

# 2024-2025 Academic Catalog & Student Handbook



**GREENFIELD  
COMMUNITY  
COLLEGE**

# 2024-2025 Academic Calendar

## Fall Semester 2024

### September

Sep 2	<b>Labor Day</b> – no day or evening classes
Sep 4	Day and evening classes begin
Sep 6	Applications for September graduation due to Registrar's office
Sep 10	Last day to add day and evening classes ③
Sep 10	Last day to drop/withdraw from credit courses with 100% refund ①③
Sep 10	Deadline for Honors Course Proposals (due to Honors Program Coordinator)
Sep 17	Last day to drop/withdraw from credit courses with 75% refund ①②③

### October

Oct 2	Incomplete ("IN") grades converted to "F"
Oct 7	Last day to drop/withdraw – No Record ③
Oct 8	Professional Day – No day classes, evening classes meet as scheduled
Oct 14	<b>Indigenous Peoples' Day</b> – no day or evening classes
Oct 23	Spring course schedule available online
Oct 30	Spring Priority registration for current students

## Fall 2024 Accelerated Classes

**Session I:** September 4 - October 24 ③④      **Session II:** October 25 - December 17 ③④

## January Intersession 2025

Jan 2	Classes begin
Jan 2	Last day to add classes ③
Jan 3	Last day to drop/withdraw from credit courses with 100% refund ①③
Jan 6	Last day to drop/withdraw from credit courses with 75% refund ①②③

## Spring Semester 2025

### January

Jan 20	<b>Martin Luther King, Jr. Day</b> – no day or evening classes
Jan 27	Day and evening classes begin
Jan 31	Last day to add day and evening classes ③
Jan 31	Last day to drop/withdraw from credit courses with 100% refund ①③
Jan 31	Deadline for Honors Course Proposals (due to Honors Program Coordinator)

### February

Feb 7	Last day to drop/withdraw from credit courses with 75% refund ①②③
Feb 17	<b>President's Day</b> – no day or evening classes
Feb 25	Incomplete ("IN") grades converted to "F"
Feb 28	Last day to drop/withdraw – No Record ③

### March

Mar 4	Professional Day – No day classes, evening classes meet as scheduled
Mar 7	Applications for June graduation due to Registrar's office
Mar 15-23	Spring Recess – no day or evening classes

## Spring 2025 Accelerated Classes

**Session I:** January 27 - March 14 ③④      **Session II:** March 24 - May 14 ③④

## Summer Session I - 2025

### May

May 20	Classes begin
May 21	Last day to add classes ③
May 23	Last day to drop/withdraw from credit courses with 100% refund ①③
May 26	<b>Memorial Day</b> – no day or evening classes
May 28	Last day to drop/withdraw from credit courses with 75% refund ①②③

### June

June 5	Last day to drop/withdraw – No Record - credit classes ③
June 19	<b>Juneteenth Holiday</b> – no day or evening classes
June 24	Last day to drop/withdraw with a grade of "W" - credit classes ③

### July

July 4	<b>Independence Day</b> – no day or evening classes
July 9	Last day of classes

## Additional Summer 2025 Sessions

**Mid-Summer Session:** June 23 - August 8 ③      **Full Summer Session:** May 20 - August 28 ③

NOTE: Courses incorporate their final student experience during class meeting time.

Wednesday, Dec. 18 is reserved for make-up due to inclement weather cancellation during the last week of classes. ⑤

Saturdays, Jan. 4, 11, and 18 are reserved for make-up due to cancellation (optional) ⑥

① Minus \$20 registration fee

② Financial Aid enrollment freeze date on the following day

③ Refer to gccfor.me/deadlines for the calendar dates for classes with a modified schedule, e.g. extended weeks, reduced weeks, including for Accelerated Classes

④ Start and end dates for individual Accelerated Classes may vary

⑤ Addition

⑥ Moved from calendar to Notes

⑦ Date changed



### November

Nov 6	Spring Registration for new students begins
Nov 11	<b>Veterans Day</b> – no day classes, evening classes meet as scheduled
Nov 13	Follow Monday's schedule for day classes; follow Wednesday's schedule for evening classes
Nov 13	Last day to drop/withdraw with a grade of "W" ③
Nov 27	No evening classes
Nov 28-29	<b>Thanksgiving Recess</b> – no day or evening classes

### December

Dec 6	Applications for January graduation due to Registrar's office
Dec 16	Last day of evening classes
Dec 17	Last day of day classes
Dec 25	<b>Christmas Day</b> – College closed
Dec 26-31	College Recess – limited services available

### January

Jan 1	<b>New Year's Day</b> – College closed
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Jan 8	Last day to drop/withdraw – No Record ③
Jan 15	Last day to drop/withdraw with a grade of "W" ③
Jan 20	<b>Martin Luther King, Jr. Day</b> – no day or evening classes
Jan 22	Last day of classes

Mar 26	Summer and Fall course schedule available online
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### April

Apr 2	Summer and Fall Priority registration for current students begins
Apr 9	Summer and Fall Registration for new students begins
Apr 11	Last day to drop/withdraw with a grade of "W" ③
Apr 21	<b>Patriots' Day</b> – no day classes, evening classes meet as scheduled
Apr 23	Follow Monday's schedule for day classes; follow Wednesday's schedule for evening classes

### May

May 12	Last day of evening classes
May 14	Last day of day classes
May 17	Commencement ⑦
May 26	<b>Memorial Day</b> – no day or evening classes

## Summer Session II - 2025

### July

July 14	Classes begin
July 15	Last day to add classes ③
July 17	Last day to drop/withdraw from credit courses with 100% refund ①③
July 21	Last day to drop/withdraw from credit courses with 75% refund ①②③
July 29	Last day to drop/withdraw – No Record - credit classes ③

### August

Aug 1	No classes – reserved for IT updates
Aug 15	Last day to drop/withdraw with a grade of "W" - credit classes ③
Aug 28	Last day of classes

### September

Sept 1	<b>Labor Day</b> – no day or evening classes
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# Welcome

Dear Students,

Welcome to Greenfield Community College and the incredibly exciting adventure which is higher education. Whether you are returning to GCC or joining us for the first time, just know, you belong here.

First and foremost, I want to emphasize that students are at the center of all we do here at GCC. Your success, well-being, and fulfillment are at the core of my vision for the College. I firmly believe that education has the power to change family trees, and it is my mission to provide you with the tools, resources, and support necessary to excel in your chosen fields and become the leaders of tomorrow.

At Greenfield Community College, we pride ourselves on offering a vibrant and inclusive learning environment that fosters intellectual curiosity, critical thinking, and creativity. Our distinguished faculty members are experts in their respective fields, and they are dedicated to mentoring and guiding you on your educational journey. Alongside a rigorous curriculum, we offer a wide range of co-curricular activities, internships, research opportunities, and community engagement programs that will help you develop a holistic skill set and make a meaningful impact in society.

As the President, I am committed to promoting diversity, equity, and inclusion on our campus. I firmly believe that a diverse community brings forth a wealth of perspectives and experiences that enriches the educational experience for all. We will continue to create a supportive and inclusive environment where every student feels valued, respected, and empowered to succeed.

Furthermore, I encourage you to take advantage of the numerous extracurricular activities, clubs, and student organizations available at Greenfield Community College. These opportunities will allow you to pursue your passions, develop leadership skills, and forge lifelong friendships. The college experience is not solely about academics but also about personal growth, and I encourage you to seize every opportunity to explore new interests and broaden your horizons.

Once again, welcome to GCC. I am excited to embark on this journey with all of you. May your time at Greenfield Community College be filled with transformative experiences, lasting friendships, and boundless opportunities.

With warm regards,



Michelle K. Schutt, Ph.D.  
President of Greenfield Community College



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# General Information

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# Vision

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

# 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

# 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, 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  
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Phone: (413) 775-1000 • Fax: (413) 775-1827 • Website: gcc.mass.edu

## College 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. In 1999, the college's campus expanded with the addition of the East Building, which features a fitness center, laboratories, classrooms, the Creative Thinking and Learning Studio, and offices that include Workforce Development and Community Engagement. 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 are able to move fluidly from the enlarged Cafeteria/Dining Commons and blended Enrollment Services on the first floor to the Student Activities Center on the second, up to the expanded Library and enhanced Learning Center on the upper floors.

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 New England Commission of Higher Education. 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 workforce 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.

## Accreditation

Greenfield Community College is accredited by the New England Commission of Higher Education (NECHE) (<https://neche.org>), the regional accreditation agency for colleges and universities in the six New England states. GCC's accreditation was most recently reaffirmed in 2020. Greenfield Community College has demonstrated that it meets the Commission's nine Standards for Accreditation and complies with its policies. 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 Degree Program in Adventure Education—accredited by the Association for Experiential Education (<https://www.aee.org/>)
- Associate Degree Program in Nursing—accredited by the Accreditation Commission for Education in Nursing (ACEN) (<https://www.acenursing.org/>); and approved by the Massachusetts Board of Registration in Nursing



- Certificate Program in Outdoor Leadership—accredited by the Association for Experiential Education (<https://www.aee.org/>)
- Certificate Program in Paramedic—accredited by the Commonwealth of Massachusetts’ Office for Emergency Medical Services (OEMS) (<https://www.mass.gov/orgs/office-of-emergency-medical-services>) and by the Commission on Accreditation of Allied Health Education Program (CAAHEP) (<https://www.caahep.org/>) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) (<https://coaemsp.org/>)
- Certificate Program in Practical Nursing—approved by the Massachusetts Board of Registration in Nursing (<https://www.mass.gov/orgs/board-of-registration-in-nursing>)
- Associate Degree Program in Early Childhood Education—approved by the National Association for the Education of Young Children (NAEYC) (<https://www.naeyc.org/>)
- Certificate Program in Medical Assistant is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP) (<https://www.caahep.org/>) upon recommendation of the Medical Assisting Education Review Board (MAERB) (<https://www.maerb.org/>)

## Enrollment Services

The offices in Enrollment Services serves students who are new to the college as they enter into the community. These offices include Academic Advising and Transfer, Admission, Dual Enrollment, Health Records, Registrar, as well as 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

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 qualify 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 as a Dual Enrollment student. 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. Dual Enrolled students from New England states pay the NEBHE rate for their GCC courses. Please refer to the General Policy on Dual Enrollment below.

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 the Vice President of Academic Affairs.

## Applying for Admission to the College

- Submit an Application for Admission by visiting the College’s website. Contact the Office of Admission for assistance with the online application.
- Students who have graduated from high school, completed a GED or High School Equivalency Test within the last twelve 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 [naces.org](http://naces.org).
- Students who have Permanent Resident, Asylee, Refugee, or Parolee status must provide the Office of Admission with appropriate documentation as outlined in their admission portal. Documentation should be uploaded to the student admission portal.

- 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 eighteen 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. The consent form will be sent electronically to the parent or legal guardian listed on the admission application.

## Readmission to the College

Students who have had a break in their attendance are required to reapply to the College or fill out a Request to Change Application Term found in their admission portal before registering for courses. 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 semester 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 an online application. Students who are under the age of eighteen 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. The consent form will be sent electronically to the parent or legal guardian listed on the admission application; and,
- Demonstrate their readiness for coursework at GCC by scoring satisfactorily on placement tests in reading, writing, and mathematics, by submitting AP Test Scores or college transcripts, or by submitting high school transcripts for multiple measures review.

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 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.

# How to Apply to Health Occupations 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.

## 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, adding or dropping classes, or receiving grades or transcripts. 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 occupations students must additionally provide the Health Records Office with documentation of a physical exam, tuberculosis testing, and drug screen prior to starting clinical practicums, and influenza vaccination or declination, according to program-specific deadlines. Unmet deadlines jeopardize placement, or continued enrollment in their program, and health occupations students will not be eligible to attend clinical practicums without a completed health record.

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.

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.

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 may result in disqualification from placement in some or all clinical practicum sites.

### CRIMINAL OFFENDER RECORD INFORMATION CHECKS

Students interested in participating in an academic program 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 Adventure Education (ADE), Outdoor Leadership (OLP), Nursing (NUR and PNC), Paramedic (PMC), Education (LEO), Human Services (LHS), Medical Assisting (MAC), Criminal Justice (CRJ and CRC) and Addiction Studies Certificate (ASC), as well as some Workforce Development programs. 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 earl@gcc.mass.edu.

## Non-Matriculated Students

Non-matriculated or guest students are not enrolled in a degree or certificate program but are taking GCC classes. Guest students are not eligible to receive financial aid from GCC.

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.

To enroll as a guest student, complete a Guest Student Application. The Academic Advising Center will review the application and approve the course registration. If there are issues or concerns the Academic Advising Center will contact the guest student using the email addresses provided on the application. Guest student registrations typically take 2-3 business days to be reviewed.

## Orientations

Orientation is required for all 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, and resources and connected to important people, places and technology. Orientation provides critical information that enables new students to become a part of the GCC Community and to successfully meet their educational goals. Orientation includes virtual and in-person options offered at a variety of times prior to the start of each semester. New and returning students will be invited to sign up for Orientation activities upon registering for class. It is the student's responsibility to complete the required portions of Orientation before classes begin.

## Transferring Credits

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 one 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. Any student who has earned a bachelor's degree from a regionally-accredited college or university (or equivalent) shall be eligible to receive 6 transfer credits for ENG 101 and ENG 112/114/116, upon submission of an official transcript from said institution.

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. Once transcripts have been received by GCC from another college, they are the property of GCC. Originals and copies cannot be given back 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 (<https://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.

Please note there are stricter standards for criminal justice programs.

## Common Transfer Principles

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 common transfer principles. These 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 a student's program. Each community college makes these Transfer Principles 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 PRINCIPLES

- 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 a student's current program of study.
- Once credit is transferred it becomes part of a student's 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.

### 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 MassTransfer 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

To earn an **associate 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 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.

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.
- Credit will be granted for satisfactory scores on College-Level examination Program (CLEP) examinations based on GCC's policies.
- 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 [gcc.mass.edu/testing](http://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 National College Credit Recommendation Service (NCCRS) (see Valor Act Policy).\*
- Credit also may be granted for life experience (service learning, internships, learning from experience at work, volunteering in the community, job training, etc.).\*
- 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 MassTransfer agreement.
- Credit granted by one institution from alternative sources other than that included above may not transfer to another institution.

\* Criminal Justice programs do not award life experience credits or credit for military or police training.

## TIME LIMITS

Credit will be transferred without time limits. 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.
- 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 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 MassTransfer agreement.
- The Transfer Credit evaluator 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 or the Testing Center. A fee of \$40 per credit is charged. Study guides for some examinations 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
- FRE 101, Elementary French I
- FRE 102, Elementary French II
- MOM 110, Medical Terminology
- 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 Programs

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. 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 and NUR 101, a student must submit a college transcript showing completion of an equivalent course with the required grade for a particular program. Students applying to a health occupations program should check the specific grade requirement for that program. Currency exams may only be taken one time.

## 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 and uploaded to their admission portal. 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 awarding educational institution or certified by credential certifying agency. Photocopies will not be accepted for transfer credit. Contact the Office of Admission as soon as possible to ensure that all necessary requirements have been met.

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	\$3,599
Personal expenses	\$2,480
Transportation (after arrival in the U.S.)	\$1,840
Total	\$35,088

\* These costs reflect the tuition and fee schedule for the 2021-2022 school year, based on fifteen 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; however, these fees will be covered for Massachusetts residents by the Massachusetts Department of Education. For more information, contact the Testing Center at GCC, (413) 775-1821 or see [gcc.mass.edu/testing](http://gcc.mass.edu/testing).

## Student Billing

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

Student Billing is part of the Student Financial Services Office (C102) located on the first floor of the main campus building. This office is responsible for posting payments to student accounts, processing all refunds due to students, billing and collection assignment.

## Contact Information for Student Billing

Regular Office Hours Monday-Friday 9 am-4 pm

### Address:

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

**Main number:** (413) 775-1301

**Website:** [gcc.mass.edu/billing](http://gcc.mass.edu/billing)

**Fax:** (413) 775-1133

**Email:** [sfs@gcc.mass.edu](mailto: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 the Advising Center at (413) 775-1339.

## Tuition & Fees

For every credit you register for, we charge a tuition fee and a college service fee. The cost-per-credit depends on multiple factors including whether you take day, D/D, or evening courses and your residency status. Tuition and the college service

fee do not comprise the entirety of your bill; other fees apply. See Miscellaneous and Special Course/Program Fees below. The College offers no reduction in tuition and fees for auditing a course.

**Note: All fees are subject to change after July 1.**

### Costs by Residency

#### MASSACHUSETTS RESIDENTS AND EVENING, ONLINE/REMOTE, SUMMER, AND INTERSESSION COURSES

The following rates apply to Massachusetts state residents and to all students taking evening, online, summer, and intersession courses, regardless of residency.

- **Total:** \$237 per credit
- Tuition: \$26 per credit
- College Service Fee: \$211 per credit

#### NEW ENGLAND BOARD OF HIGHER EDUCATION (NEBHE) STUDENTS (DAY AND D/D COURSE RATES)

- **Total:** \$250 per credit
- Tuition: \$39 per credit
- College Service Fee: \$211 per credit

#### OUT-OF-STATE (DAY AND D/D COURSE RATES)

- **Total:** \$492 per credit
- Tuition: \$281 per credit
- College Service Fee: \$211 per credit

### Miscellaneous Fees

Fee	Fee Amount
Health Records Administration Fee*	\$11 per semester
Late Fee	\$35 per semester
Late Payment Plan Fee	\$10 for each month payment is more than 30 days past due until account is referred to collections
Online Distance Education Course Fee	\$10 per online credit
Payment Plan Enrollment Fee	\$35 per semester (non-refundable)
Registration Fee	\$20 per semester (non-refundable)
Returned Check Fee	\$15 per returned check
Student Activity Fee*	\$30 per semester
Student Health Insurance**	\$3,573 (fall semester-annual coverage) \$2,387 (spring semester-8 month coverage)

\* The health records administration fee and student activity fee are charged for day, D/D, and online classes in each of the fall and spring semesters.

\*\* Fee amount effective for the 2024-2025 school year.

### Special Course & Program Fees

Additional fees shown in the following table (<https://www.gcc.mass.edu/webdocs/billing/Special-Fees.pdf>) may be included on your bill for specific programs or courses. 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).

# Explanation of Most Common Charges

## HEALTH INSURANCE CHARGE

**Cost (effective for the 2024-2025 school year):** \$3,573 (charged fall semester; annual coverage); \$2,387 (charged spring semester; 8 month coverage)

**Description:** Under the Massachusetts Mandatory Health Insurance Law, all students who are enrolled in a degree or certificate program for nine or more credits must participate in the student health insurance program. As of the fall 2020 semester, we are required to charge the insurance fee even if some or all of a student's nine or more credits are remote. This change is due to the required transitioning to online education resulting from the COVID-19 pandemic. The charge may be waived if the student has comparable coverage. The fee is charged in both the fall and spring semesters only.

**Note:** If you waive the health insurance under these conditions in the fall, but return to in-person learning in the spring, you may be required to waive the health insurance charge again. Your out-of-state insurance may not be reasonably accessible in the state of MA where you would be taking in-person classes. We are required to verify that you still have comparable coverage if you return for in-person learning.

If you do not waive this fee, you are responsible for paying it and regular billing procedures will apply. Once paid, you will be enrolled in the Student Health Insurance program for the relevant coverage period indicated above.

## REGISTRATION FEE

**Cost:** \$20 once 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. Once your class schedule has been entered in our system, you are responsible for paying this fee even if you decide not to attend GCC.

