social and cultural contexts of photography, as well as critical approaches to photography and the relationship of photography to other art forms. NOTE: Students may receive credit for ART 108 or AHS 108, but not for both. (Offered: Periodically)

Prereq: ENG 101

AHS 201 Art Now, 3cr

Examines the current art and artists that have promoted significant change in the art world. Students critically discuss the thinking behind this art, the process through which it becomes recognized as art, and how we understand the impact and aesthetic of contemporary art. NOTE: Students may receive credit for ACS 201 or AHS 201, but not for both. Special Requirement: Occasional off-campus meetings, which may include museums, galleries, or artist's studios; students assume any travel costs and make arrangements for their own transportation. (Offered: Periodically)

Prereq: ENG 101; ART 121 or permission of the instructor

AHS 207 History of Modern Art, 3cr

A survey of modern art from Post-Impressionism to the present. Topics include major expressions in painting, sculpture, performance, installation, architecture; an examination of the role of the artist in society and culture, and the importance of art throughout modern history. NOTE: Students may only receive credit for AHS 207 or AHS 107 or ART 107. (Offered: Every Fall)

Prereq: ENG 101. Recomm: AHS 101

ART

ART 121 Visual Concepts I, 3cr

Introduces the visual language of art-making and the principles of design. The course emphasizes problem-solving through the investigation of composition, spatial issues, the perceptual use of color and the development of visual ideas in 2D, 3D, and time. (Offered: Every Fall, Every Spring)

Prereq: ENG 094 or concurrent enrollment or satisfactory placement; Recomm: ENG 090 or satisfactory placement

ART 123 Visual Concepts II, 3cr

Continues to develop proficiency in visual problem-solving through the investigation of composition, spatial issues, the perceptual use of color and the development of visual ideas in 2D, 3D, and time. Students produce a portfolio of work that demonstrates a critical understanding of the principles of design. (Offered: Every Fall, Every Spring)

Prereq: ART 121

ART 131 Drawing Foundation, 3cr

Presents a series of problems to acquaint the student with perceptual and inventive skills in drawing. The course introduces the visual language, drawing materials, and techniques while examining ways of implying space on a two-dimensional surface. (Offered: Every Fall, Every Spring)

Prereq: ENG 094 or concurrent enrollment or satisfactory placement; Recomm: ENG 090 or satisfactory placement

ART 132 Drawing II, 3cr

A continuation of Drawing Foundation with emphasis on personal expression, idea development, and the use of color. Students work through a series of problems leading to the development of a drawing portfolio. (Offered: Every Fall, Every Spring)

Prereq: ART 121 and ART 131

ART 141 Color, 3cr

An exploration of the perceptual characteristics of color. Students develop sensitivity to color through direct visual experiences and practice. The course emphasizes color mixing and interaction in application. (Offered: Periodically)

Prereq: ENG 090 and ENG 094, or satisfactory placement; Recomm: ART 121

ART 151 Photography Foundation, 3cr

Introduces the visual, critical, and technical issues of photography. Students learn the essential aspects of camera control and functionality leading to the production of a body of printed work. Special Requirement: Students must provide their own digital camera, preferably with shutter speed and f-stop controls. (Offered: Every Fall, Every Spring)

Prereq: ENG 094 or satisfactory placement; Recomm: ART 121 and ENG 090 or satisfactory placement

ART 152 Film and the Darkroom, 3cr

Introduces the visual, critical, and technical issues of darkroom-based black and white photography. The course covers the essential aspects of camera control and functionality when working with film and chemistry. Students produce a portfolio of silver gelatin prints. (Offered: Every Fall)

Prereq: ENG 094 or concurrent enrollment or satisfactory placement. Recomm: ENG 090 or satisfactory placement

ART 155 Video Foundation, 3cr

An art-based introduction to digital video. Topics include instruction in the use of digital video cameras, non-linear editing platforms, and digital sound. Students study video as a form of artistic expression with an emphasis on the development of the compositional, shooting, editing, conceptual, and critical skills associated with time-based media. (Offered: Every Fall, Every Spring)

Prereq: ENG 094 or satisfactory placement. Recomm: ART 121 and ENG 090 or satisfactory placement

ART 161 Computer Arts Foundation, 3cr

Introduces the computer as a medium for the creation of works of art. Students work through a series of problems that investigate different approaches to the medium providing a solid foundation in computer-based creation. (Offered: Every Fall, Every Spring)

Prereq: ENG 094, or satisfactory placement. Recomm: ART 121 and ENG 090 or satisfactory placement

ART 235 Figure Drawing, 3cr

An introduction to figure drawing. This course emphasizes observational drawing skills through an investigation of the human form, its underlying anatomical structure, and its spatial environment. The course focuses on drawing from the model with emphasis on gesture, proportion, foreshortening, and composition. (Offered: Every Fall)

Prereq: ART 132

ART 236 Advanced Drawing I, 3cr

Approaches drawing as a personalized form of expression and investigation. Students work in series to develop a body of work. Possibilities include figurative, life drawing, abstraction, and conceptual. (Offered: Periodically)

Prereq: ART 121 and ART 132; Recomm: ART 235

ART 237 Advanced Drawing II, 3cr

Continuation of ART 236, Advanced Drawing I. Students discuss and analyze the drawing medium in greater depth than in previous coursework and go on to create an individualized drawing portfolio demonstrating a critical understanding of the issues inherent in developing a cohesive body of work. (Offered: Periodically)

Prereq: ART 236

ART 241 Painting, 3cr

Introduces the medium and craft of painting. The course includes study in the mixing and application of color, construction of canvases and other painting supports. The course emphasizes composition and image development. (Offered: Every Fall, Every Spring)

Prereq: ART 121 and ART 132

ART 242 Painting and Drawing I, 3cr

An investigation of interrelationships of painting and drawing. Students work through a series of problems addressing formal and conceptual issues. The course emphasizes the development of an individual, cohesive, body of work. (Offered: Every Fall, Every Spring)

Prereq: ART 241

ART 243 Painting and Drawing II, 3cr

A continuation of ART 242, Painting and Drawing I, with emphasis on the development of an individual, cohesive, portfolio of work. (Offered: Every Fall, Every Spring)

Prereq: ART 242

ART 247 Painting: On Location and in the Studio, 3cr

An exploration of the craft of painting with an emphasis on methods, materials and the construction of the observed image. Students work in outdoor locations and within the studio to develop connections between observed space and visual memory. Special Requirement: Students must attend class meetings at off-campus locations, assume any travel costs, and make arrangements for transportation. (Offered: Every Summer)

Prereq: ART 121 and 132; Recomm: ART 241

ART 251 Intermediate Photography I, 3cr

Emphasizes the range of possibilities in photography, including film, digital, and the exploration of experimental processes. Students explore their interests through a project orientation and discuss issues and methodologies that concern the contemporary photographer. (Offered: Every Fall, Every Spring)

Prereq: ART 151; Recomm: ART 152

ART 252 Intermediate Photography II, 3cr

Continuation of ART 251 Intermediate Photography I. Students discuss and analyze the photographic image in greater depth than in previous coursework and go on to create an individualized photography portfolio demonstrating a critical understanding of the issues inherent in developing a cohesive body of work. Special Requirement: Students must provide their own camera with shutter speed and f-stop controls. (Offered: Every Fall, Every Spring)

Prereq: ART 251; Recomm: ART 152

ART 258 Illustration, 3cr

An introduction to the field of illustration. The course emphasizes the development of conceptual problem-solving abilities, technical skills, self-expression and personal style. Students work through a series of problems aimed at developing their strength in these areas. (Offered: Periodically)

Prereq: ART 121 and ART 132; Recomm: ART 161

ART 280 Creative Coding, 3cr

An introduction to coding for artists. Topics include programming motion, interactivity, sound, video, graphics and the study of the history of code-based art. Students complete a body of work exploring conceptual and visual ideas. (Offered: Every Spring)

Prereq: ART 161; Recomm: MAT 095

ART 281 Computer Arts I, 3cr

Explores the computer as a medium for the creation of works of art. Students create a series of works that investigate different approaches to the medium with the end goal of creating a Computer Arts portfolio. The instructor reviews different software and techniques each semester. (Offered: Every Fall, Every Spring)

Prereq: ART 161 and ART 121 or permissions of the Department Chair

ART 282 Computer Arts II, 3cr

Explores the computer as a medium for the creation of works of arts. Students continue to create a series of works that investigate different approaches to the medium with the end goal of creating an advanced Computer Arts portfolio. The instructor reviews different software and techniques each semester. (Offered: Every Fall, Every Spring)

Prereq: ART 281

ART 290 Visual Arts Seminar, 3cr

Builds on prior studio experience within a student's visual arts concentration. Each student produces a body of thematically linked works that display an advanced level of critical thinking and technical achievement. Students and faculty use regular class meetings for critical discussion and review of work. Student produce work outside of class time. (Offered: Every Spring)

Prereq: Two 200-level courses coded ART

BIOLOGY

BIO 102 Botany, 4cr

An introduction to the study of plants through exploring the structure and function of roots, stems, leaves, flowers, fruits, and seeds. Students study the processes of reproduction, respiration, photosynthesis, and inheritance. In the laboratory, students study the structure and function of live and preserved plant materials as they relate to lecture subjects. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement

BIO 104 Natural History, 4cr

An introductory study of plants, fungi, and animals in their natural environment including the historical and biological processes that have led to the present day landscape of southern New England. Topics may include a survey of local flora, fauna, and fungi, species identification, evolution, ecology and conservation, energy flow and food webs, disturbance history and interpretation, animal tracks and sign, and water resources. Field trips to local natural history sites and a project focusing on a natural area enhance student observation skills and understanding of class topics. Special Requirement: Students must possess the ability to traverse uneven landscapes. Field trips required. Students assume travel costs. (Offered: Every Fall)

Prereq: ENG 090, ENG 094 or satisfactory placement

BIO 120 Introduction to Environmental Science, 4cr

Provides an overview of the principles of environmental sciences with the overall objective of increasing student awareness and understanding of regional, national, and global environmental issues. Students focus on environmental problems, ecological principles, human population, natural resources, environmental quality, pollution, biodiversity, and conservation. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement.

BIO 124 Introductory Horticulture, 4cr

Provides knowledge on how to propagate and care for plants through experiences with soils, seeds, bulbs, potting, watering, pruning, dividing, terrariums, and fertilizers. Students learn how to design and manage a vegetable garden for maximum harvest. The laboratory sessions provide experiences with plants, such as mixing soil, planting seeds, taking cuttings, potting up plants, fertilizing plants, plant growth, constructing terrariums, and a trip to a local plant growing business. NOTE: Students may receive credit for BIO 111 or BIO 124, but not for both. (Offered: Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

BIO 126 Biology I, 4cr

An introduction to cellular and molecular biology. Major topics include the biochemical basis of life, cell biology, photosynthesis, respiration, mitosis, meiosis, genetics, DNA structure and replication and protein synthesis. Students engage the scientific method by designing, conducting, and evaluating laboratory experiences that include selected topics in cell structure and function, enzymes, respiration, photosynthesis, genetics and molecular biology. NOTE: Students may receive credit for BIO 119 or BIO 126, but not for both. (Offered: Every Fall, Spring & Summer)

Prereq: ENG 090, ENG 094, and a grade of C or better in MAT 095 (MAT 105) or MAT 095S, or satisfactory placement. Recomm: MAT 096 or MAT 096S strongly recommended.

BIO 127 Biology II, 4cr

An introduction to organismal biology with a focus on evolution, the diversity of life and ecology. Major topics include the processes and outcomes of microevolution, macroevolution and the history of life, a survey of the major groups of prokaryotic and eukaryotic organisms, basic plant and animal structures and their functions, and ecology. Students engage the scientific method by designing, conducting and evaluating laboratory experiences that include selected topics in evolution, organismal diversity, and ecology. Field-based lab experiences train students to observe, identify, collect, measure and monitor organisms in the wild. Special Requirement: Field trips. Students assume any travel costs. (Offered: Every Spring)

Prereq: BIO 126 or BIO 102; MAT 095 or MAT 095S. Recomm: ENG 101 and MAT 096 or MAT 096S strongly recommended.

BIO 130 Human Nutrition, 3cr

The study of nutrition and its application to good health and a sense of well being. Topics include the applications of nutrition to physical fitness, preventive medicine, and health care. NOTE: This course satisfies the four-credit laboratory science requirement only when combined with a successful completion of BIO 130L. (Offered: Every Fall, Spring & Summer)

Prereq: ENG 090 and ENG 094, or satisfactory placement

BIO 130L Human Nutrition Lab, 1cr

A laboratory supplement to BIO 130. This course introduces students to various biological and chemical aspects of nutrition using laboratory experiments designed to highlight specific nutrients and properties of foods. Students learn laboratory procedures and common techniques used by food scientists and chemists in the field of nutrition and food science. NOTE: This course satisfies the four-credit laboratory science requirement only when combined with a successful completion of BIO 130. (Offered: Every Fall, Every Spring)

Prereq: ENG 090, ENG 094, and MAT 090 or MAT 090S, or satisfactory placement and BIO 130 concurrently or satisfactory completion.

BIO 132 Lifestyle, Health, and Medicine, 4cr

An investigation into the impact of lifestyle on the human body with an emphasis on the treatment of lifestyle related disease. Topics include an overview of physiology, metabolism, stress, nutrition, and exercise. Topics relate to the treatment of obesity, heart disease, hypertension and type II diabetes. Students apply class knowledge to emerging trends in the business of medicine. (Offered: Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement; MAT 095 (MAT 105) or MAT 095S or satisfactory placement or permission of instructor.

BIO 194 Comprehensive Anatomy and Physiology, 4cr

A one semester survey of human anatomy and physiology. Students learn basic concepts of chemistry and cytology in order to understand human systems as well as the structure and function of organs, organ systems and their interactions. This course may involve dissection. NOTE: Students may receive credit for only one of the following: BIO 105 or BIO 107 or BIO 117 or BIO 194 or BIO 215 (BIO 195). Students may receive credit for BIO 106 or BIO 216 (BIO 196), but not for both. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

BIO 205 Microbiology, 4cr

An introduction to the biology of microorganisms with emphasis on the properties of microorganisms and their relationship to health and disease. Major topics include human host-microbe relationships; microbiome health and dysbiosis; a survey of human microbes; methods for preventing, diagnosing, and treating infectious disease; the impact of evolution on microbial resistance to treatment; and epidemiology of infectious disease. Lab required.

(Offered: Every Fall, Spring & Summer)

Prereq: BIO 126 or BIO 215

BIO 215 Human Anatomy and Physiology I, 4cr

A first semester of a comprehensive study of the anatomy and physiology of the human body, including biochemistry, cell anatomy and physiology, histology, the skeletal system, articulations, muscle anatomy and physiology, neurophysiology, the anatomy of the central and peripheral nervous systems, the anatomy and physiology of the special senses, and the neural integration. This is a Lab course that requires animal tissue dissections. NOTE: Students may receive credit for BIO 195 or BIO 215, but not for both. (Offered: Every Fall, Spring & Summer)

Prereq: BIO 126 with a grade of C or better or a college level equivalent within the last ten years with a grade of C or better; ENG 090 and ENG 094 or satisfactory placement; MAT 096 (MAT 106) or MAT 096S or MAT 014 or MAT 014S or satisfactory placement. Recomm: MAT 107

BIO 216 Human Anatomy and Physiology II, 4cr

A second semester of a comprehensive study of the anatomy and physiology of the human body, including endocrinology, blood, cardiovascular anatomy and physiology, lymphatic system, immunity, respiratory anatomy and physiology, digestive anatomy and physiology, metabolism, urinary anatomy and physiology, fluid dynamics, reproductive anatomy and physiology, genetics, and development. This is a Lab course that may require animal tissue dissection. NOTE: Students may receive credit for BIO 196 or BIO 216 but not for both. (Offered: Every Fall, Spring & Summer)

Prereq: BIO 126 with a grade of C or better or a college level equivalent within the last ten years with a grade of C or better; one of the following: BIO 215 (BIO 195) or a grade of B or better within the past 5 years in BIO 194; ENG 090, and ENG 094 or satisfactory placement; MAT 096 (MAT 106) or MAT 096S or MAT 014 or MAT 014S or satisfactory placement.

BIO 220 Foundations of Ecology, 4cr

The study of the complex inter-relatedness of organisms and the environment. Topics include the study of the individual, population, community, ecosystem and global levels of ecology with emphasis on conservation and sustainability of natural resources. Students engage the scientific method through laboratory experiences in forest, field, stream and pond habitats. NOTE: Students may receive credit for BIO 220 or BIO 103, but not for both. Special Requirement: Field trips. Students assume any travel costs. (Offered: Every Fall)

Prereq: ENG 090, ENG 094, MAT 107 or concurrent enrollment in MAT 107; 2 lab sciences: either 2 from Group A or 1 from Group A and 1 from Group B. Group A: BIO 102, BIO 120, BIO 126, BIO 127, GEO 102, GEO 204. Group B: BIO 104, BIO 130 and BIO 130L, BIO 205, CHE 111, GEO 203, PHY 101, PHY 111, PHY 113, SCI 120, SCI 138.

BIO 230 Introduction to Field Research Methods and Analysis, 2cr

A field-based introduction to ecological research methods and practice. Students participate in experimental design, data collection and analysis, and scientific communication through an immersive field research experience (e.g. terrestrial salamander ecology, invasive species management, ecology of vernal pool ecosystems). Students engage the primary literature and practice scientific communication through keeping a field journal and giving a final poster presentation. Students employ basic field techniques, discuss research ethics, and prepare for future ecological research and study. Special Requirement: Students must possess physical ability to traverse uneven landscapes. This class includes extensive fieldwork. Some scheduled class time will be used for field research with additional hours arranged individually. Interested students should meet with the instructor before registering to discuss the logistics of this course. Field trips. Students assume any travel costs. (Offered: Every Spring)

Prereq: BIO 102, BIO 104, BIO 120, BIO 126, or BIO 127; ENG 101; MAT 096 (MAT 106) or MAT 096S or satisfactory placement.

BUSINESS**BUS 102 Career Planning and Job Search Skills, 1cr**

Introduces students to concepts and tools necessary for developing and implementing a personal education and career plan and effective job search strategies. Special Requirement: Field Trips. Students assume any travel costs. (Offered: Every Fall, Every Spring)

Prereq: ENG 090, ENG 094 or satisfactory placement. Recomm: CIS 140 or concurrent enrollment in CIS 140.

BUS 105 Personal Financial Literacy, 3cr

Fundamentals of financial planning are presented to prepare students to make informed choices related to spending, saving, borrowing, and investing that lead to long-term financial security. Students learn to identify and evaluate choices as well as understand the consequences of their decision. Topics include the management of personal and family finances, budgeting, consumer buying, personal credit, savings and investment, home ownership, insurance and retirement planning. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement; MAT 090 or MAT 090S, or satisfactory placement.

BUS 111 Introduction to Business, 3cr

For students from any field of study who want to explore the study of business, and/or prepare themselves for employment, entrepreneurship, or simply informed consumer decision-making. The course introduces students to the contemporary context of business practices by exploring topics related to globalization, business ethics, entrepreneurship, business plan development, strategic planning, management, marketing, finance, and personal investing. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

BUS 116 E-Commerce, 3cr

For students interested in entrepreneurship, marketing, computer information systems, or web design and development careers. This course is an exploration of the business, marketing, technical, and legal considerations of conducting business via the Internet. Students investigate business-to-business and business-to-consumer models; identify necessary computer technologies and needed skill sets; examine user interface objectives and architectural implications; review methods for branding, communicating and persuading via Internet marketing channels; examine website and database management requirements; explore using data for website analytics and search engine optimization; and identify legal considerations. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, MAT 090 or MAT 090S, or satisfactory placement. Recomm: Competency in word processing and spreadsheet operation.

BUS 140 Entrepreneurship Seminar, 1cr

An application of small business skills and principles to real situations. Students work individually and in a small group seminar on personalized entrepreneurship projects. The curriculum focuses the student on specific concepts, expertise, and skills that are the key to an actual business start-up. Typical projects involve problem definition, development of the team workplan, completion of research and analysis, derivation of conclusions and recommendations, execution, generation of a final report, and project evaluation. Using the concept of a balanced mentorship, the faculty and student(s) together develop specific course content and deliverables. (Offered: Every Fall, Every Spring)

Prereq: Completion of at least 12 credits with the following course codes: ACC, BUS, CIS, ECO, or MDM; or permission of instructor.

BUS 155 Business Law, 3cr

An introduction to the practice and application of business law with an emphasis upon ethical decision making. Topics include the legal system, ethical decision making, dispute resolution, contract law, and sales contract law under the Uniform Commercial Code. (Offered: Every Spring & Summer)

Prereq: ENG 090 and ENG 094, or satisfactory placement

BUS 164 Introduction to Digital Design Tools, 3cr

An introduction to digital design which focuses on the business use of the Adobe Creative tools Photoshop, Illustrator, and InDesign. Topics include photo image preparation and manipulation, drawing artwork for logos and illustrations, and designing documents and marketing material. Special Requirement: Students not currently engaged in daily computer use or familiar with using a computer, should consider a word processing or introduction to computing workshop prior to taking BUS 164. This is a hands-on course. (Offered: Every Fall)

Prereq: ENG 094 or concurrent enrollment or satisfactory placement; Recomm: ENG 090 or satisfactory placement.

BUS 203 Human Resources Management, 3cr

Provides a practical approach to the tasks of recruiting, hiring, training, and compensating employees. Students explore opportunity, motivation, health and safety, and labor relations. (Offered: Every Fall, Every Spring)

Prereq: BUS 111; Recomm: PSY 101

BUS 205 Principles of Management, 3cr

An introduction to managerial roles and functions. Topics include planning, organizing, controlling, leading, staffing, and decision-making in contemporary organizations. Students work in teams to develop group skills. (Offered: Every Fall, Every Spring)

Prereq: BUS 111. Recomm: PSY 101

BUS 209 Principles of Marketing, 3cr

The fundamentals of marketing for small and large businesses, introducing students to the marketing concept and the development of a marketing plan through hands-on preparation of market research, a situation analysis, segmentation, target market definition, positioning statement, marketing mix, and measurement plan while exploring fundamentals in case studies. (Offered: Every Fall, Every Spring)

Prereq: BUS 111. Recomm: PSY 101

BUS 224 Business Communications, 3cr

An introduction to best practices in business communication strategies. Topics include planning, organizing, composing and delivering persuasive oral and written business communications in various modes and media to fulfill the needs of professional audiences. Students practice effective grammar mechanics while understanding job search techniques, and preparing cover letters, resumes, and professional portfolios for individualized career goals. (Offered: Every Fall, Every Spring)

Prereq: ENG 101

BUS 226 Digital Design I, 3cr

This project-based course explores the field of graphic design and communication. Students become familiar with design elements and concepts, color theory and application, effective use of images and typography, and project layouts and production options. Students learn to use thumbnail sketches and rough drafts to explore a variety of ways to solve a design problem. Students advance their digital skills using Adobe Photoshop, Illustrator, and InDesign through execution of their ideas, preparing design projects, and creating content for physical and digital channels. (Offered: Every Spring)

Prereq: BUS 164 or permission of instructor.

BUS 227 Digital Design II, 3cr

This course is a continuation of Digital Design I and teaches advanced design concepts, research and analysis, creative problem solving, and visual communication. Students plan and create effective design solutions for brand campaigns, product packaging, website interfaces, and interactive design projects while continuing to use Adobe Photoshop, Illustrator, InDesign, and additional industry-standard software. Students create a comprehensive final project to showcase their understanding of design solutions, visual concept development, and production standards for both physical and digital channels. (Offered: Every Fall)

Prereq: BUS 226.

BUS 228 Professional Design Practices, 1cr

An exploration of the graphic design field. Students visit design/web agencies and print facilities to research professional career options and share their experiences with the group. Students work on their resume and professional portfolio, for both online and offline publication. Students learn about the various forms design work can take including freelancing, being a sub-contractor or solopreneur, working for an agency or being an in-house designer. (Offered: Every Fall)

Prereq: BUS 227 or concurrent enrollment in BUS 227

CHEMISTRY**CHE 105 Basic Principles of Chemistry, 3cr**

A survey course for students interested in the basics of chemistry from a descriptive point of view. Topics include matter, properties of families of compounds and their characteristic compounds, mixtures, acids and bases, chemical reactions, introductory biochemistry, and environmental effect of chemistry. This course could be the basis for coursework in selected technical areas but is not a substitute for CHE 111, 112. (Offered: Periodically)

Prereq: ENG 090, ENG 094, and MAT 090 or MAT 090S, or satisfactory placement

CHE 111 General Chemistry I, 4cr

Theoretical and descriptive topics of chemistry, including nature of matter, atomic and molecular structure, nuclear stability, periodic properties of the elements, chemical bonding, nomenclature, stoichiometry, gaseous, liquid, and solid states, and thermochemistry. Lab required. (Offered: Every Fall, Every Spring)

Prereq: ENG 090, ENG 094, MAT 096 (MAT 106) or MAT 096S, or satisfactory placement

CHE 112 General Chemistry II, 4cr

Interrelated descriptive and theoretical topics of chemistry, including chemical kinetics, chemical equilibrium, acids and bases, solubility equilibria, free energy, entropy, equilibrium and free energy, electrochemistry, nuclear chemistry, environmental impact of chemistry. Some basic chemistry of metals and non-metals, as well as some organic chemistry concepts are covered in this course. Lab required. (Offered: Every Spring)

Prereq: CHE 111; MAT 107 concurrently or satisfactory placement

CHE 201 Organic Chemistry I, 4cr

Introduction to the chemistry of carbon compounds. In-depth study of the structure, physical properties, and reactivity of alkanes, cycloalkanes, alkenes, alkynes, and conjugated unsaturated systems. Special topics integrated into the survey include conformational analysis, nucleophilic substitution, elimination reactions, electrophilic addition, and stereochemistry of chiral molecules. Lab required. (Offered: Every Fall)

Prereq: CHE 112

CHE 202 Organic Chemistry II, 4cr

In-depth study of aromatic compounds, physical methods of structure determination, organic halides, organometallic compounds, alcohols, phenols, ethers, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives, amines, and amides. Examination of various classes of natural products. Introduction to biochemistry. Polymers and polymerization. Lab required. (Offered: Every Spring)

Prereq: CHE 201

COMMUNICATIONS**CMN 153 Media and Popular Culture, 3cr**

A general overview of the history and influence of mass media on popular culture. The course examines advertising, books, newspapers, magazines, radio, film, television, gaming, music, and the internet with a focus on developing visual literacy and critical thinking skills. NOTE: Students may receive credit for CMN 153 or HUM 153, but not for both. (Offered: Every Summer)

Prereq: ENG 101

CMN 201 The Social Impact of Mass Media, 3cr

An in-depth, focused analysis of a specific theme/topic in mass media (film, TV, print, music, and video games) in order to examine social and cultural issues such as race, class, and gender. Each semester the instructor selects the topic or major theme/focus of the course. NOTE: Students may receive credit for CMN 201 or HUM 240 (The Zombie in Media and Popular Culture), but not for both. (Offered: Every Fall, Every Spring)

Prereq: ENG 101. Recomm: CMN 153 (HUM 153)

COMPUTER INFORMATION SYSTEMS**CIS 140 Computer Applications and Concepts, 3cr**

Provides students both with a foundation in Microsoft Word, Excel, Powerpoint, and Access, as well as introductory concepts in computer hardware and software, cloud computing, cyber security, privacy, and accessibility. This is a hands-on course. (Offered: Every Fall, Spring & Summer)

Prereq: ENG 090, ENG 094, and MAT 090 or MAT 090S, or satisfactory placement

CIS 141 Computer Information Management and Data Analytics, 3cr

Provides students with a foundation to develop and implement information systems, business intelligence, and data analytics in organizations. Students develop intermediate-level skills for applying spreadsheet and database tools to business problems and managing cyber security. This is a hand-on course using Microsoft software. (Offered: Every Fall, Every Spring)

Prereq: CIS 140

CIS 145 Database Design and Management, 3cr

A comprehensive course in the use and application of computer databases. The course covers all aspects of database design including entity relationship modeling, tables, reports, queries, forms and other database objects. This course builds students' intermediate-to-advanced skills in Microsoft Access and the integration of Database Management Systems (DBMS). Students gain a comprehensive understanding of database applications and some experience using Structured Query Language (SQL). (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement; CIS 140 or permission of instructor. Recomm: CIS 141

CIS 151 Web Site Design and Development, 3cr

Provides basic instruction on how to plan and design a successful website and covers HTML, creating device- and platform-independent websites using responsive web design techniques, Cascading Style Sheets (CSS), and Search Engine Optimization (SEO). Students establish a strong foundation in contemporary web design skills while gaining a strong understanding of today's most relevant web topics. Students learn how to balance target audience expectations, sound design principles, and technical considerations to create device- and platform-independent websites. This is a hands-on course. Special Requirement: Students not currently engaged in daily computer use should consider taking CIS 140 Computer Applications and Concepts. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, and MAT 090 or MAT 090S, or satisfactory placement.

CIS 153 Web Site Management, 3cr

Covers the server-side of web development. Students explore and manage a web site's associated files and folders; manage the web publishing client/server process; and the administration of a web site and server-side programming languages. This is a hands-on session using a CMS (Content Management System); a general-purpose scripting language; and relational database management system/MySQL. (Offered: Every Spring)

Prereq: CIS 151 or permission of the instructor

CIS 180 Network Workstation Administration, 3cr

Provides a basic working knowledge of installing, setting up, and administering workstations using a current operating system. Topics include installing and configuring workstations to operate on a variety of network topologies. Other topics include configuring protocols, security, sharing of resources, and allowing access to information. Students set up, debug, and troubleshoot actual workstation installations. (Offered: Every Fall)

Prereq: CIS 140 or CIS major; and ENG 090 and ENG 094 (COL 090), or satisfactory placement.

COMPUTER SCIENCE**CSC 101 Programming Foundations, 4cr**

An Introduction to programming and programming environments with emphasis on problem-solving techniques. This foundational programming course introduces structured problem-solving methods, including techniques for decomposing complex problems and expressing the problem solutions in terms that can be implemented in any computer programming language. No prior programming knowledge is assumed. (Offered: Every Fall, Every Spring)

Prereq: ENG 090, ENG 094, and MAT 095 (MAT 105) or MAT 095S, or satisfactory placement

CSC 201 Introduction to Discrete Computation, 4cr

An introduction to discrete mathematics. Students study structures and concepts useful to computer science from the following areas: set theory, strings and formal languages, propositional and predicate calculus, relations and functions, and basic number theory. Additional topics include: interplay of inductive definition, inductive proof, combinatorics, recursive algorithms, search on graphs and trees, finite-state machines, regular languages, nondeterministic finite automata, and Kleene's Theorem. NOTE: Students may receive credit for CSC 201 or CIS 201, but not for both. (Offered: Every Spring)

Prereq: MAT 201 and MAT 202 (or concurrent enrollment in MAT 202)

CSC 251 Java Programming, 4cr

An Introduction to Object-Oriented Programming using the Java language. The course emphasizes proper programming techniques and structure, as well as industrial practices. Particular emphasis is given to appropriate design and use of class hierarchies. (Offered: Every Spring)

Prereq: CSC 101 or permission of instructor.