## TUITION

**Cost:** In-state: \$26 per credit; NEHBE: \$39 per credit; Out-of-state: \$281 per credit

**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:** \$211 per credit (effective for fall 2023)

**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 once per semester

**Description:** This mandatory fee is assessed if you have at least one credit of day scheduled (in-person lecture) credit courses or at least one credit of online/distance learning credit courses categorized as Day or Day/DCE. It may be charged for non-standard semester (part-of-term) classes if the charge has not already been assessed for a standard full semester class in that same semester. The fee is charged in both the fall and spring semesters only. It is not charged to (in-person lecture) evening classes, January intersession classes, or, summer classes. 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 once per semester

**Description:** This mandatory fee is assessed if you have at least one credit of day scheduled (in-person lecture) credit courses or at least one credit of online/distance learning credit courses categorized as Day or Day/DCE. It may be charged for non-standard semester (part-of-term) classes if the charge has not already been assessed for a standard full semester class in that same semester. The fee is charged in both the fall and spring semesters only. It is not charged to (in-person lecture) evening classes, January intersession classes, or, summer classes. 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.



## DAY VS. D/D TUITION & FEE CHARGES

From a student's prospective, there is no difference between day and D/D charges. These day charges are categorized as such strictly for college accounting purposes. If your bill shows D/D charges, they are treated as regular day charges for billing purposes. However, D/D charges may not be eligible for certain types of tuition and fee waivers.

## EVENING VS. DAY OR ONLINE CLASSES

Due to the transition from in-person to online classes since the COVID-19 pandemic, these charges showing on student bills may be confusing for some. However, from the student's prospective, there is no difference in tuition and college service fee costs whether day, evening summer, or online. It's just the way we categorize the funding source for instructors. Some instructors are funded by the state and others, such as evening or summer courses, are funded by the college. Unfortunately, since our transition from in-person classes to online classes, the categories don't always make sense to students because they were initially set up for in-person classes. However, summer classes are always categorized as evening, regardless. Additionally, summer and online classes are always charged at the in-state rate per the fee schedule. The only difference is that online classes are also assessed an additional "Distance Learning" fee of \$10 per credit.

## In-State Residency & NEBHE

Tuition rates are calculated based on your residency status:

### IN-STATE RESIDENCY TUITION RATE

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. For further details, contact Enrollment Services at (413) 775-1801 or (413) 775-1807.

### NEBHE (NEW ENGLAND BOARD OF HIGHER ED) TUITION RATE

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 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 not offered at a two-year community college in their home state or offered at a Massachusetts community college closer to their home. 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.

## Tuition Estimator

Use our online tuition and fee estimator to estimate your charges based on residency and the number of credits you will be taking. You can find our estimator on our website at: [gcc.mass.edu/billing/tuition/estimator/](https://gcc.mass.edu/billing/tuition/estimator/).

## 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 here assume in-state residency at 24 credits for the full 2024-2025 academic year.

### Updated 4/29/2024

	Full Time Student
Books & Supplies	\$1,650.00
Food & Housing	\$12,520.00
Transportation	\$3,120.00
Personal	\$1,600.00
Tuition	\$624.00
Fees	\$5,426.00
<b>Total estimated expenses</b>	<b>\$24,890.00</b>

## Annual Board of Higher Education Affordability Disclosure

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 students that demonstrate greater need 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.

<b>Full annual operating cost per student (estimate)</b>	<b>\$30,721</b>
Less: State annual operating subsidy (estimate)	-23,489
Equals: Annual tuition and mandatory fees	\$7,232
Less: Student annual financial aid (average)	-3,172
<b>Equals: Net student cost (average)</b>	<b>\$4,060</b>

Figures updated 5/3/2024

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.

## Your Bill

### BILLING DUE DATES

Term	Charges Available on MyGCC	Bill Due Date
Fall 2024	July 7, 2024	August 5, 2024
Spring 2025	November 9, 2024	January 3, 2025
Summer 1 2025	April 17, 2024	Upon Registration
Summer 2 2025	April 17, 2024	Upon Registration

For class registrations after the billing due date, late start classes, and classes that do not meet for the entire semester, charges are due upon receipt of your bill.

The College's official means of delivering your billing statement is electronically via your MyGCC account. To receive a paper statement, send a message to [sfs@gcc.mass.edu](mailto:sfs@gcc.mass.edu) with "Request for Bill" in the subject line.

### For the most up-to-date billing charges:

- Log into your **MyGCC** account. Get help with your username and password if necessary.
- Click on **My Account**
- Under the **Billing** menu, click on **Account summary by term/Pay Your Bill**

**For the most recent PDF statement:**

- Log into your **MyGCC** account
- Click on **My Account**
- Under the Billing menu, click on **View Statement**
- Choose the most recent date from the drop down menu
- Click **View Statement**

Any time a new PDF statement is uploaded to your account, an email notification is sent to your GCC student email and any active personal email addresses we have on file.

If you are considering dropping classes, exchanging classes (dropping a class and adding another class of equal credit), officially withdrawing from all of your classes, or simply not showing up for classes after the semester begins, review our refund policy for important deadlines. Our refund policy is also available on the PDF bill statements uploaded to your MyGCC account.

## PAST DUE BILLS

**Past due accounts are subject to the following actions:**

- GCC reserves the right to cancel your class schedule for nonpayment.
- You will be denied registration for future semesters.
- Past due accounts with balances 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 due you, 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 Bursar's 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.

**Pay your past due bill immediately to avoid unnecessary inconvenience.**

## How to Pay

If you wish to authorize someone to make a payment on your behalf or to discuss the specifics of your student billing or financial aid account with our office, please review our Authorized Payer/Information Release Form page on our website.

If a third party (e.g., Veterans Affairs, AmeriCorps, Mass Rehab, etc.) is paying on your behalf, appropriate documentation (e.g., a purchase order or written commitment to pay) must be submitted to our office within 30 days of the start of classes.

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

GCC accepts eChecks, checks, cash, and credit/debit card payments \* (MasterCard, Discover, VISA, and American Express).

\* Credit/debit card payments will incur a 3.28% service fee (minimum \$1.32 fee). GCC does not receive this fee; it is retained by ACI Payments, Inc., our online credit card processing vendor. Before finalizing your payment, you have an opportunity to review the fee amount and cancel your payment. There is no service fee when paying with an eCheck, check or cash.

**To Pay your Bill Online (eCheck and credit/debit cards):**

- Log into your **MyGCC** account. Get help with your username and password if necessary.
- Click on **My Account**
- Under the **Billing** menu, click on **Account summary by term/Pay Your Bill**
- Click **Make a payment**
- Select the semester for which you are paying. If the semester you are trying to pay for is not listed, please contact us to make a payment over the phone
- Click **Submit**
- Enter the payment amount and click **Submit**
- You will be directed to the ACI Payments, Inc. webpage where you will enter payment/payer information, review your payment, and complete your transaction

**To Pay by Mail (checks only):**

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

Send payments to:

GCC Student Financial Services Office, Rm C102

1 College Drive

Greenfield, MA 01301

**Help links available on our website at [gcc.mass.edu/billing](https://gcc.mass.edu/billing):**

FAQs about Paying Online

Instructions on How to Pay with an eCheck

## Payment Plan

The College offers a payment plan which allows students to make payments in four interest-free monthly installments. A \$35 non-refundable payment plan enrollment fee is charged for each semester you are participating in the plan. This \$35 fee must be paid with your first installment. The payment plan is offered in the fall and spring semesters. Summer session payment plans may be available on a case-by-case basis for extenuating circumstances. To request a payment plan for summer sessions, send a message to [sfs@gcc.mass.edu](mailto:sfs@gcc.mass.edu) with "Payment Plan Request" in the subject line. Include your student ID in the message.

For instructions on how to enroll in the payment plan, visit the payment plan page on our website at: [gcc.mass.edu/billing](https://gcc.mass.edu/billing).

Payment plan bills are made available on your MyGCC account at least 10 days prior to each due date.

### FALL 2024 PAYMENT PLAN DUE DATES

Payment #	Amount Due	Due Date
1	1/4 of Total Bill plus \$35 fee	8/5/2024
2	1/4 of Total Bill	9/5/2024
3	1/4 of Total Bill	10/4/2024
4	1/4 of Total Bill	11/5/2024

**When signing up for the payment plan, payments for due dates that have passed will be due at the time of sign up.** In addition, if a due date is approaching, that payment must be paid by the due date. We reserve the right to assess a \$10 late fee for each month a payment is more than 30 days past due.

**Who must sign up for the payment plan?**

- Students who are not paying their bill in full by the due date
- Students who will have a remaining balance after deducting the portion of their bill that is expected to be paid by other resources such as financial aid, tuition waiver, third parties (employers, government agencies, job training programs, etc.), private scholarships, in-house grant, or other

If you do not pay your bill in full or sign up for the payment plan by the original due date of the bill, you will be charged a late fee of \$35 for any past due balance of \$100 or greater.

If you add or drop classes that cause an adjustment in your charges after you've completed the electronic payment plan form, do not complete the form again. Your remaining payment plan payments due will be adjusted and reflected on subsequent bills.

## Health Insurance Charge and the Payment Plan

Student accounts must be paid in full for the term before the College can submit a student's name to the insurance company for coverage. This applies to students enrolled in the payment plan. Your coverage will be effective retroactive to the first date of the policy period for which you paid. The enrollment deadline to purchase insurance for the fall 2024 semester is November 15, 2024. If you do not make your final payment by that date, you are ineligible for coverage. Visit our Student Health Insurance page for more information.

# Authorized Payer/Information Release

## AUTHORIZED PAYER

### What is an Authorized Payer?

An Authorized Payer is someone that the student permits to make an online payment to their account on their behalf.

### Limitations of an Authorized Payer

We cannot discuss account information with an authorized payer. See below for the Information Release Form.

### How to establish an Authorized Payer

- Log into your **MyGCC** account. Get help with your username and password if necessary.
- Click on **My Account**
- Under the **Billing** menu, click on **Account summary by term/Pay Your Bill**
- Click **Add Payer** and complete the form
- Click **Submit**. An email confirmation message will be sent to you, the person designated as the Authorized Payer, and the SFS Office. This email contains payment instructions, information about our policies, and helpful links.

## INFORMATION RELEASE FORM

### What is an Information Release Form?

Federal law restricts Greenfield Community College from discussing a student's financial aid status or tuition and fee account information with any third party individual without student consent. An Information Release Form authorizes Student Financial Services staff to discuss specifics of a student's financial aid and/or tuition and fee account with any third party(s) a student designates (parent, spouse, employer, government agency, etc.).

### Limitations of the Information Release Form

Even with the student's consent, the Student Financial Services Office is prohibited by federal law from sharing FAFSA/financial aid information with third party entities/agencies such as Mass Rehab, SNAP, DTA, and Housing and Fuel Assistance. These agencies must obtain FAFSA information directly from the student.

This form 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.

### Completing the Information Release Form

- Log into your **MyGCC** account. Get help with your username and password if necessary.
- Click on **My Account**
- Under the **Billing** menu, click on **Information Release Form**
- Complete the form and click **Submit**
- Share the created password with the named person

For more thorough instructions on completing the Information Release Form (including withdrawing authorization), visit our website at [gcc.mass.edu/billing](http://gcc.mass.edu/billing).

### Other Information

- Passwords cannot be the student's date of birth, any part of their student ID number, their social security number, or their MyGCC password
- If any party cannot verify their identity by providing the assigned password, we will not release information specific to the student's account
- Forgotten passwords can be reviewed on the Release Form on the student's MyGCC account
- The Information Release Form needs to be completed only once for each individual to whom you are granting access
- Any inquiring third party must provide their name, the student's name, the student's ID, and the assigned password
- Authorization can be withdrawn
- Students who choose not to authorize the disclosure of account information to anyone other than themselves do not need to complete the waiver



## Financial Aid Payments

When students stop attending classes, officially drop classes, or withdraw from the College, their financial aid payments may be 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.

## Financial Aid and Health Insurance

Federal financial aid funds will not pay this charge without your written authorization. Therefore, if you need to purchase the insurance because you are not covered under a comparable insurance plan, and, if you expect your financial aid to pay this charge, you must authorize it in writing by completing the appropriate section of the "Acknowledgements and Certifications" form required by the Financial Aid Office.

## Tuition Waivers

For credit courses, tuition waivers and proof of eligibility must be submitted within 30 days of the start of the semester. For most waivers, fees (including but not limited to college services fees and special class/program fees) are not reduced. Some waivers are subject to approval by the Registrar based on seating availability. There are restrictions when using the Senior Waiver. The value of a tuition waiver or combination of tuition waivers cannot exceed the total cost of tuition. See below to determine waiver eligibility, required documentation and charges eligible for reduction.

Waivers for non-credit workshops are approved on a case-by-case basis by Workforce Development or Community Engagement.

For more information about tuition waivers, contact the Student Financial Services Office at [sfs@gcc.mass.edu](mailto:sfs@gcc.mass.edu) or visit the Department of Education's Office of Student Financial Assistance website.

## Categorical Waivers

- Adopted Child Tuition Waiver and Fee Assistance Program (Code 21)
- Armed Forces (Code 14)
- Clients of the Massachusetts Rehabilitation Commission (Code 18) or Commission for the Blind (Code 20)
- Foster Child Tuition Waiver and Fee Assistance Program (Code 21)
- John and Abigail Adams Tuition Waiver (Code 27)
- Koplik Tuition Waiver (Code 22)
- Massachusetts National Guard Tuition Waiver (Code 13)
- Massachusetts National Guard Welcome Home Tuition and Fee Waiver (Code 12)
- Massachusetts State Employee Tuition and/or Fee Waiver (Tuition Remission)
- Native American (Code 1)
- Senior Citizen (Code 2 or Code 42)
- Veteran (Code 11)

## ELIGIBILITY

To be eligible for a Categorical Tuition Waiver a student must:

- Be a permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year
- Be a United States citizen or eligible noncitizen
- Be in compliance with applicable Selective Service Registration laws
- Not be in default of any federal or state loan or owe a refund on any previously received financial aid
- Be a member of an eligible category as defined below
- In accordance with institutional requirements, each student must present documentation of categorical waiver eligibility to the appropriate college officials
- Enroll in at least three undergraduate credits per semester in state supported undergraduate degree or certificate program
- Maintain satisfactory academic progress in accordance with federal and institutional standards

## Need-Based Waivers

Only day state-supported tuition charges qualify for Need-Based Tuition Waivers (coded as Day Tuition on your billing statement). Charges cannot be waived by multiple waivers. If you already have another type of waiver waiving these type of charges, you will not receive a need-based waiver. The value of a tuition waiver or combination of tuition waivers cannot exceed the total cost of tuition. Tuition waiver awards, in combination with other resources in the student's financial aid package, may not exceed the student's demonstrated financial need. Students qualifying for a tuition waiver may be granted partial or full waivers depending upon the institution's financial aid packaging policies.

Need-based waivers are awarded during the financial aid process as a component of the student's financial aid package. Students should be notified of tuition waiver awards via their financial aid award letter. Contact the Student Financial Services Office at (413) 775-1109 or [sfs@gcc.mass.edu](mailto:sfs@gcc.mass.edu) for application requirements or deadlines. You can also call the Massachusetts Office of Student Financial Assistance at (617) 391-6070 to obtain more information.

### ELIGIBILITY

To be eligible for a Need-Based Tuition Waiver, a student must:

- Be a permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year
- Be a United States citizen or eligible noncitizen
- Be in compliance with applicable Selective Service Registration laws
- Not be in default of any federal or state loan or owe a refund on any previously received financial aid
- Evidence documented financial need as measured by a federally approved system of needs analysis
- Enroll in at least three undergraduate credits per semester in state-supported undergraduate degree or certificate program
- Maintain satisfactory academic progress in accordance with federal and institutional standards
- Not have earned a prior bachelors degree or its equivalent

## Appeals Process

### 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](mailto: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

### MEDICAL APPEALS:

**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. All required forms are available from the Registrar's Office or online at [gcc.mass.edu/registrar/forms](http://gcc.mass.edu/registrar/forms). 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.

## Refund Policies

If you are considering dropping classes, exchanging classes (dropping a class and adding another class of equal credit), officially withdrawing from all of your classes, or simply not showing up for classes after the semester begins, it is very important that you review our refund policy to learn when you will be entitled to a reduction in charges or refund of payments.

### Financial Aid, Student Loans & Refunds

Before you change your current enrollment plans, contact the Student Financial Services Office to learn how this may impact your financial aid. Enrollment changes may affect your eligibility for financial aid for the current semester and in future semesters. Students are encouraged to review our Financial Aid Withdrawal Policies. For additional information, contact Student Financial Services at [sfs@gcc.mass.edu](mailto:sfs@gcc.mass.edu) or (413) 775-1109.

### Refund Policy for Credit Courses

Refund periods vary by semester. Please read the policy carefully. 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, refer to our Workforce Development or Community Engagement.

Refund deadlines vary for classes that do not meet for the entire semester (non-standard semesters) and for intersession and weekend class schedules. Most non-standard class refund deadlines are listed by the Registrar's Office. If you do not see your class listed, please contact Enrollment Services office at (413) 775-1801 or (413) 775-1807 to inquire about those deadlines.

Generally, for the purposes of obtaining a reduction in charges, if you withdraw from regularly scheduled credit class(es) during the refund period dates, you will receive a reduction in charges of both tuition and fees as follows:

Semester	Refund Period	Percent	Effective Dates
Fall 2024	First week of semester	100%	Sept. 4 to Sept. 10, 2024
Fall 2024	Second week of semester	75%	Sept. 11 to Sept. 17, 2024
Winter 2025 Intersession		100%	Jan. 2 to Jan. 3, 2025
Winter 2025 Intersession		75%	Jan. 4 to Jan. 6, 2025
Spring 2025	First week of semester	100%	Jan. 27 to Jan. 31, 2025
Spring 2025	Second week of semester	75%	Feb. 1 to Feb. 7, 2025
Summer I 2025		100%	May 20 to May 23, 2025
Summer I 2025		75%	May 24 to May 28, 2025
Summer II 2025		100%	July 14 to July 17, 2025
Summer II 2025		75%	July 18 to July 21, 2025

The specific refund period dates for regularly scheduled credit classes are published on the academic calendar and the reverse of all billing statements.

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 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 and \$35 payment plan fee, will be granted. The registration and payment plan fees will remain on your account and you will continue to be billed for them until paid.

## Withdrawal After Semester Starts

Refer to the refund deadlines to determine your eligibility for a refund. 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. The \$20 registration fee and \$35 payment plan enrollment fee are non-refundable.

## Even Exchange of Classes During Refund Period

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

## Withdrawal Due to Medical Issues

If you withdraw for medical reasons, our regular refund policy applies. 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 from the Registrar's Office or online at [gcc.mass.edu/registrar/forms](http://gcc.mass.edu/registrar/forms). Please call the Chief Student Affairs Officer for further guidance on medical withdrawals at (413) 775-1868.

## Refund Policy for Non-Credit Workshops

Effective February 7, 2024 — Students will receive a full refund for any canceled courses.

For workshops that meet for ten (10) days or fewer:

- Official withdrawal by five (5) business days prior to the first meeting of the workshop results in a full refund.
- Official withdrawal between four (4) business days prior to the first meeting of the workshop and the day before the first meeting of the workshop results in a 75% refund.
- No refund will be given for withdrawals submitted from the day of the first meeting of the workshop to the end of the workshop.

For workshops that meet for more than ten (10) days:

- Official withdrawal by five (5) business days prior to the first meeting of the workshop results in a full refund.
- Official withdrawal between four (4) business days prior to the first meeting of the workshop and the day of the second meeting of the workshop results in a 75% refund.
- No refund will be given for withdrawals submitted from the day after the second meeting of the workshop to the end of the workshop.

Withdrawals must be submitted to [train@gcc.mass.edu](mailto:train@gcc.mass.edu) by 11:59 p.m. EST to be considered for that calendar day.

Please allow 3-4 weeks for processing your refund. Learn more from our offices of Workforce Development and Community Engagement.

**Refund Appeals:** If you are confronted with an unexpected and serious circumstance beyond your control that requires you to withdraw from a workshop, you may submit an appeal to the Dean of Workforce Development in writing requesting a refund. Be prepared to provide sufficient detail and/or documentation to support your claim. Submitting an appeal does not guarantee a refund, and refunds may be granted on a full or partial basis. Appeals must be submitted within 60 calendar days from the date of the event that caused you to withdraw from the workshop. Appeals will be reviewed within 30 calendar days from the date you submitted your appeal.

# 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 federal financial aid, a student must:

- be a US citizen or an eligible noncitizen
- have a high school diploma or a High School Equivalency Diploma (GED)
- if 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 Student Financial Services Office with an official certification and complete terms of the award as early as possible
- An eligible non-citizen card may be requested if the student is an immigrant (I-94, I-151, I-181, I-181a or I-181b)

## UNDOCUMENTED CITIZENS RESIDING IN MASSACHUSETTS AND TUITION EQUITY

Non-U.S. citizens, or DACA students, who have attended Massachusetts high schools for at least three years and earned a Massachusetts diploma, may be eligible for in-state tuition rates and financial aid at public higher education institutions in the Commonwealth.

To be eligible for Massachusetts Tuition Equity, a student must:

- be an undocumented student
- have attended a Massachusetts high school for at least 3-years
- have a high school diploma or a high school equivalency diploma (GED) issued by the state of Massachusetts
- have a Social Security Number or Individual Tax Identification Number, or ITIN
- if male, be registered with Selective Service
- be enrolled in an eligible degree or certificate program at Greenfield Community College

All DACA students must complete the Massachusetts Application for Student Financial Aid (MASFA) in order to be considered for any state or institutional aid. Greenfield Community College's federal school code number is 002169. Students must also complete the Tuition Equity Eligibility and Affidavit form.

## New Verification Requirements

### REVIEW YOUR FAFSA SUBMISSION SUMMARY

The FAFSA Submission Summary for the 2024–25 award year (July 1, 2024, to June 30, 2025) is a summary of the FAFSA data you submitted. You (the student) will get your FAFSA Submission Summary after your FAFSA form is processed. Look over your FAFSA Submission Summary carefully, make sure you didn't make a mistake on your FAFSA form, and make corrections to your FAFSA data if necessary. Find out more about the FAFSA Submission Summary, its purpose, how the method you use to file your FAFSA form determines when you'll get the FAFSA Submission Summary, and what you should do with the FAFSA Submission Summary.



## PROVIDE REQUIRED VERIFICATION

You might see a note on your FAFSA Submission Summary saying you've been selected for verification; or the Student Financial Services Office, C105, might contact you to inform you that you've been selected. Verification is the process GCC uses to confirm that the data reported on your FAFSA form is accurate. If you're selected for verification, the Student Financial Services Office will request additional documentation that supports the information you reported. You can also find any outstanding financial aid requirements on MY GCC.

## 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 [naces.org](http://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 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.

## **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.

**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 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.

Federal work-study is a financial aid grant, it is not benefited employment. As such, students are paid only for the hours they have worked. There is no compensation for sick days, holidays, or snow days. Students are allowed to make up hours they missed to due to sick days and snow days within the pay period or within the term period. Students must be supervised at all times and are not allowed to work during regularly scheduled class times without evidence the class was cancelled.

The work-study award allows the student to apply for an approved and existing FWS position, it does not guarantee job placement.

## **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.

## **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.

## **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.

### **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.

### **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 recipients and who demonstrate financial need. Several other eligibility criteria are listed at [mass.edu/osfa/programs/massgrant.asp](https://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.

### **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.

### **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.

### **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.

### **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 [va.gov](https://va.gov) to determine eligibility. For general information regarding the benefits certification process, contact GCC's Certifying Official in the Military, at [veterans@gcc.mass.edu](mailto: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 "student aid index" (called the "SAI") and other outside financial resources from estimated student expenses. The SAI is determined

by the U. S. Department of Education for every applicant from information provided on the FAFSA. The SAI is based on household size, number of household members enrolled in college, income and taxes paid, among other factors.

### FINANCIAL AID 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

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 (6-9 credits)	6 credits per semester
Less Than 1/2 Time (1-5 credits)	All attempted credits per semester

Grades F/FA (Failed), IN (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 three 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 Peer Tutoring.

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 (“IN”). 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 REPETITIONS 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 two 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 CLASSES

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.

# Academic Policies and Procedures

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

All students enrolled in a degree or certificate program will be assigned an advisor. The Academic Advising Center processes initial advisor assignments, typically by the end of the first week of the semester. Students can find their advisor assignment by logging into MyGCC and selecting the “Find Advisor” icon.

There are three types of advisors at GCC—Success Coaches, faculty advisors, and Dual Enrollment Advisors.

Success Coaches are staff members in the Advising Center who help students understand GCC policies and systems, implement strategies that will help them be successful, and connect to campus resources that will contribute to their academic success. All new and returning students in a degree or certificate program will be assigned a Success Coach in their first semester and keep that assignment through graduation.

Faculty advisors are experts in their field. They guide students toward opportunities like internships, career options, and transfer programs. When students are assigned a faculty advisor depends on their specific major but every student will be assigned one before they graduate.

Dual Enrollment Advisors work specifically with students who are taking college classes while still enrolled in a high school or homeschool program. Every dual enrollment student is assigned an advisor.

Success Coach and faculty advisor assignments can be changed. Assignments are reviewed when a student changes their major. Students can initiate a change request by completing a Change of Advisor form in MyGCC.

## Academic Honesty

The faculty and staff of Greenfield Community College expect students to uphold academic honesty in all their work. Students must give credit to the creators—whether human or artificial intelligence (AI)—of any information, images, ideas, and expressions that they use in their work. A failure to do so constitutes intellectual theft (i.e. plagiarism), for which a student may face code of conduct charges as outlined in the Massachusetts Community Colleges Student Code of Conduct. GCC’s library staff offer resources and one-on-one help with citations, both in-person and online.

## 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.	First level of warning of academic difficulty. No action by college; however the eligibility for financial aid and scholarships may be affected. Please refer to the Financial Aid and Standards of Satisfactory Academic Progress section in the catalog.	Meet with a Success Coach in the Advising Center to assess status and create a success plan. Possible reduction in credit load, work hours and/or co-curricular activities; referral to campus and community resources as needed.

Status	Criteria	Impact	Recommendation/Requirement
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. The eligibility for financial aid and scholarships is affected.	Must meet with assigned Success Coach regularly. Reduction in academic load, work hours and/or co-curricular activities advised.
Academic Suspension	Both a cumulative GPA and a term GPA under 2.00 and previously on Academic Probation.	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. Students attending GCC on an F-1 Visa must contact the International Student Advisor.	Following a full semester break, must appeal to the Director of Advising or designee for reinstatement for readmission.
Academic Dismissal	Both a cumulative GPA and a term GPA under 2.00 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. Students receiving federal financial aid should refer to the Standards of Satisfactory Academic Progress or the Financial Aid Information section of the 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.

## 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 the instructor and the Vice President of Academic Affairs. The Request for a Late Add can be found in the Submit A Form section of MyGCC.

## 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.

## 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 the Registrar's Office for information on changing audit status.

## Developmental Courses

Developmental courses, those courses coded below 100 (ENG 090, MAT 003) are for improving basic 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”.

## Change of Address

To change your legal address with the College, complete a Change of Address/Certificate of Residency form, available online at [gcc.mass.edu/registrar/forms](https://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 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.

## Changing Advisors

Students are encouraged to develop and maintain close relationships with their faculty advisors and Success Coaches. While initial advisor assignments are based on program of study and other factors, students may elect to change their assigned advisors. 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](mailto:advising@gcc.mass.edu) with advisor assignment questions or concerns. Please note: Dual Enrollment students are not able to switch advisors, and are assigned based upon their high school/homeschool program.

## 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 or add/change/delete a second major. Once submitted, it is processed within 2-3 business days. Contact the Office of the Registrar at [registration@gcc.mass.edu](mailto:registration@gcc.mass.edu) for questions.

## Chosen First Name

Greenfield Community College recognizes that some students may prefer to use a first name other 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 [gcc.mass.edu/registrar/preferred-name-policy](https://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.

## 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.

## 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 matriculated. Limits to this completion option:

- When an academic degree program of study is closed, students who have matriculated 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 matriculated 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. Note: options that fall under the Associate in Arts in Liberal Arts may be closed without the two year completion deadline as students may instead complete the Associate in Arts in Liberal Arts.

- When an academic degree program of study with special admission processes is closed, or when a certificate program is closed, students already matriculated 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 Registrar's Office at [registration@gcc.mass.edu](mailto:registration@gcc.mass.edu) for specific information on completing a closed degree program or certificate.

## Correction of Education Records

Students may request that the college amend the content of their education records on the grounds that the records are inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. Such requests must be directed in writing to the official responsible for maintaining the specific education records. The official will determine whether to amend the education records within a reasonable period of time of the request and notify the student of the decision. If the official denies the request to amend, the student will be advised of the right to a hearing to appeal the decision.

The College, upon request, will provide an opportunity for a hearing for a student to challenge the content of the education record to insure the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. If, as a result of a hearing, the college decides to amend the education record, it will do so accordingly and notify the student in writing. If, as a result of the hearing, however, the college determines that the education record should not be amended, it will inform the student, in writing, of their right to place in the education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of the College.

## Course Load Maximum

Students may not carry a course load of more than 18 credits (fall and spring semesters) or 9 credits (summer I and summer II semesters) without approval of the Registrar or the Vice President of Academic Affairs. To be eligible, students must be in good academic standing. Students enrolled in either the Outdoor Leadership or the Practical Nursing program have a larger maximum for the spring semester only.

## 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 Financial Aid (if applicable), 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 Registrar's Office by emailing [registration@gcc.mass.edu](mailto:registration@gcc.mass.edu).

## 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.

## Exceptions to Academic Graduation Policy

Students with unusual or 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. Advisors or the Office of Enrollment Services can provide additional information.

## 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, and has not already been awarded a degree or certificate, 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. Forms are available in MyGCC under 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).

## 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 to 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	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.

## 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 week 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 prerequisite 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 available in MyGCC in the Submit a form section.
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 – only used for courses that have a credit/no credit grading mode, not for letter graded courses
NC*	No Credit – only used for courses that have a credit/no credit grading mode, not for letter graded courses
PA**	Pass
FA**	Fail
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. A grade of FA will count negatively into student GPA calculations.

## 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 a graduation application. Applications can be found in MyGCC under the “Submit a Form” section and must be received 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 at the end of May. Students do not have to participate in Commencement to graduate but must submit a graduation application. Additional information is available at [gcc.mass.edu/registrar](http://gcc.mass.edu/registrar).

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 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 nine credits used to fulfill certificate requirements at GCC.

Students should work with their advisor to determine when they will the requirements for their degree or certificate

To earn more than one associate’s degree student must:

- meet all specific requirements of each degree program;
- each degree program must include at least 15 credits of course work that meets program requirements that is not used in any other degree; and
- 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.

## 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. Honors does not apply to certificates.

## 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 at [registration@gcc.mass.edu](mailto:registration@gcc.mass.edu).

## Phi Theta Kappa International Honor Society

Students 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 the Alpha Sigma Omicron chapter of Phi Theta Kappa, the international honor society for two-year colleges. Each candidate for membership in Phi Theta Kappa must have completed 12 semester hours of associate degree or certificate work, with a GPA of 3.5 or better. A GPA of 3.25 or better must be maintained to continue membership. Upon graduation, PTK membership will show on a student’s transcript.

## 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 English and Math courses without completing placement tests. Students should discuss options with an advisor before registering for classes. View detailed information on multiple measures of placement at [gcc.mass.edu/testing/](http://gcc.mass.edu/testing/).

Ways to determine English placement:

- High School Transcript (showing overall GPA and grades in all classes within the last 10 years)
- GED ELA (English and Language Arts) Score
- HiSET (Reading and Writing Score)
- AP English Scores
- CLEP
- SAT Verbal Scores (pre-2016 test scores)
- College Transcripts (showing successful completion of English courses or other college-level courses)
- PLA (credit for prior learning)
- Accuplacer (Classic or Next Generation) Scores from GCC or another approved institution

Ways to determine math placement:

- High School Transcript (showing GPA and grades in all classes within the last 3 years)
- GED Mathematics Reasoning Score
- AP Math Scores
- CLEP
- College Transcripts (showing completion of Math Courses)
- PLA (credit for prior learning)
- 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.

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.

## Pregnancy and 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 online instruction or allowing the student additional time in a program to continue at the same pace and finish at a later date.

## 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

## 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. Students should work directly with their course instructors to make arrangements when needed.

## 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 I or II. Students should discuss options with their advisor or instructor. No student, regardless of financial aid status, may re-take a course more than twice without express written permission from the Chief Academic Officer of the college.

## Transcripts

Students may request transcripts of their GCC academic record for themselves, other colleges, or employers by using the transcript request process found at [gcc.mass.edu/registrar/transcripts](http://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.

## 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. To withdraw officially, students must meet with their Academic Advisor or an academic advisor in the Academic Advising Center and submit a complete withdrawal form. Official withdrawals 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 Registrar.

**Administrative Withdrawal** – Administrative withdrawal is the result of an 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 Request for Withdrawal form available in the Submit a Form section of MyGCC. In the form select “Yes” to the “Is this a Late Withdrawal?” question and provide the requested additional information. The completed 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 Dean of Students. The medical withdrawal form is available in the Submit a Form section of MyGCC. 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 Dean of Students 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 Dean of Students for further guidance on medical withdrawals, at (413) 775-1868.

## Student Rights and Responsibilities

### 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 Officer and Title IX Coordinator at (413) 775-1446 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 Provost. All inquiries concerning Affirmative Action issues should be directed to the College's Affirmative Action Officer and Title IX Coordinator at (413) 775-1446. Employees should contact the Executive Director of Human Resources at (413) 775-1312.

## **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.

Community colleges have historically been a major contributing element to the emergence of our nation as one of the most technologically and economically advanced societies of the world. The important role that community colleges can play is profoundly dependent upon the extent to which they may draw from the full collective of intellectual resources within each college's community of scholars, students and administrators. Any condition or force that impedes the fullest utilization of the human and intellectual resources available represents a force of destructive consequence for the development of our Commonwealth and, ultimately, our nation.

Community college students, faculty, staff and visitors must be free from conduct that has the purpose or effect of interfering with an individual's academic or professional performance and creating an intimidating, hostile or demeaning educational or employment environment. Therefore, Massachusetts community colleges have established a policy of unequivocal condemnation of all forms of ethnic, religious, cultural or racial intolerance within the fifteen college communities.

## **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. The Solomon Amendment is a federal law that provides an exception to FERPA. Information can be found at [gcc.mass.edu/registrar](http://gcc.mass.edu/registrar).

A student must notify the Registrar's Office, in writing, if they do not wish to have their student information designated as directory information by completing the appropriate Non-Disclosure form with the Registrar's Office.

Note that the FERPA waiver available through Student Financial Services 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.

## Grievance Procedure

GCC adheres to the system-wide Massachusetts Community Colleges Student Grievance Procedure for dispute resolution. Students are responsible for understanding and adhering to this policy.

## Harassment

GCC considers harassment of a student, an employee, or any other person in the college community to be intolerable and prohibited. Those who believe they have been harassed should consult with the Director of Human Resources 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.

## 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.

## Individuals with Disabilities

We recognize that each student is unique and some students encounter barriers to full participation 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.

- Complete and sign the Voluntary Statement of Learning Needs form. The information you share on this form helps us assess what accommodations may be appropriate for your disability or situation and ensures information you want to discuss is not forgotten during our initial meeting.
- Submit your most recent documentation about your disabilities. For information about documentation, please refer to our Guidelines for Documenting a Disability. All documentation received by the Office of Disability Services is confidential and is protected under the Family Educational Rights & Privacy Act (FERPA)
- 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 substantial time 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.

You do not need to register with Disability Services to access general college support services, such as peer tutoring, the writing and math assistance programs, the math studio, the social science studio, student workshops, and counseling. Students who feel that they may require some additional academic support and skill-building are encouraged to take advantage of these services.

## Jeanne Cleary Disclosure Act

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.

## Notification of Access to Sex Offender Info

In accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be obtained. Information concerning Level 2 and Level 3 offenders is available to the general public by contacting your local police department or the Commonwealth of Massachusetts' Sex Offender Registry Board. Level 2 and 3 sex offender information is maintained in a binder located in the College's Public Safety Office, available for public inspection; copies of Level 2 and 3 notices may be provided upon appropriate written request using the Sex Offender Registry Board's form available from Public Safety. If you have any questions regarding access to sex offender information, please feel free to contact Public Safety at (413) 775-1212.



# Records of Requests & Disclosures

The College maintains a record of individuals, agencies, and organizations that have requested or obtained access to education records who are not covered under the exceptions to the consent requirement. This record of access and requests for access is maintained with the education records of the student and indicates the specific legitimate interest that such an individual, agency, or organization has in obtaining this information. Students may inspect the record of requests and disclosures by written request.

## Right to Inspect & Review Educational Records

Greenfield Community College permits students to inspect and review their education records. Requests may be made in person and in writing provided that satisfactory identification accompanies such requests. Request forms are available at the offices where the education records are located.

The College will fulfill such requests within a reasonable period of time, usually two (2) work days, but no more than 45 days after the request has been made. The official responsible for the records or their designee will be present during the inspection and review to provide explanations and interpretations of the records.

The following list identifies the types and locations of the education records which students may request to review and inspect:

Type	Office	Responsible Official
Academic	Academic Affairs	Registrar
Financial	Business	Chief Financial Officer
Financial Aid	Financial Aid	Financial Aid Director
Health	Health Records	Health Records
Veterans	Veterans Affairs	Certifying Official

## Service Animals

Greenfield Community College generally permits service animals assisting individuals with disabilities in all facilities maintained by the College. Therefore, an individual with a disability shall be permitted to be accompanied by their service animal in all areas of the College's facilities where members of the public are permitted. The College reserves the right to impose restrictions on the use of service animals on its property in order to maintain safety or to avoid disruption of College operations. View our Service Animal Policy at <https://www.gcc.mass.edu/webdocs/ds/SERVICE-ANIMAL-POLICY.pdf>.

## Sexual Assault Policy

Sexual assault, as defined in the Federal Bureau of Investigation Uniform Crime Reporting System, includes forcible and non-forcible offenses for which an individual may be prosecuted under the law and/or disciplined in accordance with campus disciplinary procedures.

When an allegation of sexual assault is made, the college will advise the alleged victim of their option to pursue criminal prosecution under the Massachusetts criminal statutes. In addition, appropriate campus disciplinary action may be pursued. Sanctions for sexual assault violations may include, in addition to criminal charges, suspension, dismissal, or expulsion from the college.

If a person receives a report of or discovers a possible sexual assault on campus they should notify the Director of Public Safety immediately; or, if in the evening, the Campus Police Officer on duty or security personnel at the Public Safety Office, or a faculty or staff member. It is extremely important that these procedures be followed to ensure that appropriate and administrative services be provided. Once an assault is reported, the person to whom the report is made becomes responsible for implementing established procedure.

## Standards of Behavior/Student Code of Conduct

GCC adheres to the system-wide Massachusetts Community Colleges Student Code of Conduct. Students are responsible for understanding and adhering to this policy.

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 the 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.

## Student Right-to-Know Act

GCC is required to report graduation rate data to the U.S. Department of Education annually. From among first-time, full-time, degree-seeking students who enrolled at GCC in fall 2020, 22% graduated and an additional 25% transferred to another institution within three years.