CSC 252 C++ Programming, 4cr

A study of computer programming using the C++ language. The course emphasizes proper programming techniques and structure, and industrial practices. Students are introduced to Object-Oriented programming and class design, including inheritance and data encapsulation. (Offered: Every Fall)

Prereq: CSC 101 or permission of instructor.

CSC 254 Data Structures, 4cr

Introduces and develops methods for designing and implementing abstract data types, using the Java programming language. The main focus is on how to build and encapsulate data objects and their associated operations. Specific topics include linked structures, recursive structures and algorithms, binary trees, balanced trees, and hash tables. NOTE: Students may receive credit for CSC 254 or CIS 254 but not for both. (Offered: Every Fall)

Prereq: CSC 251 (or CIS 251); and MAT 107 or satisfactory placement

CRIMINAL JUSTICE**CRJ 101 Introduction to Criminal Justice, 3cr**

Examines the agencies and processes involved in the criminal justice system, including but not limited to the legislature, the police, the prosecution, the defense, the courts, probation, corrections, and social service agencies designed to function in the context of the criminal justice system. The course examines public policy concerns the system is intended to address, with a special emphasis on the tension between public safety and the due process rights of the accused, and the role that class, poverty, race, gender and other statuses might play in the effectiveness of the criminal justice system. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

CRJ 103 Criminal Law, 3cr

Examines the legal definition of crime and defenses; the presumption of innocence and proof beyond a reasonable doubt; purposes and functions of substantive criminal law, including statutes, constitutions and criminal procedure; historical foundations of criminal law, and the limits of criminal law. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

CRJ 105 Police Process, 3cr

Provides the student an appreciation of the social and historical perspectives on American Policing. Topics include a critical study of the police role, career, discretion, values; normal and deviant behavior; ethical and moral issues; diversity, ethnicity, and race. The course analyzes the challenges of policing in a democratic society with a discussion of interagency relations. (Offered: Every Fall, Every Spring)

Prereq: CRJ 101 or permission of instructor. Recomm: CRJ 103

CRJ 107 Adjudication Process, 3cr

Examines the role of prosecution, public defense and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees; and an analysis of trial and pretrial process, case law, rules of evidence and the appellate process. (Offered: Every Spring)

Prereq: CRJ 101 and 103, or permission of instructor

CRJ 109 Corrections Process, 3cr

Examines post-conviction process; the development of correctional philosophy, theory and practice; management; and community-based correctional probation and parole. Special Requirement: Field trips required. (Offered: Every Fall, Every Spring)

Prereq: CRJ 101 or permission of instructor

CRJ 110 Contemporary Operational and Inmate Treatment Practices, 3cr

An exploration of theory and implementation of jail design and inmate management in a correctional setting. The course examines "Cognitive Behavioral Programming" and the use of assessment tools to determine the proper housing and rehabilitative programs for inmates. The course introduces the student to evidence-based research to achieve a measurable and sustained increase in the number of offenders who do not recidivate in the three years following release. The course gives pre-service and in-service corrections professionals the skill set to implement best practices in the daily management of a correctional facility. (Offered: Every Fall, Every Spring)

Prereq: CRJ 109 or permission of instructor

CRJ 113 Juvenile Justice, 3cr

A study of the laws, agencies and processes involved in the juvenile justice system, including the police, the juvenile court, juvenile probation, corrections, as well as a sampling of the social service agencies that function in the context of the juvenile justice system. The course examines the three principle juvenile court systems: delinquency, care and protection, and the child in need of services. The course also explores various sociological and psychological perspectives on child development and socialization, with an emphasis on the roles of class, race, gender, and inculturization. (Offered: Every Fall)

Prereq: CRJ 101 or permission of instructor. Recomm: PSY 101; SOC 101

CRJ 121 Criminology, 3cr

Examines various aspects of crime, criminals, criminal behavior, and society's response to all three. The course looks at behavior from a sociological perspective. Other topics include the history of criminological thought and crime causation; the nature and extent of crime, criminal typologies; victimization; and whether status such as class, poverty, race, and gender help to explain deviant or normative behavior in our society. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement; Recomm: CRJ 101 and CRJ 103

CRJ 131 Social Issues in Criminal Justice, 3cr

Increases personal and professional awareness of contemporary social issues in criminal justice. This course allows students to view influences such as race, class, gender and the distribution of wealth and power through the prism of the legal system. Topics may include abortion, domestic violence, racial profiling, hate crimes, the death penalty and white collar crime. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement. Recomm: Any ONE of the following: CRJ 101, CRJ 103, POL 101 SOC 101, SOC 201, HIS 105, or HIS 106

CRJ 203 Criminal Investigation, 3cr

Examines fundamentals of investigation; crime scene search and recording, collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation. (Offered: Spring in odd numbered years)

Prereq: CRJ 101 and CRJ 105. Recomm: CRJ 103

CRJ 215 Field Experience, 3cr

A field experience at an agency within the criminal justice system. The course integrates classroom theory with practical experience. Placement is at the discretion of the criminal justice faculty consistent with the policies of the cooperating agency. (Offered: Spring in even numbered years)

Prereq: CRJ 101 and 103, or permission of instructor

CRJ 219 Constitutional Criminal Procedure, 3cr

Examines general principles of criminal procedure contained in the Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments of the U.S. Constitution, focusing on governmental power and the restrictions on it in the enforcement of state and federal criminal law. (Offered: Every Spring)

Prereq: CRJ 101, 103, or permission of instructor. Recomm: POL 101, POL 203, or CRJ 121

ECONOMICS**ECO 101 Principles of Macroeconomics, 3cr**

A study of economic analysis of the national and global economy with discussion of current issues. This course includes business cycles, unemployment, inflation, economic growth, banking systems, monetary and fiscal policies. (Offered: Every Fall, Every Spring)

Prereq: ENG 090, ENG 094, and MAT 095 (MAT 105) or MAT 095S or satisfactory placement.

ECO 102 Principles of Microeconomics, 3cr

A study of the economics of the firm, the consumer, and their interaction in the domestic and global marketplace. This course includes resource allocation, supply and demand, elasticity, market structure, labor, market failure, and an economic perspective of current issues facing consumers, business, and society. (Offered: Every Fall, Every Spring)

Prereq: ENG 090, ENG 094, and MAT 095 (MAT 105) or MAT 095S or satisfactory placement

ECO 113 Environmental Economics, 3cr

Introduction to the contemporary problems of environmental quality. Topics include economic analysis of the institutions and practices leading to pollution of air, water, and land resources; analysis of incentives that lead to environmental degradation, the valuation of environmental quality, and the design and evaluation of regulations that seek to improve environmental quality, including issues associated with global climate change. (Offered: Periodically)

Prereq: ENG 090 and ENG 094, or satisfactory placement

ECO 129 Global Economics, 3cr

Study of international trade, international finance, and developmental economics. Topics include trade models, population, poverty, income distribution, international investment, currency exchange, trade agreements, global sustainability, and the roles and effects of global institutions. (Offered: Periodically)

Prereq: ENG 090 and ENG 094 and MAT 095 (MAT 105) or MAT 095S or satisfactory placement

EDUCATION**EDU 101 Introduction to Early Childhood Education, 3cr**

A background and overview of important elements in the field of early education and care (EEC) including an historical perspective, key theoretical and philosophical approaches to learning and development, and program models and types. Topics include domains of development and learning, the role of culture, community, diversity, adults and peers on child development, the concept of play, responsibilities of the profession and current issues in EEC. Students must complete 2 hours of field observation in an early education and care program approved by the program coordinator. Students provide their own transportation. NOTE: A grade of C- or higher is required in order to proceed to courses with a prerequisite of EDU 101 (i.e. EDU 201, EDU 215). (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

EDU 103 Creativity and Creative Experiences with Young Children, 3cr

Examines the concept of creativity and its important role in thinking, communicating, learning, and development. Course content makes connections between theory and practice in the early childhood context and explores the role of various genres, tools, and materials for creative thinking and expression. Students participate in hands-on studio experiences across multiple genres and materials. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement; ECE major, or permission of instructor

EDU 111 Introduction to Special Education, 3cr

Overview of development, physical, and behavioral disabilities; basic principles of intervention techniques; overview of legislation (Chapter 766) and its implications for the young child. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement

EDU 112 Early Childhood Special Education, 3cr

Emphasizes the acquisition of strategies and skills to provide developmentally appropriate learning experiences for young children with special needs in multiple settings. Students examine prominent preschool special education curricula and learn to evaluate and adapt curriculum materials to specific learning needs. Special Requirement: Students must complete 2 hours of field observations in an early education and care program approved by the program coordinator. Students provide their own transportation. (Offered: Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

EDU 123 Infant and Toddler Learning and Care, 3cr

Provides an overview of developmentally appropriate practices that support the optimal growth of child birth to two years and nine months. Topics include the importance of relationship-based and culturally sensitive practices, self reflection, and the importance of using observation and assessment to plan nurturing, responsive and stimulating activities for infants and toddlers. Special Requirement: Students must complete 2 hours of field observation in an early education and care program approved by the program coordinator. Students provide their own transportation. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement. Recomm: PSY 101 or SOC 101 or EDU 144 or EDU 101

EDU 133 Early Education and Care Administration and Leadership, 3cr

Addresses the details of managing a center for young children. Topics include the roles and responsibilities of administration regarding children, family, and community engagement, development of curriculum and environments, supervising educators, mentoring and coaching, budget and funding, legal responsibilities, and state and local regulations. Students reflect on leadership and advocacy and the impact of these on creating robust programs and communities. Special Requirements: Massachusetts Department of Early Education and Care Lead Teacher Certified or Program Coordinator approval. (Offered: Periodically)
Prereq: EDU 144, EDU 201

EDU 141 Relationships, Families, and Community, 3cr

Examines the fundamental concept of relationship building within the profession of early education and care. The course addresses topics such as partnering with families and community, the benefits of parent involvement, and approaches to communication. Students explore role-taking from differing perspectives and develop strategies for respectful and effective communication. Diverse family structures and cultures are considered with respect to creating positive learning environments. Students are introduced to the roles of leadership and advocacy and using community resources to support families. (Offered: Every Spring)
Prereq: ENG 090 and ENG 094, or satisfactory placement.

EDU 144 Child Behavior and Development: Conception to Age 8, 3cr

Introduces and examines the major theories and concepts of child behavior and development from conception to age 8. Coursework explores multiple influences on behavior and development including family, culture, and environment. Students discuss and define the role of relationships, play, and technology in interpreting and supporting positive child behavior and development. Students must complete 2 hours of field observation in an early education and care program approved by the program coordinator. Special Requirement: Students provide their own transportation. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094, or satisfactory placement.

EDU 145 Curriculum in Early Childhood Settings Practicum, 1cr

A practicum course that supports development of portfolio artifacts for application to the Council of Professional Recognition for a Child Development Associate credential. Through observation, documentation, and written statements students show evidence of understanding and begin to implement topics covered in EDU 123 and EDU 201. Students craft competency statements and gather resources that reflect appropriate strategies for supporting young children's growth and learning, including play, inquiry, and emergent based approaches. Students design, plan, and implement experiences in early childhood settings. This course includes on-site observation of the student. A grade of C or better required for ECE degree. Special Requirement: Concurrent enrollment in CECE/CDA cohort. (Offered: Every Fall)
Prereq: ENG 090 and ENG 094, or satisfactory placement; EDU 201 or EDU 123 or concurrent enrollment in EDU 123 or EDU 201. Permission of program coordinator.

EDU 146 Child Behavior and Guidance Practicum, 1cr

A practicum course that supports development of portfolio artifacts for application to the Council of Professional Recognition for a Child Development Associate credential. Through observation, documentation, and written statements students show evidence of understanding and begin to implement topics covered in EDU 144. Students craft competency statements and gather resources that reflect an understanding of children's developing self and social relationships and how to use proactive guidance strategies for helping children manage strong emotions and behaviors. This course includes on-site observation of the student. A grade of C or better required for ECE degree. Special Requirement: Concurrent enrollment in CECE/CDA cohort. (Offered: Every Spring)
Prereq: ENG 090 and ENG 094 or satisfactory placement; EDU 144 or concurrent enrollment in EDU 144. Permission of program coordinator.

EDU 147 Program Management, Health, and Safety Practicum, 1cr

A practicum course that supports development of portfolio artifacts for application to the Council of Professional Recognition for a Child Development Associate credential. Through observation, documentation, and written statements students show evidence of understanding and begin to implement topics covered in EDU 141. Students craft competency statements and gather resources that reflect an understanding of how to support staff and children to engage in healthy practices; how to create a system of record keeping for child assessment and evaluation; and how to establish positive relationships with staff, colleagues, and the community. This course includes on-site observation of

the student. A grade of C or better required for ECE degree. Special Requirement: Concurrent enrollment in CECE/CDA cohort. (Offered: Every Spring)

Prereq: ENG 090 and ENG 094 or satisfactory placement; EDU 141 or concurrent enrollment in EDU 141. Permission of the program coordinator.

EDU 201 Early Childhood Curriculum, 3cr

Examines the components of the early childhood curriculum including theory, approaches, materials, standards, and evaluation. Students develop content knowledge in the major domains of learning and development. The course emphasizes the fundamental role of play and how to intentionally incorporate this into curriculum. Students practice designing curriculum from an emergent and integrated perspective. Student must complete 2 hours of field observation in an early education and care program approved by the program coordinator. Students provide their own transportation. (Offered: Every Fall, Every Spring)

Prereq: ENG 101; EDU 101 with a grade of C- or higher or permission of program coordinator.

EDU 205 Philosophy of Education, 3cr

Examines the role of school in society, the organization and history of American education, the historical foundations of education and its theorists. The relationship between theoretical perspectives and current issues emphasized. (Offered: Every Spring)

Prereq: ENG 101

EDU 215 Student Teaching I, 6cr

Provides teaching and learning experiences in early childhood programs with a focus on developing responsive relationships with children, observation, documentation, evaluation, curriculum development and lead teaching skills. The college does not guarantee placement in a teaching site for EDU 215. Student teaching placement depends upon agreement among the program site, the EDU faculty, and the student. NOTE: This is the first of two 150 - hour student teaching practicums required as part of the ECE Degree. A grade of C or better required for ECE degree. Special Requirement: Students need to arrange travel to and from teaching sites. (Offered: Every Fall)

Prereq: Declared major in Early Childhood Education. EDU 101 with a C- or higher and a G.P.A. of 2.5 or higher and permission of the program coordinator. Recomm: EDU 201

EDU 216 Student Teaching II, 3cr

Provides teaching and learning experiences in early childhood programs with a focus on safety, child guidance, environment, and implementing curriculum. Students complete a professional portfolio. The college does not guarantee placement in a teaching site for EDU 216. Student teaching placement depends upon agreement among the program site, the EDU faculty, and the student. NOTE: This is the second of two 150-hour student teaching practicums required as part of the ECE degree. A grade of C or better required for ECE degree. Special Requirement: Students need to arrange travel to and from teaching sites. (Offered: Every Spring)

Prereq: EDU 215 with a grade of C or better and permission of program coordinator.

EMERGENCY MEDICAL/PARAMEDIC**EMS 101 Emergency Medical Technician- Basic, 6cr**

Provides training in the primary care of injuries, semiautomatic external defibrillator (AED), acute illnesses, birth, and people in emergency situations. Students learn rescue extrication, transportation, communication, medical-legal aspects, and ambulance training. The course is taught using lectures, slides, demonstration, and practice. Students completing the course are eligible for the Massachusetts Basic EMT examination. (Offered: Every Fall, Spring & Summer)

Prereq: ENG 090 and ENG 094, or satisfactory placement

EMS 105 Principles of Advanced Life Support, 5cr

Introduces the certified EMT to principles of Department of Transportation Advanced Life Support curriculum. Students study roles and responsibilities, EMS systems, legal and ethical issues, patient assessment, fundamentals of respiration and advanced airway management. The course includes the fundamentals of perfusion and techniques of intravenous therapy. (Offered: Every Fall)

Prereq: PMC majors only. Current EMT certification. ENG 090 and ENG 094 and MAT 090 or MAT 090S, or satisfactory placement.

EMS 202 Pharmacology, 2cr

Introduces pharmacology, pharmacokinetics and pharmacodynamics. The course includes a review of the metric system. Students calculate drug dosage concentrations and IV medication infusion rates. The course introduces basic concepts of pathophysiology. (Offered: Every January)
Prereq: Successful completion of EMS 105 or permission of instructor

EMS 203 Management of Medical and Shock-Trauma Emergencies, 8cr

Expands upon pharmacological interventions and integrates patient management skills with medical and trauma situations encountered by paramedics. This course includes the pathophysiology and management of disease processes and shock-trauma conditions. It provides special considerations of neonatology, pediatrics, geriatrics, medical incident command and rescue situations. Students begin limited clinical experiences. Students receive PreHospital Trauma Life Support (PHTLS) certification and Pediatric Education for Prehospital Professionals (PEPP-Advanced Life Support) certification upon successful course completion. (Offered: Every Spring)

Prereq: Successful completion of EMS 202 or permission of instructor

EMS 204 Management of Cardiovascular Emergencies, 8cr

A comprehensive approach to adult cardiac emergencies encountered by paramedics. The course includes cardiovascular pathophysiology, 3-lead and 12-lead dysrhythmia interpretation techniques, dysrhythmia management, electrical therapy and cardiac pharmacology. Students practice intensive patient management simulation. The student receives Advanced Cardiac Life Support (ACLS) certification upon successful course completion. (Offered: Every Summer)

Prereq: Successful completion of EMS 203 or permission of instructor

EMS 210 Paramedic Clinical, 2cr

Provides student with practice of invasive skills and patient management under the supervision and direction of licensed hospital staff. Students attend one class meeting and produce a research paper based on clinical experiences. Students attend Pediatric Advanced Life Support seminar (off-campus) and receive Pediatric Advanced Life Support (PALS) certification upon successful seminar completion. (Offered: Every Fall)

Prereq: Successful completion of EMS 204. Concurrent registration in EMS 211.

EMS 211 Paramedic Fieldwork Internships I, 2cr

Provides assignments with certified paramedics. Students perform pre-hospital treatment under supervision. (Offered: Every Fall)

Prereq: Successful completion of EMS 204. Concurrent registration in EMS 210

EMS 212 Paramedic Fieldwork Internships II, 2cr

A continuation of fieldwork assignments with certified paramedics. The course includes fieldwork rotations at affiliated EMS Services. The student is eligible to take the National Registry qualifying examinations upon successful completion of the course. (Offered: Every Fall, Every Spring)

Prereq: EMS 211

ENGINEERING**EGR 100 Engineering Culture, 0cr**

Supports engineering students' success through student-faculty interaction, peer study groups, and academic and career guidance. NOTE: Students may repeat this course without limit. Special Requirement: Open to Engineering majors only. (Offered: Every Fall, Every Spring)

Prereq: None

EGR 105 Introduction to Engineering, Science, Technology, and Society, 4cr

A survey introductory course that combines hands-on experience with sociological analysis of engineering, science, and technology using lab, lecture, research, design, and discussion. Includes aspects of electrical, mechanical, environmental, civil, and chemical engineering. NOTE: Students may receive credit for EGR 105 or SCI 105, but not for both. (Offered: Every Fall, Every Spring)

Prereq: MAT 107 or concurrent enrollment in MAT 107 or satisfactory placement; ENG 090 and ENG 094, or satisfactory placement. Recomm: Any 3-credit course from the list of Behavioral and Social Sciences General Education Electives in the college catalog.

EGR 107 Engineering Graphics, 4cr

An introduction to engineering graphics concepts and applications. Topics covered include lettering, scaling, orthographic projection, pictorials, sections, auxiliary views, dimensioning, tolerances, fasteners, isometric and orthographic depiction. The course includes Computer Aided Design, manual drafting, and sketching. (Offered: Every Fall, Every Spring)

Prereq: ENG 090, ENG 094, and MAT 095 (MAT 105) or MAT 095S or satisfactory placement

EGR 114 Computational Tools for Engineers and Scientists, 3cr

An introduction to using computer applications to solve engineering problems. Students learn the rudiments of MATLAB Mathematica and Excel in order to design and/or visualize models of physical systems. Emphasis is on learning to use these applications appropriately and efficiently, with well-structured code that is commented and includes checks to find errors. (Offered: Every Spring & Summer)

Prereq: MAT 108 or concurrent enrollment in MAT 108.

EGR 115 Civil Engineering Measurement, 3cr

An introduction to measurements in civil engineering. Topics include basic surveying principles involving linear and angular measurement, leveling, traversing, stadia, and smaller scale measurements, such as displacement and load. Topics also include the use of precision instruments such as verniers, calipers, micrometers and load cells. This course has a lab component. (Offered: Periodically)

Prereq: MAT 201. Recomm: PHY 111

EGR 122 Introduction to Programming with Python, 4cr

An introduction to computer programming using the Python programming language with science and engineering applications. Topics include programming basics, Python syntax and fundamentals, object oriented programming techniques, and basic data structures and algorithms. (Offered: Every Spring)

Prereq: MAT108 or concurrent enrollment in MAT 108

EGR 124 Introduction to Digital and Computer Systems, 4cr

The theory of digital circuits and computer systems, stressing general techniques for the analysis and synthesis of combinational and sequential logic systems. (Offered: Every Spring)

Prereq: MAT 107 or satisfactory placement into MAT 108 or concurrent enrollment in MAT 107. ENG 090 and ENG 094 or satisfactory placement. Recomm: PHY 112 or concurrent enrollment in PHY 112

EGR 205 Statics, 3cr

A vector treatment of equilibrium of particles and rigid bodies. Topics include: forces, moments, couples, equations of equilibrium, free body diagrams, machines, trusses, frames, friction and centroids, and shear and bending moment diagrams. (Offered: Every Spring)

Prereq: MAT 201, PHY 111

EGR 206 Strength of Materials, 3cr

Analysis of the stress and strain in structural members due to axial loads, torsion and bending. (Offered: Periodically)

Prereq: EGR 205 or permission of instructor

EGR 209 Dynamics, 3cr

A study of kinetics and kinematics of particles and rigid bodies including Newton's laws, work-energy and impulse-momentum principles, laws of linear and angular momentum, conservation of momentum, and planar motion of rigid bodies. (Offered: Periodically)

Prereq: PHY 111, MAT 201, MAT 202 (or concurrent enrollment in MAT 202); Recomm: PHY 112, MAT 202, EGR 205

EGR 210 Thermodynamics, 3cr

The fundamentals of the science of thermodynamics including control volume analysis, conservation of mass and energy, the second law of thermodynamics, pure substance property relations, and applications of refrigeration and power systems. (Offered: Every Spring)

Prereq: MAT 202, PHY 112; Recomm: MAT 203

EGR 213 Probability and Statistics for Scientists and Engineers, 4cr

Probability and statistical theory, with primary emphasis on scientific and engineering applications. Students utilize techniques of collection, analysis, and interpretation of experimental data; explore probability modeling with discrete and continuous random variables; and analyze datasets by using computational software, such as R. Topics include: an examination of estimation and inference via confidence intervals, hypothesis testing, regression, correlation, and analysis of variance (ANOVA). (Offered: Every Fall)

Prereq: MAT 202

EGR 223 Introduction to Material Science, 3cr

A study of the fundamental characteristics of engineering materials including metals, ceramics, polymers and composites. Topics include a thorough analysis of the response of crystalline materials to mechanical stress and thermal treatment and the selection of materials for mechanical properties. The course emphasizes the relationship between microstructure and mechanical behavior of materials. (Offered: Every Fall)

Prereq: CHE 111, PHY 112

ENGINEERING TECHNOLOGY**EGT 109 Dimensional Metrology, 2cr**

An introduction to Metrology, suitable for technicians, inspectors and skilled workers. Students develop understanding and attain skills of use in dimensional measurement abilities. Students use the following: scales, micrometers, calipers, gage blocks, indicators, and production gages. Topics include, basic statistics, acceptance sampling, and calibration with standards tracing. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094 or satisfactory placement; MAT 090 or MAT 090S or satisfactory placement.

EGT 111 CNC Programming with G code, 2cr

G Code programming for CNC (Computer Numerically Controlled) machines as used in local machine tool industries. Students learn the language syntax and coding to properly control common tools. This course may utilize both virtual machine coding and actual physical production equipment. (Offered: Every Spring)

Prereq: ENG 090 and ENG 094 or satisfactory placement; MAT 090 or MAT 090S or satisfactory placement.

EGT 112 Fundamentals of Electricity, 3cr

An introduction to electricity with an emphasis on sustainable energy applications. Topics include DC/AC circuit operations, electrical distribution systems, common semiconductor devices, the National Electrical Code, electrical safety, and common electrical methods and techniques. NOTE: Students may receive credit for SCI 112 or EGT 112, but not for both. Special Requirement: Field trips required. (Offered: Every Fall)

Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094, or satisfactory placement.

ENGLISH**ENG 090 College Writing Strategies, 4cr**

Develops the writing strategies, critical thinking skills, research methods, and confidence required in English Composition I and other college-level courses. This course covers word processing and methods of using print texts, electronic texts and databases, as well as techniques for evaluating those resources. This course does not satisfy the English composition requirements of the College and does not fulfill associate degree credit requirements. "C-" is the lowest passing grade in this course. (Offered: Every Fall, Spring & Summer)

Prereq: None

ENG 094 College Reading Strategies, 4cr

Develops reading study skills for comprehension, vocabulary building, and critical reading and thinking. Students learn techniques for effectively and efficiently obtaining information from reading materials, especially textbooks. The course covers word processing and methods for conducting research using print texts, electronic texts and databases, as well as techniques for evaluating those resources. This course does not satisfy the English composition requirements of the College and does not fulfill associate degree credit requirements; "C-" is the lowest passing grade in this course. NOTE: Students may receive credit for COL 090 or ENG 094, but not for both. (Offered: Every Fall, Spring & Summer)

Prereq: None

ENG 101 English Composition I: Expository Writing, 3cr

Focuses on the writing of essays. This course offers students the opportunity to understand writing as a process and to develop clear, effective presentation of ideas. The student develops an awareness of the relationship between writer and reader. The course includes word processing methods and research and documentation using print and electronic texts. NOTE: Students may receive credit for only ENG 101 or ENG 103 or ENG 105. (Offered: Every Term)

Prereq: ENG 090 and ENG 094, or satisfactory placement

English Composition II (ENG 112, 114, 116)

A study of the imaginative and symbolic use of language. The coursework emphasizes the development of critical standards and written responses to fiction, poetry, drama, and in some options, to other print and electronic resources. This course focuses on analysis, critical thinking, and writing. Three options are available; students receive credit for only one.

ENG 112 English Composition II: Exploring Literature, 3cr

Builds and extends on the academic writing process and skills introduced in English Composition I. Students develop close reading abilities for a variety of literary and nonliterary texts, and hone critical thinking skills, as well as research and documentation skills using a variety of texts that may include essays, fiction, poetry, and drama among other texts.

Writing assignments emphasize the formal researched and documented essay and include creative experiments and literary analysis. Course readings include selections from a wide variety of authors, genres and texts that engage students in analysis and research. NOTE: Students may receive credit for only ENG 112 or ENG 114 or ENG 116. (Offered: Every Fall, Every Spring)

Prereq: ENG 101

ENG 114 English Composition II: Literature and Creative Writing, 3cr

Builds and extends on the academic writing process and skills introduced in English Composition I. Students develop close reading abilities for a variety of literary and nonliterary texts, and hone critical thinking skills, as well as research and documentation skills using a variety of texts that may include essays, fiction, poetry, and drama among other texts.

Writing assignments emphasize the formal researched and documented essay and include creative experiments and literary analysis. Course readings include selections from a wide variety of authors, genres and texts that engage students in analysis and research. Students also develop skills in producing as well as understanding literary art. NOTE: Students may receive credit for only ENG 112 or ENG 114 or ENG 116. (Offered: Every Fall, Every Spring)

Prereq: ENG 101

ENG 116 English Composition II: Analysis of Literature and Film, 3cr

Builds and extends on the academic writing process and skills introduced in English Composition I. Students develop close reading abilities for a variety of literary and nonliterary texts, and hone critical thinking skills, as well as research and documentation skills using a variety of genres that may include essays, fiction, poetry, drama, and film. Writing assignments emphasize the formal researched and documented essay and include creative experiments and literary analysis. The course includes selections from a wide variety of authors, genres and texts that engage students in written and visual analysis and research. NOTE: Students may receive credit for only ENG 112 or ENG 114 or ENG 116. (Offered: Every Fall, Every Spring)

Prereq: ENG 101

ENG 195 Introduction to Literary Journal Publishing, 3cr

Guides students through the process of producing a literary journal. Students solicit, evaluate and edit submissions for publication in GCC's literary journal. This course includes promotion and production and prepares students to enter the wider literary market. Students may repeat this course for up to 6 credits. (Offered: Every Fall, Every Spring)

Prereq: ENG 101 and permission of the instructor.

ENG 203 American Literature I, 3cr

Critical study of significant achievements in American literature from the Puritan period through the period of the Reconstruction. Emphasis on the growth of an American literature, its modes and purposes. (Offered: Every Other Fall)

Prereq: ENG 112, 114, or 116

ENG 204 American Literature II, 3cr

Critical study of significant achievements in American literature from the late 19th century to the present. Emphasis on literary modes and thought as they reflect the modern society. (Offered: Periodically)

Prereq: ENG 112, 114, or 116

ENG 205 British Literature I, 3cr

Readings in English literature from the Anglo-Saxon period to the late 17th century. Major emphasis on Chaucer and Shakespeare. (Offered: Periodically)

Prereq: ENG 112, 114, or 116

CREDIT COURSES



ENG 206 British Literature II, 3cr

Readings in English literature from the late 17th century to the present. (Offered: Periodically)

Prereq: ENG 112, ENG 114 or ENG 116

ENG 207 Creative Writing and Literature: Themes and Methods, 3cr

Focuses on broad themes in creative writing and explores analytical as well as creative methods for responding to literature. Students explore a variety of creative genres, including drama, poetry, fiction, and creative nonfiction, from many cultures and times. The course culminates in the production of original creative works. (Offered: Periodically)

Prereq: ENG 112, 114, or 116.