## Telephone Access for the Hearing Impaired

Those for whom traditional telephone does not meet their communication needs or preferences may contact the College via Mass Relay (dial 711) or email. A complete listing of departmental email addresses and phone numbers can be found at [gcc.mass.edu/directories](http://gcc.mass.edu/directories). 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 Services & Academic Support

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.

## Academic Advising Center

Success Coaches in the Academic Advising Center assist new matriculated students with academic planning and their initial course registration. After their initial registration, students are assigned a Success Coach to work with throughout the academic year. Success coaching emphasizes relationship-building, proactive outreach, consistent follow-up, and the use of existing resources.

All non-matriculated or guest students (meaning students who are not enrolled in a degree or certificate program but are

taking GCC classes) are advised by the Advising Center. Our staff will help guest students determine prerequisites, navigate their GCC accounts, and add/drop/withdraw if needed. Guest students should visit the Academic Advising Center in person or during virtual drop-ins for support.

## Academic Technology Support & Labs

GCC students are issued their own GCC student account and email address which grants them access to numerous technology resources including the essential systems listed below. These applications can be accessed under the green Login button in the upper right corner of the GCC home page.

- **GCC Google email:** All students receive a GCC Google email address upon registration, and the address and initial password is sent to their personal email address. Students are required to check their GCC email regularly to receive official information from the College. Those experiencing difficulty accessing their GCC email account should visit [gcc.mass.edu/helpdesk](http://gcc.mass.edu/helpdesk) and submit a Help Desk ticket or call (413) 775-1350 during regular business hours. To login to GCC Google email, use your entire GCC email address (including the @gcc.mass.edu) as your username.
- **Moodle:** Moodle is GCC's official course management system where both online and in-person classes maintain sites with resources for students such as syllabi, readings, forums, etc. Your GCC account login allows you access to Moodle as well as email. For assistance with Moodle, visit [gcc.mass.edu/helpdesk](http://gcc.mass.edu/helpdesk) and submit a Help Desk ticket or call (413) 775-1350 during regular business hours. To login to Moodle, use your account name only (without the @gcc.mass.edu) as your username.
- **MyGCC:** Use MyGCC to keep track of your academic progress, set up your security questions and add an approved cell phone to use for forgotten password resets. Setting up your security questions and cell phone will allow you to use self-service to access your account if you ever lose or forget your password. If this happens, go to the MyGCC login page and click on the link on the right which says "Need Help? Reset Password" and follow the prompts to regain access to your account. You can also sign up for emergency security alerts using the link under My Announcements: Verify and update your ALERT GCC Update Information. For assistance with MyGCC, visit [gcc.mass.edu/helpdesk](http://gcc.mass.edu/helpdesk) and submit a Help Desk ticket or call (413) 775-1350 during regular business hours. To login to MyGCC, use your account name only (without the @gcc.mass.edu) as your username.

The GCC Information Technology department maintains a number of student computing lab spaces around campus which are open to all currently enrolled GCC students, regardless of major or credit load. General use computers and printers are available in the Nahman Watson library on the 3rd floor Core and in the East building in E141 and E144. There is also computer lab space generally available in E150 and E159, though those spaces also have occasional classes. Computers are also available in the student lounge spaces on the 2nd and 3rd floors of the main building. Support for using computer labs can be found by calling (413) 775-1350 or going to the GCC IT Help Desk site and filling out a Help Desk ticket.

## 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 [gcc.mass.edu/alumni](http://gcc.mass.edu/alumni) or contact the Alumni Association Office at (413) 775-1600 or [GCCAlumni@gcc.mass.edu](mailto:GCCAlumni@gcc.mass.edu).

## Career Readiness

All students are encouraged to take full advantage of Career Readiness services early and often, in order to increase alignment between their education, interests, values, strengths, needs and work-life aspirations. Career Readiness appointments and stand-alone workshops/webinars equip students with essential tools and knowledge in career goal-setting and planning; career exploration and decision-making; job/internship application preparation; job search processes and strategies; professional networking; and employability/"soft" skills. For students who would benefit from more regular and structured support, the one-credit Human Development 135 course guides students through the career exploration process and helps them create an action plan for further clarifying and achieving their education-to-career goals.

## 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](http://greenfieldshop.com).

To find textbook information, 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 9am until 4pm and Friday 9am until 2pm. Summer session hours are Monday-Thursday 9am until 4pm and Fridays 9am 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/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
- 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, coffee 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 8am to 2pm Monday-Friday during the fall and spring semesters and from 8am to 1:30pm Monday-Thursday and 8am to noon on Fridays during intersession and summer session. Up-to-date menu and catering information is available at [gcc.mass.edu/dining](http://gcc.mass.edu/dining). Vending machines are located throughout both the main and east campuses.

## Dual Enrollment Advising

High school-age students are considered “dual-enrolled students” and are assigned a Dual Enrollment Advisor to assist them with the high school-to-college transition, academic planning, course registration and college and career readiness resources and referrals. Dual enrollment students will work with the same advisor throughout their dual enrollment experience at GCC. Upon high school graduation, students planning to attend GCC to complete a degree-seeking program will transition to working with a Success Coach in the Academic Advising Center.

## 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.

## Foreign Languages

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.

## Housing & Transportation

GCC does not have dormitory facilities. 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 [frta.org](http://frta.org).

## Library

### Find us:

- Third floor core
- 413.775.1831
- [library@gcc.mass.edu](mailto:library@gcc.mass.edu)
- [gcc.mass.edu/library](http://gcc.mass.edu/library)
- Online chat: <https://www.gcc.mass.edu/library/ask>

The Nahman-Watson Library provides study space, research help, materials, and technology to support academic work. The library is open to the entire GCC community, and to the public. We have both quiet and conversation-friendly study spaces, and food and drinks are allowed.

### Technology:

The library has desktop computers, scanners, and printers available to all patrons. Additionally, we offer laptop computers, Wi-Fi hotspots, and other technology for GCC students to take home for the semester. Visit <https://www.gcc.mass.edu/library/technology/> for more details.

### Research Help:

Librarians provide one-on-one research help in person, by phone, by Zoom, or by email. No appointment is necessary during normal operating hours. Get in touch with a librarian for more details.

In addition to one-on-one help, librarians sometimes make guest appearances in your classes. We work with your instructors to help you develop the research skills and navigate the research tools that you'll need to be successful at GCC.

### Books, Magazines, Videos, & Online Resources:

The library maintains a physical collection of books, DVDs, magazines, and other resources tailored to GCC's academic programs. Additionally, we offer two streaming video services and access to hundreds of thousands of newspaper, magazine, and academic journal articles online through the GCC Discovery Search. To access digital materials, you'll need to log in with your library card information. Visit our website for more information and to start searching.

### Library Cards:

All students registered for classes are automatically issued an electronic library card. Your login information for library services is different from other GCC services. Library cards expire one academic year following the last semester of active enrollment.

Your library barcode (and username to login to library services) is:

- 269960 + your student ID number
- For example: 26996012345678

Your default password for library services is:

- Your last name in ALL CAPS
- For example: NAHMAN

We recommend you change your password as soon as possible here: [https://bark.cwmars.org/eg/opac/myopac/update\\_password](https://bark.cwmars.org/eg/opac/myopac/update_password). If you have any questions or run into any problems, please be in touch!

### Overdue Materials:

There are no fines for overdue materials, but borrowers must pay the replacement value of lost materials and technology. Students who owe the replacement cost of materials or technology may have their college record flagged and will not be able to register for classes, receive diplomas, or request transcripts.

## Military, Veterans and Dependents Services

GCC offers a network of support services and resources for Veterans, Active duty, Reserve, Guard, Spouses, and Dependent students at the Veterans Center located at N215. The Veteran and Military Services Counselor can help military-affiliated students navigate any Veterans Affairs (VA) or Commonwealth Education Benefits. The Veterans Center offers a quiet study space, student access computers, and a kitchenette.

GCC complies with S2248 Section 103. All covered individuals entitled to educational assistance under Chapter 31, Veteran Readiness and Employment, Chapter 33, Post-9/11 GI Bill® benefits or the Massachusetts National Guard Tuition Waiver and Federal Tuition Assistance Program 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.

## Course Locations

### GCC Main Campus

One College Drive  
Greenfield, MA 01301

### Franklin County House of Corrections

160 Elm Street  
Greenfield, MA 01301

### Ralph C. Mahar Regional High School

507 South Orange Street  
Orange, MA 01364

### The Care Center

247 Cabot Street  
Holyoke, MA 01040

## 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 for writing in any course and at all stages of the writing process: understanding assignments, talking through and organizing ideas, revising, editing, citations, etc.
- **Support with Other Course Content**—Including support in the sciences, information technology, business, world languages and more.
- **Help Navigating Online Course Content**

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 in person (in the Peer Tutoring suite, 4th floor core) and virtually, via Google Meet. Visit [gcc.mass.edu/tutoring](https://gcc.mass.edu/tutoring) for details and resources or to request an appointment; call us at (413) 775-1330; email [peer\\_tutoring@gcc.mass.edu](mailto:peer_tutoring@gcc.mass.edu); or stop in!

## Performing Arts

The theater and music programs offer opportunities for student performances. At least one major theater production and one music performance is presented each semester. The college chorus performs on campus and in the community several



times each year. Every April, the Art, Theater, and Music Departments collaborate to create ArtsNight, where the performing and fine arts showcase student work.

## 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 Leadership & Engagement

The Office of Student Leadership and Engagement 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 participate in the planning of campus events. Activities include student governance, involvement in clubs and organizations, new student orientation activities, commencement, service learning and community volunteerism, as well as the planning of, and participation in musical performances, cultural programs, and other educational programming. The Office of Student Leadership and Engagement is located in C216 and is open daily when the college is open. For more information about clubs, upcoming events, and services visit us online at [gcc.mass.edu/student-activities](http://gcc.mass.edu/student-activities) or call (413) 775-1200.

College personnel and the Student Senate have agreed that, in general, no classes will meet during the Activities Hours. These hours are every Monday, Wednesday and Friday from 12-12:50pm during the fall and spring semesters. The college community is encouraged to participate in social, cultural and recreational events that occur during these hours. College committee meetings, club meetings, guest speakers, and special events are available for the campus community.

## 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.

## Studios

Community Resource Studio (E101) houses several not for profit organizations that are here to assist students, and is the space where one on one tech assistance is offered for older adults in our region. 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 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 can just drop in.
- **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 open 9am-5pm, Monday-Thursday and Friday 9am-4pm. 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.

## Teaching & Learning Innovation Center

The Teaching and Learning Innovation Center, initiated in 2021, promotes effective teaching with technology across campus and on-line, provides a place for staff and faculty to connect, learn and collaborate on using new technologies for teaching and learning and provides classroom technology and event audiovisual and videography services and support.

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 Teaching and Learning Innovation Center houses a multimedia studio equipped as a 45-seat multimedia presentation space, and provides a green screen, a podcast station and film screening options.

In addition, the AV support staff distributes and maintains media-related presentation equipment throughout the campus. When possible, appointments for services such as 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. In addition, the TLIC stores the institutional media archives.

## 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 visit [gcc.mass.edu/transfer](http://gcc.mass.edu/transfer).

### OPTION 1: COMPLETE AN ASSOCIATE DEGREE UNDER MASSTRANSFER

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 <i>Note: Students will be required to submit the regular application and all supplemental materials required of the 4-yr school they are applying to. Admission is not guaranteed.</i>
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)

- 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 2: GEN ED FOUNDATION BLOCK

MassTransfer also provides students in the Massachusetts public higher education system the intermediate goal of completing a portable general education Transfer Block that will satisfy the general education/distribution/core requirements across institutions. Students completing the Transfer 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
2.00 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 <i>Note: Admission is not guaranteed.</i>

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, Gen Ed Foundation Block 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 Gen Ed Foundation Block applicants as it does for its native students.

- 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 Elms College. See the Transfer Office for more details.

## Wellness Center

The Morton A. Slavin Wellness Center is home to the offices of Disability Services and Counseling and the Wellness Studio. We provide individualized support for well-being and academic success. All services are available in person and remotely.

The Office of Disability Services collaborates with students with disabilities to develop accommodation plans to ensure access to Greenfield Community College's campus and programs. Disability Services also works with persons with disabilities who are visitors to campus to provide access to the College's programs and services.

The Office of Counseling Services supports learning and retention by addressing the stress and conflicts that may distract students from achieving their full potential.

The Wellness Studio offers students a quiet, welcoming space to practice mindfulness and enjoy solitude from the hassle and sometimes stressful pace of college life.

## Women's Resource Center

The Women's Resource Center provides opportunities promoting gender equity and enriching the personal, professional and academic lives of all members of the GCC community, particularly women students. A free clothing exchange is available at the WRC office, C212.

## Workforce Development & Community Engagement

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](mailto: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 that will help them be successful in their training programs. Financial support is available for all workforce training opportunities.
- Open enrollment trainings are scheduled on a rolling basis and listed on the department's website at [train.gcc.mass.edu](http://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:

- Fundamentals of Municipal Accounting
- Basic Microsoft Excel
- Succession Planning
- Non-Violent Crisis Prevention and Intervention (CPI) Training & Certification
- IT for Healthcare
- Amazon Web Services Cloud Practitioner
- Registered Apprenticeship Programs
- AHA BLS CPR Skills Session
- Outdoor Adventure Skills & Certification workshops
- Leadership and management skills
- Digital literacy and office skills
- Language proficiency
- Advanced manufacturing and skilled trades
- Healthcare certifications including CNA and EMT
- 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](mailto:colek@gcc.mass.edu) or (413) 775-1611.

### LIFELONG LEARNING

Each semester GCC offers workshops and micro-courses that are not for credit. They are designed for personal enrichment and life long learning and require registration. Topics in the past have included; gardening, healthy aging, creative writing, dance, politics, geology and much more.

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.

Find more information about non-credit workshops, volunteer opportunities, technological help for seniors and mailing list information, please go to <https://engage.gcc.mass.edu>.

# **General College Policies and Information**

## **Activities Transportation Policy**

The College is not in an “in loco parentis” relationship with its students and assumes each student is a responsible adult in his or her own right. Because the college/student relationship is non-custodial in nature, the college does not guarantee students’ safety in situations requiring transportation, or in any situation that may involve physical risk. When traveling to campus events, student drivers are expected to carry appropriate insurance on their vehicles to guard against such risks. When traveling for classes and College-sanctioned activities students will be required to complete travel approval forms and will be asked to sign waivers of liability before participating in activities involving unusual risk.

## **Chemical Sensitivity Policy**

Greenfield Community College is committed to providing a healthy classroom and environment for all students and employees. College campuses across the nation are reporting an increase in requests for accommodations from students and employees with a diagnosis of Multiple Chemical Sensitivities I Environmental illness (MCS/EI).

The following information will guide members of the GCC community to understand the parameters of the illness and how to request an accommodation. MCS/EI is a condition that produces a hypersensitivity to chemical and environmental stimuli. Reactions may be triggered by even low levels of the stimuli. Products or stimuli that induce symptoms are called triggers. Some of these triggers are: cologne, perfumes, aftershave; scented products that range from body care to air fresheners to laundry products; cleaning products and various educational supplies or materials. To request an accommodation, students should contact Disability Services in the Wellness Center.

## **Children on Campus Policy**

Responsibility for the supervision and safety of guests on campus who are minors shall rest with the person who brings that minor on campus. This responsibility is applicable at all times both inside and outside college facilities. Greenfield Community College cannot accept responsibility for the safety or conduct of minors who may visit the college with college employees, students or guests. College public safety personnel will be notified in those cases where conduct is disruptive and/or safety is in jeopardy. The parents, guardians or caretaker of the minor will be located and brought to the situation to secure the child and remedy the problem.

## **Copyright & Intellectual Property Policy**

It is the responsibility of all faculty, staff, students and anyone using the facilities or resources of Greenfield Community College to read, understand and follow the Greenfield Community College Copyright and Intellectual Property Policy. The policy and related information is available on the GCC Library web page at [gcc.mass.edu/library/](http://gcc.mass.edu/library/). If you have questions regarding the policy please contact the Library Director at (413) 775-1832.

## **Drug & Alcohol Policy/Drug-Free School & Campus**

The College at all times prohibits the use, possession or sale of illegal substances by any student and the sale and consumption of alcoholic beverages by minors.

Consumption of alcoholic beverages on College property or at College-sponsored activities is prohibited except at such times and places as the College may expressly permit. On such occasions, everyone is expected to refrain from excessive consumption of alcoholic beverages. The failure of any student to abide by this policy shall be grounds for disciplinary action. Under no circumstances are individuals under 21 permitted to consume alcohol.

GCC’s official Drug-Free Workplace Policy is available from Human Resources.

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.

## Facilities Policies

- Game playing is not permitted on College computers unless it is an assigned part of an academic course.
- Eating or drinking is not permitted in any classrooms, laboratories, the library, lecture halls or music rooms.
- For reasons of safety, bare feet will not be permitted within College buildings.
- Animals will not be permitted within College buildings (service dogs excluded). All students and personnel are also reminded that Greenfield has a leash law that applies on College property.
- Bicycles should be parked and fastened to the bike rack. In the event of overcrowding, bikes may be fastened to light poles, but in no event may poles near main stairs and main entrances to the College be used.
- Bicycles may not be brought into college buildings or fastened to stairway railings or parked near or against college buildings. The walk/bike path is to be used to enter and exit the campus. Please use it for your safety.
- In the event that you see something broken or something that appears hazardous, please notify the College's Facilities Management Department. If unable to reach them, please contact Public Safety and ask that they relay your message to Facilities Management.
- Matters involving real or potential criminal culpability must be reported to the Director of Public Safety.
- Use of roller skates, skateboards, balls or other athletic or recreational equipment, in or adjacent to the buildings, or use of the premises in any manner so as to interfere with their use by others, or use in such a way as to possibly cause damage to the premises or injury to the user, is prohibited.
- Firearms, including their possession and/or display in vehicles, are prohibited from the campus, except by duly authorized police officers in the pursuance of their duties.
- Individuals who choose to act in any manner contrary to the above policy may be subject to the disciplinary measures of Greenfield Community College and/or the laws of the Commonwealth of Massachusetts.

## Inclement Weather

The decision to cancel classes because of adverse weather conditions rests solely with the President of the College. Every effort will be made to announce a cancellation for day classes by 6 am and for evening classes by 4pm. It is recognized, however, that in some circumstances it will be impossible to follow these timelines. Please call the GCC Weather Hotline at (413) 775-1010 after 6am for day class information and after 4pm for evening class information. Please DO NOT call Public Safety for questions on school closures or delays so that the phone lines can be kept open for emergency calls. Information on delayed openings, or cancellations, is available on local television and radio stations. Conditions may vary greatly within the College's service area and, therefore, when classes are being held, students must ultimately determine if they are able to attend classes. When a class is missed, students are responsible for contacting their instructors to request an opportunity to make up missed work. Each instructor is the judge of the validity of the student's reason for not attending and will permit make-ups according to their individual policies. Students are encouraged to become familiar with the policies of their instructors.

## ID Cards

GCC student ID cards are issued by the library (third floor, core) during regular service hours; no appointment necessary. Registered GCC students may request an ID card in-person at the library, or online through MyGCC (see instructions for online photo submission below).

- You must be registered for a class in order to receive a GCC photo student ID card. Application and acceptance to the college alone is not enough to issue an ID card. We do not make ID cards for alumni.
- Your legal first name will appear on the ID card, unless you have entered a chosen first name in myGCC. Contact the library if you have any questions.