ENG 208 Creative Writing and Literature: Studies in Genre, 3cr

Explores creative writing through analysis of the writer's craft. Students focus on one or more creative genres such as drama, poetry, fiction, or creative nonfiction. Students engage with literary texts that present diverse worldviews. Students also conduct research and apply critical reading and writing strategies to their own analytical as well as creative work. The course culminates in the production of original creative works. (Offered: Periodically)

Prereq: ENG 112, 114, or 116

ENG 210 Creative Nonfiction, 3cr

Explores creative nonfiction essays and essay writing through extensive reading, individualized research, and writing workshops. Students develop familiarity with the variety and history of creative nonfiction. Students use multiple research methods, drafting approaches, and writing styles to explore topics of their choice. Students combine academic and creative writing strategies in new ways to explore and analyze their experiences and the world around them. (Offered: Periodically)

Prereq: ENG 112, 114, or 116

ENG 212 Graphic Novel, 3cr

Explores the history and development of the graphic novel, a hybrid genre that combines visual and written textual elements. Students read, discuss, and write about graphic novels exploring issues of power, sexuality, race, gender, class, and identity. (Offered: Periodically)

Prereq: ENG 112, 114, or 116

ENG 221 Shakespeare, 3cr

A critical study of a selected group of plays by Shakespeare, approached by theme. The course will also give some attention to contemporary presentations or adaptations. (Offered: Every Spring)

Prereq: ENG 112, 114, or 116

ENG 228 Queer Literature, 3cr

A study of various genres and periods of literary texts by lesbian, gay, bisexual, and transgender writers. The course includes lectures and classroom discussions on the texts and their cultural and historical contexts. Students discuss how the texts relate to expressions of, and arguments about, being queer in a predominantly heterosexual world. Readings also address more general issues of marginalization, such as those involving gender, race, class, and age. The course is appropriate for any student interested in the way literature expresses human difference. (Offered: Periodically)

Prereq: ENG 112, 114, or 116

ENG 229 Gothic Literature, 3cr

A critical and analytical study of the gothic tradition in both classic and modern supernatural literature, with some attention to film. Students examine the significance of the supernatural horror tale in its larger literary, social, and cultural context. (Offered: Periodically)

Prereq: ENG 112, 114, or 116.

ENG 241 Survey of Children's Literature, 3cr

Wide reading of classic and current children's literature, including the history and development of the genre. This course examines criteria for judging children's books and reviews classroom techniques in early childhood education. (Offered: Every Fall)

Prereq: ENG 112, 114, or 116

ENG 243 Modern Poetry, 3cr

An examination of modern poetry with an emphasis on interpretation and analysis of voice, language, sound, and form. This course provides an in-depth study of some major innovators as well as a study of other contemporary poets. (Offered: Periodically)

Prereq: ENG 112, 114, or 116

ENG 244 Science Fiction: Themes and Contexts, 3cr

Examines science fiction from diverse cultural perspectives. Students explore critical and social contexts that inform science fiction, gain an understanding of its history and development as a genre, and analyze its contributions to contemporary culture as well as its place within the arts. The course focuses on literature, although students may also study science fiction in multiple media such as film, television, and the visual arts. Students write critical essays and have the opportunity to produce creative works of their own. (Offered: Periodically)

Prereq: ENG 112, 114, or 116; Recomm: A college-level science or philosophy course.

ENG 247 Women in Literature I, 3cr

A study of works by women writers through the 19th century. Students discuss literature in various genres within the historical and social context of the times, in relation to early literary movements and from the perspective of a unique female literary tradition. (Offered: Periodically)

Prereq: ENG 112, 114, or 116

ENG 248 Women in Literature II, 3cr

A study of poetry, short fiction, novels, and drama that presents the richness of diversity in the work of women writers from the 20th century to the present. Students focus on the voice of the writer and her use of literary technique as she explores important themes in women's lives. (Offered: Every Other Spring)

Prereq: ENG 112, 114, or 116

ENG 253 Valley/American Literature, 3cr

A critical study of American literature from the Puritan period to the present with focus on the significant achievements of Valley writers. This course explores the impact of the geographical, social, and cultural environment of the Pioneer Valley on their works. Students study Jonathan Edwards, Emily Dickinson, Mark Twain, Robert Frost, Archibald MacLeish, and other writers. (Offered: Periodically)

Prereq: ENG 112, 114, or 116

ENG 256 Modern Global Literature, 3cr

Focuses on universal themes, drawn from various modern national and transnational literatures, such as: nature, childhood, gender, class, ethnicity, conflict, alienation, assimilation, identity, and self-image. Students analyze literature from diverse cultural perspectives, exploring works beyond the familiar boundaries of the Euro-American tradition. This course may include readings from Asia, Africa, Oceania, the Americas and Europe. NOTE: Students may receive credit for ENG 256 or ENG 240, Modern Global Literature offered Fall 2015, but not for both. (Offered: Periodically)

Prereq: ENG 112, ENG 114, or ENG 116

ENG 261 The Short Story, 3cr

A survey of the short story as a literary genre from its beginnings in the early 19th century to the present time with emphasis on interpretation and analysis, characters in conflict, point of view, and symbolism. (Offered: Periodically)

Prereq: ENG 112, 114, or 116

ENG 270 Literature and the Environment, 3cr

Examines the relationship between literature and the environment. Students read works of literature drawn from multiple genres, times and cultures and analyze how they depict or frame questions about the relationship between humans and the natural world as well as the built environment. Students also learn about and apply critical approaches from ecocriticism, urban and regional studies, and ecofeminism while writing analytical essays on specific texts and producing creative works. (Offered: Periodically)

Prereq: ENG 112, 114, or 116; Recomm: Any EVS or BIO course

ENVIRONMENTAL STUDIES

EVS 101 Environmental Studies: Issues in Sustainability, 3cr

An introduction to basic concepts and principles in ecology including ecosystems, population, food production, energy, pollution, technology, and resource depletion. The course focuses on people's impact on the natural environment emphasizing current problems and alternative solutions to them. NOTE: Students may receive credit for HEC 101 or EVS 101, but not for both. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

EVS 118 Introduction to Food Systems, 3cr

An introduction to the current state of the global food system and its implications for people, the environment, and our future. Topics include the benefits and drawbacks of the industrial agricultural model; food justice, food security and public health; the real-life challenges to creating a local food system; and innovative responses to meet those challenges. Students undertake research projects that follow food study models and assess the capacity of a municipality to develop a local food system. Special Requirement: Field trips required. (Offered: Every Fall)
Prereq: ENG 090 and ENG 094 or satisfactory placement.

EVS 121 Gender and the Environment, 3cr

Examination of historical and present day roles of women and men in relation to their environment. The course surveys how gender roles have affected survival in hunter gatherer and agrarian societies, earth-centered practices in religion and medicine, and the growth and influence of industrialism and nationalism. The course focuses on understanding gender-linked relationships between population, poverty, and environmental degradation and the importance of new cooperative models for converting to an ecologically sustainable society utilizing case studies and role models. NOTE: Students may receive credit for HEC 121 or EVS 121, but not for both. (Offered: Periodically)
Prereq: ENG 090 and ENG 094, or satisfactory placement.

EVS 153 Ancient Wilderness Living Skills, 1cr

An introduction to the principles and practices of ancient wilderness living skills that enable people to live closer to the earth and to realize a deeper understanding of their heritage as human beings. The course introduces students to the following skills: carving and using a bow and drill fire making set; building and sleeping in a shelter made from natural materials; and instruction in crafts like natural baskets, wooden utensils, and natural rope. The course includes backcountry foraging for wild edible foods and materials for crafts as well as an overnight residency experience. NOTE: Course graded credit/no credit. Students may receive credit for EVS 153 or HEC 153, but not for both. Special Requirement: Students must be 18 to register for this course. (Offered: Every Spring)
Prereq: None

FIRE SCIENCE TECHNOLOGY**FST 151 Principles of Emergency Services, 3cr**

Provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; and life safety initiatives. NOTE: Students may receive credit for FST 151 or FST 101, but not for both. (Offered: Periodically)
Prereq: ENG 090 and ENG 094, or satisfactory placement.

FST 152 Fire Behavior and Combustion, 3cr

Explores the theories and fundamentals of how and why fires start, spread, and are controlled. (Offered: Periodically)
Prereq: ENG 090, ENG 094 or satisfactory placement.

FST 153 Fire Prevention, 3cr

Provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. NOTE: Students may receive credit for FST 153 or FST 125, but not for both. (Offered: Periodically)
Prereq: ENG 090 and ENG 094, or satisfactory placement.

FST 154 Principles of Fire and Emergency Services Safety and Survival, 3cr

Introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. (Offered: Periodically)
Prereq: ENG 090, ENG 094 or satisfactory placement.

FST 155 Building Construction for Fire Protection, 3cr

Provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. NOTE: Students may receive credit for FST 155 or FST 111, but not both. (Offered: Periodically)
Prereq: ENG 090 and ENG 094, or satisfactory placement.

FST 156 Hazardous Materials Chemistry, 3cr

Provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services. NOTE: Students may receive credit for FST 156 or FST 109, but not both. (Offered: Periodically)
Prereq: FST 151; CHE 105 or CHE 111; or permission of instructor or program coordinator.

FST 157 Fire Protection Hydraulics & Water Supply, 3cr

Provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. NOTE: Students may receive credit for FST 157 or FST 113, but not for both. (Offered: Periodically)
Prereq: ENG 090, ENG 094, and MAT 095 (MAT 105) or MAT 095S or satisfactory placement.

FST 158 Principles of Fire and Emergency Service Administration, 3cr

Introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer. NOTE: Students may receive credit for FST 158 or FST 105, but not for both. (Offered: Periodically)
Prereq: ENG 090 and ENG 094, or satisfactory placement.

FST 159 Fire Protection Systems, 3cr

Provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. NOTE: Students may receive credit for FST 201 or FST 159 but not for both. (Offered: Periodically)
Prereq: ENG 090 and ENG 094, or satisfactory placement.

FST 252 Strategy and Tactics, 3cr

Provides principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. NOTE: Students may receive credit for FST 252 or FST 203, but not for both. (Offered: Periodically)
Prereq: FST 151 and FST 155 or permission of instructor or program coordinator.
Recomm: FST 159 or some experience with protection systems.

FST 253 Fire Investigation I, 3cr

Provides the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. NOTE: Students may receive credit for FST 253 or FST 205, but not for both. (Offered: Periodically)
Prereq: FST 151 and FST 155 or permission of instructor or program coordinator.

FST 254 Legal Aspects of Emergency Services, 3cr

Addresses the Federal, State, and local laws that regulate emergency services and include a review of national standards, regulations, and consensus standards. NOTE: Students may receive credit for FST 254 or FST 206, but not for both. (Offered: Periodically)
Prereq: FST 151 or permission of instructor or program coordinator.

FRENCH**FRE 101 Elementary French I, 4cr**

Fundamentals of French. The course emphasizes acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities, and extensive laboratory practice. The instructor speaks French at least 90% of the time in class and also requires students to speak French at least 90% of the time in class. (Offered: Every Spring)
Prereq: None

FRE 102 Elementary French II, 4cr

Fundamentals of French. The course emphasizes continued acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities, video and extensive laboratory practice. The instructor speaks French at least 90% of the time in class and also requires students to speak French at least 90% of the time in class. (Offered: Every Fall)

Prereq: FRE 101 or equivalent.

FRE 201 Intermediate French I, 4cr

The intermediate study of French. The course emphasizes continued acquisition of language functions, vocabulary, idioms, structures, and culture through contextualized presentations, interactive activities, video, and selected readings. The instructor and the students conduct the class in French. (Offered: Every Spring)

Prereq: FRE 102 or equivalent.

FRE 202 Intermediate French II, 4cr

Conclusion of the basic intermediate sequence in French. The course emphasizes continued acquisition of language functions, vocabulary, idioms, structures, and culture through contextualized presentations, interactive activities, video, and selected readings. The instructor and the students conduct the class in French. (Offered: Every Fall)

Prereq: FRE 201 or equivalent.

FRE 255 French Film and Language I, 3cr

The intermediate study of French through francophone films. The course emphasizes the acquisition of language functions, vocabulary, idioms, and cultures through the study of francophone films. Students study representative French language films, selected from films by Renoir, Godard, Poullet, Ocelot, Chabrol and Jugnot. These are the subject of class discussions, dramatizations and oral and written assignments. Students practice listening comprehension, study idiomatic speech, analyze cultural content and examine historical contexts. The instructor and the students conduct the class in French. NOTE: This course and FRE 257 are not sequential; they may be taken in either order. (Offered: Periodically)

Prereq: FRE 202 or equivalent

FRE 256 French Reading for Communication I, 3cr

Emphasizes continued acquisition of language functions, vocabulary, idioms, and cultures through an introduction to authentic francophone texts. Students study a representative selection of French readings. These readings are the subject of class discussions, dramatizations and oral and written assignments. Students practice reading comprehension, study idiomatic speech, analyze cultural content and examine historical contexts within the selected readings. The instructor and the students conduct the class in French. (Offered: Periodically)

Prereq: FRE 202 or equivalent.

FRE 257 French Film and Language II, 3cr

The intermediate study of French through francophone films. The course emphasizes the acquisition of language functions, vocabulary, idioms, and cultures through the study of francophone films. Students study representative French language films, selected from films by Cocteau, Truffaut, Berri, Leconte, Denis and Jeunet. These are the subject of class discussions, dramatizations and oral and written assignments. Students practice listening comprehension, study idiomatic speech, analyze cultural content and examine historical contexts. The instructor and the students conduct the class in French. NOTE: This course and FRE 255 are not sequential; they may be taken in either order. (Offered: Periodically)

Prereq: FRE 202 or equivalent

GENDER AND WOMEN'S STUDIES**GWS 115 Introduction to Gender and Women's Studies, 3cr**

Introduction to gender and women's studies as a basis for understanding human development, social systems, and the historical and biological perspectives that affect people's lives in the contemporary world. (Offered: Every Summer)

Prereq: ENG 090 and ENG 094, or satisfactory placement.

GEOLOGY**GEO 101 Planet Earth, 4cr**

A physical perspective on Earth's structure, nature, and its geologic evolution. Topics include the origin and classification of minerals and rocks, the role of plate tectonics in shaping Earth while producing hazardous earthquakes and volcanoes, landscape modification through weathering and erosion, mountain building processes, and the methods for and environmental consequences from the extraction of geologic resources (groundwater, fossil fuels, and ores). Local geology is explored on field trips. Special Requirement: Field trips are required. Students assume any travel costs. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement

GEO 102 History of Earth and Life, 4cr

A historical perspective on the coevolution of Earth and life emphasizing the biogeochemical cycles of major elements that sustain life. This course explores relationships between biological systems and environmental change from the pioneer stromatolites to the giant dinosaurs and woolly mammoths to present-day humans. Topics include geologic time, methods for reconstructing deep history, mass extinctions, interpretation of rocks and fossils, extreme environments, and the potential for life on other planets. NOTE: students may receive credit for GEO 102 or GEO 204, but not for both. Special Requirement: Field trips are required. Students assume any travel costs. (Offered: Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

GEO 103 Valley Geology, 4cr

An introduction to the unique geology and geohistory of our region. Topics include rocks, minerals, rivers, glaciers, dinosaurs, continental drift, resources, and geologic hazards. Special Requirement: Field trips are required. Students assume any travel costs. (Offered: Periodically)

Prereq: ENG 090 and ENG 094, or satisfactory placement

GEO 104 Introduction to Oceanography, 4cr

The nature of the ocean realm-its physical, chemical, biologic, and geologic characteristics and importance. Topics to be discussed: origin and characteristics of ocean basins, physical and chemical nature of sea water, origin and movement of water masses, importance of the oceans to life on earth. Lab and Field trips are required. NOTE: Students may receive credit for GEO 104 or GEO 105, but not for both. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

GEO 203 Global Climate Change, 4cr

An introduction to Earth's climate system including the fundamentals of Earth's energy balance, the hydrologic cycle, and atmospheric circulation. Topics include the greenhouse effect, climate forcings and feedbacks, climate indicators, the evolution of Earth's atmosphere, past climates, influence of humans on climate, observed and projected climate changes, and consequences of global warming. NOTE: students may receive credit for GEO 203 or GEO 108, but not for both. (Offered: Every Spring)

Prereq: ENG 101, MAT 107 (or concurrent enrollment in MAT 107 or satisfactory placement), and one of the following lab science courses: BIO 120, BIO 126, CHE 111, SCI 103, SCI 117, SCI 120, SCI 138, or any course coded GEO or PHY

GEO 204 Earth History, 4cr

The evolution of Earth's interior and surface throughout geologic history including interactions between the hydrosphere, atmosphere, lithosphere, and biosphere (life). The course emphasizes Earth's changing climate, chemistry, and physical makeup over the past 4.5 billion years. Topics include geologic time, principles of stratigraphy and correlation, interpretation of rocks and fossils, mass extinctions, and the geologic evolution of Earth. NOTE: students may receive credit for GEO 204 or GEO 102, but not for both. Special Requirement: Field trips are required. Students assume any travel costs. (Offered: Every Spring)

Prereq: ENG 101 and one lab science course coded BIO or GEO. Recomm: GEO 101

HEALTH, FITNESS, AND WELLNESS

HFW 106 Principles of Strength Training I, 1cr

Covers the basic training principles involved in the development of muscle strength and endurance. The student performs basic setup and execution of exercises performed with machines, free weights and body weight movements. The course emphasizes the value of a lifetime goal of physical fitness. NOTE: Students may receive credit for HFW 106 or LED 156 but not for both. Special Requirement: Students participate in movement every class. Specific footwear and clothing requirements will be discussed in the first class session, or students may email the instructor prior to class for further information. (Offered: Every Fall, Every Spring)
Prereq: None

HFW 108 Personal Fitness Training, 1cr

Helps students at all fitness levels learn safe and proper exercise techniques and the importance of nutrition to promote a healthy lifestyle. The course introduces a circuit of calisthenic and dynamic movements for a whole body workout that includes strength and cardiovascular endurance. Participants progress at their own pace through the course activities. NOTE: Students may receive credit for LED 157 or HFW 108 but not for both. Special Requirement: Students participate in movement every class. Specific footwear and clothing requirements will be discussed in the first class session, or students may email the instructor prior to class for further information. (Offered: Every Fall, Every Spring)
Prereq: None

HFW 116 Principles of Strength Training II, 1cr

Builds upon HFW 106 Principles of Strength Training I and incorporates weight training and other various exercises to create sound strategies and personal program design practices for improving fitness. NOTE: Students may receive credit for HFW 116 or LED 162 but not for both. Special Requirement: Students participate in movement every class. Specific footwear and clothing requirements will be discussed in the first class session, or students may email the instructor prior to class for further information. (Offered: Every Fall, Every Spring)
Prereq: HFW 108 (LED 157) or HFW 106 (LED 156) or permission of instructor.

HFW 118 Personal Fitness Training II, 1cr

An intermediate level course to build on skillsets and concepts regarding creation and maintenance of healthy lifestyle habits. The course introduces the intermediate level progression of dynamic strength and conditioning movement and recording practices for exercise and nutrition. Special Requirement: Students participate in movement every class. Workout style clothing that promotes freedom of movement is highly recommended. Students may email the instructor prior to class for further information. (Offered: Every Fall, Every Spring)
Prereq: HFW 106 (LED 156) or HFW 108 (LED 157)

HFW 128 Personal Fitness Training III, 1cr

An advanced level course to further the progression of learning in the promotion of healthy lifestyle habits. The course builds on HFW 108 (LED 157) and HFW 118. Special Requirement: Students participate in movement every class. Workout style clothing that promotes freedom of movement is highly recommended. Students may email the instructor prior to class for further information. (Offered: Every Fall, Every Spring)
Prereq: HFW 108 (LED 157), HFW 118

HEALTH SCIENCE

HSC 101 Introduction to Patient Care Skills, 3cr

Provides a case based learning methodology through patient simulation and explores a variety of job duties related to health care occupations. Students learn vital signs, sterile techniques, handling of body fluids, body mechanics, Cardio Pulmonary Resuscitation (CPR), first aid and proper chart documentation. Students gain familiarity with research techniques, professionalism, ethics, cultural diversity, and communication skills in healthcare settings. (Offered: Every Fall, Every Spring)
Prereq: None

HISTORY

HIS 101 Western Civilization to 1500 A.D., 3cr

The major ideas, institutions, and developments of Western Civilization from ancient times to the Renaissance. Themes include the nature of humankind; relationship of the individual to society and the universe; the role of religion; the individual in history; the tradition to modern modes of life and thought. (Offered: Every Fall)
Prereq: ENG 090 and ENG 094, or satisfactory placement

HIS 102 Western Civilization Since 1500 A.D., 3cr

Analysis of ideas, attitudes, and developments of Western Civilization from the dawn of the modern age to the present. Topics include the scientific and industrial revolutions; the rise and triumph of nation states; the French and Russian revolutions; European imperialism in Asia and Africa; socialism, communism, and fascism; dictatorships and World War II; challenge of the non-Western world. (Offered: Periodically)
Prereq: ENG 090 and ENG 094, or satisfactory placement

HIS 105 History of the American People to 1865, 3cr

Economic, social, and cultural development of the American people prior to the Civil War. Utopianism; the Revolutionary Era; the development of national consciousness; consensus and conflicts; constitutionalism; the roots of American foreign policy; race relations; slavery and war. NOTE: Students may receive credit for HIS 105 or 107, but not for both. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094, or satisfactory placement

HIS 106 History of the American People Since 1865, 3cr

Reconstruction; industrialism and triumphant capitalism; the capitalist model of society; business and the protestant ethic; labor, populism, and dissent; imperial expansion and the progressive politics; crisis in the American Dream; The Great Depression and the New Deal; minorities and change; the roots of contemporary American foreign policy to Vietnam. NOTE: Students may receive credit for HIS 106 or 108, but not for both. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094, or satisfactory placement

HIS 127 History of African-American Peoples, 3cr

A survey of the African-American experience in the United States, including African heritage, enslavement and slavery, resistance, the Civil War and Reconstruction and their combined legacies of racism and oppression, and the continuing struggles of African-Americans for full and equal rights. (Offered: Every Spring)
Prereq: ENG 090 and ENG 094, or satisfactory placement

HIS 131 Women in American History, 3cr

A survey of women's roles in American history emphasizing the social history of unknown as well as famous women of diverse ethnic and class backgrounds who helped shape life and culture in America from the Colonial period through the Revolutionary era, the Frontier movement, 19th Century political activism and urbanization, and the 20th century through reform movements and the global community. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094, or satisfactory placement

HIS 133 World History I, 3cr

An exploration of the origins of humankind and the development of ancient and Medieval societies across the world (India, China, Africa, the Americas, Australia, Europe, and the Middle East). (Offered: Every Fall)
Prereq: ENG 101 or concurrent enrollment in ENG 101

HIS 134 World History II, 3cr

An exploration of the increasingly interconnected modern world, from the period of European colonialism after Columbus, to the growth of globalization after World War II. (Offered: Every Spring)
Prereq: ENG 101 or concurrent enrollment in ENG 101

HIS 218 Women and Gender in the American West to 1920 CE, 3cr

An exploration of the history of gendered experiences, roles, and influences, with emphasis on women in the American West before and after European and American expansion. Students concentrate on the gendered interface of Native, European, African, Middle Eastern, and Asian persons west of the Mississippi River prior to the closing of the Western Frontier. Further, students examine the unique western landscape and its influence on gender roles and experiences. (Offered: Every Spring)
Prereq: ENG 101. Recomm: HIS 105, HIS 106, or HIS 131

HIS 219 Legal History of American Civil Rights, 3cr

An interdisciplinary approach to examining historical relationships between people and the law in the United States. This course explores crucial themes in civil rights including the changing role of the federal government in defining and protecting the rights of individuals and groups; the historical relationship of the U.S. legal system to minority groups, Indigenous populations, women, immigrants, people with disabilities, and LGBT+ groups. Students examine the development of federalism and the evolution of the separation of powers as these principles of political organization relate to civil rights throughout the 19th, 20th, and 21st centuries. (Offered: Every Fall)

Prereq: ENG 101; and HIS 106. Recomm: POL 101

HIS 220 North American Indigenous History, 3cr

Approaches Indigenous history in North America from pre-Columbian to the 20th Century through the lens of self-determination rather than victimization. The central theme of this course is that Indigenous nations have always engaged in empowering action and were never simply victims of European oppression and/or abstract social, political, and environmental forces. Students investigate ways in which Indigenous nations proved to be steadfast in preserving traditional cultural traits amid an expanding imperial force, and fought for their rights while insisting on their proper place in an evolving political, environmental, and social landscape. (Offered: Periodically)

Prereq: ENG 101; HIS 105 or HIS 106. Recomm: POL 101

HONORS**HON 201 Honors Seminar, 4cr**

A capstone seminar for GCC Honors Students. Students must have earned 6 Honors credits to enroll in this course. Students apply advanced critical thinking and research skills cultivated in their previous Honors Projects to explore the seminar topic in an interdisciplinary way. The seminar emphasizes recontextualization of the topic among diverse academic disciplines as well as the synthesis and application of knowledge students have acquired in previous courses. Specific topics vary from semester to semester. (Offered: Every Spring)

Prereq: ENG 101, MAT 095 (MAT 105) or MAT 095S or satisfactory placement, permission of the Honors Program Coordinator. Recomm: College-level course in mathematics, the natural and physical sciences, or the social and behavioral sciences.

HUMAN DEVELOPMENT**HUD 114 College Success, 3cr**

Designed to assist incoming students make a successful transition from high school, home, or the workplace to college. Adopts a seminar approach requiring students to use a textbook, listen to lectures, participate in discussions, and complete a variety of written and oral assignments. Adjustment and transition issues-academic, career, and interpersonal-are addressed with a structured, content-based curriculum, flexible enough to promote the exploration and resolution of individual concerns. (Offered: Every Fall, Every Spring)

Prereq: None

HUD 122 Practicum in Governance, 1cr

An opportunity for students to participate in group problem solving and decision making within the context of Greenfield Community College's governance structure. This practicum introduces the student to several skills including organizing and conducting a meeting, communicating within a group, understanding the roles of group members, handling conflict, and presenting group decisions to outside constituents. NOTE: Students receive one credit per semester upon successful completion of the course. Students may repeat this course two times, for a maximum total of three credits. GCC waives tuition and fees for this course. (Offered: Every Fall, Every Spring)

Prereq: Must be currently enrolled in GCC, must have completed one academic semester at GCC, and must be appointed in the manner required by the GCC Assembly Bylaws.

HUD 128 College Strategies, 1cr

Introduces students to the academic and co-curricular components of college. Topics include college services and resources, academic strategies and study skills, self-assessment, time management, goal-setting, and short- and long-term planning. Students learn about GCC's general education abilities and draw connections between these outcomes and areas of their own learning. (Offered: Every Fall, Every Spring)

Prereq: None

HUD 129 Learning Studio for Dual Enrollment, 0cr

Supports the success of Dual Enrollment students through student-faculty interaction, peer study groups, and academic and career guidance. NOTE: Students may repeat this course without limit. (Offered: Every Fall, Every Spring)

Prereq: Open to Dual Enrollment Students only.

HUD 130 General Education Seminar: Introduction to Information Literacy, 1cr

An introduction to information literacy and research skills enabling students to locate, evaluate, and use information. Topics include the organization of information, the use of structured inquiry to conduct efficient discipline-based search strategies, the evaluation of information for authority and content, and the ethical use of information within the context of a literature review. (Offered: Every Fall, Every Spring)

Prereq: ENG 094 or satisfactory placement or concurrent enrollment in ENG 094.

HUD 135 Career Exploration and Planning, 1cr

Introduces students to the career exploration and planning process. Students use online tools and supplemental resources to complete self-assessments, engage in self-reflection, gather information about careers of interest, and relate potential careers to educational opportunities. Through this class students create an action plan for achieving their education and career goals. (Offered: Every Fall, Every Spring)

Prereq: ENG 090, ENG 094 or satisfactory placement

HUMAN SERVICES**HSV 101 Introduction to Human Services, 3cr**

A study of the human service field from historical, ecological, economic, political, and social perspectives. This course familiarizes students with the basic skills, strategies, and functions common to the field through readings, discussions, guest lectures, research, field trips, and service learning projects. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

HSV 107 Introduction to Addiction Studies, 3cr

An introduction to the history of addiction treatment and recovery in the United States from the nineteenth century through to the present day. Topics include: recovery movements, the birth of addiction treatment, psychological approaches, the 12 step model, and modern addiction treatment, with an emphasis on understanding a variety of models and theories of addiction along with an attitudinal appreciation of the complexity inherent in understanding addiction. The social, political, economic and cultural contexts are also discussed, with an emphasis on the risk and resiliency factors for individuals and groups. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement.

HSV 115 The Helping Relationship, 3cr

Introduces students to the roles and responsibilities of a helping relationship and the interpersonal skills needed to be an effective helper. The course includes development of self-awareness, the professional helper role, ethical considerations, and cultural competence in the helping profession. The course includes a focus on the theoretical distinctions between various approaches to helping with an eye on implications for practice with varied populations, including people with substance use disorders and other consumers of human services. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement; PSY 101 (or concurrent enrollment in PSY 101); and HSV 101 or HSV 107 (or concurrent enrollment in HSV 101 or HSV 107).

HSV 168 Case Management Practices, 3cr

An in-depth analysis of the case management process from a generalist perspective. The course focuses on evidence-based practices in contemporary case management, clarification of practitioner attitudes, effective communication skills, client assessment, service plan development, case documentation, the monitoring of services and treatment, and case termination. Other topics include: crisis intervention, group work, substance use disorders, legal interventions, advocacy and cultural competence. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement; PSY 101 or concurrent enrollment in PSY 101; HSV 101 or HSV 107 or concurrent enrollment in HSV 101 or HSV 107.

HSV 172 Practicum in Addiction Studies I, 4cr

The first of two practicum experiences in the Addiction Studies Certificate program. Students participate in a 150-hour practicum experience in a community agency that provides services and support to individuals with substance use disorders. Students utilize the 12 core functions of a licensed alcohol and drug counselor (LADC). Students demonstrate professional conduct and appropriate work habits. Students participate in a 2-hour a week seminar experience for additional personal/professional support, supervision, feedback and exploration of field-related experiences. The course provides the opportunity to enhance/augment knowledge and skills related to working with clients with a substance use disorder. The course emphasizes confidentiality, professionalism, ethical principles and conduct. Placement in an agency site for HSV 172 is not guaranteed and depends upon agreement among the agency site, the HSV faculty, and the student. Special Requirement: This course must be completed with a C or better to count towards the Addiction Studies Certificate. Students assume travel costs to agency site. (Offered: Every Fall)

Prereq: HSV 115 or concurrent enrollment in HSV 115; HSV 107 or concurrent enrollment in HSV 107; HSV 168 or concurrent enrollment in HSV 168, PSY 101 or concurrent enrollment in PSY 101; must be an Addiction Studies Certificate major or a Liberal Arts/Human Services Option major and have permission of the Human Services Program coordinator.