### Instructions for Requesting a GCC Student ID on Campus:

1. Visit the library during regular service hours and ask for an ID card at the front desk.
2. You will be asked to verify your identity by providing a government or school issued photo ID. If you do not have one, we will accept 2 alternate forms of ID, including:
  - Social security card
  - Birth certificate
  - Credit or debit card in their name
  - Utility or bank records with their name, dated within the past 60 days
  - College correspondence with their name, dated within the past 60 days



## Instructions for Requesting a GCC Student ID Online:

1. Log into MyGCC.
2. Upload a photo to MyGCC by clicking the photo icon in the lower right-hand corner. The photo must meet all requirements.
3. Check the box that says, "Please check if you would like a printed ID card mailed to your house. Cards are mailed on a weekly basis."
4. Library staff will notify you if there are any issues with the photo you submitted. Your request for an ID card will not be processed until all photo requirements are met.
5. Your ID card will be mailed to the address listed in your Banner account, and should take approximately 1-2 weeks to arrive.

### ID photo specifications:

- Be a JPEG, 300 x 400 pixels and under 1.0 MB in size.
- Be of the student, taken within the last six months and reflecting current appearance.
- Be in color, taken in front of a solid white background.
- Have a small space between the top of the head and the top of the image.
- Have a slightly larger space between the bottom of the chin and the bottom of the image.
- Be taken in full-face view, facing the camera (no side views or tilted head).
- Show a natural smile or neutral facial expression.
- No masks, sunglasses, headphones, wireless mobile devices, or other similar items. Glasses with clear lenses and head coverings worn regularly for medical or religious purposes are fine.
- Photo filters cannot be used.
- No group photos.
- Not be derogatory in any way.
- GCC reserves the right to reject any photo we feel is inappropriate.

## Lockers

Lockers in Main and East Buildings are available for student use. Students can purchase their own lock and are responsible for their own belongings. Lockers need to be cleaned out at the end of the semester.

## Medical Marijuana

In November 2012, Massachusetts voters approved a ballot question which allows qualifying patients with certain medical conditions to obtain and use medical marijuana. The law went into effect January 1, 2013. Although Massachusetts law permits the use of medical marijuana, federal laws, including the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act, prohibit the use, possession, and/or cultivation of marijuana at educational institutions. Federal laws also require any institution of higher education which receives federal funding to have policies prohibiting the possession and use of marijuana on campus. Accordingly, unless the federal law is modified or repealed, the use, possession, or cultivation of marijuana, even for medical purposes, is prohibited on GCC property.

## Parking

All student parking will be confined to parking lots A through E. All parking will be with all wheels wholly within a painted parking space. There will be NO parking within the painted safety zones located at the ends of rows of parking spaces. Students MAY NOT park in Lot F, in Visitor Parking spaces or other restricted parking space, and on any roadway, grassy area, etc. Special Medical Parking Permits spaces require a special permit from Public Safety. See [gcc.mass.edu/safety](http://gcc.mass.edu/safety) for more info. Parking in Handicapped/Disable Parking spaces requires a valid, state-issued disabled parking plate/placard. Unauthorized parking in such spaces is an automatic \$100 parking citation and the vehicle may also be towed from campus.

Vehicles will not be parked overnight (after 11pm) on College property with permission from Public Safety. Vehicles found in violation may be towed away at owner's expense.

Non-resident students operating a motor vehicle on campus that is registered in another state or country are required to complete a special Non-Resident Driver Statement available at Public Safety. Parking tickets are issued under authority of the General Laws of the Commonwealth. Fines are payable in the college Business Office. Failure to respond as directed will result in the following:

- Withholding of grades, transcripts, financial aid transcripts, diploma or certificate, and any other information relating to the individual's enrollment at the College
- Ineligibility for any form of financial assistance
- Disqualification from subsequent registration
- May also result in revocation of the privilege of operating a motor vehicle on campus

If you lock your keys in your vehicle, Public Safety may be able to assist you with getting into your vehicle. If you have a dead battery in your vehicle, you can borrow a battery booster pack from Public Safety. Please drive and park safely and obey College parking and traffic rules and regulations.

## Safety Escort

Public Safety shall, upon request, escort students to/from their vehicle or between campus buildings should they feel unsafe.

## Smoking Policy

Greenfield Community College is committed to working toward a smoke-free environment. Please note that smoking is permitted only in designated areas.

- Parking lots A through F
- Gazebos – adjacent to parking lots A and F
- Marked “Smoking Area” outside fourth floor North

## 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 and are responsible for understanding GCC’s Student Email Policy. Student email accounts persist for 3 years after the most recent class registration and are then deactivated. Student email accounts still active after 3 years will receive a notification that the account is to be deactivated 30 days in advance. Students who forward their GCC email to other personal email accounts who do not wish to receive student emails after leaving GCC should disable forwarding before they leave. Students who register for classes after their accounts have been deactivated will have those accounts reactivated upon subsequent registrations. Students are encouraged to use alternative personal email addresses for non-GCC related email correspondence.

## Student Involvement Opportunities

From club meetings and student performances to guest speakers and student government, the possibilities for engagement are endless. Most, if not all, of these opportunities are free to you as a student.

We hope you’ll consider just one of these avenues for getting involved on campus:

- Join or create a club
- Run for Student Senate
- Work out in the Fitness Center
- Participate in community service and civic engagement opportunities
- Attend a concert, gallery talk or guest speaker
- Serve on a governance committee or take on a work study position
- Check out the Women’s Resource Center, the Military, Veterans and Dependents Services Office and the Permaculture Garden
- Attend or participate in a student theater performance
- Become an Orientation Leader, Peer Tutor or Student Ambassador

For a complete list of clubs at GCC visit [gcc.mass.edu/student-activities](http://gcc.mass.edu/student-activities).

## Student-Faculty Committees

Students serve on most college committees. Faculty and administrative members of these committees are appointed by the President or the Chief Academic and Student Affairs Officer; student members are appointed by the Student Senate, the Student Senate President or the Chief Academic and Student Affairs Officer.

# 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

## 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.*
  - Contemporary Music Studies (LCMS)
  - Education (LEO)
  - English (LAE)
  - Farm and Food Systems (LFF)
  - Health Science (LAH)
  - History (LHI)
  - Mathematics (LMA)
  - Plant and Soil Science (LPL)
  - Social Sciences (LSS)
  - Theater (LAT)

## Associate in Science Degrees

- Adventure Education (ADE) ①
- Allied Health (ALH)
- Art/Visual Arts (AVA)
- Art/Visual Arts MassTransfer Option (AVC)
- Biology (BIO)
- Business Administration General (BAG)
- Chemistry (CHE)
- Computer Science (CSC)
- Criminal Justice (CRJ)
- Criminal Justice MassTransfer Option (CJC)
- Early Childhood Education MassTransfer Option (ECE) ②
- Engineering Science (EGS)
- Environmental Conservation (ENC)
- Fire Science Technology (FST)
- Human Services (HSE)
- Nursing (NUR) ③④⑤

## Certificate Programs

- Addiction Studies (ASC)
- Early Childhood Education (CECE)
- Management (MGT)
- Medical Assistant (MAC) ⑥
- Music Recording and Production (MRP)
- Outdoor Leadership (OLP) ①⑦
- Paramedic (PMC) ③⑧
- Practical Nursing-L.P.N. (PNC) ③③⑦
- Pre-Nursing (NUC)
- Visual Arts (VAC)
- Web Development and Design (WDD)
- World Language in French (WFR)
- World Language in Spanish (WSP)

## Partner Programs with Neighboring Community Colleges

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

## 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](http://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

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](http://www.CAAHEP.org)) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions ([www.coaemsp.org](http://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. Courses transferred into GCC that have been evaluated and determined to qualify as General Education Electives, may satisfy General Education program requirements whether or not they appear on this list. 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  
 EDU 144 Child Growth and Development: Conception to Age 8, 3cr ①  
 EVS 101 Environmental Studies: Issues in Sustainability, 3cr  
 EVS 118 Introduction to Food Systems, 3cr  
 GWS 115 Introduction to Gender and Women's Studies, 3cr  
 HSV 101 Introduction to Human Services, 3cr  
 HSV 216 The Nonprofit World, 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 208 Sociology of Gender, 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 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 290 Visual Arts Seminar, 3cr  
 ASL 101 Elementary American Sign Language I, 4cr  
 ASL 102 Elementary American Sign Language II, 4cr  
 CMN 153 Media and Popular Culture, 3cr  
 CMN 201 The Social Impact of Mass Media, 3cr  
 ENG 122 Science Writing, 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  
 ENG 210 Creative Nonfiction, 3cr  
 ENG 212 Graphic Novel, 3cr

① EDU 144 taken prior to fall 2023 cannot be used as a Behavioral and Social Sciences General Education course.

② in combination with MUS 230

③ BIO 130 in combination with BIO 130L satisfies the 4-credit Natural or Physical Science requirement.

## Humanities and Fine Arts (cont.)

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 256 Modern Global Literature, 3cr  
 ENG 261 The Short Story, 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  
 HIS 221 Lesbian, Gay, Bisexual, Transgender, and Queer Histories in the U.S., 3cr  
 HON 201 Honors Seminar, 3cr  
 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 111 Chorus, 2cr  
 MUS 127 20th Century American Popular Music, 3cr  
 MUS 130 Applied Music, 1cr  
 MUS 138 Creative Musicianship, 1cr  
 MUS 139 Contemporary Music Ensemble, 2cr  
 MUS 151 The Beatles and Radiohead 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 ②  
 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 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 213 Advanced Acting, 3cr  
 THE 225 Directing-Theory and Practice, 4cr

## 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 in Liberal Arts, 3cr  
 MAT 120 Mathematical Problem Solving in STEM, Business, and Healthcare, 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

① EDU 144 taken prior to fall 2023 cannot be used as a Behavioral and Social Sciences General Education course.

② in combination with MUS 230

③ BIO 130 in combination with BIO 130L satisfies the 4-credit Natural or Physical Science requirement.



## Natural or Physical Science

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  
BIO 130L Human Nutrition Lab, 1cr ①  
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 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 210 Thermodynamics, 3cr  
GEO 101 Planet Earth, 4cr  
GEO 102 History of Earth and Life, 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  
SCI 103 Astronomy, 4cr  
SCI 117 Meteorology, 4cr  
SCI 137 Permaculture Design, 4cr  
SCI 138 Soil Science, 4cr

① EDU 144 taken prior to fall 2023 cannot be used as a Behavioral and Social Sciences General Education course.

② in combination with MUS 230

③ BIO 130 in combination with BIO 130L satisfies the 4-credit Natural or Physical Science requirement.

# Associate in Arts Degree

- 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.*

- Contemporary Music Studies (LCMS)
- Education (LEO)
- English (LAE)
- Farm and Food Systems (LFF)
- Health Science (LAH)
- History (LHI)
- 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 degree at GCC to receive a degree.

Developmental courses will not be used to fulfill associate degree requirements. Refer to page 34 for more information on developmental courses.

① To learn more about transfer requirements, see pages 50-51.

## Business Administration Transfer (BAT)

Satisfies MassTransfer General Education Foundation ①

<b>The Degree</b>	Associate in Arts
<b>The Program</b>	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.
<b>Your Next Step</b>	Transfer to a Baccalaureate program
<b>Program Contacts</b>	Jeffrey Galbraith, Office: N415, (413) 775-1483, email: galbraith@gcc.mass.edu Martha Field, Office: N416, (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 Behavioral and Social Sciences Elective	3

#### Humanities and Fine Arts

One 200-level course coded ENG	3
One course coded HIS	3
One 3- or 4-credit Humanities and Fine Arts Elective	3-4

#### Natural or Physical Science

Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI, or EGR 105	8
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#### Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 34), and other than MAT 105 and MAT 106 ②	3-4
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### 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
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### OPEN ELECTIVES

Any course other than a developmental course (see page 34) ④	1-4
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To plan degree completion, see the course descriptions in the Catalog or at [www.gcc.mass.edu/academics/catalog/classes](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 50-51 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 116 or visit <http://www.gcc.mass.edu/online> for additional information.**



Liberal Arts (LIB)<sup>①</sup>

Satisfies MassTransfer General Education Foundation <sup>②</sup>

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 Contacts	Trevor Kearns, Office: N315, (413) 775-1264, email: <a href="mailto:kearnst@gcc.mass.edu">kearnst@gcc.mass.edu</a>

Total credits: 60-62

GENERAL EDUCATION REQUIREMENTS

<b>English Composition/Writing</b>	
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
<b>Behavioral and Social Sciences</b>	
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 Behavioral and Social Sciences Elective	3
<b>Humanities and Fine Arts</b>	
One 200-level course coded ENG	3
One course coded HIS	3
One 3- or 4-credit Humanities and Fine Arts Elective <sup>③</sup>	3-4
<b>Natural or Physical Science</b>	
Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI, or EGR 105	8
<b>Mathematics/Quantitative Reasoning</b>	
Any course coded MAT other than a developmental course (see page 34), and other than MAT 105 and MAT 106	3-4
<b>OPEN ELECTIVES</b>	
Any courses other than a developmental course (see page 34) <sup>③</sup>	25

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

<sup>①</sup> You may also select from the liberal arts options listed on page 62.  
<sup>②</sup> See pages 50-51 for the specific requirements of the MassTransfer General Education Foundation.  
<sup>③</sup> 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 116 or visit <http://www.gcc.mass.edu/online> for additional information.



# 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 Program	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.
Program Contacts	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 Behavioral and Social Sciences Elective	3
Humanities and Fine Arts	
One 200-level course coded ENG	3
One course coded HIS	3
MUS 138 Creative Musicianship②	2
MUS 153 The World of Music and the Human Spirit	3
MUS 154 Audio Recording and Production I	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 34), 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

## OPEN ELECTIVES

Any course other than a developmental course (see page 34)	3
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Ensemble Electives		Music Electives	
MUS 139 Contemporary Music Ensemble	2	MUS 127 20th Century American Popular Music	3
MUS 140 Vocal Jazz Ensemble	2	MUS 208 Jazz Improvisation	3
MUS 151 The Beatles and Radiohead Ensemble	2	MUS 220 Songwriting	3
		MUS 222 Audio Recording and Production II	3
		MUS 223 Electronic Music Composition	3
		MUS 224 Independent Music Production Project	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 [www.gcc.mass.edu/academics/catalog/classes](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 50-51 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 Program	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.
Program Contacts	Peggy Martalock, Office: E116M, (413) 775-1118, email: martalockp@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	
PSY 101 Principles of Psychology	3
Any 3-credit, 200-level Behavioral and Social Sciences Elective	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
Natural or Physical Science	
One 4-credit course coded BIO	4
One 4-credit course coded: CHE, GEO, PHY, SCI, or EGR 105	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 Inclusion and Accommodation Birth through Age Sixteen	3
EDU 144 Child Growth and Development, Conception to Age 8	3
OPEN ELECTIVES	
Any courses other than a developmental course (see page 34) ③	19

To plan degree completion, see the course descriptions in the Catalog or at [www.gcc.mass.edu/academics/catalog/classes](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 50-51 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 201

Teacher licensure level, 1st - 6th grade

- Strongly recommended for MTEL prep: MAT 116 and MAT 117
- EDU 201

Teacher licensure level, 5th - 12th grade

- Any MAT course other than developmental courses and MAT 105 and 106 (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.

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

## 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".)

<b>The Degree</b>	Associate in Arts in Liberal Arts
<b>The Program</b>	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.
<b>Your Next Step</b>	Transfer to a Baccalaureate program. Future careers may include writing, editing, publishing, education, public relations, advertising, business, media communications, information technology, law, and politics.
<b>Program Contacts</b>	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 Behavioral and Social Sciences Elective 3

#### Humanities and Fine Arts

One course coded HIS 3

One 3- or 4-credit Humanities and Fine Arts Elective ② 3-4

#### 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 34), 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 34) ④ 10

#### ENGLISH ELECTIVES

##### Column A (Survey Courses)

ENG 203 American Literature I	3
ENG 204 American Literature II	3
ENG 205 British Literature I	3
ENG 206 British Literature II	3
ENG 221 Shakespeare	3
ENG 228 Queer Literature	3
ENG 247 Women in Literature I	3
ENG 248 Women in Literature II	3
ENG 256 Modern Global Literature	3

##### Column B (Genre Courses)

ENG 207 Creative Writing and Literature: Themes and Methods	3
ENG 208 Creative Writing and Literature: Studies in Genre	3
ENG 210 Creative Nonfiction	3
ENG 212 Graphic Novel	3
ENG 229 Gothic Literature	3
ENG 241 Survey of Children's Literature	3
ENG 243 Modern Poetry	3
ENG 244 Science Fiction: Themes and Contexts	3
ENG 261 The Short Story	3

To plan degree completion, see the course descriptions in the Catalog or at [www.gcc.mass.edu/academics/catalog/classes](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 50-51 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 116 or visit <http://www.gcc.mass.edu/> online for additional information.**



# 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 Program	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.
Program Contacts	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 Humanities and Fine Arts Elective ②	3-4

### 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 used above: BIO 102, BIO 124, SCI 137	4

### Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 34), and other than MAT 105 , MAT 106, and MAT 116	3-4
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## ADDITIONAL PROGRAM REQUIREMENTS

BUS 111 Introduction to Business	3
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## OPTION ELECTIVES

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

Any 9 credits of courses other than developmental courses (see page 34).	9
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① See pages 50-51 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  
 AGR 110 Beekeeping  
 AGR 111 Four Season Farming  
 AGR 112 Food Preservation and Storage  
 AGR 113 Mushroom Foraging  
 AGR 115 Permaculture Landscape Management and Installation  
 AGR 118 Sustainable Farming Skills  
 AGR 119 Mushroom Cultivation  
 AGR 293/294 Internship in Agriculture ③

#### BIOLOGY ELECTIVES

BIO 104 Natural History  
 BIO 120 Introduction to Environmental Science  
 BIO 126 Biology I  
 BIO 127 Biology II  
 BIO 130 Human Nutrition  
 BIO 130L Human Nutrition Lab  
 BIO 220 Foundations of Ecology  
 BIO 293/294 Internship in Biology ③

#### CLIMATE STUDIES ELECTIVES

SCI 117 Meteorology

#### ENVIRONMENTAL STUDIES ELECTIVES

EVS 293/294 Internship in Environmental Studies ③

#### HUMANITIES ELECTIVES

Spanish ④

#### MATH ELECTIVES

1 MAT 107 or higher except for MAT 116 4

1

#### PHYSICAL SCIENCE ELECTIVES

1 CHE 111 General Chemistry I 4  
 1 CHE 112 General Chemistry II 4  
 CHE 201 Organic Chemistry I 4  
 1 CHE 202 Organic Chemistry II 4  
 3 EGR 105 Introduction to Engineering, Science, Technology, and Society 4  
 1-6 EGR 107 Engineering Graphics 4  
 PHY 101 General Physics I 4  
 PHY 102 General Physics II 4  
 4 PHY 111 General Physics I with Calculus 4  
 4 PHY 112 General Physics II with Calculus 4

#### RENEWABLE ENERGY AND SUSTAINABLE BUILDING ELECTIVES

1 REE 293/294 Internship in Renewable Energy/Energy Efficiency ③ 1-6  
 1-6

#### SCIENCE ELECTIVES

SCI 137 Permaculture Design 4  
 4 SCI 293/294 Internship in Science ③ 1-6

#### SOCIAL AND ENVIRONMENTAL JUSTICE ELECTIVES

1-6 ECO 113 Environmental Economics 3  
 SOC 106 Social Inequality 3

1-4

To plan degree completion, see the course descriptions in the Catalog or at [www.gcc.mass.edu/academics/catalog/classes](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 119 for more information on Internship courses.

① See pages 50-51 for the specific requirements of the MassTransfer General Education Foundation.

② No more than six total credits of any combination of internships may count toward the degree. Of these six credits, no more than three credits may count toward Option electives.