HSV 215 Counseling Skills, 3cr

The practical application of theories of helping. Students practice interviewing and counseling, and learn referral processes. The course introduces specialized counseling skills such as crisis prevention and intervention, addiction counseling, and group counseling. Digital recording is used for extensive demonstration and role-play. (Offered: Every Spring)

Prereq: HSV 115

HSV 241 Substance Use Disorder, 3cr

Introduces students to current advances in addiction treatment by examining treatment outcome research, evidence-based approaches, and pharmacological advances in the field. Topics include the neurobiology of addiction, substances of misuse, familial patterns of genetic transmission and epigenetics, cultural intelligence, and trauma-informed care. The course highlights needs of special populations. NOTE: Students may receive credit for only one of the following: HSV 141, HSV 241, or PSY 241. (Offered: Every Spring)

Prereq: PSY 101

HSV 271 Practicum in Human Services, 4cr

Provides students with field work in competency training and skill building through directed, closely-supervised involvement in a human service agency. Students practice their acquired skills through professionally supervised individual and/or group focused involvement. In addition to the fieldwork, students meet each week for two hours to discuss practicum experiences. (Offered: Every Spring)

Prereq: HSV 215 (or concurrent enrollment)

HSV 272 Practicum in Addiction Studies II, 4cr

The second of two practicum experiences in the Addiction Studies Certificate program. Students participate in a 150-hour practicum experience in a community agency that provides services and support to individuals with substance use disorders. Students utilize the 12 core functions of a licensed alcohol and drug counselor (LADC). Students apply the cumulative knowledge and skills acquired in the foundational courses. Students demonstrate professional conduct and appropriate work habits. Students participate in a 2-hour a week seminar experience for additional personal/professional support, supervision, feedback and exploration of field-related experiences. The course provides the opportunity to enhance/augment knowledge and skills related to working with clients with a substance use disorder. The course emphasizes confidentiality, professionalism, ethical principles and conduct. Placement in an agency site for HSV 272 is not guaranteed and depends upon agreement among the site, the HSV faculty, and the student. Special Requirement: This course must be completed with a C or better to count towards the Addiction Studies Certificate. Students assume travel costs to agency site. (Offered: Every Spring)

Prereq: HSV 107, HSV 115, HSV 168, HSV 172 with a grade of C or better, and HSV 215 or concurrent enrollment in HSV 215, must be an Addiction Studies Certificate major or a Liberal Arts Human Services Option major, and permission of the Human Services program coordinator.

HUMANITIES**HUM 108 Introduction to Topics in Humanities, 3cr**

A one-semester course concentrating on a specified topic or period in the humanities (art, dance, geography, history, language, literature, music, philosophy, and theater). Students learn about the disciplines of the humanities that influence and are influenced by culture, and how the interplay of passion and creativity combine to give meaning and identity to perspectives of society. Topics or major themes are announced each semester. (Offered: Periodically)

Prereq: ENG 090 and ENG 094, or satisfactory placement, or concurrent enrollment

LATIN**LAT 101 Elementary Latin I, 4cr**

Fundamentals of the Latin language. Students learn Latin vocabulary, syntax, and grammar and then translate Latin into polished English and vice-versa. Students use Latin orally and listen to and write Latin as a part of the language learning process. (Offered: Every Fall)

Prereq: None

LAT 102 Elementary Latin II, 4cr

Fundamentals of the Latin language. Students continue to learn Latin vocabulary, syntax, and grammar and then translate Latin into polished English and vice-versa. Students use Latin orally and listen to and write Latin as a part of the language learning process. (Offered: Every Spring)

Prereq: LAT 101 or equivalent

LEISURE EDUCATION

All 1-credit LED courses are graded on a credit/no credit basis. All 2- and 3-credit LED courses are graded with letter grades.

LED 161 Golf, 1cr

Designed for beginners interested in the basic skills of recreational golf. Students advance at their own pace. Topics include golf rules and etiquette. Students participate in field trips. (Offered: Every Spring)

Prereq: None

LED 167 Introductory Tae Kwon Do I (Karate), 1cr

A basic introduction to the Korean martial art of Tae Kwon Do-Moo Duk Kwan as it has evolved from its origins from Tae Kyun in approximately 57 BC. Emphasis is on familiarization with some Korean language, stretching exercises, calisthenics, punching, blocking, and kicking techniques, practical self-defense, hyung patterns of movement and exposure to some of the philosophical underpinnings of Tae Kwon Do. (Offered: Every Fall, Every Spring)

Prereq: None

LED 168 Introductory Tae Kwon Do II (Karate), 1cr

Intermediate level skills and techniques of the Korean martial art of Tae Kwon Do-Moo Duk Kwan as it has evolved from its origins in Tae Kyun in approximately 57 BC. The emphasis is on familiarization with some Korean language, stretching exercises, calisthenics, punching, block, and kicking techniques, practical self-defense, hyung patterns of movement and exposure to some of the philosophical underpinnings of Tae Kwon Do. (Offered: Every Fall, Every Spring)

Prereq: LED 167 or permission of instructor

LED 170 Gentle Yoga, 1cr

Introduces students to gentle yoga practice with an emphasis on stress reduction and body awareness. Each session includes gentle movement warm-up and a series of gentle yoga postures, breath awareness, guided relaxation and meditation. Students gain sufficient practical knowledge to sustain independent yoga practice. (Offered: Every Fall, Every Spring)

Prereq: None

LED 171 Yoga, 1cr

An introduction to Hatha Yoga practice. Students learn classical yoga postures such as standing poses, backbends, forward bends, hip openers, balances, inversions and restorative poses. Students study alignment principles of Yoga and incorporate basic philosophy, meditation and deep relaxation into each class for a well-rounded, active and enjoyable practice. The course follows a sequential flow building knowledge and skills from week to week. Students gain sufficient practical knowledge to sustain independent yoga practice. (Offered: Every Fall, Every Spring)

Prereq: None

LED 172 Self-Defense for Women, 2cr

Introduces physical and psychological skills necessary for self-defense. Involves learning the use of various parts of the body as weapons. Examines techniques of awareness necessary for prevention. Through meditation, discussion, and writing exercises, students learn to realize and overcome women's psychological blocks to their own defense. (Offered: Every Fall, Every Spring)

Prereq: For women only

MATHEMATICS**MAT 014 Preparatory Course for Statistics, 1cr**

Develops necessary intermediate algebraic skills and concepts for students to be successful in an introductory statistics course. Topics include graphing in the Cartesian coordinate system with particular stress on slope and graphing linear equations. Other topics include solving linear equations, creating and interpreting scatter plots, ratio and proportion, dimensional analysis, modeling real-world phenomena and problem-solving. NOTE: This course may not be used to fulfill degree or certificate requirements. Students may earn credit for MAT 014 or MAT 014S but not for both. (Offered: Every Term)

Prereq: MAT 095 (MAT 105) or MAT 095S or satisfactory placement; ENG 090 or satisfactory placement or concurrent enrollment; ENG 094 or satisfactory placement. Placement tests are used only for initial course placement, see catalog for details.

MAT 090 Basic Mathematics Skills, 3cr

Useful as a foundation for math and math related courses, for developing quantitative job skills, or as a refresher. Students use a variety of materials and problem-solving techniques to deepen their understanding of basic arithmetic operations, whole numbers, fractions, decimals, ratios, rates, proportions, and percents. Students analyze problems and arrive at solutions using the techniques of mathematical reasoning. Students practice mathematical discovery and develop study skills for math. NOTE: This course may not be used to fulfill degree or certificate requirements. A grade of C minus or higher is required to pass this course (Ds are not awarded). Students may receive credit for MAT 090 (MAT 100), or MAT 090S, but not for both. (Offered: Every Fall, Spring & Summer)

Prereq: None

MAT 094 Preparatory Course for Algebra, 3cr

A preparatory course for Introductory Algebra, MAT 095 (MAT 105). This course is for students with a working knowledge of arithmetic who have never had algebra before or who would benefit from a slower introduction to algebra. Students study many of the topics covered in Introductory Algebra but at a significantly more elementary level and at a slower pace. Topics include the concept of a variable, negative numbers, numeric and algebraic expressions, linear equations in one variable, positive exponents and square roots, and an introduction to graphing of equations in two variables. Students work with applications to help them understand and connect algebraic concepts to real world situations. NOTE: This course may not be used to fulfill degree or certificate requirements. A grade of C minus or higher is required to pass this course (Ds are not awarded). (Offered: Every Fall, Every Spring)

Prereq: MAT 090 or MAT 090S or satisfactory placement; ENG 094 or satisfactory placement or concurrent enrollment. Placement tests are used only for initial course placement; see catalog for details. Recomm: If you've never been successful in or it has been decades since you studied introductory algebra or if you received a C or C- in MAT 090 or MAT 090S, then consider

MAT 095 Introductory Algebra, 3cr

An introductory algebra course that assumes a working knowledge of basic arithmetic skills. Students study topics that include the concept of a variable, negative numbers, properties of real numbers, numeric and algebraic expressions, linear equations and inequalities in one variable including their graphic representations, ratio and proportion, quadratic equations (with no linear term) in one variable, integer exponents (including scientific notation) and graphing of two-variable equations (by plotting points). Students work with applications throughout the course to help them understand and connect algebraic concepts to real world situations. NOTE: This course may not be used to fulfill degree or certificate requirements. A grade of C minus or higher is required to pass this course (Ds are not awarded). (Offered: Every Fall, Spring & Summer)

Prereq: MAT 090 or MAT 090S or satisfactory placement; ENG 094 or satisfactory placement or concurrent enrollment. Placement tests are used only for initial course placement; see catalog for details. Recomm: If you've never been successful in or it has been decades since you studied introductory algebra or if you received a C or C- in MAT 090 or MAT 090S, then consider

MAT 096 Intermediate Algebra, 4cr

Develops algebra skills and a conceptual understanding of algebraic topics, and focuses on the relationship between algebraic, graphical, and numeric approaches to solving problems. Students study topics that include linear equations and systems of equations, methods for solving problems, radicals and radical equations, quadratic equations and the quadratic formula, rational exponents and rational expressions. The course places emphasis on graphing in the Cartesian coordinate system with particular stress on graphing linear equations and systems of equations. Students work at times with calculators and/or computers.

NOTE: This course may not be used to fulfill degree or certificate requirements. A grade of C minus or higher is required to pass this course (Ds are not awarded). (Offered: Every Fall, Spring & Summer)

Prereq: MAT 095 (MAT 105) or MAT 095S or satisfactory placement; ENG 090 or satisfactory placement, or concurrent enrollment; ENG 094 or satisfactory placement. Placement tests are used only for initial course placement; see catalog for details.

MAT 107 College Algebra, 4cr

The study of functions. This course is a gateway to the study of higher level mathematics and a useful preparation for courses with quantitative content. Students investigate the principles, properties, and applications of several common types of functions from numerical, algebraic, and graphical perspectives and use these functions to model real world problems. Principle types include polynomial, rational, composite and inverse functions. The course also introduces exponential and logarithmic functions and briefly examines absolute value, root, step, and piecewise functions. Students use graphing calculators extensively. (Offered: Every Fall, Spring & Summer)

Prereq: MAT 096 (MAT 106) or MAT 096S or satisfactory placement; ENG 090 and ENG 094, or satisfactory placement. Placement tests are used only for initial course placement; see catalog for details.

MAT 108 Precalculus, 4cr

A preparation for MAT 201 and the physical sciences. Students study principles, properties, and applications of functions and their graphs. They revisit functions introduced in MAT 107 and expand their knowledge of them. The course focuses heavily on circular trigonometric functions and introduces conic sections. Laboratory activities place particular emphasis on the use of functions to model real problems. Computers and/or graphing calculators are used to enhance the study of mathematics. (Offered: Every Spring & Summer)

Prereq: A grade of C- or better in MAT 107 or satisfactory placement; ENG 090 and ENG 094, or satisfactory placement. Placement tests are used only for initial course placement; see catalog for details.

MAT 114 Introduction to Statistics, 4cr

An introduction to statistics that teaches broadly relevant concepts. Topics include but are not limited to graphical and numerical methods for summarizing data; linear regression and correlation; normal probability distributions; confidence intervals; statistical inference and hypothesis testing. Laboratory activities emphasize the analysis of real world data. Students use computer software to enhance the study of mathematics. (Offered: Every Fall, Spring & Summer)

Prereq: None

MAT 116 Mathematics for Early Childhood and Elementary Educators, 4cr

Provides prospective early childhood and elementary teachers with a mathematical foundation designed to support their future work teaching mathematics. Students build on their mathematical understanding, enhance their comprehension of the mathematical/problem solving process, develop their confidence in exploring mathematical concepts, and communicate that understanding to others. Students do college level mathematics in the context of the following topics with particular emphasis on the first one: Number sense and Operations; Geometry and Measurement; and Patterns, Relations and Algebra. Students become conversant with the National Council of Teachers of Mathematics Principles and Standards for School Mathematics and with the Massachusetts Department of Education Mathematics Curriculum Frameworks, especially as those documents pertain to the level at which the student intends to teach. (Offered: Every Spring)

Prereq: MAT 095 (MAT 105) or MAT 095S or satisfactory placement; must be an Early Childhood Education or Liberal Arts/Education Option major or have permission from a full-time math or education faculty person; ENG 090 and ENG 094, or satisfactory placement. Placement tests are used only for initial course placement; see catalog for details.

MAT 117 Mathematical Problem Solving, 3cr

Provides students in the liberal arts with a foundation to mathematical reasoning and quantitative skills in decision making processes. Students focus on ideas rather than techniques as they implement problem solving strategies. The course introduces students to topics that might include, but are not limited to mathematical modeling, graph theory, the mathematics of social choice, growth and symmetry, descriptive statistics, and probability. (Offered: Every Fall, Spring & Summer)

Prereq: MAT 095 (105) or MAT 095S or satisfactory placement; ENG 090 and ENG 094, or satisfactory placement. Placement tests are used only for initial course placement; see catalog for details.

MAT 151 Applied Calculus I, 4cr

Provides a practical approach to the basic tools and methods of calculus. A brief review of polynomial, rational, exponential, and log functions is included in the course. Students study topics that include limits, the derivative, the definite integral, and the fundamental theorem of calculus. Students learn how to interpret derivatives and integrals in the context of calculus models and applications from many fields. (Offered: Every Spring)

Prereq: A grade of C- or better in MAT 107 or satisfactory placement; ENG 090 and ENG 094, or satisfactory placement. Placement tests are used only for initial course placement; see catalog for details.

MAT 201 Calculus with Analytic Geometry I, 4cr

Theoretical and applied calculus for students interested in mathematics, engineering, and the physical sciences. A prerequisite knowledge of power, polynomial, rational, exponential, logarithmic, and trigonometric functions is assumed. Students study topics that include limits, continuity, differentiation, antidifferentiation, the definite integral, and the fundamental theorem of calculus. Students work with applications throughout the course to help them understand and connect calculus concepts to real world situations. (Offered: Every Fall)

Prereq: A grade of C- or better in MAT 108 or satisfactory placement; and approval from Math Dept.; ENG 090 and ENG 094, or satisfactory placement. Placement tests are used only for initial course placement; see catalog for details.

MAT 202 Calculus with Analytic Geometry II, 4cr

A second semester calculus course for students interested in mathematics, engineering, and the physical sciences. Students study topics that include graphical and numerical antiderivatives, indefinite integrals, the fundamental theorems of calculus, integration techniques, improper integrals, applications of the integral, sequences, series, convergence tests, power series, Taylor series, and differential equations. Students work with applications throughout the course to help them understand and connect calculus concepts to real world situations. (Offered: Every Spring)

Prereq: A grade of C- or better in MAT 201; ENG 090 or ENG 094, or satisfactory placement.

MAT 203 Multivariate Calculus, 4cr

Theoretical and applied multivariate calculus for students interested in mathematics, engineering, and the physical sciences. The course assumes an understanding of single variable calculus. Topics include vectors, the dot and cross products, multiple representations of functions of several variables, the gradient and directional derivatives, first and second order partial derivatives with applications including Lagrange multipliers, iterated integrals, parameterization, vector fields, line integrals, and Green's Theorem. (Offered: Every Fall)

Prereq: A grade of C- or better in MAT 202; ENG 090 and ENG 094, or satisfactory placement.

MAT 204 Elementary Differential Equations, 4cr

An introduction to ordinary differential equations with a dual focus on finding analytic solutions and on solving and understanding differential equations using numeric and qualitative approaches. Topics include separation of variables, methods of undetermined coefficients, integrating factor method, Euler's method, phase planes, first order linear systems, second order differential equations, an introduction to nonlinear systems, and Laplace transforms. Throughout the course, students use and formulate differential equations that model real-world situations. Students use computer software and/or graphing calculators in and out of class to apply and enhance their understanding of differential equations and their solutions. (Offered: Every Spring)

Prereq: A grade of C- or better in MAT 203; ENG 090 and ENG 094, or satisfactory placement.

MAT 205 Elementary Linear Algebra, 4cr

The study of matrices and vector spaces. Topics include the algebra of matrices, systems of linear equations, determinants, subspaces, linear independence, bases, linear transformations and their matrix representations, eigenvalues, eigenvectors, orthogonality, and applications to linear systems. (Offered: Every Fall)

Prereq: A grade of C- or better in MAT 202; ENG 090 and ENG 094, or satisfactory placement.

MEDICAL ASSISTANT**MAC 101 Fundamentals of Medical Assisting, 2cr**

An introduction to both the theory and practical skills necessary to assist the physician with clinical and administrative procedures. Students explore the role of the professional medical assistant, the healthcare team, the history of the profession, and credentialing requirement. Course topics include how to obtain patient histories, documentation of procedures, coping skills of the medical assistant, therapeutic communication skills, establishing multicultural communication, the roles played by verbal and non-verbal communication, professional boundaries in the context of providing patient care, while understanding the impact of law and ethics on health care. (Offered: Every Fall, Every Spring)

Prereq: ENG 090, ENG 094, MAT 090 or MAT 090S or satisfactory placement. Recomm: CIS 140 or concurrent enrollment in CIS 140.

MAC 103 Medical Office Procedures, 3cr

An introduction to the procedures common to medical office work, including modern office technology, appointment scheduling, billing, insurance and collection, basic accounting, patient reception and processing, customer-service oriented communication, and the use of electronic medical record (EMR) systems. Course topics include managed care policies and procedures, third-party guidelines, patient care ethics, administrative laws such as The Health Insurance Portability and Accountability Act (HIPAA), and the development of interpersonal communication and organizational skills to work professionally in a medical office. NOTE: students may receive credit for either MAC 103 or MOM 215, but not for both. (Offered: Every Spring)

Prereq: MAT 090 or MAT 090S or satisfactory placement. Recomm: CIS 140; ENG 101.

MAC 105 Clinical Procedures, 4cr

An introduction to the knowledge and clinical procedures performed by medical assistants, including patient instruction for diagnostic procedures, phlebotomy for lab tests, electrocardiography, assisting the physician with office procedures and the physical exam, and assisting with minor surgery in the ambulatory care setting, while understanding the importance of sterilization, infectious agents and infection control. Develop an understanding of Occupation Safety and Health Administration (OSHA)-require safety precautions, personal protective equipment (PPE), forms of asepsis, quality control and handling of microbiological specimens, use of Clinical Laboratory Improvement Amendments (CLIA)-waived tests, precautions taken with regard to body fluids, and the role of Centers for Disease Control and Prevention (CDC) regulations in the healthcare setting. Students learn to develop an environmental safety plan and participate in a mock environmental exposure event, while documenting steps taken. This is a lab course. (Offered: Every Fall)

Prereq: MAT 090 or MAT 090S or satisfactory placement. MAC 112 or BIO 194 or BIO 216 (BIO 196) with a C or better, within the last 5 years or concurrent enrollment in MAC 112 or BIO 194 or BIO 216. Recomm: CIS 140; ENG 101.

MAC 111 Pharmacology for Medical Assistants, 2cr

Provides an overview of the pharmacological language, symbols, and abbreviations used to interpret prescriptions, as well as the system of measurements and conversions used to calculate medication dosages. Students learn to prepare, verify and administer doses via oral and parenteral routes. Topics include drug classification, interactions, forms of medication, safety protocols, and the recording, interpretation and analysis of normal and abnormal lab test results. Students receive information appropriate to the Medical Assistant occupation regarding the most commonly prescribed drugs, compliance with drug regulations, quality control of prescription requests, and how to maintain professionalism when communicating with patients and healthcare professionals. (Offered: Every Spring)

Prereq: MAT 090 or MAT 090S or satisfactory placement; BIO 194 with a C or better within the last 5 years; BIO 216 with a C or better within the last 5 years; MAC 112 with a C or better. Recomm: MAT 095 or MAT 095S

MAC 112 Human Body in Health and Disease, 3cr

Provides students with an introduction to basic human anatomy and physiology with an emphasis on structure, function, and the pathology of each body system. Topics include classification, transmission, diagnostic tests, prevention, and treatment of human disease. NOTE: Students who have already passed BIO 215/216 should let their advisor know before registering for this course. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement. Recomm: MOM 110 or concurrent enrollment in MOM 110

MAC 113 Phlebotomy for Medical Assistants, 1cr

Prepares the Medical Assistant student in the performance of venipuncture/phlebotomy procedures for the preparation and collection of diagnostic blood specimens. The course emphasizes the general rules for safety following Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen standard and guidelines in the collection of high quality specimens. In addition to technical, clerical, and interpersonal skills, the student develops strong organizational skills to handle a heavy workload efficiently and maintain accuracy. This course has a lab component. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094 or satisfactory placement. Recomm: MOM 110 or concurrent enrollment in MOM 110

MAC 114 Dosage Calculations For Health Professionals, 2cr

Introduces dosage calculations basic information on the apothecary and metric systems, and conversions from one system to another, based on practical drug problems encountered in clinical practice, since it is the responsibility of those administering drugs, to precisely and efficiently carry out medical orders. A review of fractions, decimals, percent's, ratios, and roman numerals will be included, emphasizing examples used in the most common medication orders. (Offered: Every Fall)

Prereq: MAT 090 or MAT 090S or satisfactory placement. Recomm: MAT 095 or MAT 095S or satisfactory placement.

MAC 115 Law and Ethics for Health Professionals, 1cr

An introduction to medical laws that pertain to the practice of medicine within the health care system. Topics include legal responsibilities and the rights of the patient and health care providers, ethical and legal issues faced by healthcare practitioners, and an understanding of the principles of civil law as they relate to the practice of health professionals. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement.

MAC 120 Medical Claims Management, 3cr

An introduction to medical insurance billing, credit and collection procedures, as well as the various insurance options and the laws governing the payers/insurers. Additional topics include preparing and reviewing claims forms, the significance of coding, electronic and computerized billing, and fraud and abuse, as well as other pertinent topics. NOTE: Students may receive credit for MAC 120 or MOM 210, but not for both. (Offered: Every Spring)

Prereq: MOM 110 or concurrent enrollment in MOM 110 or permission of Instructor.

MAC 271 Medical Assistant Practicum, 4cr

Provides students with fieldwork, competency training, and skill-building through directed and closely supervised participation in a mixed medical clinical and office setting. Students practice their acquired skills through professionally supervised individual and/or group-focused opportunities for involvement. Students write weekly journal entries documenting and discussing the experience, followed by a final reflective paper at the end of the semester. In addition to the 180 hours of supervised, unpaid, clinical practice at a work site, students meet for a total of 30 lab hours to discuss their practicum experience and to prepare for a national certification exam. Special Requirement: Enrollment requires permission of the MAC program coordinator. Refer to the MAC program page in the catalog for additional requirements which include time-sensitive additional health requirements, CPR certification, costs associated with these, and costs for transportation to and from the work site. The required CPR certification that must be kept current is the American Heart Association (AHA) Basic Life Support (BLS) Health Care Provider. (Offered: Every Spring)

Prereq: MAC 101, MAC 103, MAC 105, MAC 111, MAC 113, MAC 114, MAC 115, MAC 120, MOM 110; and one of the following with a C or better within the last 5 years: MAC 112 or BIO 194 or BIO 216 (BIO 196).

MEDICAL OFFICE MANAGEMENT**MOM 110 Medical Terminology, 3cr**

Provides students with an understanding of medical language and a foundation to recognize medical terms in context. The course emphasizes improving written and oral communication skills pertaining to medical terminology and using electronic research to build health informatics skills. Topics include basic anatomical and physiological terms, including those used in disease and surgical and diagnostic procedures. NOTE: Students may receive credit for MOM 110 or ADM 122, but not for both. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

MOM 121 Medical Coding: Diagnosis, 3cr

An introduction to analyzing and classifying medical documents for reporting medical diagnostics, services and procedures by physicians according to current International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) professional standards. The course introduces students to specificity, completeness, accuracy of coding procedures and techniques, and cross-referencing to ICD-9 coding system elements as necessary. The course requires significant case study lab practice. (Offered: Every Fall)

Prereq: MOM 110 or Concurrent enrollment in MOM 110

MOM 122 Medical Coding: Procedures, 3cr

Introduces the methodology and guidelines for medical coding for evaluation and management services, anesthesia, surgery, radiology, laboratory, medicine and the use of modifiers. Students analyze and classify medical documents for reporting medical procedures and services by providers according to Current Procedural Terminology Standards. The course requires significant case study lab practice. (Offered: Every Fall)

Prereq: MOM 110 or Concurrent enrollment in MOM 110

MUSIC**MUS 103 Music Theory Fundamentals, 3cr**

Introductory music theory for students with little or no musical background. The course covers reading and writing notation, scales, melodic composition, and other elementary theoretical concepts. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

MUS 107 Music Theory I, 3cr

Basic chordal structures, voice leading, inversions, figured bass, harmonic progressions, and non-harmonic tones. Harmonic analysis of great composers' works. Keyboard harmony and ear training. (Offered: Every Spring)

Prereq: MUS 103 or permission of instructor

MUS 108 Music Theory II, 3cr

Dominant seventh and extended chords in root position and inversions. Modulation to closely related keys. Harmonic analysis of great composers' works. Keyboard harmony and ear training. (Offered: Every Fall)

Prereq: MUS 107 or permission of instructor

MUS 111 Chorus, 2cr

An exploration of vocal technique and choral repertoire. Students prepare selections from the various style periods for public performance. The course is open to all students. NOTE: Students may repeat this course three times for a maximum of 8 credits. (Offered: Every Fall, Every Spring)

Prereq: None

MUS 125 Jazz Ensemble, 2cr

Allows students to rehearse and perform in a variety of jazz styles including "Blues," "Swing," "Bebop," and "Latin." The course stresses improvisational skills as well as ensemble expertise. Two informal presentations and a final "Gala" concert conclude the course. (Offered: Every Fall, Every Spring)

Prereq: Permission of instructor

MUS 127 20th Century American Popular Music, 3cr

A cultural overview of popular music in 20th century American society with emphasis on rock, folk, pop, and world fusion styles. The course examines how music technology, commercialism, and cultural diversity have influenced the development of musical styles and practices unique to American life. (Offered: Periodically)

Prereq: ENG 090 and ENG 094, or satisfactory placement

MUS 137 World Music and Cultures, 3cr

A survey of music and culture including Native North America, Latin America, Black America, West and South Africa, the Mideast, India, Japan, and Eastern Europe. The course emphasizes strategies for understanding and listening to all kinds of music. Students do local cultural fieldwork projects and have the opportunity to produce field recordings as part of their final research project. (Offered: Periodically)
Prereq: ENG 090 and ENG 094, or satisfactory placement

MUS 138 Creative Musicianship, 1cr

An examination of a broad range of topics related to serious music study. The instructor leads cooperative class investigation into areas such as creative expression through free improvisation, preparing for auditions and performances, breaking creative blocks, responding to performance anxiety, adopting stretches/exercises, exploring career paths, making demos, and booking gigs. NOTE: Students may repeat this course once for a maximum of 2 credits. (Offered: Every Fall, Every Spring)

Prereq: LCMS or MRP majors only or permission of instructor

MUS 139 Contemporary Music Ensemble, 2cr

An ensemble that performs modern musical styles of rock, pop, folk-rock, and rhythm and blues. In addition, the ensemble creates original works and explores post-1945 avant-garde musical styles that have influenced popular music since the 1960s. Students should expect to practice and develop skills for reading music and playing by ear. The ensemble performs publicly twice each semester. NOTE: Students may repeat this course three times for a maximum of 8 credits. (Offered: Every Fall, Every Spring)

Prereq: Permission of instructor or Program Coordinator; basic instrumental or vocal proficiency; the ability to read and play chord changes

MUS 140 Vocal Jazz Ensemble, 2cr

An ensemble-based study of vocal jazz for singers and instrumentalists. Beginning and intermediate singers learn jazz standard repertoire, stylistic techniques, and performance elements of singing with rhythm section accompaniment. Advanced instrumental students in the group learn and practice the art of accompanying singers in a vocal jazz combo context. Students perform publicly twice each semester. NOTE: Students may repeat this course three times for a maximum of 8 credits. Special Requirement: Vocalists need basic vocal proficiency, instrumentalists need advanced proficiency. (Offered: Periodically)

Prereq: All students need permission of instructor or Department Chair

MUS 147 Aural Skills I, 1cr

A practice lab in which students develop music listening and reading skills. This course emphasizes practical applications including ear training, sight singing, transcription, dictation, and conducting. (Offered: Every Spring)

Prereq: MUS 103 or permission of instructor; concurrent enrollment in MUS 107

MUS 148 Aural Skills II, 1cr

A continuation of MUS 147, Aural Skills I. (Offered: Every Fall)

Prereq: MUS 147 or permission of instructor; concurrent enrollment in MUS 108

MUS 150 African Percussion Ensemble, 2cr

A course in African and African diaspora drumming and percussion genres from around the world. Students learn traditional rhythms and improvisational techniques on various instruments including ashiko drums, conga drums, West African balafon, bells, rattles, and shakers. Classes focus on rehearsing techniques, group interaction, and traditional repertoire from various world music cultures. The ensemble performs in concert at least twice at the end of each semester. The variety of instruments and instrumental roles allows both experienced and beginner students to join at any time. NOTE: Students may repeat this course three times for a maximum of 8 credits. (Offered: Every Fall, Every Spring)

Prereq: None

MUS 151 The Beatles and Radiohead Ensemble, 2cr

A small group combo/band that learns, rehearses, and performs music from the Beatles and Radiohead. Students learn music both by ear and from published scores. Students should expect to practice and develop skills for reading music, playing by ear, improvisation, and small group performance. The ensemble performs public concerts twice each semester. NOTE: Students may repeat this course three times for a maximum of 8 credits. (Offered: Periodically)

Prereq: Permission of instructor or Department Chair; basic instrumental or vocal proficiency; the ability to read and play chord changes.

MUS 152 American Traditional Music Ensemble, 2cr

A band comprised of acoustic instrumental players and singers that collaboratively learns, rehearses and performs music from the American period of 1850-1950, including immigrant and intercultural music traditions of the period that were commonly played in community or in concert. Participants develop repertoire each semester according to instrumentation, group abilities, and interests. Students complete critical listening assignments to support learning historical and cultural context for the repertoire. Students learn music both by ear and from published scores. Students should expect to practice and develop skills for reading music, playing by ear, improvisation, and small group performance. The ensemble performs public concerts twice each semester. NOTE: Students may repeat this course three times for a maximum of 8 credits. (Offered: Periodically)

Prereq: Permission of instructor or Department Chair; basic instrumental or vocal proficiency; the ability to read and play chord changes.

MUS 153 The World of Music and the Human Spirit, 3cr

An exploration of connections between music and identity, spirituality, and social protest using case studies in western and non-western musical traditions. Topics include, among others, African-American expressions in cultural context, Indian classical music used cross-culturally, and Middle Eastern improvisational music as an experiential religious tradition. Students study concepts of rhythm, melody, harmony, and form which are used for musical analysis by students at varied and individualized levels within the course. Students learn to think, ask questions, and participate in discussions about how music is both rooted in historical-cultural context and plays a role in shaping evolving culture. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement.

MUS 154 Audio Recording and Production I, 3cr

Introduces students to basic practices in computer based audio recording, editing, and mixing. The course teaches students how to use Pro Tools software and hardware interfaces to make multi-track recordings. The course also introduces students to the role to the music producer. NOTE: Students may receive credit for MUS 154 or MUS 221 but not for both. Special Requirement: Students are required to own studio reference headphones and one dedicated 1 Tb Mac compatible external hard drive. Course has Digital Recording Music Fee of \$20.00. (Offered: Every Fall, Every Spring)

Prereq: ENG 094, or satisfactory placement, or concurrent enrollment in ENG 094

MUS 208 Jazz Improvisation, 3cr

A beginning level course open to all instrumentalists and vocalists. This course serves as a stepping stone to the GCC Jazz Ensemble or other intermediate jazz groups. The class combines theoretical study and applied practice as means to explore harmony, rhythm, modes, scales, and the subtleties of musical conversation. One or two small jazz combos develop from within the class and provide the context for group practice. (Offered: Every Fall, Every Spring)

Prereq: MUS 103 or permission of instructor; basic music reading skills; basic instrumental proficiency

MUS 220 Songwriting, 3cr

A practical exploration of techniques for writing songs in various classic genres including the music of George Gershwin, Chuck Berry, the Beatles, Bob Dylan, Joni Mitchell, Ani DiFranco, and others. The course ties together aspects of music theory, music history, improvisation, collaboration, composition, and performance. The course also covers songwriting industry topics such as recording production and copyright law. (Offered: Periodically)

Prereq: MUS 103 or permission of instructor or Program Coordinator; basic proficiency in chordal accompaniment on guitar or piano

MUS 222 Audio Recording and Production II, 3cr

Provides intermediate level training in computer based audio recording, editing, and mixing. The course focuses on pre-production, production, and post-production aspects of musical sound recordings and does so from the viewpoint of understanding the recording studio as a music composition tool. The course advances student knowledge of Pro Tools and other recording software and hardware. Special Requirement: Students are required to own studio reference headphones and one dedicated 1 Tb Mac compatible external hard drive. (Offered: Every Spring)

Prereq: MUS 154 (MUS 221). Recomm: MUS 138

MUS 223 Electronic Music Composition, 3cr

An introduction to basic techniques in creating electronic music. Students use Ableton Live software to create simple techno and ambient loops and advance to more experimental and complex electronic music creation. Students learn fundamentals of music creation processes for game design, sound design, video and film scoring, and multi-media production. Special Requirement: Students are required to own studio reference headphones and one dedicated 1 Tb Mac Compatible external hard drive. (Offered: Every Fall)

Prereq: MUS 154 (MUS 221) or permission of department chair.

MUS 224 Independent Music Production Project, 3cr

For advanced music production students to pursue independent creative work using the music technology equipment and spaces in the Music Department. Students construct an instructor approved formal project proposal to present to the class and complete through individual and collaborative work. The class meets weekly to discuss and exchange constructive critique on developing projects. Students share completed final projects in a formal presentation, with discussion and review by peer students, music faculty, and others. Special Requirement: Students are required to own studio reference headphones and a dedicated 1 Tb Mac compatible external hard drive. (Offered: Every Spring)

Prereq: MUS 138, MUS 153, MUS 154 (MUS 221), MUS 222 or concurrent enrollment in MUS 222, and MUS 223 or concurrent enrollment in MUS 223. Recomm: MUS 220 and MUS 139

MUS 248 Poetics of Song Creation, 3cr

Provides advanced training and practice in collaborative songwriting, performance, and music production. Students work in groups to compose songs, arrange songs, record songs, and rehearse songs for performance. The course builds on prerequisite studies in creative musicianship processes and it specifically advances student knowledge and abilities for integrating songwriting, arrangement/performance creation, and recorded track creation. Students present final versions of original recorded work in a group setting and also perform their original works in an end of semester concert. Special Requirement: Students are required to own studio reference headphones and one dedicated 1 Tb Mac compatible external hard drive. (Offered: Spring in odd numbered years)

Prereq: MUS 138 and MUS 139 and MUS 220 and MUS 154 (MUS 221). Recomm: Two semesters of MUS 138 and MUS 139; MUS 222

APPLIED MUSIC

Individual instruction on a variety of western instruments. Lessons on wind instrument and string instruments, mandolin, and others may be available by request. Contact Music Department Chair. These are college-level, letter-graded courses that require student commitment to study and practice. MUS 130 is a 1-credit course in which students and instructors meet for one half hour per week. MUS 230 is a 2-credit course in which students and instructors meet for one hour per week. The music department assigns instructors to students prior to or during the first week of each semester. Students intending to take lessons should contact the Music Department Chair at (413) 775-1228 prior to or not later than the first week of classes each semester. A studio instructor fee is charged for lessons and is non-refundable after the college deadline. Lesson fees are covered by financial aid like any other course fees. Students interested in music and technology may consider attending periodic music keyboard/computer tutoring sessions in the Mac lab. The music department also offers a variety of workshops and master classes on a quarterly basis. Questions regarding music faculty and lessons should be addressed to the GCC Music Department Chair at (413) 775-1228. Questions regarding registration, payment or refund of fees, or course withdrawal should be addressed to the Registrar's Office at Student Services, (413) 775-1801.

MUS 130 Applied Music, 1cr

Individual music lessons open to all students of any level or interest. Individual lessons meet for one-half hour per week for 12 weeks. Additional group instruction meetings happen twice during the semester at times to be determined by instructor. Students and instructors arrange regular meeting times on an individual basis. NOTE: There is a charge for a studio instructor fee in addition to tuition. Students may repeat this course without limit but may enroll in not more than one section in a single semester. See college course catalog for details. (Offered: Every Fall, Every Spring)

Prereq: None

MUS 230 Applied Music, 2cr

Individual music lessons open to all students of any level or interest. Individual lessons meet for one hour per week for 12 weeks. Additional group instruction meetings happen twice during the semester at times to be determined by instructor. Students and instructors arrange regular meeting times on an individual basis. Music majors must take MUS 230 on a primary instrument for four semesters. NOTE: There is a charge for a studio instructor fee in addition to tuition. Students may repeat this course without limit but may enroll in not more than one section in a single semester. See college course catalog for details. (Offered: Every Fall, Every Spring)

Prereq: None. Recomm: concurrent enrollment in MUS 231

MUS 231 Recital Participation, 0cr

Fulfills one-fourth of recital attendance and performance requirement for music majors. Students must attend and perform in student recital events scheduled for the end of the semester. With direction from applied music instructors and the Music Program Coordinator, students are expected to prepare and perform one or more musical pieces in solo, duo, or group settings. NOTE: Students may repeat this course without limit. (Offered: Every Fall, Every Spring)

Prereq: Non-music majors need permission of Music Program Coordinator; concurrent enrollment in MUS 230 for music majors

NURSING**NUR 101A Fundamentals of Nursing, 4cr**

Provides a foundation of professional nursing by establishing that the nursing process is a scientific method which underlies safe and effective patient-centered nursing care. The course focuses on assessment of the whole person, at all points on the health-illness continuum. Students learn basic therapeutic communication techniques. The course introduces the patient and family experience within health care systems with an emphasis on the unique health care needs of older adults. Students may receive credit for NUR 101 or NUR 101A, but not for both. Special Requirement: Concurrent enrollment in NUR 101C required. (Offered: Every Fall)

Prereq: Either ENG 101, or concurrent enrollment in ENG 101. Either a grade of C+ or better in BIO 215 within the last 5 years, or concurrent enrollment in BIO 215, or a grade of B or better in BIO 194 within the last 5 years. Either a grade of C or better in PSY 101 or concurrent enrollment in PSY 101. This course is limited to AD Nursing majors only. Recomm: Concurrent enrollment in NUR 114

NUR 101C Fundamentals of Nursing Clinical, 4cr

Provides clinical learning opportunities in sub-acute, rehabilitative and long-term care settings. The course emphasizes interview techniques and nursing assessment of older adults. On-campus lab simulations provide the practice of nursing skills that facilitate safe, and effective, patient-centered care. The course introduces the service learning component and promotes skill-building in selected various community settings. Students may receive credit for NUR 101 or NUR 101C, but not for both. Special Requirement: Students need to arrange travel to and from clinical sites, as well as service learning sites. (Offered: Every Fall)

Prereq: Either ENG 101 or concurrent enrollment in ENG 101. Either a grade of C+ or better in BIO 215 within the last 5 years, or concurrent enrollment in BIO 215, or a grade of B or better in BIO 194 within the last 5 years. Either a grade of C or better in PSY 101 or concurrent enrollment in PSY 101. Concurrent enrollment in NUR 101A. This course is limited to AD Nursing majors only.

NUR 103A Fundamentals of Practical Nursing, 10cr

Introduces the nursing process as a holistic approach to studying physiological and psychosocial adaptations common to individuals and families experiencing health problems across the lifespan. The course explores foundational concepts underlying practical nursing practice such as patient-centered care, cultural competency, evidence-based practice, legal and ethical responsibilities, and role of the practical nurse in the complex healthcare environment. The course presents knowledge fundamental to safe and effective nursing practice including physical assessment techniques, the aging process, safety and infection control, medication administration and pharmacodynamics, wound and ostomy care, nutrition and therapeutic diets, implications for the patient undergoing surgery, pain management, therapeutic communication, end of life care and grieving. Students may receive credit for NUR 103 or NUR 103A but not for both. Special Requirement: Concurrent enrollment in NUR 103C required. (Offered: Every Fall)

Prereq: ENG 101 with a C or better. Either a C or better in BIO 194 taken within the last 5 years or concurrent enrollment in BIO 194; or a C or better in BIO 216 within the last 5 years, or concurrent enrollment in BIO 216. PSY 101 with a C or better or concurrent enrollment in PSY 101. This course is limited to Practical Nursing majors only. Recomm: PSY 217

NUR 103C Fundamentals of Practical Nursing Clinical, 2cr

Provides clinical learning opportunities in long-term care settings. The course emphasizes interview techniques and nursing assessment of older adults. Clinical experience provides the opportunity to practice fundamental nursing skills that facilitate safe, and effective patient-centered care. Students may receive credit for NUR 103 or NUR 103C but not for both. Special Requirement: Students need to arrange travel to and from clinical sites and observation sites. (Offered: Every Fall)

Prereq: ENG 101 with a C or better. Either a C or better in BIO 194 taken within the last 5 years or concurrent enrollment in BIO 194; or a C or better in BIO 216 within the last 5 years, or concurrent enrollment in BIO 216. PSY 101 with a C or better or concurrent enrollment in PSY 101. Concurrent enrollment in NUR 103A. This course is limited to Practical Nursing majors only.

NUR 105 Practical Nursing Clinical, 2cr

Provides clinical learning opportunities in structured health care settings. The course focuses on nursing assessment and interview techniques of adults experiencing common, well-defined health problems. Clinical experience provides the opportunity to continue to practice fundamental nursing skills that facilitate safe, and effective patient-centered care. Special Requirement: Students need to arrange travel to and from clinical sites and observation sites. (Offered: Every January)

Prereq: NUR 103A (NUR 103) with a grade of C or better and successful completion of NUR 103C, BIO 194, PSY 101

NUR 106A Pediatric Nursing, 2cr

Investigates nursing care of children from infancy through adolescence, incorporating principles of growth and development, social and cultural influences, and the effects of illness on the individual child, as well as the family. The course focuses on the importance of health teaching and the nurse's role of advocacy with young patients and their families. Students may receive credit for NUR 106 or NUR 106A, but not for both. Special Requirement: Concurrent enrollment in NUR 106C (Offered: Every Spring)

Prereq: Either components of NUR 101, namely, NUR 101A (with a grade of C+ or better) and NUR 101C, or the single course NUR 111, or concurrent enrollment in NUR 111; Either a grade of C+ or better in BIO 216 within the last 5 years or concurrent enrollment in BIO 216; Either a grade of C or better in SOC 101 or concurrent enrollment in SOC 101; Either a grade of C or better in PSY 217 or concurrent enrollment in PSY 217. This course is limited to AD Nursing majors only. Recomm: Concurrent enrollment in NUR 108A and NUR 108C

NUR 106C Pediatric Nursing Clinical, 2cr

Provides clinical learning opportunities in a school-based health setting and Simulation Lab. Students investigate the role of the nurse in the community by interacting with children across the health-illness continuum. Students develop nursing care plans and teaching plans in this course, drawing on the use of evidence to support individual practice. This course includes a service learning component which promotes skill-building in selected various community settings. Students may receive credit for NUR 106 or NUR 106C, but not for both. Special Requirement: Students need to arrange travel to and from clinical sites, as well as service learning sites. (Offered: Every Spring)

Prereq: Either both components of NUR 101, namely, NUR 101A (with a grade of C+ or better) and NUR 101C, or the single course NUR 111, or concurrent enrollment in NUR 111; Either a grade of C+ or better in BIO 216 within the last 5 years or concurrent enrollment in BIO 216; Either a grade of C or better in SOC 101 or concurrent enrollment in SOC 101; Either a grade of C or better in PSY 217 or concurrent enrollment in PSY 217. Concurrent enrollment in NUR 106A. This course is limited to AD Nursing majors only. Recomm: Concurrent enrollment in NUR 108A and NUR 108C

NUR 107A Nursing Care of Patients and Families, 9cr

Focuses on the role of the practical nurse in the delivery of basic preventative, therapeutic, and restorative nursing care in structured health care settings. The course emphasizes patients and their families as holistic beings adapting to common well-defined health problems. The student uses nursing process as a framework to study physiological and psychosocial responses to actual and potential health problems in patients of all ages. The course provides review of anatomy and physiology and instruction on pathophysiology across the lifespan, nursing assessment, diagnosis and interventions, diagnostic tests and procedures, common therapeutic measures, and patient education. The course includes trends and entry into nursing practice. Students may receive credit for NUR 107 or NUR 107A, but not for both. Special Requirement: Concurrent enrollment in NUR 107C (Offered: Every Spring)

Prereq: Successful completion of NUR 105, PSY 217 with a C or better or concurrent enrollment in PSY 217. This course is limited to Practical Nursing majors only.

NUR 107C Nursing Care of Patients and Families Clinical, 5cr

Provides clinical learning opportunities in subacute settings. The course emphasizes application of the nursing process in the development of clinical reasoning skills. Clinical experience provides the opportunity to practice the delivery of preventative, therapeutic, and restorative nursing care for patients adapting to common well-defined health problems. Students may receive credit for NUR 107 or NUR 107C but not for both. Special Requirement: Students need to arrange travel to and from clinical sites and observation sites. (Offered: Every Spring)

Prereq: Successful completion of NUR 105, PSY 217 with a C or better or concurrent enrollment in PSY 217. Concurrent enrollment in NUR 107A. This course is limited to Practical Nursing majors only.

NUR 108A Maternity Nursing, 2cr

Focuses on nursing care of families during the childbearing experience, including pregnancy, labor, birth, postpartum, and neonatal periods. Students gain perspective on how families interface with the health care system in both hospital and community settings and also investigate patient teaching as a health promotion strategy. The course concludes with an overview of reproductive health issues. Students may receive credit for NUR 108 or NUR 108A, but not for both. Special Requirement: Concurrent enrollment in NUR 108C (Offered: Every Spring)

Prereq: Either both components of NUR 101, namely, NUR 101 A (with a grade of C+ or better) and NUR 101C, or the single course NUR 111, or concurrent enrollment in NUR 111; Either a grade of C+ or better in BIO 216 within the last 5 years or concurrent enrollment in BIO 216; Either a grade of C or better in SOC 101 or concurrent enrollment in SOC 101; Either a grade of C or better in PSY 217 or concurrent enrollment in PSY 217. This course is limited to AD Nursing majors only. Recomm: Concurrent enrollment in NUR 106A and NUR 106C.

NUR 108C Maternity Nursing Clinical, 2cr

Provides clinical learning opportunities in the care of women, newborns and families in hospital and community settings. The course builds on the nursing process foundation and directs student learning in assessment and care planning for childbearing patients, newborns, and families. The course emphasizes concepts of prioritization, cultural assessment, and family education to facilitate safe, and effective, family-centered care. The course includes a service learning component which promotes skill-building in selected various community settings. Students may receive credit for NUR 108 or NUR 108C, but not for both. Special Requirement: Students need to arrange travel to and from clinical sites, as well as service learning sites. (Offered: Every Spring)

Prereq: Either both components of NUR 101, namely, NUR 101A (with a grade of C+ or better) and NUR 101C, or the single course NUR 111, or concurrent enrollment in NUR 111; Either a grade of C+ or better in BIO 216 within the last 5 years or concurrent enrollment in BIO 216; Either a grade of C or better in SOC 101 or concurrent enrollment in SOC 101; Either a grade of C or better in PSY 217 or concurrent enrollment in PSY 217. Concurrent enrollment in NUR 108A. This course is limited to AD Nursing majors only. Recomm: Concurrent enrollment in NUR 106A and NUR 106C

NUR 109A Advanced Concepts in Practical Nursing, 2cr

Continues to develop the knowledge and skills necessary for utilizing the nursing process to deliver holistic nursing care to individuals and their families as they adapt to common, well-defined health problems. Course topics include maternal, child and family nursing as well as leadership skills. Students may receive credit for NUR 109 or NUR 109A, but not for both. Special Requirement: Concurrent enrollment in NUR 109C. (Offered: Every Spring)

Prereq: NUR 107A (NUR 107) with a grade of C or better and successful completion of NUR 107C. PSY 217 with a C or better. This course is limited to Practical Nursing majors only.

NUR 109C Advanced Concepts in Practical Nursing Clinical, 3cr

Focuses on the integration and application of the nursing process in the final clinical course of the program with opportunities to practice leadership and delegation skills in the clinical area. The course emphasizes consistent utilization of the nursing process and implementation of clinical reasoning skills. Students may receive credit for NUR 109 or NUR 109C, but not for both. Special Requirement: Students need to arrange travel to and from clinical sites and observation sites. (Offered: Every Spring)

Prereq: NUR 107A (NUR 107) with a grade of C or better and successful completion of NUR 107C. PSY 217 with a C or better. Concurrent enrollment in NUR 109A. This course is limited to Practical Nursing majors only.

NUR 111 Introduction to Nursing Process, 1cr

Provides the foundation for the advanced placement student to demonstrate holistic assessment practices while stressing the importance of teamwork and collaboration in professional nursing. The course establishes the concept of nursing practice as a scientific method used to provide safe and effective patient-centered care. Special Requirement: Admission as an advanced placement student into the ADN program (Offered: Every January)

Prereq: Successful score on NUR 101 currency exam within 5 years or completion of the GCC PNC Program within 5 years; ENG 101; BIO 215 (BIO 195); PSY 101

NUR 112 Introduction to Professional Nursing and the Nursing Process, 2cr

Provides licensed practical nurses with the opportunity to explore evidence-based nursing practice through research and discussion. Students explore the transition from practical nursing practice to professional nursing practice. Students discuss concepts of team communication and leadership roles. The course emphasizes the nursing process as a scientific method to assess health concerns and provide nursing intervention in the care of both adults and children, teaching families to promote safe, high quality, patient-centered nursing care. Special Requirement: Open to Associate Degree Nursing Program, Mobility Option II students only. Successful completion of a Practical Nursing Program. (Offered: Periodically)

Prereq: ENG 101; PSY 101: PSY 217; SOC 101; A grade of C+ or better in BIO 215 within the last 5 years or a grade of B or better in BIO 194 within the last 5 years; and a grade of C+ or better in BIO 216 within the last 5 years.

NUR 114 Clinical Reasoning: Thinking Like a Nurse, 1cr

Provides a solid foundation for the first-semester nursing student for the developmental and application of clinical reasoning skills as they impact decision-making, problem-solving, prioritization, and professional comportment. Students practice identifying relevant health cues; organizing and linking cues to a client's current health condition; evaluating and ranking hypotheses to prioritize nursing interventions; identifying expected outcomes, taking actions according to urgency, and evaluating actual outcomes versus expected outcomes. (Offered: Every Fall)

Prereq: Admission to AD Nursing Program; Recomm: Concurrent enrollment in NUR 101A

NUR 201A Medical-Surgical Nursing I, 4cr

Provides a correlation between nursing theory and clinical practice. The course explores the delivery of patient centered care in hospital systems, by using the nursing process, and evidence-based practice. The course emphasizes the interface between pathophysiology and nursing science in caring for the acutely ill, hospitalized client. Students may receive credit for NUR 201 or NUR 201A, but not for both. Special Requirement: Concurrent enrollment in NUR 201C (Offered: Every Fall)

Prereq: NUR 106A (NUR 106) with a grade of C+ or better and successful completion of NUR 106C. NUR 108A (NUR 108) with a grade of C+ or better and successful completion of NUR 108C. For students entering the ADN bridge program: NUR 112 (which substitutes for the NUR 106 and NUR 108 requirement). For all students: either a grade of C+ or better in BIO 205 or concurrent enrollment in BIO 205. This course is limited to AD Nursing majors only. Recomm: Concurrent enrollment in NUR 203A and NUR 203C.

NUR 201C Medical-Surgical Nursing I Clinical, 4cr

Provides clinical learning opportunities in acute care and simulation settings. The course focuses on use of the nursing process when caring for acutely ill, hospitalized clients. Students practice principles of organization, prioritization, teamwork, clinical reasoning, client centered care, evidence based practice and communication. Students explore health promotion through the service learning component in selected community settings. Students may receive credit for NUR 201 or NUR 201C, but not for both. Special Requirement: Students need to arrange travel to and from clinical sites, as well as service learning sites. (Offered: Every Fall)

Prereq: NUR 106A (NUR 106) with a grade of C+ or better and successful completion of NUR 106C. NUR 108A (NUR 108) with a grade of C+ or better and successful completion of NUR 108C. For students entering the ADN bridge program: NUR 112 (which substitutes for the NUR 106 and NUR 108 requirement). For all students: either a grade of C+ or better in BIO 205 or concurrent enrollment in BIO 205. Concurrent enrollment in NUR 201A. This course is limited to AD Nursing majors only. Recomm: Concurrent enrollment in NUR 203A and NUR 203C

NUR 202A Medical-Surgical Nursing II, 5cr

A continuation of Medical-Surgical Nursing I, which emphasizes the prioritization of individual client needs. The course focuses on the effects of pharmacologic therapies, nursing priorities, and the hospital system approach to care for clients experiencing acute illness. Students evaluate the nurse's role in safe, effective, high quality acute care throughout the course. Students may receive credit for NUR 202 or NUR 202A, but not for both. Special Requirement: Concurrent enrollment in NUR 202C (Offered: Every Spring)

Prereq: NUR 201A (NUR 201) with a grade of C+ or better and successful completion of NUR 201C. NUR 203A (NUR 203) with a grade of C+ or better and successful completion of NUR203C. Either a grade of C or better in one of the following: ENG 112, ENG 114, ENG 116 or concurrent enrollment in ENG 112, ENG 114, or ENG 116; Either a grade of C or better in one 3-4 credit course from the list of Humanities and Fine Arts General Education electives or concurrent enrollment in one 3-4 credit course from the list of Humanities and Fine Arts General Education electives. This course is limited to AD Nursing majors only. Recomm: Concurrent enrollment in NUR 204

NUR 202C Medical-Surgical Nursing II Clinical, 4cr

Provides clinical learning opportunities which incorporate the nursing principles of delegation, leadership, and client advocacy into the professional nursing role in acute care and simulation settings. Students apply the nursing process to plan, manage, and provide care to acutely ill, hospitalized patients. Students explore health promotion in selected community settings through the service learning component. Students may receive credit for NUR 202 or NUR 202C, but not for both. Special Requirement: Students need to arrange travel to and from clinical sites as well as to and from service learning sites. (Offered: Every Spring)

Prereq: NUR 201A (NUR 201) with a grade of C+ or better and successful completion of NUR 201C. NUR 203A (NUR 203) with a grade of C+ or better and successful completion of NUR 203C. Either a grade of C or better in one of the following: ENG 112, ENG 114, or ENG 116 or concurrent enrollment in ENG 112, ENG 114, or ENG 116; Either a grade of C or better in one 3-4 credit course from the list of Humanities and Fine Arts General Education electives or concurrent enrollment in one 3-4 credit course from the list of Humanities and Fine Arts General Education electives. Concurrent enrollment in NUR 202A. This course is limited to AD Nursing majors only. Recomm: Concurrent enrollment in NUR 204.

NUR 203A Mental Health Nursing, 3cr

Provides a correlation between nursing theory and clinical practice by investigating the nurse's role in health care systems and the community at large. The focus is on mental health nursing principles in the formulation of a therapeutic approach to client care. The student explores the nurse's role as a member of the interdisciplinary team in both hospital and community mental health care settings. Students may receive credit for NUR 203 or NUR 203A, but not for both. Special Requirement: Concurrent enrollment in NUR 203C. (Offered: Every Fall)

Prereq: NUR 106A (NUR 106) with a grade of C+ or better and successful completion of NUR 106C. NUR 108A (NUR 108) with a grade of C+ or better and successful completion of NUR 108C. For students entering the ADN bridge program: NUR 112 (which substitutes for the NUR 106 and NUR 108 requirement). For all students: either a grade of C+ or better in BIO 205 or concurrent enrollment in BIO 205. This course is limited to AD Nursing majors only. Recomm: Concurrent enrollment in NUR 201A and NUR 201C.

NUR 203C Mental Health Nursing Clinical, 1cr

Provides clinical learning opportunities in psychiatric treatment facilities and community health settings. The course focuses on the mental health-mental illness continuum and the nursing care principles used to facilitate safe, and effective, patient-centered care. Students use the nursing process to establish a plan of care for patients in the acute psychiatric care setting, based on an understanding of the individual, group and society. The service learning component of the course explores health promotion in selected community settings. Students may receive credit for NUR 203 or NUR 203C, but not for both. Special Requirement: Students need to arrange transportation to and from the clinical sites, as well as to and from the service learning sites. (Offered: Every Fall)

Prereq: NUR 106A (NUR 106) with a grade of C+ or better and successful completion of NUR 106C. NUR 108A (NUR 108) with a grade of C+ or better and successful completion of NUR 108C. For students entering the ADN bridge program: NUR 112 (which substitutes for the NUR 106 and NUR 108 requirement). For all students: either a grade of C+ or better in BIO 205 or concurrent enrollment in BIO 205. Concurrent enrollment in NUR 203A. This course is limited to AD Nursing majors only. Recomm: Concurrent enrollment in NUR 201A and NUR 201C.

NUR 204 Trends and Issues in Nursing, 3cr

Focuses on the political, social, economic, and legal issues that influence the nursing care delivery across local, national, and global health care systems. The course investigates career opportunities, advanced nursing education, and credentialing activities related to licensure and professional practice. Students work on an in-depth group project, presenting evidence-based information to peers as a major component of the course. The course explores the nurse's role as team leader, with an emphasis on high quality, safe and effective, patient-centered care in various health care settings. (Offered: Every Spring)

Prereq: NUR 201A (NUR 201) with a grade of C+ or better and successful completion of NUR 201C. NUR 203A (NUR 203) with a grade of C+ or better and successful completion of NUR 203C. Either a grade of C or better in one of the following: ENG 112, ENG 114, ENG 116 or concurrent enrollment in ENG 112, ENG 114, or ENG 116; Either a grade of C or better in one 3-4 credit course from the list of Humanities and Fine Arts General Education electives or concurrent enrollment in one 3-4 credit course from the list of Humanities and Fine Arts General Education electives. This course is limited to AD Nursing majors only. *Recomm:* Concurrent enrollment in NUR 202A and NUR 202C

OUTDOOR LEADERSHIP**OLP 111 Introduction to Outdoor Adventure Skills, 4cr**

Develops technical skills in four adventure program areas: backcountry travel, paddling, rock climbing, and challenge course programming. Students observe, imitate, practice and adapt technical and facilitation skills. Students participate in weekly, day-long, local field trips. **Special Requirement:** This course involves moderate to high physical activity and the ability to be active and in the outdoors for a full day in a remote, forested environment. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement

OLP 112 Wilderness Orientation Expedition for Outdoor Leaders, 4cr

Provides an introduction to leadership styles, theories, and adventure education concepts and foundations. Topics include intrapersonal, interpersonal and group relations models; core competencies for effective leadership and group dynamics; values and ethics in outdoor leadership. Students participate in a 10-day guided wilderness expedition. **Special Requirement:** This course involves moderate to high physical activity and the ability to be active and in the outdoors for 10 days and nights in a remote, forested environment. Minimum age requirement 18 years for courses involving overnight stays. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement

OLP 116 Teambuilding, Group-Development, and Fieldwork, 3cr

Focuses on principles and methods of program development, risk management, and teaching strategies in the adventure education and recreation field. This course prepares students to plan, organize, conduct, and evaluate supervised outdoor adventure programs utilizing team-building games, activities, and initiatives. Students participate in field trips. **Special Requirement:** This course involves moderate to high physical activity and the ability to be active and in the outdoors for a full day in a forested environment. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement; OLP 111 or concurrent enrollment in OLP 111.

OLP 120 Wilderness Medical Preparedness and Rescue, 2cr

Develops student knowledge in wilderness rescue and medical emergency preparedness through field simulations for land-based activities. Students participate in weekly day-long field trips. **Special Requirement:** This course involves moderate to high physical activity and the ability to be active and in the outdoors for a full day in a remote, forested environment. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement, OLP 210 or past certification in either Wilderness First Responder (WFR) or Wilderness First Aid (WFA) and permission of OLP Program Coordinator.

OLP 143 Backcountry Travel Instructor I, 3cr

Prepares students to become proficient in expedition planning, implementation and leadership of backcountry travel experiences while practicing and applying foundational skills in campcraft, land navigation, wilderness hiking and backpacking. Students learn core competencies of outdoor leadership, including diverse styles of leadership, risk management, group debriefing, and low-impact wilderness camping with a group. Students design and execute a backpacking expedition. Students participate in field trips. **Special Requirement:** This course involves moderate to high physical activity and the ability to be active and in the outdoors for 5 days and nights in a remote, forested environment in early winter conditions. Minimum age requirement 18 years for courses involving overnight stays. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement. OLP 111 or concurrent enrollment in OLP 111.