③ 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: 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 Program	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.
Program Contacts	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 Behavioral and Social Sciences Elective	3
Humanities and Fine Arts	
One 200-level course coded ENG	3
One course coded HIS	3
One 3- or 4-credit Humanities and Fine Arts Elective ②	3-4
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 34), and other than MAT 105 and MAT 106 ③	3-4
ADDITIONAL PROGRAM REQUIREMENTS	
Any 3 credits of courses coded EMS, MAC, MOM, or NUR	3
OPEN ELECTIVES	
Any courses other than a developmental course (see page 34).	22

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 50-51 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.
Program Contacts	Alyssa Arnell, Office: N320, (413) 775-1255, email: <a href="mailto:arnella@gcc.mass.edu">arnella@gcc.mass.edu</a>

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 Behavioral and Social Sciences Elective	3

### Humanities and Fine Arts

One 200-level course coded ENG	3
Any World Language course coded FRE, LAT, SPA ②	3-4

### Natural or Physical Science

Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI, or EGR 105	8
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### Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 34), and other than MAT 105 and MAT 106 ③	3-4
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## 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
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## OPEN ELECTIVES

Any courses other than a developmental course (see page 34).	10
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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 50-51 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: 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".)

<b>The Degree</b>	Associate in Arts in Liberal Arts
<b>The Program</b>	Provides a strong foundation in mathematics for students who want to major in mathematics at a 4-year institution
<b>Your Next Step</b>	Transfer to a Baccalaureate program in Mathematics or a related discipline.
<b>Program Contacts</b>	Beth Brown, Office: N409, (413) 775-1764, email: browne@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 Behavioral and Social Sciences Elective ②	3

#### Humanities and Fine Arts

One 200-level course coded ENG	3
One course coded HIS	3
One 3- or 4-credit Humanities and Fine Arts Elective ③	3-4

#### Natural or Physical Science

Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI, or EGR 105 ④	8
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#### 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 34), and other than MAT 105 and MAT 106 ②⑤⑥	8-11
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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 50-51 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 Program	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	
Program Contacts	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 Behavioral and Social Sciences Elective	3

### Humanities and Fine Arts

One 200-level course coded ENG	3
One course coded HIS	3
One 3- or 4-credit Humanities and Fine Arts Elective ②	3-4

### 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
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## OPTION ELECTIVES

ONE of the following: any AGR-coded course, BIO 124, CHE 201, MAT 107, or PHY 101	1-4
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## OPEN ELECTIVES

Any courses other than a developmental course (see page 34)	3
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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 <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 50-51 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".)

<b>The Degree</b>	Associate in Arts in Liberal Arts
<b>The Program</b>	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.
<b>Your Next Step</b>	Transfer to a Baccalaureate program in sociology, psychology, environmental studies, political science, or anthropology. Enter a career field based in the social sciences.
<b>Program Contacts</b>	Brian Kapitulik, Office: E116K, (413) 775-1144, kapitulikb@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 Humanities and Fine Arts Elective ②	3-4

#### Natural or Physical Science

Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105	8
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#### Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 34), and other than MAT 105 and MAT 106	3-4
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### OPTION ELECTIVES

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

Any courses other than a developmental course (see page 34) ④	10-11
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### 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/courses>, which specify the planned semester(s) in which the course is to be scheduled.

① See pages 50-51 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 116 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 Program	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.
Program Contacts	Tom Geha, Office: SG01A, (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 Behavioral and Social Sciences Elective	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
THE 101 Introduction to Theater	3
THE 113 Fundamentals of Acting	3
THE 133 College Theater Workshop ②	2
THE 225 Directing - Theory and Practice	4
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 34), and other than MAT 105 and MAT 106	3-4
OPTION ELECTIVES	
Any three courses from the Theater Electives list below	9
OPEN ELECTIVES	
Any course other than a developmental course (see page 34)	3

THEATER ELECTIVES	
THE 105 Play Analysis	3
THE 106 Stage Craft	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/courses>, which specify the planned semester(s) in which the course is to be scheduled.

① See pages 50-51 for the specific requirements of the MassTransfer General Education Foundation.  
② THE 133 required 2 out of 4 semesters.

# Associate in Science Degree

- Adventure Education (ADE) ①
- Allied Health (ALH)
- Art/Visual Arts (AVA)
- Art/Visual Arts MassTransfer Option (AVC)
- Biology (BIO)
- Business Administration General (BAG)
- Chemistry (CHE)
- Computer Science (CSC)
- Criminal Justice (CRJ)
- Criminal Justice MassTransfer Option (CJC)
- Early Childhood Education MassTransfer Option (ECE) ②
- Engineering Science (EGS)
- Environmental Conservation (ENC)
- Fire Science Technology (FST)
- Human Services (HSE)
- Nursing (NUR) ③④— Requires a special admission process

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 General Education Elective.

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 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 50-51.

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 34 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 Contacts	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 Behavioral and Social Sciences General Education Elective	3
Any 9 credits 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		OPTIONAL ELECTIVES (Non-required)	
OLP 201 Individual Project in Outdoor Leadership	2	OLP 147 Winter Mountaineering ②	2
OLP 230 Rock Climbing Instructor	3	OLP 148 Ice Climbing	2
OLP 231 River Canoe Instructor	3	OLP 149 Introduction to Nordic Skiing	1
OLP 234 Challenge Course Practitioner	3	OLP 150 Fundamentals of Technical Rock Climbing	3
OLP 239 Backcountry Travel Instructor II ②	4		
OLP 246 Outdoor Emergency Care	4		

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 exam.

To plan degree completion, see the course descriptions in the Catalog or at [www.gcc.mass.edu/academics/catalog/classes](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 50-51 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.





# Allied Health (ALH)

Includes Mass STEM General Education Foundation

The Degree	Associate in Science
The Program	Prepares students for entry-level employment in a variety of clinical and non-clinical allied health careers including, but not limited to, Public Health Assistants, Medical Research, Heath Office Management, Health Informatics, Medical and Clinical Laboratory Technicians, Epidemiology, Environmental Health and Health Education. Provides many of the prerequisite courses needed for advanced health occupation certificates such as surgical assistants and radiology technicians, or transfer to four-year college or university health occupation programs including, but not limited to, Public Health, Nutrition, Dietetics Intent, Kinesiology Intent, Physical Therapy Intent, Occupational Therapy Intent, Physician Assistant Intent, Radiology Technician, and Dental Hygiene.
Your Next Step	Seek employment or transfer to a health career baccalaureate program, or a stackable certificate health occupation program.
Program Contacts	Susan Markush, Office S410, (413) 775-1156, email: markushs@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

PSY 101 Principles of Psychology	3
One of the following: PSY 209 or PSY 217 or SOC 101 (1)	3

### Humanities and Fine Arts

Any two 3-4 credit Humanities and Fine Arts Electives	6-8
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### Natural or Physical Science

BIO 126 Biology I	4
BIO 215 Human Anatomy & Physiology	4
BIO 216 Human Anatomy & Physiology II	4

### Mathematics/Quantitative Reasoning

MAT 114 Introduction to Statistics	4
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## ADDITIONAL PROGRAM REQUIREMENTS

Any three 4-credit courses from BIO, CHE, PHY, MAT not used to meet other requirements ①	12
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## PROGRAM ELECTIVES

Any three 3-4 credit courses from ACC, BUS, CIS, ECO, EMS, MAT, MOM, PHI, PSY, SPA not used to meet other requirements ①	11-12
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## OPEN ELECTIVES

Any course other than a developmental course (see page 34 of the college catalog)	3-4
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To plan degree completion, see the course descriptions in the Catalog or at [www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

① Work with your advisor to choose courses that will allow you to reach your specific employment or transfer goal.



# 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. 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 Contacts	Jen Simms, Office: S227, (413) 775-1298, email: simmsj@gcc.mass.edu

Total credits: 60-62

## PROGRAM REQUIREMENTS

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 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
Any 3-credit Behavioral and Social Sciences General Education Elective	3
Any 3-4 credit General Education Elective	3-4
Any 3- or 4-credit General Education Elective, other than courses coded ART	3-4

## PROGRAM ELECTIVES ①

Any additional 3-credit course coded AHS	3
Any five additional 3-credit courses coded ART (nine credits must be at the 200-level) ②	15

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

① Art students work closely with an art faculty advisor to create a focused concentration through their choice of program electives  
② 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](http://www.gcc.mass.edu/academics/catalog/classes).



# 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. 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 Contacts	Jen Simms, Office: S227, (413) 775-1298, email: simmsj@gcc.mass.edu

Total credits: 62-63

## 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 161 Computer Arts Foundation	3
ENG 101 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
Any three 3-credit Behavioral and Social Sciences General Education Elective	9
Any course coded MAT other than a developmental course (see page 34), 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

## PROGRAM ELECTIVES ②

Any three additional 3-credit courses coded ART (six credits must be at the 200-level) ③	9
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To plan degree completion, see the course descriptions in the Catalog or at [www.gcc.mass.edu/academics/catalog/classes](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 50-51 for the specific requirements of the MassTransfer General Education Foundation  
② Art students work closely with an art faculty advisor to create a focused concentration through their choice of program electives.  
③ 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>.



# 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 Contacts	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 Behavioral and Social Sciences Electives	6
Humanities and Fine Arts	
Any two 3-4 credit Humanities and Fine Arts Electives 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 34 of the college catalog) ②	3-4

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](http://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 core business courses as well as liberal arts and electives to develop a personalized skill set. Prepares students to enter the workplace.
Your Next Step	Work in entry-level management, marketing, or information technology in a variety of organizational settings.
Program Contacts	Martha Field, Office: N416, (413) 775-1421, email: field@gcc.mass.edu Jeffrey Galbraith, Office: N415, (413) 775-1483, email: galbraith@gcc.mass.edu

Total credits: 60-61

## PROGRAM REQUIREMENTS

ACC 151 Concepts in Financial Accounting I	3
BUS 111 Introduction to Business	3
BUS 116 E-Commerce	3
CIS 140 Computer Applications and Concepts	3
ECO 101 Macroeconomics	3
ECO 102 Microeconomics	3
ENG 101 English Composition I	3
ENG 112, ENG 114, or ENG 116 English Composition II	3
MAT 114 Introduction to Statistics	4
Any 3-credit Behavioral and Social Sciences General Education Elective	3
Any 3-4 credit General Education Elective	3-4

## PROGRAM ELECTIVES

Any 21 credits of courses coded ACC, BUS, CIS, ECO, or CSC 101	21
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## OPEN ELECTIVES

Any 5 credits from courses other than a developmental course in the Catalog	5
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To plan degree completion, see the course descriptions in the Catalog or at [www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

## Chemistry (CHE)

Includes Mass STEM General Education Foundation

<b>The Degree</b>	Associate in Science
<b>The Program</b>	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.
<b>Your Next Step</b>	Transfer to a Baccalaureate program in Chemistry
<b>Program Contacts</b>	Trish Basford, Office: S409, (413) 775-1862, email: basfordt@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 6 credits of Behavioral and Social Sciences Electives	6
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#### Humanities and Fine Arts

Any 6 credits of Humanities and Fine Arts Electives ①	6
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#### 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 34)	4
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### OPEN ELECTIVES

Any 6-8 credits of course, other than a developmental course (see page 34)	6-8
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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](http://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 Contacts	Amy Ehmann, Office: S419E, (413) 775-1172, email: ehmann@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 Behavioral and Social Sciences Electives	6
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### Humanities and Fine Arts

Any 6 credits of Humanities and Fine Arts Electives ①	6
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### 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
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### 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 34) and other than courses already used to satisfy other program requirements	7-8
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To plan degree completion, see the course descriptions in the Catalog or at [www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.



# Criminal Justice (CRJ)

Admission to this program is paused while a curriculum review and update are completed.

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 Contacts	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
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## OPEN ELECTIVES

Any courses other than a developmental course (see page 34) ①	6
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## 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 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 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](http://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)

Admission to this program is paused while a curriculum review and update are completed.

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 Contacts	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 34), 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
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## 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 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](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 50-51 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

<b>The Degree</b>	Associate in Science
<b>The Program</b>	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.
<b>Your Next Step</b>	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.
<b>Program Contacts</b>	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, Thinking, and Learning	3
EDU 111 Inclusion and Accommodation, Birth through Age Sixteen	3
EDU 123 Infant and Toddler Learning and Care	3
EDU 141 Relationships, Families, and Community	3
EDU 144 Child Growth and Development, Conception to Age 8 ②	3
EDU 148 Understanding and Guiding Children's Behavior	3
EDU 201 Early Childhood Curriculum	3
EDU 215 Student Teaching, Co-Constructed Curriculum, Documentation, and Culturally Responsive Teaching ③	6
EDU 216 Student Teaching, Health, Safety, Program Planning, and Environmental Design ③	3
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 3-credit, 200-level Behavioral and Social Sciences General Education Elective	3
Any 6 credits of Humanities and Fine Arts General Education Electives 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, SCI, or EGR 105	3-4

The associate 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 50-51 for the specific requirements of the MassTransfer General Education Foundation.

② If EDU 144 was taken before fall 2023, an additional Behavioral and Social Sciences General Education class must be taken to fulfill the MassTransfer General Education Foundation requirements

③ A grade of C or better required.

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)

<b>The Degree</b>	Associate in Science
<b>The Program</b>	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.
<b>Your Next Step</b>	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.
<b>Program Contacts</b>	Ted Johnson, Office: S419D, (413) 775-1429, email: johnsont@gcc.mass.edu Amy Ehmann, Office: S419E, (413) 775-1172, email: ehmann@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 Behavioral and Social Sciences General Education Electives and Humanities and Fine Arts General Education Electives	6
At least 14 credits, see below for examples for the different Engineering specialties, other than a developmental course (see page 34)	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, Strength of Materials EGR 206, 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, Strength of Materials EGR 206, Thermodynamics EGR 210, Probability and Statistics for Scientists and Engineers EGR 213, General Chemistry I CHE 111, General Chemistry II CHE 112.
- 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, Strength of Materials EGR 206, General Chemistry I CHE 111

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.



# Environmental Conservation (ENC)

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 Environmental Conservation, including Environmental Science and Natural Resources Conservation.	
Your Next Step	Transfer to a Baccalaureate program	
Program Contacts	Tony Reiber; Office: S415, (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	
ECO 113 Environmental Economics	3
Any 3-credit Behavioral and Social Sciences Elective	3
Humanities and Fine Arts ①	
Any two 3 or 4 credit Humanities and Fine Arts Electives	6-8
Natural or Physical Science	
BIO 120 Environmental Science	4
BIO 126 Biology I	4
BIO 127 Biology II	4
CHE 111 General Chemistry I	4
Mathematics/Quantitative Reasoning	
One 4 credit course from the following list: MAT 108, MAT 114, MAT 151, MAT 201, MAT 202, MAT 203, MAT 204, MAT 205	4
STEM ELECTIVES	
Any 12 credits from the following (not used above): BIO 220, CHE, GEO 101, MAT, PHY, SCI 103, SCI 117, SCI 138	12
OPEN ELECTIVES	
Any courses other than a developmental course (see page 34)	10-12

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

To plan degree completion, see the course descriptions in the Catalog or at [www.gcc.mass.edu/academics/catalog/classes](http://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.





# 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, fire safety and survival, fire investigation 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 Contacts	Dawn Josefski, Office: E130B, (413) 775-1761, email: josefski@gcc.mass.edu

Total credits: 60-61

## PROGRAM REQUIREMENTS

One course coded CIS	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 159 Fire Protection Systems	3
FST 253 Fire Investigation	3
Any course coded MAT other than a developmental course (see page 34), and other than MAT 105 and MAT 106	3-4
One of the following: PSY 101 Principles of Psychology or SOC 101 Principles of Sociology	3

## PROGRAM ELECTIVES

Any 15 credits of courses coded FST ☉ or EMS not used to meet other requirements	15
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## OPEN ELECTIVES

Any 9 credits of General Education Electives	9
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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.

☉ FST courses are offered on a rotating two-year schedule



# Human Services (HSE)

Includes Mass STEM General Education Foundation

The Degree	Associate in Science
The Program	Focuses on the study of the human condition and the role of the helper in addressing human needs. It provides an interdisciplinary learning experience that encompasses knowledge acquisition, self-exploration, and skill development.
Your Next Step	Transfer to a four-year institution to study human services, social work, public health, or public administration. Work in an entry-level human services position, including social services aide, case manager, direct care supervisor, and more.
Program Contacts	Amy A. Ford, Office 116F, (413) 775-1127, email: <a href="mailto:forda@gcc.mass.edu">forda@gcc.mass.edu</a>

Total credits: 60-61

## PROGRAM REQUIREMENTS

ENG 101 English Composition 1	3
ENG 112, 114, or 116 English Composition II	3
HSV 101 Introduction to Human Services	3
PSY 101 Principles of Psychology	3
SOC 106 Social Inequality	3
One of the following: SPA 101 Elementary Spanish or ASL 101 Elementary Sign Language	4
PHI 104 Introduction to Ethics	3
BIO 132 Lifestyle, Health, and Medicine	4
MAT 114 Introduction to Statistics	4
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
One 3 or 4 credit Humanities and Fine Arts General Education Elective	3-4
One 3 or 4 credit Natural or Physical Science General Education Elective	3-4

## PROGRAM ELECTIVES

Any four 3-credit courses from the list below	12
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## PROGRAM ELECTIVES

ECO 101 Principles of Microeconomics or ECO 102 Principles of Macroeconomics	3
POL 101 American Politics	3
POL 116 State and Local Government	3
HSV 216 The Nonprofit World	3
PSY 209 Abnormal Psychology	3
PSY 217 Human Growth and Development	3
Any 3-credit course from HSV, PSY, or SOC	3

Please see your advisor to determine appropriate course sequence for your intended pathway.

## Nursing (NUR)

<b>The Degree</b>	Associate in Science
<b>The Program</b>	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.
<b>Your Next Step</b>	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.
<b>Program Contacts</b>	Melanie Ames Zamojski, Dean of Nursing, Office: E120C, (413) 775-1763, email: zamojskim@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 ①③④ or BIO 194 Comprehensive Anatomy and Physiology ③⑦	4
BIO 216 Human Anatomy and Physiology II ①③	4
BIO 205 Microbiology ①③	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 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 ④	3
PSY 101 Principles of Psychology ②	3
PSY 217 Human Growth and Development ②⑥	3
SOC 101 Principles of Sociology ②	3

### PROGRAM ELECTIVES

One 3-4 credit Humanities and Fine Arts General Education Elective ②	3-4
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### 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 106A④, NUR 106C, NUR 108A④, and NUR 108C.	

#### 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 201A④, and NUR 201C.	

- ④ 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
- ③ CR required to advance to next course
- ③ 7-year currency or exam required
- ② B or better required
- ③ 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](http://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 120, MAT 014, MAT 014S, MAT 096, or MAT 096S with a C+ or better within seven (7) 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 seven (7) 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) 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. ADN students will also be required to have a National Background check, which includes a nationwide record indicator with sex offender, national fraud and abuse search and a county criminal search. Students are required to have a mandatory drug screening prior to enrolling. 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](http://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 ①③ or BIO 194 Comprehensive Anatomy and Physiology ③②
- 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 ③

*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 106A④, NUR 106C, NUR 108A④, and NUR 108C.*

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 ①③ or BIO 194 Comprehensive Anatomy and Physiology ③②
- BIO 216 Human Anatomy and Physiology II ①③

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) ③

*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 201A④, 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

# Certificate Programs

- Addiction Studies (ASC)
- Early Childhood Education (CECE)
- 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 34 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](http://www.CAAHEP.org)) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions ([www.coaemsp.org](http://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 Contacts	Amy Ford, Office: E116F, (413) 775-1127, email: <a href="mailto:forda@gcc.mass.edu">forda@gcc.mass.edu</a>

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](http://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



# Early Childhood Education (CECE)

The Certificate	Early Childhood Education
The Program	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 program may be eligible to apply for the national and state recognized Child Development Associate credential ①. Students will also be eligible to apply for Lead Teacher Certification for community-based programs in Massachusetts. To work towards advanced teaching opportunities in the field of community-based early education and care, students should plan to obtain an associate 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 Contacts	Peggy Martalock, Ph.D., Office: E116M, (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 144 Child Growth and Development, Conception to Age 8	3
EDU 148 Understanding and Guiding Children's Behavior	3
EDU 216 Student Teaching, Health, Safety, Program Planning, and Environmental Design ②	3
ENG 101 English Composition I	3

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.