OLP 147 Winter Mountaineering, 2cr

Provides students with an introduction to the philosophy and principles of winter mountaineering in New England. Topics include equipment selection and use, mountain travel, objective hazard evaluation, safety systems, and alpine snow climbing techniques. This course introduces the American Institute for Avalanche Research and Education (AIARE) competencies and curriculum for avalanche awareness certificate. Students participate in local and regional field trips, including New Hampshire's White Mountains. **Special Requirement:** This course involves moderate to high physical activity and the ability to be active and in the outdoors for 4 days and nights in a remote, alpine environment with sub-zero temperatures and full winter conditions. Minimum age requirement 18 years for courses involving overnight stays. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Spring)

Prereq: OLP 143

OLP 148 Ice Climbing, 2cr

Provides students with an introduction to the philosophy and principles of ice climbing in New England. Topics include: equipment selection and use, ice formation and assessment, objective hazard evaluation, safety systems, and ice climbing techniques. Students participate in local and regional field trips. **Special Requirement:** This course involves moderate to high physical activity and the ability to be active and in the outdoors for multiple days in a remote, forested environment in mid-winter conditions with sub-freezing temperatures. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Spring)

Prereq: Prior technical climbing experience and permission of OLP Program Coordinator. *Recomm:* Wilderness First Responder certification preferred. Prior experience leading groups on climbing experiences preferred.

OLP 149 Introduction to Nordic Skiing, 1cr

Introduces foundational skills in Nordic track and skate and Nordic downhill ski disciplines. Topics include beginner and intermediate cross country track and ski touring skills for both on-and off-trail skiing in low to moderate elevation snow terrain. Students participate in regional field trips. Special Requirement: This course involves moderate to high physical activity and the ability to be active and in the outdoors for a full day in a remote, forested environment in sub-freezing temperatures and full winter conditions. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Spring)

Prereq: None

OLP 150 Fundamentals of Technical Rock Climbing, 3cr

Provides students with an introduction to the philosophy, principles, and practices of technical rock climbing. Topics include equipment selection and use, objective hazard evaluation, safety systems, and rock climbing techniques that are consistent with the standards set by the Professional Climbing Instructor's Association (PCIA). Students participate in local and regional field trips. Special Requirement: This course involves moderate to high physical activity and the ability to be active and in the outdoors for a full day in a remote, forested environment. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Fall)

Prereq: None

OLP 201 Individual Project in Outdoor Leadership, 2cr

A student-directed learning project designed to explore and expand upon the student's professional goals and personal ambitions in the outdoor adventure industry. Students complete and present a project which involves a significant expedition plan, curriculum developmental, or business plan. (Offered: Every Spring)

Prereq: Any 100 level OLP course.

OLP 210 Wilderness First Responder, 4cr

Trains students to the nationally recognized standards of emergency medical care in remote backcountry environments for certification in Wilderness First Responder (WFR), the industry standard for professional outdoor leaders, guides, camp counselors, rangers, and ski patrollers. Topics include environmental emergencies, soft tissue injuries, musculoskeletal injuries, medical emergencies, response and assessment, and rescue basics. The course includes classroom lessons and in-the-field hands-on experience and practice with simulated wilderness emergencies. Successful completion of the course will include WFR and CPR certifications. Special Requirement: This course involves moderate to high physical activity and the ability to be active and in the outdoors for hours at a time in a partially forested environment in winter conditions with sub-freezing temperatures. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. Students must be at least 16 years old to participate in this course. Those under 18 years of age require the written consent of a parent or guardian. (Offered: Every January)

Prereq: OLP 111 or permission of OLP Program Coordinator.

OLP 216 Wilderness-Based Adventure Planning and Fieldwork, 3cr

Focuses on principles and methods of program development, risk management, and teaching strategies in the adventure education and recreation field. Topics include managing logistics, organizing, conducting, and evaluating outdoor adventure programs with diverse populations. Students refine their instructional and shared leadership abilities, designing, and delivering wilderness-based outdoor adventure outings with area schools and agencies. Students participate in field trips. Special Requirement: This course involves moderate to high physical activity and the ability to be active and in the outdoors for a full day in a remote, forested environment. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Spring)

Prereq: OLP 111, OLP 120 or concurrent enrollment in OLP 120.

OLP 230 Rock Climbing Instructor, 3cr

Introduces the Professional Climbing Instructors Association (PCIA) instructor competencies and curriculum for institutional top rope rock climbing certification. Topics include technical proficiency, selection of equipment, safety systems, site and group management, leadership and teaching approaches, curriculum development, and basic rock rescue. Students participate in local and regional fieldtrips. Special Requirement: This course involves moderate to high physical activity and the ability to be active and in the outdoors for a full day in a remote, forested environment. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement, OLP 210 or past certification in either Wilderness First Responder (WFR) or Wilderness First Aid (WFA) and permission of OLP Program Coordinator.

OLP 231 River Canoe Instructor, 3cr

Introduces American Canoe Association (ACA) instructor competencies and curriculum for certification in canoe touring and river canoe courses. Topics include hazard assessment and safety, technical knowledge and skills development, decision-making and judgement, instructional and leadership abilities in a river environment. This course progresses from flatwater review through moving and whitewater up to class II-III. Students participate in Advanced Swift Water Rescue training. Students participate in regional field trips to area waterways. Special Requirement: This course involves moderate to high physical activity, immersion in cold water, and the ability to swim in a river current and be active and in the outdoors for a full day in a remote, forested environment. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Spring)

Prereq: OLP 111 or permission of OLP Program Coordinator. Recomm: Wilderness First Responder certification preferred. Prior experience leading groups on river paddling experiences preferred.

OLP 234 Challenge Course Practitioner, 3cr

Introduces Association for Challenge Course Technology (ACCT) low and high ropes course competencies and curriculum for certification. Topics include adventure foundations, facilitation and technical skills, risk management, program design, delivery and evaluation. Students participate in regional field trips. Special Requirement: This course involves moderate to high physical activity and the ability to be active and in the outdoors for a full day in a remote, forested environment. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Fall, Every Spring)

Prereq: OLP 111 or permission of OLP Program Coordinator. Recomm: Wilderness First Responder certification preferred. Prior experience leading groups on climbing experiences preferred.

OLP 238 Coastal Kayak Instructor, 4cr

Introduces American Canoe Association (ACA) instructor competencies and curriculum for certification in kayak touring and coastal kayaking courses. Topics include hazard assessment and safety, technical skills development, technical knowledge, decision-making and judgment, and instructional and leadership abilities in a coastal environment, including proficiency in rescues. Students participate in pool sessions. Students participate in local and regional fieldtrips, including a 5-day coastal kayaking expedition. Special Requirement: This course involves moderate to high physical activity, immersion in cold water, and the ability to swim in an ocean current and be active and in the outdoors for multiple days and nights in a remote, forested environment. Minimum age requirement 18 years of age for courses involving overnight stays. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Spring)

Prereq: OLP 111 or permission of OLP Program Coordinator. Recomm: Wilderness First Responder certification preferred. Prior experience leading groups on paddling experiences preferred.

OLP 239 Backcountry Travel Instructor II, 4cr

Continuation of OLP 143. Students design, execute and evaluate a winter backcountry ski and snowshoe expedition and demonstrate core competencies for effective leadership. Topics include advanced planning, winter navigation, snow/ice terrain, sled travel, snow shelters, cold-weather food management, and wilderness medical considerations. Students participate in field trips. Special Requirement: This course involves moderate to high physical activity and the ability to be active and in the outdoors for 8 days and nights in a remote, forested environment in mid-winter conditions with sub-zero temperatures. Minimum age requirement 18 years for courses involving overnight stays. Off-campus field trips. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students assume any travel and permit/pass costs associated with field trips. (Offered: Every Spring)

Prereq: OLP 143

OLP 246 Outdoor Emergency Care, 4cr

Trains students to the nationally recognized National Ski Patrol (NSP) standards of emergency medical care in a ski-resort environment for certification in OEC (Outdoor Emergency Care). Outdoor Emergency Care is a training program tailored to the nonurban rescuer. OEC primarily meets the training needs for a ski-resort environment; OCE also meets the training needs of other outdoor-based emergency care providers, including wilderness medical technicians, mountaineering guides, members of search and rescue groups, mountain bike patrollers, and parks and recreation employees. Mountain resorts and recreational facilities in all 50 states recognize OEC as a required standard of care for all NSP personnel. Special Requirement: This course involves moderate physical activity and the ability to lift and carry other students with backboards and rescue litters in practice scenarios. All students must submit the OLP Health History and Physical Examination Attestation Form, completed and signed by a physician, verifying medical clearance for full participation. Students must be at least 16 years old to participate in this course. Those under 18 years of age require the written consent of a parent or guardian. (Offered: Every Fall)

Prereq: OLP 111 or concurrent enrollment in OLP 111 or permission of the OLP Program Coordinator.

PERSONAL COMMUNICATION SKILLS**PCS 101 Public Speaking, 3cr**

Principles of public speaking as communication, stressing the role of the speaker in the communication process. The course emphasizes the proper preparation and delivery of speeches. Each student delivers a minimum of five speeches and participates in small group activities. NOTE: Students may receive credit for PCS 101 or PCS 131, but not both. (Offered: Every Fall, Spring & Summer)

Prereq: ENG 101 or concurrent enrollment

PCS 141 Interpersonal Communication, 3cr

Provides an opportunity for students to increase their ability to communicate effectively in daily interactions through the study of basic interpersonal communication concepts and the practice of speaking, listening, and conflict resolution skills. Students identify and analyze current communication patterns as a step toward increasing interpersonal communication competence. (Offered: Every Fall, Every Spring)

Prereq: ENG 101 or concurrent enrollment

PCS 142 Intercultural Communications, 3cr

Provides training in understanding the importance of intercultural communication and theories. The course focuses on the communication processes that occur when individuals of differing cultural backgrounds come into direct contact with one another. Topics include definitions of communication; definitions of cultural communication elements; diversity of cultural patterns; cultural variables influencing communication, such as language, non-verbal behavior, perception, values, and beliefs; factors that facilitate or inhibit intercultural communication; and examination of American culture in comparison to other cultures. (Offered: Every Fall, Every Spring)

Prereq: ENG 101, or concurrent enrollment in ENG 101. Recomm: PCS 141

PHILOSOPHY**PHI 103 Introduction to Philosophy, 3cr**

Introduction to the major, classical philosophical problems through a thematic approach. Emphasis on active, informal discussion of contemporary issues. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

PHI 104 Introduction to Ethics, 3cr

Introduces the philosophical, theological, and theoretical foundations of ethics. The course surveys the range of applications in contemporary society including business, law, government, health care, and the media. It also examines specific issues such as distributive justice, capital punishment, Just War Theory, and cultural relativism. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

PHI 107 World Religions, 3cr

An introduction to world religions, exploring myths and symbols, rituals and practices, and varieties of religious experience. The course explores Western, non-Western, and indigenous traditions as well as secular and atheist thinkers. Students consider whether and how these traditions may contribute to the modern world, and how to promote constructive, interfaith dialogue. (Offered: Spring in even numbered years)

Prereq: ENG 090 and ENG 094, or satisfactory placement

PHI 110 Eastern Religions, 3cr

An introduction to the fundamental dimensions of religion and the central teachings and practices of Hinduism, Buddhism, and the religions of China and Japan. Through readings, site visits and dialogues with practitioners, students explore how these religions shape both individual lives and modern societies. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement

PHYSICS**PHY 101 General Physics I, 4cr**

An algebra based physics course with topics including vector kinematics, mechanics of particles and rigid bodies, and conservation laws. This course prepares students for further study in the fields of science, mathematics and health professions. Students use physical concepts and mathematical relations to solve physics problems. The course meets in the Physics lab and uses a combination of lecture, demonstrations, discussion, and laboratory exercises. Students develop skills in the use of modern computer software packages and graphing calculators. (Offered: Every Fall)

Prereq: MAT 107, or satisfactory placement beyond MAT 107, or permission of instructor

PHY 102 General Physics II, 4cr

A continuation of PHY 101, non-calculus treatment of the fields of light, electricity, and magnetism, and atomic and nuclear physics with some topics from modern physics. Lab required. (Offered: Every Spring)

Prereq: PHY 101 or permission of instructor

PHY 111 General Physics I with Calculus, 4cr

A calculus-based physics course intended primarily for students preparing for careers in science, mathematics, or engineering. Topics covered include kinematics, mechanics of particles and rigid bodies, and conservation laws. The course emphasizes the use of the concepts of physics to solve problems. This course meets in the physics laboratory using a combination of lecture, demonstration, discussion, and laboratory exercise. (Offered: Every Fall)

Prereq: MAT 201 or concurrent enrollment in MAT 201

PHY 112 General Physics II with Calculus, 4cr

A calculus-based study of the laws of electricity and magnetism. Topics include properties of electricity and magnetism, fields, elementary electric current analysis, wave motion, electromagnetism waves. This course is taught in the physics laboratory using a combination of lecture, demonstration, discussion, and laboratory exercise. (Offered: Every Spring)

Prereq: PHY 111; MAT 202 or concurrent enrollment in MAT 202

PHY 113 Environmental Physics, 4cr

Introduces and applies the fundamentals of radiation, thermodynamics, and mechanics to the earth system (atmosphere, hydrosphere, and lithosphere). Emphasis is placed on heat and mass transfers in natural and built environments. Students use basic physics principles to solve problems with applications from environmental science, sustainability, and renewable energy systems. This is an algebra-based introductory physics course that prepares students for further study in science and mathematics. (Offered: Periodically)

Prereq: MAT 107 or satisfactory placement. Recomm: MAT 108 and BIO 120

POLITICAL SCIENCE**POL 101 American Politics, 3cr**

American national government and politics. The principles, processes, and institutions which make up the American political system: constitutional framework; federalism; interest groups, parties, elections; Congress; the Presidency; the judicial system. Policy-making and contemporary problems. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

POL 103 Comparative Politics, 3cr

An exploration of political systems in several nation states in various regions of the world. Students gain conceptual tools to analyze and understand diverse political systems, beliefs, ideologies and practices. Students describe and analyze generalized comparative approaches, considering issues and challenges of political and economic development. Students compare case histories of various political systems to promote engagement and reflection on the meaning and implications of globalization. Students examine political institutions and processes, political culture, leaders, parties, elections and political participation in each country studied. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement

POL 105 International Politics, 3cr

Traditional principles of international relations and emerging new problems from a political perspective - population, environment, energy, natural resources, economic interdependence, rapid technological change. Provides a global context for dealing with new and developing international considerations. (Offered: Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

POL 116 State and Local Government, 3cr

An introduction to the structure, function, and politics of state and local governments in the United States. Students examine various models for how state governments operate with particular attention paid to the Commonwealth of Massachusetts. The course examines topics such as policymaking, taxation, budgeting, and the impact of federal funding on the actions of state and local governments. Students analyze the role of political parties, interest groups, and lobbying in the electoral and legislative processes. Students also consider the role of political activism in contemporary movements for social justice, including how diverse histories inform present policies and practices. This course explores the issue of federalism and the various ways that state and local governments both cooperate and come into conflict with the national government. This course also emphasizes the unique role of state and local governments as "laboratories of democracy." (Offered: Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

POL 203 American Civil Liberties, 3cr

Freedom of expression in history and in contemporary America; the role of the Supreme Court in the maintenance of civil liberties; the influence of official and popular pressures. Includes consideration of religion, assembly, the press and speech, as well as the rights of the accused and constitutional standards of equality. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement

PSYCHOLOGY**PSY 101 Principles of Psychology, 3cr**

Introduction to the field of psychology. The student considers topics pertaining to mental processes and behavior, such as theoretical perspectives, research methods, biopsychology, states of consciousness, sensation and perception, learning, cognition, memory, development, motivation, personality, and mental disorders. (Offered: Every Term)

Prereq: ENG 090 and ENG 094, or satisfactory placement

PSY 209 Abnormal Psychology, 3cr

A review of research methods, assessment procedures, the history of mental illness, and the major perspectives utilized in understanding mental illness. The course gives particular attention to the diagnostic system and categorization of conditions as developed by the American Psychiatric Association's Diagnostic and Statistical Manual (DSM) as well as attention to current psychotherapeutic and psychopharmacological treatment interventions. (Offered: Every Fall, Spring & Summer)

Prereq: PSY 101

PSY 210 Statistics for Psychology and the Social Sciences, 3cr

An introduction to statistics for students interested in careers in psychology or related fields in social sciences. Students analyze the use of descriptive and inferential statistics for an understanding of qualitative and quantitative research strategies with application to psychological and social problems. Students use a computer based statistical package to analyze data. The course provides a basic background in the design of preliminary research strategies, research analysis and critique as well as provides an analytical approach to research articles in psychology and social sciences. (Offered: Every Fall)

Prereq: ENG 112, 114 or 116; PSY 101; MAT 095 (MAT 105) or MAT 095S. Recomm: MAT 096 (MAT 106) or MAT 096S.

PSY 212 Research Methods in Psychology, 3cr

Examines research methods in psychology as well as the importance of understanding the methodology to conduct research. Topics include typical research methods in psychology, ethical issues, interpretation and communication of research methods and results. (Offered: Every Spring)

Prereq: PSY 101; PSY 210 or MAT 114 or permission of Social Sciences department chair. Recomm: ENG 101

PSY 215 Theories of Personality, 3cr

An exploration and application of the major schools of personality theory: psychoanalytic, trait, biological and evolutionary, behavioral, cognitive, humanistic, relational, and sociocultural. (Offered: Fall in even numbered years)

Prereq: PSY 101. For HSV/LHS majors, HSV 101 is also required

PSY 217 Human Growth and Development, 3cr

A survey of human physical, psychological, and social development from birth through death. Framework for the study of the individual's cumulative, integrative growth experience. Theories of development and their applications. (Offered: Every Fall, Spring & Summer)

Prereq: PSY 101 or permission of instructor

PSY 220 Social Psychology, 3cr

An introduction to the scientific study of how individuals think, feel, perceive, and behave in a social context. The course explores the intersections of psychology and sociology including the self, social cognition, perception, emotions, attitudes, pro-social and anti-social behavior, attraction, prejudice, and group behavior. The course introduces theoretical perspectives and research on individual behavior within a social context. NOTE: Students may receive credit for PSY 220 or SOC 220, but not for both. (Offered: Spring in even numbered years)

Prereq: SOC 101 or SOC 106 or PSY 101 Recomm: SOC 101 or SOC 106; PSY 101; ENG 101

PSY 225 Psychology of Women and Gender, 3cr

An exploration of current and historical understandings of the psychology of women and gender. Topics include psychological, biological, and social explanations of women's psychology and development and critical examination of research on gender differences and similarities. The course introduces the student to a general overview of what psychologists have learned about the role of gender in people's daily lives and explores in depth psychological research and theory on gender-related topics of interest. (Offered: Fall in odd numbered years)

Prereq: PSY 101 or permission of instructor. Recomm: ENG 101.

PSY 241 Substance Use Disorder, 3cr

Introduces students to current advances in addiction treatment by examining treatment outcome research, evidence-based approaches, and pharmacological advances in the field. Topics include the neurobiology of addiction, substances of misuse, familial patterns of genetic transmission and epigenetics, cultural intelligence, and trauma-informed care. The course highlights needs of special populations. NOTE: Students may receive credit for only one of the following: HVS 141, HVS 241, or PSY 241. (Offered: Every Spring)

Prereq: PSY 101

PSY 277 Psychology of Death and Dying, 3cr

Designed to be both experiential and didactic, this course enhances students' understanding of death and dying processes both personally and professionally. Topics covered include cultural attitudes toward death and dying, origins of death anxiety, processes involved in dying, grieving and mourning, children and death, the helping relationship and the caregiver, suicide, euthanasia, burial and cremation, organ and body donations, and community resources. (Offered: Spring in odd numbered years)

Prereq: PSY 101 or permission of instructor

RENEWABLE ENERGY/ENERGY EFFICIENCY**REE 121 Introduction to Photovoltaic (Solar Electric) Technology, 3cr**

An introduction to photovoltaic (solar electric) technology for students with a strong personal interest in photovoltaics (PV) as well as those considering a career in solar electric technology. This course provides students with the theoretical basis for understanding the various types of solar electric systems. The course covers the history of solar electricity, current markets and industry status, basic electrical theory, and other considerations necessary for solar electric systems. Topics include a detailed study of system components as well as the proper and safe electrical interconnection of these components and includes hands-on training exercises and experiments. Local visits to PV related facilities and assembly of real world systems examples reinforce classroom learning. NOTE: Students may receive credit for SCI 121 or REE 121, but not for both. Special Requirement: Field trips required. (Offered: Periodically)

Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores. Recomm: EGT 112 (SCI 112)

REE 126 Residential Energy Efficiency and Energy Auditing, 3cr

An exploration of the methods and the skills required to perform energy audits of residential buildings. Topics include methods of energy conservation; elements and steps of energy auditing; insulation of walls, foundation and attic; door and window infiltration reduction; lighting and electrical efficiency; heating system analysis and efficiency; hot water system analysis and efficiency; energy monitoring and measuring equipment; energy audit reporting; and sustainable energy systems. Students perform a residential energy audit. Successful completion of REE 126 (SCI 126) prepares students to take the Building Performance Institute (BPI) Building Analyst I written exam. NOTE: Students may receive credit for SCI 126 or REE 126, but not for both. Special Requirement: Field trips required. (Offered: Periodically)

Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094, or satisfactory placement.

REE 127 Introduction to Sustainable Design and Green Building, 3cr

An introduction to sustainable design and Green building. Topics include the study of energy issues related to buildings. Additional topics include residential building site analysis and design; air, heat and moisture flow; Green building materials; climate and designing with nature; energy conservation and efficiency; sustainable energy systems; and on-site power generation. Students visit Green buildings to reinforce classroom learning. NOTE: Students may receive credit for SCI 127 or REE 127, but not for both. Special Requirement: Field trips required. (Offered: Every Fall)

Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 or satisfactory placement.

REE 134 Building with Earth, Straw, Wood, and Stone, 3cr

Explores aspects of building with minimally-processed, locally available, plentiful, natural and recycled building materials with an emphasis on residential construction. Students learn techniques for working with straw bale, cordwood masonry, cob, "Earthship" rammed-earth tires, light straw, earth plasters, etc. through research, projects, hands-on activities and field trips. Students examine natural building materials impact on energy efficiency and the environment. NOTE: Students may receive credit for SCI 134 or REE 134, but not for both. Special Requirement: Use of power and hand tools. (Offered: Periodically)

Prereq: ENG 090, ENG 094, and MAT 090 or MAT 090S or satisfactory placement. Recomm: REE 127 (SCI 127).

SCIENCE**SCI 103 Astronomy, 4cr**

An introductory course in Astronomy. Students examine the history of the universe from 13.7 billion years ago to the present. Concepts include the nature of space and time, Quasars, galaxies, stars, star systems, planets, life, and how each has changed over time. Coursework involves independent article reviews, research, observing and reporting. Students learn to work with mathematical formulas and use scientific calculators. (Offered: Every Fall, Spring & Summer)

Prereq: ENG 090, ENG 094, and MAT 090 or MAT 090S or satisfactory placement

SCI 117 Meteorology, 4cr

An introductory course in meteorology, which is a study of how the atmosphere interacts with solar energy to create dynamic weather systems. The student applies basic meteorological and climatological principles to the study of local and regional weather patterns. Students do a portion of their work in the computer lab. (Offered: Every Fall, Spring & Summer)

Prereq: ENG 090, ENG 094, and MAT 090 or MAT 090S or satisfactory placement

SCI 120 Sustainable Energy: Theory and Practice, 4cr

Explores the theoretical and practical aspects of renewable and nonrenewable energy sources with an emphasis on sustainable energy use and efficiency. Students investigate fundamental scientific concepts--in biology, chemistry and physics--that underpin energy efficiency and renewable energy (RE/EE) strategies and technologies, and provide a foundation for further technical study in the college certificate and degree programs. Topics include conventional and alternative power generation, solar (thermal and electric), wind, transportation, green building and building efficiency, climate change, bioenergy, sustainable agriculture and others. Field trips and labs provide hands-on experience working with a variety of energy technology models. Students explore potential career and educational pathways in the field. Special Requirement: Field trips required. (Offered: Every Spring)

Prereq: ENG 090 and ENG 094, MAT 095 (MAT 105) or MAT 095S, or satisfactory placement. Recomm: MAT 096 (MAT 106) or MAT 096S strongly recommended.

SCI 137 Permaculture Design, 4cr

An introduction to permaculture: a practice of designing systems, modeled from ecological relationships, that respects the land while serving its inhabitants. Topics include permaculture theory, innovative techniques, systems-thinking, and site assessment and analysis. (e.g. patterns of sun/shade, drainage, vegetation). Lab components include hands-on learning and technical skills through field work on campus, field trips, and design studio. Students apply these skills to a real design project and recommend appropriate permaculture applications such as perennial food production, soil regeneration, and integrated water management. NOTE: students who successfully complete a minimum of 72 class hours and the final design project will receive a Permaculture Design Certificate. Special Requirement: Field trips. Students assume any travel costs. Students must use garden hand tools and work in the soil of permaculture gardens. (Offered: Every Spring)

Prereq: ENG 090, ENG 094, and MAT 090 or MAT 090S, or satisfactory placement. Recomm: Any of the following: BIO 102, BIO 124, SCI 138, any course coded AGR.

SCI 138 Soil Science, 4cr

An introduction to the basic principles of soil science. Students study the physical, chemical and biological properties of soil as they relate to agriculture, horticulture, forestry, landscaping and environmental science. Topics include soil morphology, formation, fertility, chemistry, testing and conservation; ecological relationships; agricultural applications; plant nutrition and fertilization; environmental and water resource management. Special Requirement: Field trips required. (Offered: Every Fall)

Prereq: MAT 090 or MAT 090S, ENG 090, ENG 094, satisfactory placement

SCI 141 Cosmic Life Becomes You: Scientific Literacy for Today, 4cr

An introduction to the joy of science for all comers through the exploration of the beauty, wonder, and interconnectedness of the natural world. Together the class explores contemporary issues in cosmology, astronomy, physics, chemistry, biology, ecology, and art through dialogue, group research, and guest experts. The course helps the student to work with models, experimentation, and laboratory verification to understand the physical world. (Offered: Every Summer)

Prereq: ENG 090, ENG 094, MAT 090 or MAT 090S or satisfactory placement.

SOCIOLOGY

SOC 101 Principles of Sociology, 3cr

An introduction to the discipline of sociology. The course utilizes sociological concepts and theories to examine society and social interaction. Topics include culture, identity, social institutions, and systems of stratification. (Offered: Every Fall, Spring & Summer)

Prereq: ENG 090 and ENG 094, or satisfactory placement

SOC 106 Social Inequality, 3cr

Introduces students to the theories and fundamental concepts of social diversity and social stratification in the United States. Through an individual, cultural, and systemic lens, students examine the construction of identities, including race, gender, sexual orientation, religion, class, and dis/ability. This course provides a sociological understanding of the social construction of difference and inequality and combines cognitive and experiential learning to promote recognition, understanding, and acknowledgement of disparate experiences of equality in the United States. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement; Recomm: SOC 101

SOC 201 Social Problems, 3cr

A sociological examination of the nature, structure, causes, and consequences of social problems, with a particular focus on their interconnections. The course uses major theoretical frameworks to examine social problems at both the micro and macro level. The course investigates a variety of social problems, with a focus on problems in the United States. The course examines how to define and distinguish social problems from social issues. (Offered: Every Fall, Spring & Summer)

Prereq: SOC 101 or SOC 106

SOC 203 Sociology of the Family, 3cr

A sociological examination of the family. Students analyze the impact of race, class, gender, and sexuality on the family in the United States. The course investigates the effects of social issues and social policies on the family. Students learn about the dynamic relationship between the family and other social institutions. (Offered: Spring in even numbered years)

Prereq: SOC 101 or SOC 106 or PSY 101.

SOC 204 Sociology of Education, 3cr

A sociological understanding of the role of the educational system in the United States. The course investigates the function of schooling, the social stratification evident in schools, and the outcomes of the educational process. Students investigate the relationship between education policy and practice and everyday educational experiences. Students study the consequences of social inequality, especially as rooted in economics and funding for education. The course focuses on an overall understanding of the role of public education as it is constructed in our lives. (Offered: Fall in even numbered years)

Prereq: SOC 101, SOC 106, EDU 111, EDU 101, or PSY 101

SOC 206 Sociology of Human Sexuality: Behaviors, Experiences, and Identities, 3cr

A sociological perspective on human sexuality. The course provides an overview of historical and contemporary perspectives on sexuality. The course focuses on the construction of meaning of sexual behavior and experience, sexual orientation, and identity. Students study the impact of culture, religion, race, gender, and other social identities on sexuality. Students examine the inextricable nature of the meaning of sexuality and the socio-political milieu. The course investigates the significance of social policies on sexuality. Students learn about the relationship between the seemingly individual experience of sex and the larger social structures of society. (Offered: Fall in odd numbered years)

Prereq: SOC 101 or SOC 106

SOC 208 Sociology of Gender, 3cr

A focus on sociological dimensions of gender. This course examines the ways in which society and its institutions create, maintain and reproduce gender. Students investigate how gender categories are constructed and represented, and examine the consequences of these categories for the lives of individuals. Students learn about the significance of gender differences in the experiences of women, men, and transgender people on the micro and macro levels. The course investigates structural inequalities and the reproduction of those hierarchies in social processes and in everyday life, especially within the matrix of race, class, and gender. Contemporary research on gender is incorporated into the course. (Offered: Spring in odd numbered years)

Prereq: SOC 101 or SOC 106

SOC 210 Drugs and Society, 3cr

A sociological examination of drugs in the United States. The course utilizes historical and current research to examine the social construction of drug use as a social problem. Students explore sociological theories for drug use and consider social reactions including public policy, criminal justice, education, and treatment. Students investigate the intersections between drug use and race, class, gender, and age. The course focuses on an overall understanding of the social factors contributing to drug use and the consequences for individuals, families, and society. (Offered: Every Spring)

Prereq: SOC 101 or SOC 106 or PSY 101

SOC 220 Social Psychology, 3cr

An introduction to the scientific study of how individuals think, feel, perceive, and behave in a social context. The course explores the intersections of psychology and sociology including the self, social cognition, perception, emotions, attitudes, pro-social and anti-social behavior, attraction, prejudice, and group behavior. The course introduces theoretical perspectives and research on individual behavior within a social context. NOTE: Students may receive credit for PSY 220 or SOC 220, but not for both. (Offered: Spring in even numbered years)

Prereq: SOC 101 or SOC 106 or PSY 101; Recomm: SOC 101 or SOC 10; PSY 101; ENG 101

SPANISH

SPA 101 Elementary Spanish I, 4cr

Fundamentals of Spanish. The course emphasizes acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities and extensive laboratory practice. The instructor speaks Spanish at least 90% of the time in class and also requires students to speak Spanish at least 90% of the time in class. (Offered: Every Fall, Every Spring)

Prereq: None

SPA 102 Elementary Spanish II, 4cr

Fundamentals of Spanish. The course emphasizes continued acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities, video and extensive laboratory practice. The instructor speaks Spanish at least 90% of the time in class and also requires students to speak Spanish at least 90% of the time in class. (Offered: Every Fall, Every Spring)

Prereq: SPA 101 or equivalent.

SPA 111 Spanish Skills Practice I, 2cr

An intensive immersion workshop conducted in Spanish. For students who have completed at least SPA 101 or who are returning to the study of Spanish. Using the material studied in SPA 101, students practice and internalize the basic building blocks of Spanish in listening, speaking, reading, and writing. Class time is spent on pair and small group work, drill, video, readings, and authentic materials. (Offered: Every January)

Prereq: SPA 101 or equivalent or permission of instructor

SPA 112 Spanish Skills Practice II, 2cr

An intensive immersion workshop conducted in Spanish for students who have completed at least SPA 102 or who are returning to the study of Spanish. Using the material studied in SPA 102, students practice in order to internalize the basic building blocks of Spanish in listening, speaking, reading, and writing. (Offered: Every January)

Prereq: SPA 102 or equivalent, or permission of instructor

SPA 124 Spanish for Health Professionals, 4cr

Emphasizes the fundamentals of Spanish both for students seeking positions in health related fields and those already working in the professions. The course focuses on "survival" Spanish language skills and cross-cultural training for health professionals. Students develop their command of Spanish in specific job related areas. The course prepares participants for those aspects of Hispanic/Latino cultures that have an impact on their work. Much of the class is spent working in pairs and small groups role-playing situations that participants will encounter on the job. (Offered: Every Fall)

Prereq: None

SPA 133 Spanish for Law Enforcement, 4cr

Emphasizes the fundamentals of Spanish both for students seeking positions in law enforcement and those already working in the profession. The course focuses on "survival" Spanish language skills and cross-cultural training for law enforcement professionals. Students develop their command of Spanish in specific job related areas. The course prepares participants for those aspects of Hispanic/Latino cultures that have impact on their work. Students spend much of the class working in pairs and small groups role-playing situations that participants encounter on the job. (Offered: Periodically)

Prereq: None

SPA 153 Spanish for Emergency Responders, 3cr

Emphasizes the fundamentals of Spanish both for students seeking positions in Emergency Response (Fire Science and Emergency Medical Services) and those already working in the profession. The course focuses on "survival" Spanish language skills and cross-cultural training for emergency responders. Students develop their command of Spanish in specific job-related areas. The course prepares participants for those aspects of Latino cultures that have an impact on their work. Students do extensive role-playing of situations that professionals encounter on the job. (Offered: Every Fall)

Prereq: None

SPA 201 Intermediate Spanish I, 4cr

The intermediate study of Spanish. The course emphasizes continued acquisition of language functions, vocabulary, idioms, structures, and culture through contextualized presentations, interactive activities, video, and selected readings. The instructor and the students conduct the class in Spanish. (Offered: Every Fall, Every Spring)

Prereq: SPA 102 or equivalent.

SPA 202 Intermediate Spanish II, 4cr

Conclusion of the basic intermediate sequence in Spanish. The course emphasizes continued acquisition of language functions, vocabulary, idioms, structures, and culture through contextualized presentations, interactive activities, video, and selected readings. The instructor and the students conduct the class in Spanish. (Offered: Every Fall, Every Spring)

Prereq: SPA 201 or equivalent.

SPA 255 Spanish Film and Language I, 3cr

The intermediate study of Spanish through Spanish language films. The course emphasizes the acquisition of language functions, vocabulary, idioms, and cultures through an introduction to cinema from the Spanish-speaking world. Students study representative Spanish language films, selected from films by Schroeder, Gutierrez Alea, Gonzalez Iritu, Almodovar, Buuel, and Puenzo. These are the subject of class discussions, dramatizations and oral and written assignments. Students practice listening comprehension, study idiomatic speech, analyze cultural content and examine historical contexts. The instructor and the students conduct the class in Spanish. NOTE: This course and SPA 257 are not sequential; they may be taken in either order. (Offered: Periodically)

Prereq: SPA 202 or equivalent

SPA 257 Spanish Film and Language II, 3cr

The intermediate study of Spanish through Spanish language films. The course emphasizes the acquisition of language functions, vocabulary, idioms, and cultures through an introduction to cinema from the Spanish-speaking world. Students study representative Spanish language films, selected from films by Cuerdo, Bielsky, Salles, Marston, Gutierrez Alea, and Sayles. These are the subject of class discussions, dramatizations and oral and written assignments. Students practice listening comprehension, study idiomatic speech, analyze cultural content and examine historical contexts. The instructor and the students conduct the class in Spanish. NOTE: This course and SPA 255 are not sequential; they may be taken in either order. (Offered: Periodically)

Prereq: SPA 202 or equivalent

THEATER**THE 101 Introduction to Theater, 3cr**

An introductory course for students who are interested in theatre and performance but may or may not have any direct experience. The course explores all the basic elements of Theatre Arts: its origins, history, cultural importance and relevance in modern society. It also focuses on each aspect of production: acting, directing, dramaturgy and design. Students read and

study major works and have the opportunity to see, discuss, and analyze live performance. The course provides a sampling of the many kinds of experiences that can be had in the Theatre as a practitioner and/or audience member. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

THE 105 Play Analysis, 3cr

Concentrates on the interpretation and analysis of various types of dramatic literature. Students learn to explore and respond to plays effectively in the context of dramaturgical elements such as plot, theme, character development, structure and other critical components specific to the genre. The course covers a variety of traditional and contemporary forms and texts. Students also explore the challenges and opportunities of translating these texts into live production and film. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094, or satisfactory placement

THE 106 Stage Craft, 3cr

The study of the processes of scenery, lighting, and sound design for production realization from the stage designer's point of view. The course emphasizes the creative process in developing the physical elements of a theatrical production. The student learns how to safely execute the skills of the scenic designer in a hands-on method and work environment. Students aid in the construction and technical work required for GCC's mainstage production, student-directed projects, or an off-campus, instructor-approved theater facility. (Offered: Periodically)

Prereq: ENG 090 and ENG 094, or satisfactory placement

THE 113 Fundamentals of Acting, 3cr

An introduction to acting with emphasis on characterization, voice, and movement, as well as varieties of acting techniques, script analysis, improvisation, and theatre games. Students prepare monologues, scenework and short one-act plays. The course also emphasizes the uses of acting skills to improve self-confidence and self-expression. (Offered: Every Fall, Every Spring)

Prereq: None

THE 117 Experimental Performance, 3cr

Explores alternatives to the traditional modes of performance and the development of short performances that may combine theater with studio art, music, sculpture, movement, dance, other academic fields, and site specific events. Students create original performances rooted in their own experiences and interest. (Offered: Periodically)

Prereq: ENG 090 and ENG 094, or satisfactory placement. Recomm: THE 101

THE 133 College Theater Workshop, 1cr

Practical experience in acting, house management, public relations, publicity, shop, and production crews for the current GCC production- or instructor-approved, off-campus production. NOTE: Students may repeat this course three times for a maximum of 4 credits. No more than one credit may be earned in any given semester. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094, or satisfactory placement

THE 213 Advanced Acting, 3cr

Explores the actor's use of improvisation, character development, motivation, and action through internal and external techniques. The course includes an in-depth concentration in training, theory, and practice in relation to character, scene and ensemble work. These studies are directly applied in workshops, rehearsal, and performance. (Offered: Every Fall, Every Spring)

Prereq: THE 113

THE 225 Directing-Theory and Practice, 4cr

An introduction to the skills of directing with an emphasis on the elements of play production. The student studies the concepts/requirements necessary to mount a full theatrical production. The student chooses, analyzes, casts, and directs for performance a one-act instructor approved play. This one-act play is a minimum of 45 minutes performance time and is presented for the GCC community in the Sloan Theater at semester's end. NOTE: Students may receive credit for either THE 224 or THE 225, but not for both. (Offered: Every Spring)

Prereq: ENG 112, 114, or 116, and either THE 101, 113, 105, or permission of the instructor

Faculty & Staff

Full-Time Faculty, Faculty Emeritae/Emeriti

President's Office, Administrative Services/Facilities,
Information Technology, Academic Affairs, and Student Affairs

GCC Foundation

GCC Board of Trustees

Massachusetts Department of Higher Education

Full-Time Faculty

Alyssa Arnell

HISTORY
A.A., Edison Community College
B.A., Florida Gulf Coast University
M.A., Florida Atlantic University
M.S., Kaplan University

Wendy Barnes

ENGLISH
B.A., Sarah Lawrence College
M.F.A., Mills College

Trisha Basford

CHEMISTRY
A.S., Schenectady County Community College
B.S., SUNY-College of Environmental Science and Forestry
Ph.D., Western Michigan University

Joshua Becker

PSYCHOLOGY
B.A., University of Hamburg Germany
M.S., Boston University
M.Ed., C.A.G.S., University of Massachusetts
M.A., Psy.D. Union Institute & University

Lauren Bell

NURSING
B.A., Elmira College
M.S.N., University of New Hampshire

Elizabeth Brown

MATHEMATICS
B.S., Clarkson University
M.P.H., Yale University
M.S., Duke University

Jennifer L. Burrill

MATHEMATICS
B.A., Smith College
M.S., University of Massachusetts

Ryan Costello

BUSINESS
B.S., Edinboro University
M.B.A., Colorado State University

Mary E. Dent

NURSING
B.S.N., University of Michigan
M.S.N., Case Western Reserve University

Amy Ehmann

ENGINEERING
B.S., M.S., Pennsylvania State University

Martha K. Field

ECONOMICS/BUSINESS
A.S., B.S., M.S., University of Massachusetts
Ph.D., University of Connecticut

Amy A. Ford

HUMAN SERVICES
B.A., William Paterson University
M.P.A., University of Massachusetts
Certified Alcoholism Counselor, CAC
Human Services- Board Certified Practitioner, HS-BCP

Jeffrey A. Galbraith

BUSINESS/MANAGEMENT
A.A., St. John's College
B.A., Concordia Senior College
M.Div., Harvard University Divinity School
Th.M., Harvard University Divinity School
M.B.A., University of Massachusetts Ph.D., Boston University

Charlotte Gifford

WORLD LANGUAGES
B.A., Tufts University
M.A., Middlebury College
D.A.L.F. Université Jean Monnet, Saint Etienne, France.

Suzanne Goffredo

NURSING
A.S., County College of Morris
B.S.N., Walden University
D.N.P., American Sentinel University

Sandra A. Gokey

MATHEMATICS
B.S., Clarkson University
M.Ed., St. Lawrence University
M.S., University of Vermont
Ph.D., University of Massachusetts

Scott Herstad

ENGLISH
B.A., The College of Saint Scholastica
M.A., Illinois State University

Amanda L.M. Hyde

GENERAL BIOLOGY/NATURAL SCIENCE
B.S., Muskingum College
M.S., University of Nevada, Reno

Theodore W. Johnson

ENGINEERING/SCIENCE
B.S., Northeastern University
M.Ed., Massachusetts College of Liberal Arts

Teresa Jones

PLANT/RENEWABLE ENERGY/ENVIRONMENTAL SCIENCE
B.A., Yale University
M.A., University of Massachusetts

Trevor C. Kearns

ENGLISH
B.A., University of Wisconsin
B.S., University of Massachusetts
M.F.A., Cornell University

Crista Klein

PRACTICAL NURSING
A.S.N., Greenfield Community College
B.S.N., California State University
M.S.N., St. Joseph's College of Maine

Paul Lindale

ART
B.F.A., Liverpool John Moores University
M.F.A., Massachusetts College of Art and Design

Susan Markush

HUMAN BIOLOGY
B.S., Nova Southeastern University
M.Ed., Harvard University
P. A., Physician's Assistant

Peggy Martalock

EDUCATION
B.A., University of Wisconsin-Madison
M.E., University of Wisconsin-LaCrosse
Ph.D., University of Massachusetts

Linda A. McCarthy

SOCIOLOGY
B.A., University of Colorado
M.A., University of New Hampshire
Ed.D., University of Massachusetts

Laurie Meunier

NURSING
A.S.N., Greenfield Community College
B.A., University of Massachusetts
M.S.N., University of Phoenix

Christine Jones Monahan

ENGLISH
B.A., Salem State University
M.A., University of Massachusetts

Joan O'Beirne

ART/PHOTOGRAPHY
A.A.S., Ocean County College
B.F.A., Temple University
M.F.A., University of New Mexico

Mary Phillips

NURSING
A.S., Greenfield Community College
B.S.N., University of Massachusetts
M.S.N., South University

Kelly Popoff

ART
B.F.A., Miami University
M.F.A., University of North Carolina

VACANT/TBD

PRACTICAL NURSING
A.S., Greenfield Community College
B.S.N., College of Our Lady of the Elms
M.S.N., Southern New Hampshire University

Stephen Poulin

ENGLISH
HSM Certificate, University of Washington
B.A., University of Massachusetts
M.A., Western Washington University

Norma Quesada

WORLD LANGUAGES
B.A., Mt. Holyoke College
M.A., State University of New York

Monty Ruff

EMERGENCY MEDICAL SERVICES
Paramedic Certificate Program, A.A., Greenfield Community College
B.A., University of Massachusetts

Lillian Ruiz

ENGLISH/PERSONAL COMMUNICATION SKILLS/COMMUNICATIONS
B.A., University of Rochester
M.A., University of California at Los Angeles

Matthew Shippee

MUSIC
B.A., Saint Michael's College
M.A., University of Michigan

Jennifer Simms

ART
A.A., Greenfield Community College
B.F.A., San Francisco Art Institute
M.F.A., University of Massachusetts

Robert Tremblay

ADVENTURE EDUCATION/OUTDOOR LEADERSHIP
B.A., M.A., Prescott College

FACULTY & STAFF

Jennifer Williams

MICROBIOLOGY/ANATOMY & PHYSIOLOGY
B.S., University of Rhode Island
Ph.D., University of Minnesota

Rebecca Wolf

PRACTICAL NURSING
A.A., A.S., Greenfield Community College
B.S.N., Southern New Hampshire University

Caitlin Worth

MATHEMATICS
B.A., Ithaca College
M.S., University of New Hampshire
M.S., University of Massachusetts

Melanie Zamojski

NURSING
A.S.N., Greenfield Community College
B.S.N., University of Phoenix
M.S.N., Western Governor's University

VACANT/TBD

PSYCHOLOGY

Faculty Emeritae/ Emeriti

Brian Adams

ENVIRONMENTAL STUDIES/NATURAL RESOURCES
B.S., Cornell University
M.S., Antioch University

Theresa A. Boyce

PSYCHOLOGY
A.S., Herkimer County Community College (SUNY)
B.P.S., State University of New York, Brockport
M.S.W., University of Connecticut

John Bross

ART
B.S., M.S., Indiana University
M.F.A., University of Iowa

Lawrence H. Buell

HUMAN ECOLOGY
B.S., Springfield College
M.S., Pennsylvania State University
Ed.D., University of Massachusetts

Cristin L. Carpenter

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES
B.A., M.A., Ph.D., University of Michigan

Linda M. Cavanaugh

MATHEMATICS
B.S., M.S., University of Massachusetts

Cheri Ducharme

NURSING
B.S., Fitchburg State University
M.S.N., University of Massachusetts

Stewart Eisenberg

POLITICAL SCIENCE/CRIMINAL JUSTICE
B.A., University of Massachusetts
J.D., Western University New England School of Law

Beth Erviti

BIOLOGY
B.A., University of California at Santa Cruz
M.S., University of Massachusetts

Catherine M. Finnegan

EDUCATION/WOMEN'S STUDIES
B.A., LeMoyné College
M.Ed., University of Massachusetts

Ann E. Forcier

PRACTICAL NURSING
A.S., Greenfield Community College
B.S.N., University of Massachusetts
M.Ed., University of New Hampshire

Thomas Fredrick

ACCOUNTING/BUSINESS
A.S., Kirkwood Community College
B.B.A., M.B.A., University of Massachusetts
Massachusetts Certified Public Accountant, CPA
Chartered Global Management Accountant, CGMA

Anne Garvey

PSYCHOLOGY
B.A., Westfield State University
M.A., Wayne State University

Melinda J. Gougeon

MATHEMATICS
A.S., Greenfield Community College
A.B., M.A.T., Smith College
Ed.D., University of Massachusetts

Saul Greenblatt

SPEECH COMMUNICATION
B.S., M.S., Emerson College

Joanne McNeil Hayes

ENGLISH
B.S., University of Wisconsin
M.A., Johns Hopkins University

T. Budge Hyde

ART
B.F.A., University of Utah
M.F.A., University of Cincinnati

Abigail Jenks

HUMAN SERVICES/PEACE AND SOCIAL JUSTICE
B.A., University of Massachusetts
M.S.W., Smith College
M.Ed., Antioch University
Massachusetts Licensed Independent Clinical Social Worker (LICSW)
Massachusetts Certified School Social Worker;
N.A.S.W. Diplomate in Clinical Social Work

David M. Johnson

PSYCHOLOGY
A.A., Berkshire Community College
B.A., University of Massachusetts
M.S., C.A.G.S., Springfield College
Psy.D., Massachusetts School of Professional Psychology
F.P.P.R., Prescribing Psychologists' Register Diplomate
F.I.C.P.P., International College of Prescribing Psychologists Diplomate

Mary Ellen Kelly

ENGLISH
A.A., Asnuntuck Community College
B.A., M.A.T., University of Massachusetts
M.F.A., Simmons College

Penné A. Krol

ART
A.S., Greenfield Community College
B.A., Smith College
M.F.A., University of Massachusetts

Richard D. Little

GEOLOGY
B.A., Clark University
M.A., University of Southern California

Carolyn Nims McLellan

DANCE, ENGLISH, ENGLISH AS A SECOND LANGUAGE
A.A., Greenfield Community College
B.A., M.A.T., Smith College
M.A.T., School for International Training
M.A., University of Massachusetts

Kimberley Morin

PERSONAL COMMUNICATION SKILLS
B.A., U.T., Pan American University
M.Ed., Endicott College

Norman J. Muller

COMPUTER INFORMATION SYSTEMS
B.S., American International College
M.Ed., Westfield State University

Phyllis R. Nahman

ENGLISH, WOMEN'S STUDIES
B.A., M.Ed., University of Massachusetts

Alan F. Rainford

ACCOUNTING
B.S., University of Massachusetts
M.B.A., American International College
Certified Public Accountant

David Ram

ENGLISH
B.S., Suffolk University
M.A., Northeastern University

John S. Reino

BUSINESS
B.S., Boston College
M.B.A., Northeastern University

Wilson Roberts

ENGLISH
B.A., Drew University
M.A., Appalachian State University

Peter C. Rosnick

MATHEMATICS
B.A., Tufts University
Ed.D., University of Massachusetts

Robert F. Schilling, Jr.

COMPUTER INFORMATION SYSTEMS
B.S., M.Ed., University of Massachusetts

Gertrude P. Sheaffer

BIOLOGY
B.S., Lycoming College
M.Ed., East Stroudsburg State College

Saul Sherter

HISTORY
B.A., Northeastern University
M.A., Boston University

Jean A. Simmons

NURSING
A.S., Greenfield Community College
B.S.N., St. Anselm College
M.S.N., University of Massachusetts



Thomas Simmons
BUSINESS/ECONOMICS
B.S., Hofstra University
J.D., Hofstra Law School

Herbert F. Steeper
POLITICAL SCIENCE
A.B., Stanford University
A.M., M.A.L.D., Ph.D., Fletcher School of Law and
Diplomacy, Tufts-Harvard Universities

Toby B. Sutton
DATA PROCESSING, ASTRONOMY
B.A., University of California
M.S.T., Cornell University

William R. Sweeney
ENGLISH
B.A., M.A., Columbia University

Faythe Turner
ENGLISH
B.A., Denison University
M.A., University of Rhode Island
Ph.D., University of Massachusetts

Gregory C. Vouros
ANTHROPOLOGY
A.A., Boston University
B.A., M.A., University of Massachusetts

Virginia Wahl
PRACTICAL NURSING
B.S.N., University of Bridgeport
M.S., Hunter College

Robert J. Welsh
BUSINESS, MANAGEMENT
B.S., M.S., Ed.D., Syracuse University

Anne M. Wiley
PSYCHOLOGY /WOMEN'S STUDIES
B.A., LeMoyn College
M.Ed., State University of New York
Ed.D., University of Massachusetts

Douglas Wilkins
COMPUTER INFORMATION SYSTEMS
B.Ed., Colorado State University
M.Ed., Massachusetts College of Liberal Arts

A. Kenneth Wilson
SOCIOLOGY
B.A., Drew University
M.A.T., University of Massachusetts

Ian Winokur
MATHEMATICS
B.S., College of Mount Saint Vincent
M.A., University of Kentucky

Nancy T. Winter
EDUCATION
B.S., University of Massachusetts
M.Ed., Massachusetts College of Liberal Arts

Thomas S. Young
ART
B.A., Goddard College
M.F.A., Rhode Island School of Design

President's Office

Michelle Schutt
PRESIDENT
B.A., Upper Iowa University
M.S., Emporia State University
M.S., St. Cloud State University
Ph.D., Colorado State University

Shannon Larange
STAFF ASSISTANT TO THE PRESIDENT
A.A., Greenfield Community College

VACANT/TBD
DIRECTOR OF DIVERSITY, EQUITY, AND
INCLUSION

Assessment

Marie Breheny
DIRECTOR OF INSTITUTIONAL EFFECTIVENESS
B.S., Fordham University
M.S., Iona College
E.D.S., Ph.D., Florida Institute of Technology

Kim McKeage
ASSOCIATE DIRECTOR LEARNING OUTCOMES
ASSESSMENTS
B.A., Mississippi University
M.A., Southern Connecticut State University
M.S., Oklahoma State University
Ph.D., University of Massachusetts

Community Engagement

Judy Raper
ASSOCIATE DEAN OF COMMUNITY
ENGAGEMENT
B.S., Indiana University
M.Ed., Ed.D., University of Vermont

Max Fripp
DIRECTOR OF INNOVATION &
ENTREPRENEURSHIP
B.S., University of New Hampshire
M.Ed., Lesley University

Communications & Marketing

Daniel Desrochers
DIRECTOR OF COMMUNICATION AND
MARKETING
A.A., Greenfield Community College
B.A., University of Massachusetts
M.A. University of Massachusetts

VACANT/TBD
ASSOCIATE DIRECTOR OF MARKETING

Development Office

Alexis Page
EXECUTIVE DIRECTOR OF INSTITUTIONAL
ADVANCEMENT AND GCC FOUNDATION
B.A., Marlboro College
M.S., Marlboro College

Administrative Services/ Facilities

Karen Phillips
VICE PRESIDENT OF ADMINISTRATION AND
FINANCE
B.B.A., University of Massachusetts

Mark Boudreau
COMPTROLLER
B.S., University of Massachusetts
M.B.A., Fitchburg State University

Ryan Aiken
DIRECTOR OF PURCHASING AND BUSINESS
SERVICES
A.A., Brevard Community College

Bjorn Silvia
ADMINISTRATIVE SERVICES DEPARTMENT
ASSISTANT/PAYROLL ACCOUNTANT I
A.A., Mt. Wachusett Community College

Business Office

Tigran Ayrapetyan
ACCOUNTANT V
A.A., A.S., Greenfield Community College
B.B.A., Isenberg School of Management
B.S., University of Massachusetts

James Connelly
ACCOUNTANT V/ACCOUNTS PAYABLE
A.S., Greenfield Community College

Marilyn Odeh
ACCOUNTANT III/PAYROLL
A.S., Greenfield Community College

Carrie Task
ASSOCIATE DIRECTOR OF PAYROLL/BENEFITS
SERVICES
B.S., American International College

Business Services

Shipping, Receiving, and Duplicating Services

John P. Markoski
STOREKEEPER II
B.A., University of Massachusetts

VACANT/TBD
DUPLICATION TECHNICIAN II



Facilities Management

Jeffrey Marques
DIRECTOR OF FACILITIES
B.A., Boston College

Rebecca Devino
ADMINISTRATIVE ASSISTANT I

Bradley Bellville
PLUMBER AND STEAMFITTER II
A.A., Greenfield Community College
Journeyman Plumber's License

James Brisson
MAINTAINER I
A.A., A.S., Greenfield Community College

John Chapman
MAINTAINER I
A.S., Greenfield Community College

Victor Cosme
MAINTAINER II

Nicholas Emerson
MAINTAINER I

James Hall
CARPENTER I
A.A., Greenfield Community College

Andrew Helgerson
MAINTAINER II
A.A., Greenfield Community College

Richard Patnode
MAINTAINER I
A.S., A.S., Greenfield Community College

Bruce Pierce
MAINTAINER I

Roy Richardson
SKILLED LABORER

Darren Sallee
MOTOR EQUIPMENT MECHANIC IV
A.S., Stockbridge School of Agriculture

Galina Stytsenko
MAINTAINER I

Financial Services

Bursar's Office

Glenn A. Howe
BURSAR/STUDENT ACCOUNTS
A.S., Greenfield Community College

Alecia J. Bardwell
STUDENT ACCOUNTS SPECIALIST
A.S., Greenfield Community College

Dana Ovitt
TELLER I/STUDENT ACCOUNTS
B.S., University of California
M.S., University of Massachusetts

Financial Aid

Linda Desjardins
DIRECTOR OF FINANCIAL AID
A.S., Holyoke Community College
B.A., Smith College

Lisa Burns
CLERK V
A.S., Mount Wachusett Community College
B.A., Mount Holyoke College

Amy Proietti
COORDINATOR OF FINANCIAL AID
B.S., State University of New York College at Brockport
M.S., Western Illinois University

VACANT/TBD
FINANCIAL AID ASSISTANT

Grants

Keith Bailey
DIRECTOR OF GRANTS
B.A., University of Massachusetts

Samantha Wood
GRANTS DEVELOPER
B.A., University of New Hampshire
M.F.A., University of Massachusetts

Human Resources

Eric Sumner, SPHR
DIRECTOR OF HUMAN RESOURCES, DIVERSITY OFFICER
A.A., Greenfield Community College
B.A., Amherst College

Donna L. Barton
STAFF ASSISTANT

Miranda Rowe
HUMAN RESOURCES GENERALIST

Public Safety

VACANT/TBD
DIRECTOR

Dan Nietsche
INTERIM DIRECTOR/COVID-19 RESPONSE/EMERGENCY MANAGEMENT STAFF ASSOCIATE
B.S., Fitchburg State College
M.S., Massachusetts Maritime Academy

Alison Dalpé
OFFICER I
A.S., Holyoke Community College
Diploma, MTPC Intermittent Policy Academy

William Salifu-Tex
OFFICER I
A.S., Holyoke Community College
Basic Reserve/Intermittent Officer Course, Western Massachusetts Police Academy
B.S., Elms College

Ilie Taraburca
OFFICER III
A.S., Greenfield Community College

Information Technology

Laura Garcia
CHIEF INFORMATION OFFICER
B.A., University of Massachusetts
M.S.L.I.S., Simmons College

Gary Ackerman
DIRECTOR OF TEACHING AND LEARNING INNOVATION
B.S., University of Vermont
M.Ed., Castleton University
Ph.D., Northcentral University

Corey Ames
SYSTEMS ANALYST III
A.S., Greenfield Community College

John M. Canon
SYSTEMS ANALYST III
A.S., Greenfield Community College
B.S., Charter Oak State College

Anthony Gasperini
SYSTEMS ANALYST IV
B.S., Westfield State University

Erica Goleman
MANAGER OF WEB SERVICES
B.A., Reed College
M.Ed., Smith College

Stephen Harris
DIRECTOR OF NETWORK & SYSTEMS
B.A., University of Massachusetts

Jennifer Hebert
EDP SYSTEMS ANALYST III
B.S., Westfield State University

James Hill
EDP SYSTEMS ANALYST I
A.S., Greenfield Community College

Robin Howard
EDP SYSTEMS ANALYST II
A.S., Greenfield Community College

Karen Mathers
SENIOR DATA ANALYST
A.S., Holyoke Community College
B.S., University of Massachusetts

Jonathan Morris
INSTRUCTIONAL MEDIA SPECIALIST
B.A., Rhode Island College
J.D., Indiana University Maurer School of Law

Duane Towne
EDP SYSTEMS ANALYST I
A.S., Greenfield Community College

Debra Washer
APPLICATIONS MANAGER
A.S., A.A., Greenfield Community College
B.A., University of Massachusetts

Kathy Wegrzyn
EDP SYSTEMS ANALYST II
A.S., Holyoke Community College

VACANT/TBD
AV TECHNICIAN II



Library

Laura Garcia

CHIEF INFORMATION OFFICER/HEAD OF LIBRARY SERVICES

B.A., *University of Massachusetts*
M.S.I.S., *Simmons College*

Timothy Dolan

LIBRARIAN

A.A., *Holyoke Community College*
B.A., *Sarah Lawrence College*
M.A., *Indiana University*
M.L.I.S., *Simmons College*

Liza Harrington

COORDINATOR OF LIBRARY SERVICES

B.A., *Suffolk University*
M.L.I.S., *Simmons College*

Young-In Kim

LIBRARIAN

B.A., *California State University Long Beach*
B.A., *Kutztown University of Pennsylvania*
M.L.I.S., *Syracuse University*

Claire Lobdell

LIBRARIAN

B.A., *Cornell University*
M.S.I.S., *Simmons College*

Leo Nañez-Bonilla

LIBRARY ASSISTANT II

B.A., *Smith College*

Academic Affairs

Charles Jordan

INTERIM VICE PRESIDENT OF ACADEMIC AFFAIRS

B.A., *Virginia Commonwealth University*
M.A., *Brooklyn College*
M.Phil., Ph.D., *The Graduate Center, City University of New York*

Dawn Josefski

INTERIM ASSISTANT DEAN OF ALLIED HEALTH

A.A.S., *Ulster County Community College*
B.S., *Springfield College*

Brian Kapitulik

INTERIM DEAN OF FACULTY

B.A., *University of Massachusetts*
M.A., *New Mexico State University*
Ph.D., *University of Massachusetts*

VACANT/TBD

ASSISTANT DEAN OF NURSING

Suzanne Belcher

STAFF ASSISTANT FOR THE OFFICE OF ACADEMIC AFFAIRS

B.S., *Bates College*

Melissa Davis

NURSING PROGRAMS ASSISTANT

C.M.T., *Bancroft School of Massage Therapy*

Nicole J. Fowler

ASSISTANT TO THE DEAN

A.S., *Greenfield Community College*
B.S., *Massachusetts College of Liberal Arts*

Jan Ross

ASSISTANT TO THE DEAN

B.A., *Westfield State University*

Amy Sullivan

ASSISTANT TO THE DEAN

Shannon Doran

CAREER SERVICES/CTE GRANT COORDINATOR

B.A., *Massachusetts College of Art and Design*
M.Ed., C.A.G.S., *University of Massachusetts*