Students participating in the Child Development Associate credential option 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.

All certificate credits count towards completion of the ECE Associate in Science Degree.

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 The Child Development Associate (CDA) credential is a national credential awarded by the Council for Professional Recognition.  
② A grade of C or better 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 Contacts	Jeffrey Galbraith, Office: N415, (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](http://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 116 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 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 ( <a href="http://www.CAAHEP.org">www.CAAHEP.org</a> ) upon the recommendation of Medical Assisting Education Review Board. ( <a href="http://www.MAERB.org">www.MAERB.org</a> ).
Program Contacts	Dawn Josefski, Office: E130B, (413) 775-1761, email: <a href="mailto:josefski@gcc.mass.edu">josefski@gcc.mass.edu</a>

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

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](http://www.CAAHEP.org)) upon recommendation of the Medical Assistant Educational Review Board ([www.MAERB.org](http://www.MAERB.org)). The Commission on Accreditation of Allied Health Education Programs ([www.CAAHEP.org](http://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](http://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. MAC students will also be required to have a National Background check prior to enrolling in MAC 271, which includes a nationwide record indicator with sex offender, national fraud and abuse search and a county criminal search. Students are required to have a mandatory drug screening prior to the practicum course. Students 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 Contacts	Matthew Shippee, Office: S334, (413) 775-1228, email: shippeem@gcc.mass.edu

Total credits: 28

## PROGRAM REQUIREMENTS

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
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## MUSIC CERTIFICATE ELECTIVES

MUS 127 20th Century American Popular Music	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](http://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 Contacts	Bob Tremblay, Office N112, (413) 775-1126, email: tremblayb@gcc.mass.edu

Total credits: 31-33

## PROGRAM REQUIREMENTS

OLP 111 Introduction to Outdoor Adventure Skills	4
OLP 112 Wilderness Orientation Expedition for Outdoor LeadersⓈ	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 Ⓢ	3
OLP 201 Individual Project in Outdoor Leadership	2
OLP 210 Wilderness First Responder Ⓢ	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 239 Backcountry Travel Instructor II Ⓢ	4
OLP 246 Outdoor Emergency Care	4

### OPTIONAL ELECTIVES Ⓢ

OLP 147 Winter Mountaineering Ⓢ	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](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

Ⓢ Minimum age requirement 18 years for courses involving overnight stays.  
Ⓢ 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.  
Ⓢ 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 Contacts	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](http://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. 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. Paramedic students will also be required to have a National Background check prior to their hospital clinical rotations, which includes a nationwide record indicator with sex offender, national fraud and abuse search and a county criminal search. Students are required to have a mandatory drug screening prior to their hospital clinical rotations. 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.

To plan certificate completion, see the course descriptions in the Catalog or at [www.gcc.mass.edu/academics/catalog/classes](http://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)

<b>The Certificate</b>	Practical Nursing
<b>The Program</b>	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.
<b>Your Next Step</b>	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.
<b>Program Contacts</b>	Rebecca Wolf, (413) 775-1623, email: wolfr@gcc.mass.edu

**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](http://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 HUD 138 or MAT 095 or MAT 095S or MAT 105 or equivalent, or a higher-level Math course, with a "C+" grade or better within seven (7) years of program start date.
    - Applicants may also complete the Introductory Algebra admission requirement by receiving an Accuplacer score placing out of MAT 095 or HUD 138 or an equivalent course within the last seven (7) years.
  - Completion of ENG 101 with a "C" grade or better.
  - Completion of or concurrent enrollment in BIO 194 or BIO 215 or BIO 216 with a "C" grade or better within seven (7) years of program start date.
- All students entering the PN 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 PN Program. Discretionary Disqualification Category charges will be handled on a case-by-case basis. PNC students will also be required to have a National Background check, which includes a nationwide record indicator with sex offender, national fraud and abuse search and a county criminal search. Students are required to have a mandatory drug screening prior to enrolling. 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](http://www.gcc.mass.edu/academics/programs/practical-nursing) or by calling the Office of Admission at (413) 775-1801.

### 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](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

## Pre-Nursing (NUC)

<b>The Certificate</b>	Pre-Nursing
<b>The Program</b>	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.
<b>Your Next Step</b>	Take the TEAS ① and apply to the ADN or PNC program
<b>Program Contacts</b>	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 ④ (not required for admission or completion of this certificate)

C+ or better in the following courses:

BIO 205 within the last 7 years  
 BIO 215 within the last 7 years  
 BIO 216 within the last 7 years

B or better in the following courses:

BIO 194 within the last 7 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 7 years (not required for admission)  
 BIO 194 or BIO 215 within the last 7 years  
 BIO 216 within the last 7 years (not required for admission)  
 BIO 205 within the last 7 years (not required for admission)

To plan certificate completion, see the course descriptions in the Catalog or at [www.gcc.mass.edu/academics/catalog/classes](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 program 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

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 120 Mathematical Problem Solving in Stem, Business and Healthcare with a C+ or better within 7 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 7 years of program start date or received satisfactory placement test scores during placement assessment, then MAT 120 is not required for admission. Please note that the pre-requisite for MAT 120 is HUD 138 or MAT 095 or satisfactory placement or concurrent enrollment in MAT 003.

④ Math admission requirements for the PNC program include HUD 138 Algebra and College Success or an equivalent course at another college with a C+ or better within 7 years of the program start date or satisfactory placement test scores during placement assessment. If a student has completed MAT 095 Introductory Algebra or MAT 095s Introductory Algebra Self-Paced with a C+ or better within 7 years of the program start date or satisfactory placement test scores during placement assessment, then HUD 138 is not required for admission. Please note that the prerequisite for HUD 138 is HUD 137 Numeracy and College Success or MAT 090 or satisfactory placement or concurrent enrollment in MAT 003.

⑤ Humanities elective may be any one 3 or 4 credit Humanities and Fine Arts General Education Elective.



# 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 Contacts	Jen Simms, Office: S227, (413) 775-1298, email: simmsj@gcc.mass.edu

Total credits: 27

## PROGRAM REQUIREMENTS

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

To plan certificate completion, see the course descriptions in the Catalog or at [www.gcc.mass.edu/academics/catalog/classes](http://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 Contacts	Martha Field, Office: N416, (413) 775-1421, email: field@gcc.mass.edu Jeffrey Galbraith, Office: N415, (413) 775-1483, email: galbraith@gcc.mass.edu

Total credits: 27

## PROGRAM REQUIREMENTS

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](http://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 Contacts	Norma Quesada, Office: N221, (413) 775-1282, email: <a href="mailto:quesada@gcc.mass.edu">quesada@gcc.mass.edu</a>

Total credits: 22

## PROGRAM REQUIREMENTS

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](http://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.
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 Contacts	Norma Quesada, Office: N221, (413) 775-1282, email: <a href="mailto:quesada@gcc.mass.edu">quesada@gcc.mass.edu</a>

Total credits: 21-22

## PROGRAM REQUIREMENTS

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
One of the following: SPA 124 or SPA 133 or SPA 153 or SPA 202 ①	3-4

## OPTIONAL ELECTIVES (NON-REQUIRED)

If your goal is to attain the second level of the Global Seal of Biliteracy (Advanced Low on the ACTFL scale), take the following courses:	
SPA 255 Spanish Film and Language I	3
SPA 257 Spanish Film and Language II	3

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

① Students choosing SPA 202 can fulfill the customary university four-semester language requirement, SPA 101-202; students choosing one of the Spanish for the Professions courses can specialize their language learning for their future field of work.

# Academic Partner Programs

## Partner Programs with Neighboring Community Colleges

- 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.



# 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 Contacts	Nicole Tucker ntucker@berkshirecc.edu, Sean Reagan, Academic Counselor - Allied Health, (413) 236-1627, sreagan@berkshirecc.edu, Berkshire Community College
GCC Program Contacts	Alicia Ferreira, Coordinator of Health Occupations Advising, (413) 775-1202, ferreiraa@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	3
Total credits: 26	

## 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 credits: 40	

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.



# 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 Contacts	Mary Buckley, Faculty Radiologic Technology, Health Sciences Center for Health Education, Holyoke Community College, (413) 552-2448, email: mbuckley@hcc.edu
GCC Program Contacts	Alicia Ferreira, Coordinator of Health Occupations Advising, (413) 775-1202, ferreiraa@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 credits: 27	

## 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 credits: 43	

Note: For admission, students must successfully complete or have placement beyond MAT 120 or MAT 096 (MAT 106) or MAT 096S 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.

# 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 Contacts	Scott Frink, Faculty/Department Chair, smfrink@stcc.edu Laurie Millikan, ljmillikan@stcc.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
GCC Program Contacts	Alicia Ferreira, Coordinator of Health Occupations Advising, (413) 775-1202, ferreiraa@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 ①	4
MOM 110 Medical Terminology	3
PSY 101 Principles of Psychology	3
Total credits: 28	

## 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 credits: 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.

① BIO 215 and BIO 216 with a grade of C or better within the past 5 years.  
② MAT 120 or MAT 096 or MAT 096S and BIO 126 are prerequisites for BIO 215 and BIO 216 at GCC



# 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. They have an understanding of the procedure being performed and anticipates the needs of the surgeon. They have 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 <a href="http://www.nbsta.org">www.nbsta.org</a> ).
STCC Program Contacts	Amy Chenot, Program Director, 413-755-4887, <a href="mailto:anchenot@stcc.edu">anchenot@stcc.edu</a> , Springfield Technical Community College
GCC Program Contacts	Alicia Ferreira, Coordinator of Health Occupations Advising, (413) 775-1202, <a href="mailto:ferreiraa@gcc.mass.edu">ferreiraa@gcc.mass.edu</a>

## 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 credits: 31	

## 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 credits: 38	

Note: Bio 215 and Bio 216 with a grade of C or better within the past 5 years

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](mailto:shps@stcc.edu) or 413-755-7477.

① MAT 120 or MAT 096 or MAT 096S and BIO 126 are prerequisites for BIO 215 and BIO 216 at GCC



# 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, able to work independently and comfortable communicating in writing.

## 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.

## 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 135 Career Exploration and Planning (1 credit; offered every fall & spring)
- HUD 137 Numeracy and College Success (3 credits; offered every fall, spring & summer)
- HUD 138 Algebra and College Success (3 credits; offered every fall, spring & summer)

## 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.

## 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 REQUIREMENTS

GCC welcomes students with a variety of academic backgrounds to participate in our Honors Program. All prospective Honors students must be enrolled in an Associate degree program and must meet at least one of the following requirements to apply for admission:

- **Entering high school graduates:** Minimum 3.2 cumulative high school GPA
- **Transfer students:** At least 6 college-level credits, minimum 3.2 cumulative GPA or successful completion of a Commonwealth Honors Program at a Massachusetts community college, state college, or state university
- **Current GCC students:** At least 6 college-level credits, minimum 3.2 cumulative GPA

If you do not fully meet any of these requirements, you may apply to substitute other academic work or projects that indicate an ability to succeed in the Honors Program. Contact an Honors Program Coordinator to pursue this option.

Admission to the Honors Program is required prior to registering for Honors courses or proposing Honors Projects for regular courses.

To apply to the GCC Honors Program, send an email requesting admission to an Honors Program Coordinator and explain how you meet the criteria above.

### GRADUATION REQUIREMENTS

To graduate as an Honors Scholar, a student must:

- Have a minimum cumulative GPA of 3.2
- Complete a minimum of 9 Honors credits, including 3 credits of an interdisciplinary Honors seminar (courses designated HON)
- 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 (e.g., the GCC Student Symposium or the UMass Undergraduate Research Conference)

Honors students may transfer in Honors courses taken at other institutions for GCC Honors Program credit if they earned a minimum grade of B in them, or if taken pass/fail, when the home institution recognizes a P grade as sufficient for Honors credit.

### HONORS COURSE PROPOSAL

To earn Honors credit for any regular course, students may 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 Program Committee. The Project must be completed by the end of the semester and the student must earn at least a B in order to receive Honors credit. For questions or examples of successful Proposals, please contact an Honors Program Coordinator.

### HONORS SEMINARS

An Honors seminar is an interdisciplinary course that focuses on research, critical discussion, and oral and written presentation. To graduate with an Honors degree, a student must take at least one Honors seminar, which will count toward the graduation requirement of 9 total Honors credits. Honors seminars also count as Open Electives in degree programs.

HON 201 is an advanced seminar with a topic that changes from year to year, while other 200-level HON seminars focus on disciplinary groupings: Humanities and Fine Arts, Behavioral and Social Sciences, and Natural and Physical Sciences.

## HONORS PRESENTATION REQUIREMENT

All Greenfield Community College Honors students are expected to present original research or creative work at an approved conference or symposium at least once. The GCC Student Symposium and Massachusetts Undergraduate Research Conference are pre-approved forums for presentation. Other conferences and forums need prior approval by an Honors Program Coordinator.

## BENEFITS

- **Honors Advising** – Students seeking honors credit may meet with an 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 of research.
- **Workshops** – Honors Scholar Program Coordinators 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.

## CONTACT AN HONORS PROGRAM COORDINATOR

Trevor Kearns: kearnst@gcc.mass.edu (413) 775-1264

Brian Kapitulik: kapitulikb@gcc.mass.edu (413) 775-1144

## Honors Courses

### HONORS PROJECT PROPOSAL GUIDELINES

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 Project Proposal approved by the course instructor and by the members of the Honors Committee. This Proposal must be submitted to the 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. Also, a student must be admitted to the Honors Program before they are allowed to submit an Honors Project Proposal. 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.

An Honors Project can take many forms, but it must extend the student's learning beyond the material already on the course syllabus. This might mean that a student examines a course topic in greater depth or explores more advanced topics beyond the scope of the course. Examples of Honors Projects include research papers, independent research, literature reviews, oral presentation of academic work publicly or in class, field work, art projects, designing and leading learning activities in class, and performances. Honors Projects must include clearly defined learning objectives and a provisional timeline or plan for meeting these. Also, a Project must focus on one or more of the following features: inquiry, writing, critical thinking, oral presentation.

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 in 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 credit. 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 credit will be awarded in accordance with GCC grading policies.

Courses taken for Honors credit in this way are notated on student transcripts with an "H" added to the course number, e.g., ENG 112H.

### HONORS PROJECT PROPOSAL PROCESS

Below are the steps necessary to complete an Honors Project Proposal. Once all steps are completed and your Proposal has

been approved, you will be registered into the Honors section of the course. You must be admitted to the Honors Program before proposing an Honors Project for a regular course.

- Determine which course you would like to take for Honors credit, then register for this course. The course must already be in the class schedule for the desired semester, but it cannot be either an independent study or an internship. To take a course for Honors credit, you need to design and complete an Honors Project that extends beyond the scope or depth of material already in the course syllabus.
- Contact the course instructor to determine whether they are willing to sponsor your Honors Project for this course. The course instructor must agree to supervise your Honors Project in order for you to take their course for Honors credit. Some courses will not have an instructor assigned to them until the semester starts, so you may have to wait until the first day of class to start this step. However, you should monitor the instructor assignment for your course and contact your instructor as soon as possible in order to move this process forward.
- Write your Honors Project Proposal with the instructor. This Proposal details the Honors Project you will pursue and specifies a timeline for its completion, including meetings with the instructor. Make sure that your Project goes beyond the regular course material in a substantial way and focuses on inquiry, writing, critical thinking, or oral presentation.
- Submit your completed Proposal and a copy of the course syllabus to the form on the Honors Program website within the first week of the semester. The faculty members of the Honors Committee will review your Proposal. If they have questions or concerns, they will contact you and the instructor to seek clarification or to make suggestions. Once they approve your Proposal, the Honors section of the course will then be created in GCC's registration system and you will be registered for it.

Check your myGCC account to verify that the Honors section of the course has been added to your schedule.

## Internships

Internships are an important part of your career development. They provide workplace experience, networking opportunities, professional references, and the confidence and satisfaction of a good day's work. Internships undertaken by GCC students qualify for academic credit, and all GCC interns draw a salary for their work, even if the internship site cannot offer pay. Students are not required to pay for the tuition and fees associated with their internship course. Learn more at [gcc.mass.edu/internships](http://gcc.mass.edu/internships). Students may also reach out to the GCC Internship Coordinator at [internships@gcc.mass.edu](mailto:internships@gcc.mass.edu).

## Study Abroad Opportunity

The International Language and Culture Study Award 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 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 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 including:

- Bachelor of Science in Social Work (20-month, Saturday only program with some online courses at GCC)
- Bachelor of Science in Nursing (RN-BSN) (12-month or 15-month online cohort programs with asynchronous and hybrid synchronous delivery models)

For more information on the B.S. in Social Work, contact April Parsons, Vice President of Academic Affairs, Greenfield Community College, room S325, (413) 775-1869, [parsonsa@gcc.mass.edu](mailto:parsonsa@gcc.mass.edu), or contact Stefany Scliopou, Director of Graduate and Continuing Education Admission, Elms College, (413) 265-2592, [scliopous@elms.edu](mailto:scliopous@elms.edu). For more information on the B.S. in Nursing degree (RN-BSN), contact Melanie Zamojski, Dean of Nursing, Greenfield Community College, room E120C, (413) 775-1763, [zamojskim@gcc.mass.edu](mailto:zamojskim@gcc.mass.edu), or Dr. Emily Cabrera at (413) 265-2471, [cabrerae@elms.edu](mailto:cabrerae@elms.edu).

# Credit Courses

Accounting (ACC)	Emergency Medical/Paramedic (EMS)	Medical Assistant (MAC)
Agriculture (AGR)	Engineering (EGR)	Medical Office Management (MOM)
American Sign Language (ASL)	English (ENG)	Music (MUS)
Anthropology (ANT)	Environmental Studies (EVS)	Applied Music (MUS)
Art History (AHS)	Fire Science Technology (FST)	Nursing (NUR)
Art (ART)	French (FRE)	Outdoor Leadership (OLP)
Biology (BIO)	Gender and Women's Studies (GWS)	Personal Communication Skills (PCS)
Business (BUS)	Geology (GEO)	Philosophy (PHI)
Chemistry (CHE)	History (HIS)	Physics (PHY)
Communications (CMN)	Honors (HON)	Political Science (POL)
Computer Information Systems (CIS)	Human Development (HUD)	Psychology (PSY)
Computer Science (CSC)	Human Services (HSV)	Science (SCI)
Criminal Justice (CRJ)	Humanities (HUM)	Sociology (SOC)
Economics (ECO)	Latin (LAT)	Spanish (SPA)
Education (EDU)	Mathematics (MAT)	Theater (THE)

This section contains descriptions of the College's approved credit courses. Developmental courses use numbers below 100 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.

In accordance with NECHE standard 4.35, GCC "offers required and elective courses as described in publicly available print and digital formats with sufficient availability to provide students with the opportunity to graduate within the published program length." GCC will make every effort to adhere to the periodicity listed within the catalog. However, each semester's offerings will be scheduled in accordance with enrollment trends and students' needs in mind. If a course offering is not able to be run within the periodicity listed, students' advisors will work with them to make appropriate adaptations to their programs in order to keep them on track. GCC is constantly updating and improving programs to meet students' needs and help them achieve their degree goals.