Andrea Felicia Gooler

EARLY EDUCATION AND CARE (EEC) CAREER PATHWAYS GRANT COORDINATOR (SENIOR SPECIAL PROGRAMS COORDINATOR)

M.Ed., *University of Illinois at Urbana-Champaign*
B.S., *Nazareth College*

Stephanie Moeckel-Cole

SCIENCE LABORATORY SAFETY OFFICER

B.S., *University of Massachusetts*
M.S., *University of Massachusetts*
Ph.D., *University of Massachusetts*

Deidre Murphy

STEM SPECIAL PROGRAMS COORDINATOR

B.A., *Mount Holyoke College*

Anthony Reiber

NATURAL RESOURCES SENIOR SPECIAL PROGRAMS COORDINATOR

B.S., *Southern Illinois University*
M.S., *University of Massachusetts*

VACANT/TBD

ACADEMIC COUNSELOR (STEM STARTER ACADEMY SUCCESS COACH)

Registrar

Holly Fitzpatrick

ASSOCIATE DEAN OF ACADEMIC AND STUDENT RECORDS

B.S., *Rochester Institute of Technology*
M.P.P.A., *University of Massachusetts Amherst*

Nathan Hammond

ASSOCIATE REGISTRAR

B.A., *Denison University*
M.A., *Middlebury Institute of International Studies*

Health Records

Barbara Wroblewski, RN, MSN

SENIOR STAFF ASSISTANT

R.N., *Holyoke Hospital School of Nursing*
B.S., *University of Massachusetts*
M.S.N., *University of Texas*
M.L.I.S., *University of Rhode Island*

Military and Veterans Services

Robert Vigneault

VETERANS CERTIFYING OFFICIAL

Workforce

Development

Kristin Cole

DIRECTOR OF WORKFORCE PROGRAMS

B.A., *University of Texas*

Alexandra Carley

SENIOR SPECIAL PROGRAMS COORDINATOR FOR WORKFORCE DEVELOPMENT

B.A., *Smith College*

Caileb Milton

ADVANCED MANUFACTURING PROGRAM LEAD

Student Affairs

Anna Berry

CHIEF STUDENT AFFAIRS OFFICER

B.S., M.S., *Colorado State University*

Meghann Zononi

ASSISTANT TO THE CHIEF STUDENT AFFAIRS OFFICER

B.S., *Franklin Pierce College*

Academic Advising

Tonya Blundon

DIRECTOR OF ADVISING AND TRANSFER

B.A., M.Ed., *University of Massachusetts*

Sarah Mildren

ACADEMIC ADVISING CENTER ASSISTANT

A.A., *Greenfield Community College*
Certificate in Non-Profit Management, Marlboro College Graduate and Professional Studies
B.A., *Hampshire College*

Chaitali Brahmhbhatt

ACADEMIC ADVISOR AND SUCCESS COACH

B.S., M.Ed., *Springfield College*

Shane Clark

COORDINATOR OF TRANSFER AFFAIRS AND ARTICULATION

B.S. *Criminal Justice – Florida State University*
M.S. *Higher Education Student Affairs – Florida State University*
MicroMasters Certificate: Instructional Design and Technology – University of Maryland GC

Natalie Feliciano

ACADEMIC COUNSELOR

B.S., *University of Rochester*

Alicia Ferreira

ACADEMIC ADVISOR AND SUCCESS COACH

A.A.S., *Holyoke Community College*
B.A., *Westfield State University*
M.Ed., *Springfield College*

Holly Kosisky

SENIOR SPECIAL PROGRAMS ASSISTANT

B.A., *Oberlin College*
M.A., *Lesley University*



Sarah Schmidt
ACADEMIC COUNSELOR
B.S., Bay Path College
M.Ed., American College of Education

Ember Traino
ACADEMIC COUNSELOR
B.A., Siena College
M.S., SUNY Albany

Kate Walker
ACADEMIC ADVISOR AND SUCCESS COACH
B.A., Binghamton University (SUNY)
M.A., University of Massachusetts

Rhonda K. Winegarner
TRANSITION TO COLLEGE PROGRAM
COORDINATOR
M.S. Educational Counseling, National University
Pupil Personnel Services Credential, National University
B.A. in Social Relations, Johns Hopkins University

Admission

Denise Anderson
ENROLLMENT SERVICES ASSISTANT
B.A., University of Oregon
M.S.L.I.S, Simmons College

Laura Earl
SENIOR SPECIAL PROGRAMS COORDINATOR
B.S., Bay Path University

Tiffany Hardy
ADMISSION COORDINATOR
B.A., New England College
M.B.A., Southern New Hampshire University
M.S., Bay Path University

Aaron Hellem
ADMISSION COORDINATOR
A.A., Bellevue Community College
B.A., University of Montana
M.F.A., University of Massachusetts

Danielle VerPlanck
CLERK IV
A.S., Mount Wachusett Community College
M.A., Mount Holyoke College

Dual Enrollment Program

Peggy Fallon
ACADEMIC COORDINATOR
B.A., University of Massachusetts Boston
M.Ed., C.A.G.S., University of Massachusetts Amherst

Tamatha Gaumnitz
ACADEMIC COORDINATOR
B.A., Mt. Holyoke College
M.Ed., University of Massachusetts

Melanie MacCaskie
ACADEMIC COUNSELOR
B.A., SUNY Purchase College
M.Ed., Northeastern University

Fitness Center

Luke Johnson
COORDINATOR
B.A., Columbia University
M.B.A., M.P.P.A., University of Massachusetts

Peer Tutoring

Montserrat Archbald
STAFF ASSISTANT
B.A., Oberlin College

Norman J. Beebe
PEER TUTORING PROGRAM CO-COORDINATOR
MATH INSTRUCTOR
A.A., Cumberland County College
B.A., Montclair State College
M.Ed., University of Massachusetts

Cynthia Snow
PEER TUTORING PROGRAM CO-COORDINATOR
B.A., Wheaton College
M.A., West Virginia University
M.F.A., Drew University

Student Activities and Community Service

Mary McEntee
COORDINATOR
B.S., M.S., Buffalo State College

Testing Services

Catherine Devlin
COORDINATOR, STUDENT ASSESSMENT
B.A., College of the Atlantic
M.S., Rutgers University
Ph.D., University of New Brunswick

Kendra Sherwin-Williams
TESTING CENTER ASSISTANT
A.S., Holyoke Community College

Upward Bound

Sharon Gralnick
DIRECTOR
B.A., University of Vermont
M.A., School for International Training
M.Ed., Keene State College

Breyana Roman
SENIOR SPECIAL PROGRAMS COORDINATOR
B.A., Westfield State University

Yahima Perez
SPECIAL PROGRAMS COORDINATOR
B.A., University of Central Florida

Wellness Center - Offices of Counseling and Disability Services

Beth A. LaPorte
ADMINISTRATIVE ASSISTANT
CAB Certificate, Greenfield Community College
A.A., A.S., Greenfield Community College
B.S., Western New England University

Colleen Caffery
COORDINATOR OF DISABILITY SERVICES
B.S., West Chester University
M.Ed., Lehigh University

Cindy Kunz
LEARNING SPECIALIST
A.S., Greenfield Community College

Emma Rawls
SENIOR ACADEMIC COUNSELOR
B.A., Ohio Wesleyan University
MASW., Boston College

Women's Resource Center

Rosemarie Freeland
COORDINATOR/ADVOCATE
A.A., Greenfield Community College
B.A., Smith College

GCC Foundation

Alexis Page
EXECUTIVE DIRECTOR OF INSTITUTIONAL
ADVANCEMENT AND GCC FOUNDATION
B.A., Marlboro College
M.S., Marlboro College

Nance Rifanburg
ADMINISTRATIVE ASSISTANT II
A.A.S., State University of New York at Broome

Andrea Carlin
ACCOUNTING/DATABASE COORDINATOR
B.A., University of Massachusetts

Lisa Middents
ASSISTANT DIRECTOR ANNUAL GIVING
B.A., M.A., University of Massachusetts



GCC Board of Trustees

Hector Toledo, Chair
Robert Cohn
Catherine “Cady” Coleman
Christopher Donelan
Clare Higgins
Evan LeBeau, Student Trustee
Isaac Mass
Robyn Provost
Judith Roberts, Alumni Representative

Massachusetts Department of Higher Education

Carlos Santiago, Commissioner
Chris Gabrieli, Chairman
Sheila M. Harrity, Ed.D., Vice Chair
Mary Burns
Ann Christensen
Veronica Conforme
Alex Cortez
Cameron Costa, Student Member, UMASS Dartmouth
Patty Eppinger
Paul Mattera, J.D., State University Trustee Representative
Judy Pagliuca
James Peyser, Ex Officio
Paul F. Toner, J.D.
Bill Walczak

Fall Semester 2022 Final Exam Schedule

DAY DIVISION

December 20, 21, 22, 2022 (make-up day, Friday, December 23*)

If your class meets FOR LESS THAN ONE HOUR on Mon / Wed / Fri

and starts between:	8-8:50 am	9-9:50 am	10-10:50 am	11-11:50 am	1-1:50 pm	2-2:50 pm	3-3:50 pm
your exam will be held on:	Wed, Dec. 21 at 8:00 am	Thu, Dec. 22 at 8:00 am	Tue, Dec. 20 at 10:30 am	Wed, Dec. 21 at 10:30 am	Wed, Dec. 21 at 1:00 pm	Thu, Dec. 22 at 3:30 pm	Wed, Dec. 21 at 3:30 pm

If your class meets FOR ONE HOUR OR MORE on Mon / Wed, or Wed / Fri

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
your exam will be held on:	Wed, Dec. 21 at 8:00 am	Tue, Dec. 20 at 10:30 am	Wed, Dec. 21 at 1:00 pm	Wed, Dec. 21 at 3:30 pm

If your class meets FOR ONE HOUR OR MORE on Mon / Fri

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
your exam will be held on:	Thu, Dec. 22 at 8:00 am	Wed, Dec. 21 at 10:30 am	Thu, Dec. 22 at 3:30 pm	Wed, Dec. 21 at 3:30 pm

If your class meets FOR ONE HOUR OR MORE on Mon / Wed / Fri

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
your exam will be held on:	Wed, Dec. 21 at 8:00 am	Tue, Dec. 20 at 10:30 am	Wed, Dec. 21 at 1:00 pm	Wed, Dec. 21 at 3:30 pm

If your class meets FOR LESS THAN ONE AND ONE-HALF HOURS on Tue / Thu

and starts between:	8-9:15 am	9:30-10:45 am	11-12:15 pm	12:30-1:45 pm	2-3:15 pm	3:30-4:45 pm
your exam will be held on:	Tue, Dec. 20 at 8:00 am	Thu, Dec. 22 at 10:30 am	Tue, Dec. 20 at 1:00 pm	Thu, Dec. 22 at 1:00 pm	Tue, Dec. 20 at 3:30 pm	Wed, Dec. 21 at 3:30 pm

If your class meets FOR ONE AND ONE-HALF HOURS OR MORE on Tue / Thu

and starts between:	8-9:50 am	10-11:50 am	12-1:50 pm	2-3:50 pm
your exam will be held on:	Tue, Dec. 20 at 8:00 am	Tue, Dec. 20 at 1:00 pm	Thu, Dec. 22 at 1:00 pm	Tue, Dec. 20 at 3:30 pm

If your class meets on Friday-only

your exam will be held on:	Thursday, December 22 during your regular class meeting time (between 8:00 am and 3:00 pm)
----------------------------	--

Fall Multiple Section Exams[^]

Wednesday, December 21 at 3:30 pm

Notes:

- Final Exams are held in the regular class meeting room. Instructors who teach a class that meets Mon / Wed, or Wed / Fri, or Mon / Fri and shares classrooms with other classes will notify students of the final exam room assignment several weeks prior to the end of the semester.
- Classes with a lab use the lecture period time to determine their final exam.
- Some courses in the Art and Nursing departments may not follow the schedule above. Instructors for these courses will notify students of the final exam day, time, and room assignment several weeks prior to the end of the semester. These instructors will also provide alternative arrangements for any conflicts with regularly scheduled exams.

* Friday, December 23, 2022, is reserved for final exam make-up due to cancellation. The schedule will be determined as necessary.

[^] Instructors who choose a multiple section exam time for their final exam will notify students of the final exam date, time, and room assignment several weeks prior to the end of the semester.

EVENING DIVISION

Monday, December 19 – Thursday, December 22, 2022

Evening final exams are held at the same time, on the same evening, and in the same room as when the class normally meets. If the evening class meets more than once per week, the final exam is held on the first evening available in the final exam period on the evening the class normally meets.

Spring Semester 2023 Final Exam Schedule

DAY DIVISION

May 15, 16, 17, 2023

If your class meets FOR LESS THAN ONE HOUR on Mon / Wed / Fri

and starts between:	8-8:50 am	9-9:50 am	10-10:50 am	11-11:50 am	1-1:50 pm	2-2:50 pm	3-3:50 pm
your exam will be held on:	Mon, May 15 at 8:00 am	Wed, May 17 at 8:00 am	Mon, May 15 at 10:30 am	Tue, May 16 at 10:30 am	Mon, May 15 at 1:00 pm	Wed, May 17 at 1:00 pm	Mon, May 15 at 3:30 pm

If your class meets FOR ONE HOUR OR MORE on Mon / Wed, or Wed / Fri

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
your exam will be held on:	Mon, May 15 at 8:00 am	Mon, May 15 at 10:30 am	Mon, May 15 at 1:00 pm	Mon, May 15 at 3:30 pm

If your class meets FOR ONE HOUR OR MORE on Mon / Fri

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
your exam will be held on:	Wed, May 17 at 8:00 am	Tue, May 16 at 10:30 am	Wed, May 17 at 1:00 pm	Mon, May 15 at 3:30 pm

If your class meets FOR ONE HOUR OR MORE on Mon / Wed / Fri

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
your exam will be held on:	Mon, May 15 at 8:00 am	Mon, May 15 at 10:30 am	Mon, May 15 at 1:00 pm	Mon, May 15 at 3:30 pm

If your class meets FOR LESS THAN ONE AND ONE-HALF HOURS on Tue / Thu

and starts between:	8-9:15 am	9:30-10:45 am	11-12:15 pm	12:30-1:45 pm	2-3:15 pm	3:30-4:45 pm
your exam will be held on:	Tue, May 16 at 8:00 am	Wed, May 17 at 10:30 am	Tue, May 16 at 1:00 pm	Wed, May 17 at 3:30 pm	Tue, May 16 at 3:30 pm	Mon, May 15 at 3:30 pm

If your class meets FOR ONE AND ONE-HALF HOURS OR MORE on Tue / Thu

and starts between:	8-9:50 am	10-11:50 am	12-1:50 pm	2-3:50 pm
your exam will be held on:	Tue, May 16 at 8:00 am	Tue, May 16 at 1:00 pm	Wed, May 17 at 3:30 pm	Tue, May 16 at 3:30 pm

If your class meets on Friday-only

your exam will be held on	Wednesday, May 17 during your regular class meeting time (between 8:00 am and 3:00 pm)
---------------------------	--

Spring Multiple Section Exams[^]

Monday, May 15 at 3:30 pm

Notes:

- Final Exams are held in the regular class meeting room. Instructors who teach a class that meets Mon / Wed, or Wed / Fri, or Mon / Fri and shares classrooms with other classes will notify students of the final exam room assignment several weeks prior to the end of the semester.
- Classes with a lab use the lecture period time to determine their final exam.
- Some courses in the Art and Nursing departments may not follow the schedule above. Instructors for these courses will notify students of the final exam day, time, and room assignment several weeks prior to the end of the semester. These instructors will also provide alternative arrangements for any conflicts with regularly scheduled exams.

[^] Instructors who choose a multiple section exam time for their final exam will notify students of the final exam date, time, and room assignment several weeks prior to the end of the semester.

EVENING DIVISION

Wednesday, May 10 – Tuesday, May 16, 2023

Evening final exams are held at the same time, on the same evening, and in the same room as when the class normally meets. If the evening class meets more than once per week, the final exam is held on the first evening available in the final exam period on the evening the class normally meets.

Index

A

Academic Advising 30
 Academic Advising Center 47
 Academic Calendar Inside front cover
 Academic Computing Lab 47
 Academic Honesty 32
 Academic Partner Programs 109-114
 Academic Programs 51-118
 Academic Progress 30-37
 Academic Record, Petition to Review 36
 Academic Standing 34
 Academic Support Programs 46-49
 Academic Technology Support 47
 Accounting Courses 120
 Accreditation 4
 Activity Hours 48
 Adams Scholarship 25
 Addiction Studies Certificate 93
 Adding a Course 31
 Additional Academic Opportunities 115-119
 Address Change 37
 Administrative Withdrawal 35
 Admission 5-11
 Advanced Placement 9
 Adventure Education Degree 76
 Advisor, Change of 30
 Affirmative Action 39, Inside back cover
 Affordability Disclosure Statement 15
 Agriculture Courses 120
 Alternative Sources of Credit 9
 Alumni Association 47
 American Sign Language Courses 121
 Anthropology Courses 121
 Application for Graduation 35
 Applied Music Courses 141
 Applying to GCC, International Students 11
 Art Courses 121-122
 Art Critical Studies Courses 121
 Art History Courses 121
 Art, Liberal Arts Option 59
 Art/Visual Arts Degrees 77-78
 Assessment 37
 Associate in Arts Degrees 56-74
 Associate in Science Degrees 75-91
 Attendance 31
 Audit a Course 33

B

Bachelor's Degree Completion Programs 118
 Behavioral and Social Sciences General
 Education Electives 53
 Billing Worksheet 16
 Bills 15
 Biology Courses 123-124
 Biology Degree 79
 Board of Trustees 158
 Business Administration General Degree 80
 Business Administration Transfer Degree 57
 Business Courses 124-125
 Business Studio 46

C

Career Services Center 43
 Certificate Programs 92-108
 Certification Requirements 6
 Challenge Exams 10
 Change of Address 37
 Change of Advisor 30
 Change of Major 31
 Change of Name 37
 Charges 13-15
 Chemistry Courses 125
 Chemistry, Degree 81
 Chosen First Name 37
 Civic Engagement 116
 College Service Fee 14
 College Store 48
 Common Transfer Principles 8
 Communication 46
 Communications Courses 125
 Community Education Workshops 50
 Community Resource Studio 46
 Community Service 47
 Computer Information Systems Courses 125-126
 Computer Science Courses 126
 Computer Science Degree 82
 Confidentiality Waiver 16
 Contemporary Music Studies, Liberal Arts
 Option 60
 Core Values 2
 Corrections Certificate 94
 Course Contact Time 119
 Course Load Maximum 31
 Credit by Examination 10
 Credit Courses 119-150
 Credit/No-Credit Grading 32
 Criminal Justice Courses 126-127
 Criminal Justice Degrees 83-84
 Criminal Offender Record Information Checks
 (CORI) 7
 Currency/Proficiency Requirements for Course
 or Program 11

D

Dean's List 33
 Degree Programs 57-91
 Degree Programs with Neighboring
 Community Colleges 110-114
 Developmental Courses 30, 119
 Dining Facilities 49
 Directed Study 116
 Directions to GCC Inside Back Cover
 Disability, Services for Individuals 40
 Discontinued Program Completion 36
 Dismissal 34
 Distance Learning Fee 14
 Diversity at GCC 39
 Dropping a Course 31
 Drug Free Schools and Campus 37
 Dual Enrollment Academic Recognition 34
 Dual Enrollment Programs 6

E

Early Childhood Education Certificate 95
 Early Childhood Education Degree 85
 Economics Courses 127
 Education Courses 127-128
 Education, Liberal Arts Option 61-62
 Educational Support 5
 Elms College at GCC 118
 Email, Official Communication 46
 Email for Students 46, 47
 Emergency Medical Services Courses 128-129
 Engineering Courses 129-130
 Engineering Science Degree 86
 Engineering Technology Courses 130
 English Composition/Writing General
 Education Electives 53
 English Courses 130-131
 English, Liberal Arts Option 63
 Enrollment Services and Educational Support 5
 Entrance/Exit Loan Interviews 29
 Entrepreneurship Certificate 96
 Environmental Conservation, Liberal Arts
 Option 64
 Environmental Studies Courses 131-132
 Exceptions to Academic Graduation
 Requirements 36
 Expenses 15
 Expenses, International Students 11

F

Faculty and Staff 151-158
 Family Educational Rights and Privacy Act
 of 1974 39
 Farm and Food Systems, Liberal Arts
 Option 65-66
 Federal Grant and Loan Programs 24
 Federal Financial Aid Refund Policy 19
 Federal Supplemental Educational
 Opportunity Grant 24
 Federal Work-Study Program 24
 Fees 13-15
 Final Exam Schedule 159-160
 Financial Aid 23-29
 Financial Aid Appeal 27
 Financial Aid, Applying for 23
 Financial Aid Probation and Suspension 28
 Financial Aid Verification 23
 Financial Appeal 20
 Fire Science Technology Courses 132
 Fire Science Technology Degree 87
 Fitness Center 48
 Foreign Language Requirements 42
 Foundation 158
 Foundation Scholarships 25
 French Courses 132-133
 Fresh Start Option 35

INDEX

G

Gen Ed Foundation Block 42
 Gender and Women's Studies Courses 133
 Gender and Women's Studies, Liberal Arts Option 67
 General Education Abilities 3
 General Education Electives 53-55
 General Information 1-50
 Geology Courses 133
 Grade Point Average 33
 Grading 32
 Graduation Requirements 35
 Graduation with Honors 36

H

Harassment 40
 Hazing Act of 1985 39
 Health, Fitness, and Wellness courses 134
 Health Information Technology Degree 110
 Health Insurance 13, 20, 21
 Health Occupations, Admission 6
 Health Records Fee 14
 Health Requirements 7
 Health Science Courses 134
 Health Science, Liberal Arts Option 68
 High School Equivalency Assessment 11
 History Courses 134-135
 History, Liberal Arts Option 69
 History of the College 4
 Home Schooling Policy 6, 23
 Honors Scholar Program 117
 Honors Courses 117-118, 135
 Housing 48
 Human Development Courses 115, 135
 Human Services Courses 135-136
 Human Services, Liberal Arts Option 70
 Humanities and Fine Arts General Education Electives 53-54
 Humanities Courses 136
 Humanities Studio 46

I

Immunization 7
 Inclusion 3, 39
 Incomplete Grading 32
 Independent Study (Directed Study) 116
 Independent Study (Internship) 116
 Individual Rights 39-40
 Information Release form 16
 Institutional Grants 25
 Insurance Requirements 21
 International Students 11
 International Language and Culture Study Award 118
 Internships 116
 IRS Data Retrieval 23

J

Jeanne Clery Disclosure Act 39

L

Latin Courses 136
 Leisure Education Courses 136-137
 Liability Insurance 13

Liberal Arts Degree 58
 Liberal Arts Program Options 52, 56, 59-74
 Library 42
 Loan Interviews 29

M

Major, Changing 31
 Management Certificate 97
 Massachusetts College of Liberal Arts at GCC 118
 Massachusetts Department of Higher Education 158
 Massachusetts Cash Grant Program 25
 Massachusetts Early Childhood Educators Scholarship Program 25
 MASSGrant Plus 25
 Massachusetts Grant Program 25
 Massachusetts Resident 12
 MassTransfer 41, 51
 Math Assistance Program 46
 Math Studio 46
 Mathematics Courses 137-138
 Mathematics, Liberal Arts Option 71
 Mathematics/Quantitative Reasoning General Education Electives 55
 Matriculation Process 5
 Medical Assistant Certificate 98-99
 Medical Assistant Courses 138-139
 Medical Office Management Courses 139
 Medical Withdrawal 19, 35
 Military, Veterans and Dependent Services 44
 Mission 2
 Moodle 47
 Music Courses 139-141
 Music Recording and Production Certificate 100

N

Name Change 37
 Natural or Physical Science General Education Electives 55
 New England Regional Student Program 13
 New Start Policy 35
 Non-credit Programs 50
 Non-Discrimination, Statement of 4
 Non-Matriculated Students 7
 Nursing Courses 141-144
 Nursing Degree 88-90

O

Online Courses 115
 Online Certificates and Degrees 115
 Online/Distance Education Learning Course Fee 14
 Online Tutoring 46
 Orientation 8
 Outdoor Leadership, Admission 6
 Outdoor Leadership Certificate 101
 Outdoor Leadership Courses 144-146
 Out-of-State Resident 13

P

Paramedic Certificate 102
 Paraprofessional Teacher Preparation Grant 25
 Parents PLUS 25
 Pass/Fail Grading 32
 Paying Your Bill 16
 Peer Tutoring 46
 Pell Grants 24

Performing Arts 48
 Personal Communication Skills Courses 146
 Personnel 151-158
 Petition to Review Academic Record 36
 Phi Theta Kappa 33
 Philosophy Courses 146
 Physical Therapist Assistant Degree 111
 Physics Courses 146-147
 Placement Assessments 30
 Plant and Soil Science, Liberal Arts Option 72
 Political Science Courses 147
 Practical Nursing Certificate 103
 Pregnancy/Childbirth Absence 32
 Pre-Nursing Certificate 104
 President's Greeting i
 President's List 33
 Principles of Education 2
 Programs with Neighboring Community Colleges 109-114
 Psychology Courses 147-148
 Purpose 2

R

Radiologic Technology Program Degree 112
 Readmission to the College 6
 Refund Policies 18, 19
 Registration Fee 13
 Religious Absences 31
 Renewable Energy/Energy Efficiency Courses 148
 Repeated Class Policy (Financial Aid) 26, 28
 Repeating a Course 31
 Residency 9, 12

S

Satisfactory Academic Progress (financial aid) 26
 Scholarships 25
 Science Courses 148
 Science of Earth and Environment Degree 91
 Science Studio 46
 Senior Symposia Program 50
 Social Sciences, Liberal Arts Option 73
 Social Sciences Studio 46
 Sociology Courses 149
 Spanish Courses 149-150
 Special Program Fees 14
 Special Topics Courses 115
 Stafford Loan 24
 Standards of Behavior 38
 Standards of Satisfactory Academic Progress 26
 Statement of Inclusion 3
 Statement of Non-discrimination 4
 Student Activities and Community Service 47
 Student Activity Fee 14
 Student Association 47
 Student Billing 12-22
 Student Communication 46
 Student Right-to-Know Act 40
 Student Senate 47
 Study Abroad Opportunity 118
 Surgical Technology Degree 114
 Suspension 34

INDEX

T

Teaching and Learning Innovation Center 43
Textbook Refunds 48
Theater Courses 150
Theater, Liberal Arts Option 74
Third Party Payment 19
Transcripts 36
Transfer Credit 8
Transfer Services 41
Transfer Admission 8
Transportation 48
TTY/TDD Telephone Equipment for the
Hearing Impaired 40
Tuition and Fees 12, 14
Tuition Refunds 18
Tuition Waivers 20, 25
Tutoring Services 46

V

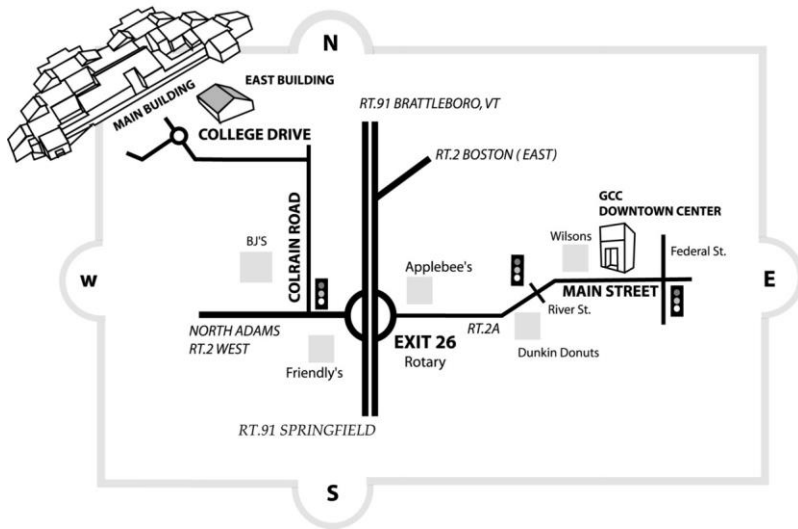
Valor Act Transfer Credit Evaluation 10
Vermont Student Assistance (VSAC) 25
Veterans Benefits 25
Veterans Services 44
Vision 2
Visual Art/Art Degrees 77-78
Visual Arts Certificate 105

W

Waiver, Tuition 20, 25
Web Development and Design Certificate 106
Welcome to Greenfield Community College i
Wellness Center 46
Wellness Studio 46
Westfield State University at GCC 118
Withdrawal from the College 18, 19, 34
Women's Resource Center 43
Workforce Development 50
Work-Study 24
World Language in French Certificate 107
World Language in Spanish Certificate 108
Writing Assistance Program 46

NOTES:

Directions to Greenfield Community College



Greenfield Community College is conveniently located near the intersection of Interstate 91 and Route 2.

From the north, south, or east (*from the east, take Route 2 to I-91 south first*)

Take exit 26 off I-91 and follow the traffic rotary to Route 2 west. Once on Route 2, take an immediate right at the traffic light onto Colrain Road. We are located on College Drive, six-tenths of a mile ahead on the left.

From the west

Turn left at the traffic light onto Colrain Road just before the I-91 rotary. We are located on College Drive, six-tenths of a mile ahead on the left.

Please note:

This publication is neither a contract nor an offer to make a contract. While every reasonable effort has been made to ensure the accuracy of the information in this publication, the College reserves the right to make changes at any time with respect to any provision or requirement described herein, including but not limited to: the elimination of a course or program, course and program offerings, degree requirements, licensure or certification requirements, services provided, and/or costs of attendance. The information in this publication is provided solely for the convenience of the reader and the College expressly disclaims any liability which may otherwise be incurred.

Affirmative Action

Greenfield Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator at 413-775-1312 or the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission, or the United States Department of Education's Office for Civil Rights.

Important Numbers & Web Addresses

OFFICE	PHONE	WEB ADDRESS
Academic Advising Center	(413) 775-1339	gcc.mass.edu/advising
Admission	(413) 775-1801	gcc.mass.edu/admissions
Enrollment Services (Registration)	(413) 775-1801	gcc.mass.edu/register
Financial Aid	(413) 775-1109	gcc.mass.edu/financial-aid
Registrar	(413) 775-1801	gcc.mass.edu/registrar
Transfer Office	(413) 775-1207	gcc.mass.edu/transfer
Wellness Center–Counseling Services	(413) 775-1812	gcc.mass.edu/counseling
Wellness Center–Disability Services	(413) 775-1812	gcc.mass.edu/ds

Phone the college's main number (413) 775-1000 or visit gcc.mass.edu for offices not listed above.



ONE COLLEGE DRIVE
GREENFIELD, MA 01301
413-775-1000
GCC.MASS.EDU

Greenfield Community College is an affirmative action and equal opportunity institution.
For disability accommodation, please contact the Coordinator of Disability Services (413) 775-1812.