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 [gcc.mass.edu/schedule](http://gcc.mass.edu/schedule) to determine whether a course labeled periodic is offered in a given term.

Course contact time is established in compliance with the federal definition in NECHE's Policy on Credits and Degrees. NECHE has adopted the federal definition of a credit hour: an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is consistent with commonly accepted practice in postsecondary education and 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.

In determining the amount of work associated with a credit hour, the institution may take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.



## 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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement  
(Offered: Every Fall)*

### **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 flows statement. The student completes a detailed analysis of a corporate annual report with an emphasis on the analysis and interpretation of financial information.

*Prereq: ACC 151  
(Offered: Every Spring)*

### **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.

*Prereq: ACC 152; CIS 140 or permission of instructor  
(Offered: Every Fall)*

## 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.

*Prereq: None  
(Offered: Periodically)*

### **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.

*Prereq: None  
(Offered: Periodically)*

### **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.

*Prereq: None  
(Offered: Periodically)*

### **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.

*Prereq: None  
(Offered: Periodically)*

### **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.

*Prereq: None Recomm: SCI 137  
(Offered: Every Fall)*

### **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.

*Prereq: None Recomm: SCI 137  
(Offered: Periodically)*

### **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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement  
(Offered: Periodically)*

**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.

*Prereq: None Recomm: SCI 137*

*(Offered: Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ASL 101 or equivalent, or permission of instructor*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*

*(Offered: Every Fall, Spring & Summer)*

**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.

*Prereq: ENG 101 or concurrent enrollment in ENG 101*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 101 or concurrent enrollment in ENG 101*

*(Offered: Every Spring)*

**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.

*Prereq: ENG 101*

*(Offered: Periodically)*

**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.

*Prereq: ENG 101; ART 121 or permission of the instructor.*

*(Offered: Periodically)*

**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.

*Prereq: ENG 101 Recomm: AHS 101*

*(Offered: Every Fall)*

**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.

*Prereq: ENG 094 or concurrent enrollment or satisfactory placement.*

*Recomm: ENG 090 or satisfactory placement*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ART 121*

*(Offered: Every Fall, Every Spring)*



**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.

*Prereq: ENG 094 or concurrent enrollment or satisfactory placement.*

*Recomm: ENG 090 or satisfactory placement*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ART 121 and ART 131*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 094 or satisfactory placement Recomm: ART 121 and ENG 090 or satisfactory placement*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 094 or concurrent enrollment or satisfactory placement.*

*Recomm: ENG 090 or satisfactory placement*

*(Offered: Every Fall)*

**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.

*Prereq: ENG 094 or satisfactory placement Recomm: ART 121 and ENG 090 or satisfactory placement*

*(Offered: Every Fall)*

**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.

*Prereq: ENG 094, or satisfactory placement Recomm: ART 121 and ENG 090 or satisfactory placement*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ART 132*

*(Offered: Every Fall)*

**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.

*Prereq: ART 121 and ART 132 Recomm: ART 235*

*(Offered: Periodically)*

**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.

*Prereq: ART 236*

*(Offered: Periodically)*

**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.

*Prereq: ART 121 and ART 132*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ART 241*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ART 242*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ART 121 and 132 Recomm: ART 241*

*(Offered: Periodically)*

**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.

*Prereq: ART 151 Recomm: ART 152*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ART 251 Recomm: ART 152*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ART 161.*

*(Offered: Every Spring)*

**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.

*Prereq: ART 161 and ART 121 or permissions of the Department Chair*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ART 281*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: Two 200-level courses coded ART*

*(Offered: Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*

*(Offered: Every Fall)*

**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.

*Prereq: ENG 090, ENG 094 or satisfactory placement*

*(Offered: Every Fall)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement.*

*(Offered: Every Fall)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*

*(Offered: Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement. Recomm: MAT 120 strongly recommended.*

*(Offered: Every Fall, Spring & Summer)*

**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.

*Prereq: BIO 126 or BIO 102 Recomm: ENG 101 and MAT 120 strongly recommended.*

*(Offered: Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*

*(Offered: Every Fall, Spring & Summer)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement and BIO 130 concurrently or satisfactory completion.*  
(Offered: Every Fall, Every Spring)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Spring)

**BIO 133 Research Experience in Biology, 1cr**

Provides learning opportunities beyond those available in a typical classroom setting, allowing for in-depth, hands-on experiential learning. Students participate in the collection and management of biological data as part of a research project in any of the major fields of biology (e.g. botany, ecology, microbiology, molecular biology, physiology). Through this research experience, students understand larger biological principles as they observe them in the natural world. Students employ basic field and/or laboratory techniques, discuss research ethics, keep a detailed field journal, and prepare for future research and study. NOTE: Students may repeat this course two times for a maximum of 3 credits.

*Prereq: None*  
(Offered: Every Fall, Every Spring)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Fall, Every Spring)

**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.

*Prereq: BIO 126 or BIO 215*  
(Offered: Every Fall, Spring & Summer)

**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.

*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 120 or satisfactory placement. Recomm: MAT 107*  
(Offered: Every Fall, Spring & Summer)

**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.

*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 120 or satisfactory placement.*  
(Offered: Every Fall, Spring & Summer)

**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.

*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 Group B: BIO 104, BIO 130 and BIO 130L, BIO 205, CHE 111, PHY 101, PHY 111, SCI 138.*  
(Offered: Every Fall)

**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.

*Prereq: ENG 090, ENG 094 or satisfactory placement Recomm: CIS 140 or concurrent enrollment in CIS 140.*  
(Offered: Every Fall, Every Spring)



**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement  
(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement  
(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement. Recomm: Competency in word processing and spreadsheet operation.  
(Offered: Every Fall)*

**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.

*Prereq: Completion of at least 12 credits with the following course codes: ACC, BUS, CIS, ECO, or MOM; or permission of instructor.  
(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement  
(Offered: Every Spring & Summer)*

**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.

*Prereq: ENG 094 or concurrent enrollment or satisfactory placement  
Recomm: ENG 090 or satisfactory placement.  
(Offered: Every Fall)*

**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.

*Prereq: BUS 111 or permission of the instructor in the case of prior work experience Recomm: PSY 101  
(Offered: Every Fall)*

**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.

*Prereq: BUS 111 Recomm: PSY 101  
(Offered: Every Fall, Every Spring)*

**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.

*Prereq: BUS 111 Recomm: PSY 101  
(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 101  
(Offered: Every Fall, Every Spring)*

**BUS 226 Digital Design, 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.

*Prereq: BUS 164 or permission of instructor.  
(Offered: Every Spring)*

## CHEMISTRY

### 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.

Prereq: ENG 090, ENG 094, MAT 120, or satisfactory placement Recomm: MAT 107 corequisite

(Offered: Every Fall, Every Spring)

### CHE 112 General Chemistry II, 4cr

A continuation of CHE 111, suitable for students planning to major or transfer as science or engineering majors.

Topics include states of matter, solutions, thermodynamics, equilibrium, kinetics, oxidation-reduction, and electrochemistry. Lab required.

Prereq: CHE 111 with a grade of C or better; MAT 107 or satisfactory placement

(Offered: Every Spring)

### 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.

Prereq: CHE 112

(Offered: Every Fall)

### 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.

Prereq: CHE 201

(Offered: Every Spring)

## 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.

Prereq: ENG 101

(Offered: Every Summer)

### 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.

Prereq: ENG 101 Recomm: CMN 153 (HUM 153)

(Offered: Every Fall, Every Spring)

## 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.

Prereq: ENG 090, ENG 094, or satisfactory placement

(Offered: Every Fall, Spring & Summer)

### 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.

Prereq: CIS 140

(Offered: Every Fall, Every Spring)

### 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).

Prereq: ENG 090 and ENG 094, or satisfactory placement; CIS 140 or permission of instructor. Recomm: CIS 141

(Offered: Every Fall, Every Spring)

### 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.

Prereq: ENG 090 and ENG 094, or satisfactory placement

(Offered: Every Fall)

### 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.

Prereq: CIS 151 or permission of the instructor

(Offered: Every Spring)

## 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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement  
(Offered: Every Fall, Every Spring)*

### **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 or MAT 206, but not for more than one.

*Prereq: MAT 201 and MAT 202 (or concurrent enrollment in MAT 202)  
(Offered: Every Spring)*

### **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.

*Prereq: CSC 101 or permission of instructor.  
(Offered: Every Spring)*

### **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.

*Prereq: CSC 101 or permission of instructor.  
(Offered: Every Fall)*

### **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.

*Prereq: CSC 251 (or CIS 251); and MAT 107 or satisfactory placement  
(Offered: Every Fall)*

## 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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: CRJ 101 or permission of instructor Recomm: CRJ 103  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: CRJ 101 and 103, or permission of instructor  
(Offered: Every Spring)*

### **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.

*Prereq: CRJ 101 or permission of instructor  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: CRJ 109 or permission of instructor  
(Offered: Every Fall, Every Spring)*



**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 inculturation.

*Prereq: CRJ 101 or permission of instructor* *Recomm: PSY 101; SOC 101*  
(Offered: Every Fall)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement* *Recomm: CRJ 101 and CRJ 103*

(Offered: Every Fall, Every Spring)

**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.

*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*

(Offered: Every Fall)

**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.

*Prereq: CRJ 101, 103, or permission of instructor* *Recomm: POL 101, POL 203, or CRJ 121*

(Offered: Every Spring)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*

(Offered: Every Fall, Every Spring)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*

(Offered: Every Fall, Every Spring)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*

(Offered: Every Spring & Summer)

**EDUCATION****EDU 101 Introduction to Early Childhood Education, 3cr**

An introduction to the major components of an early education and care program including, environment, relationships, theories of learning, play, and technology. Topics include a history of the profession, culture and society, current issues and advocacy within the field. Students explore what it means to teach and care for young children, examine assumptions about young children and the teaching-learning process, and begin to construct a personal philosophy about educational practices with young children. 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)

*Prereq: ENG 090 and ENG 094, or satisfactory placement*

(Offered: Every Fall)

**EDU 103 Creativity, Thinking, and Learning, 3cr**

Examines the concept of creativity and its role in thinking, learning, and communicating. Students work in a studio setting exploring a range of materials and expressive modalities while learning about and practicing dispositions of creative thinking. The course content makes connections between curiosity, play, and divergent thinking with skills of communication, perspective taking, and problem solving. Students connect concepts of creativity to their own lives. Students learn how to design, plan, and implement creative experiences for a range of ages, young children to adults. This course is appropriate for anyone interested in the concept of creativity and its applications.

*Prereq: None*

(Offered: Every Fall)

**EDU 111 Inclusion and Accommodation, Birth through Age Sixteen, 3cr**

An overview of the field of special needs/rights education for persons ages birth through sixteen. Topics include historical and current perspectives, cultural attitudes, legal considerations, range of abilities and development, introduction to screening, assessment, and diagnosis, and impact on child and family. The course emphasizes a strengths based approach that incorporates equity and diversity into design and practice for inclusion and accommodation.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*

(Offered: Every Spring)



**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: 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. Prereq: ENG 090 and ENG 094, or satisfactory placement. Recomm: PSY 101 or SOC 101 or EDU 144 or EDU 101 (Offered: Every Fall)

**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. Prereq: EDU 144, EDU 201 (Offered: Periodically)

**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. Prereq: ENG 090 and ENG 094, or satisfactory placement. (Offered: Every Spring)

**EDU 144 Child Growth and Development: Conception to Age 8, 3cr**

Introduces and examines the major theories and concepts of child growth 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 early development and growth. The course addresses the role of early experiences in a person's development. Students must complete 2 hours of field observation in an early education and care program approved by the program coordinator. NOTE: EDU 144 taken prior to fall 2023 cannot be used as a Behavioral and Social Science General Education course. Special Requirement: Students provide their own transportation. Prereq: ENG 090 and ENG 094, or satisfactory placement. (Offered: Every Fall, Every Spring)

**EDU 148 Understanding and Guiding Children's Behavior, 3cr**

Addresses approaches to understanding and interpreting children's behaviors and how to support children's social and emotional development. The course introduces strategies for observing and reflecting on behavior from various perspectives. The course examines the concept of guidance as a proactive and positive tool to help children become their best selves. The course includes topics that impact children's behavior such as, culture, disposition, mental health, trauma, experience, and environment. Students practice elements of guidance, articulate a philosophy towards behavior and guidance, and create a resource toolkit. Prereq: None (Offered: Every Spring)

**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. Prereq: ENG 101; EDU 101 with a grade of C- or higher or permission of program coordinator. (Offered: Every Fall, Every Spring)

**EDU 215 Student Teaching: Co-Constructed Curriculum, Documentation, and Culturally Responsive Teaching, 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 one 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. 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 (Offered: Every Fall)

**EDU 216 Student Teaching: Health, Safety, Program Planning, and Environmental Design, 3cr**

Provides teaching and learning experiences in early childhood programs with a focus on health, safety, environmental design, program planning, and state regulations. Students may opt to complete a Child Development Associate (CDA) portfolio as part of this course. 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 one of two 150-hour student teaching practicums required as part of the ECE degree. Special Requirement: Students need to arrange travel to and from teaching sites. Prereq: Permission of program coordinator and EDU 101 and EDU 144 or permission of the program coordinator (Offered: Every Spring)

## 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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement  
(Offered: Every Fall, Spring & Summer)*

### **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.

*Prereq: PMC majors only. Current EMT certification. ENG 090 and ENG 094, or satisfactory placement  
(Offered: Every Fall)*

### **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.

*Prereq: Successful completion of EMS 105 or permission of instructor  
(Offered: Every January)*

### **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.

*Prereq: Successful completion of EMS 202 or permission of instructor  
(Offered: Every Spring)*

### **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.

*Prereq: Successful completion of EMS 203 or permission of instructor  
(Offered: Every Summer)*

### **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.

*Prereq: Successful completion of EMS 204. Concurrent registration in EMS 211.  
(Offered: Every Fall)*

### **EMS 211 Paramedic Fieldwork Internships I, 2cr**

Provides assignments with certified paramedics. Students perform pre-hospital treatment under supervision.

*Prereq: Successful completion of EMS 204. Concurrent registration in EMS 210  
(Offered: Every Fall)*

### **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.

*Prereq: EMS 211  
(Offered: Every Fall, Every Spring)*

## ENGINEERING

### **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.

*Prereq: MAT 107 or concurrent enrollment in MAT 107 or satisfactory placement; ENG 090 and ENG 094, or satisfactory placement. Recomm: Any 3-credit Behavioral and Social Sciences General Education Elective.  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: MAT 108 or concurrent enrollment in MAT 108.  
(Offered: Every Spring & Summer)*

**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.

Prereq: MAT108 or concurrent enrollment in MAT 108

(Offered: Every Spring)

**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.

Prereq: MAT 107 or satisfactory placement into MAT 108 or concurrent enrollment in MAT 107. ENG 090 and ENG094 or satisfactory placement.

Recomm: PHY 112 or concurrent enrollment in PHY 112

(Offered: Every Spring)

**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.

Prereq: MAT 201, PHY 111

(Offered: Every Spring)

**EGR 206 Strength of Materials, 3cr**

Analysis of the stress and strain in structural members due to axial loads, torsion and bending.

Prereq: EGR 205 or permission of instructor

(Offered: Periodically)

**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.

Prereq: MAT 202, PHY 112 Recomm: MAT 203

(Offered: Every Spring)

**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).

Prereq: MAT 202

(Offered: Every Fall)

**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.

Prereq: None

(Offered: Every Fall, Spring & Summer)

**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.

Prereq: ENG 090 and ENG 094, or satisfactory placement

(Offered: Every Term)

**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.

Prereq: ENG 101

(Offered: Every Fall, Every Spring)

**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.

Prereq: ENG 101

(Offered: Every Fall, Every Spring)

**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.

Prereq: ENG 101

(Offered: Every Fall, Every Spring)



**ENG 122 Science Writing, 3cr**

Builds and extends on the academic writing process and skills taught in English Composition I. The course focuses on both scientific papers directed at an academic audience and science writing directed at a popular audience. Using examples drawn from the natural, physical, behavioral, and social sciences, students develop an understanding of effective written communication in science, including the principles of clear and concise persuasive writing and the formal conventions of peer-reviewed scientific papers. Students create abstracts and posters for published scientific literature and write creative journalistic pieces about recent scientific research. The course emphasizes analysis of texts, peer editing, and revision.

*Prereq: ENG 101 Recomm: Any Behavioral and Social Sciences General Education Electives or Natural or Physical Science General Education Elective.*

*(Offered: Periodically)*

**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.

*Prereq: ENG 101 and permission of the instructor.*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 112, 114, or 116*

*(Offered: Every Other Fall)*

**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.

*Prereq: ENG 112, 114, or 116*

*(Offered: Periodically)*

**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.

*Prereq: ENG 112, 114, or 116*

*(Offered: Periodically)*

**ENG 206 British Literature II, 3cr**

Readings in English literature from the late 17th century to the present.

*Prereq: ENG 112, ENG 114 or ENG 116*

*(Offered: Periodically)*

**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.

*Prereq: ENG 112, 114, or 116.*

*(Offered: Periodically)*

**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.

*Prereq: ENG 112, 114, or 116*

*(Offered: Periodically)*

**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.

*Prereq: ENG 112, 114, or 116*

*(Offered: Periodically)*

**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.

*Prereq: ENG 112, 114, or 116*

*(Offered: Periodically)*

**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.

*Prereq: ENG 112, 114, or 116*

*(Offered: Every Spring)*

**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.

*Prereq: ENG 112, 114, or 116*

*(Offered: Periodically)*

**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.

*Prereq: ENG 112, 114, or 116.*

*(Offered: Periodically)*

**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.

*Prereq: ENG 112, 114, or 116*

*(Offered: Every Fall)*

**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.

Prereq: ENG 112, 114, or 116

(Offered: Periodically)

**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.

Prereq: ENG 112, 114, or 116 Recomm: A college-level science or philosophy course.

(Offered: Periodically)

**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.

Prereq: ENG 112, 114, or 116

(Offered: Periodically)

**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.

Prereq: ENG 112, 114, or 116

(Offered: Every Other Spring)

**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.

Prereq: ENG 112, ENG 114, or ENG 116

(Offered: Periodically)

**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.

Prereq: ENG 112, 114, or 116

(Offered: Periodically)

**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.

Prereq: ENG 090 and ENG 094, or satisfactory placement

(Offered: Every Fall, Every Spring)

**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.

Prereq: ENG 090 and ENG 094 or satisfactory placement.

(Offered: Every Fall)

**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.

Prereq: ENG 090 and ENG 094, or satisfactory placement.

(Offered: Fall in even numbered years)

**FST 152 Fire Behavior and Combustion, 3cr**

Explores the theories and fundamentals of how and why fires start, spread, and are controlled.

Prereq: ENG 090, ENG 094 or satisfactory placement.

(Offered: Spring in odd numbered years)

**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.

Prereq: ENG 090 and ENG 094, or satisfactory placement.

(Offered: Spring in even numbered years)

**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.

Prereq: ENG 090, ENG 094 or satisfactory placement.

(Offered: Fall in even numbered years)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement.*  
(Offered: Spring in odd numbered years)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Spring in odd numbered years)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement.*  
(Offered: Periodically)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement.*  
(Offered: Fall in odd numbered years)

**FST 252 Strategy and Tactics, 3cr**

Provides principles of fire ground control through utilization of personnel, equipment, and extinguishing agents.

*Prereq: FST 151 and FST 155 or permission of instructor or program coordinator. Recomm: FST 159 or some experience with protection systems.*  
(Offered: Spring in even numbered years)

**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.

*Prereq: FST 151 and FST 155 or permission of instructor or program coordinator.*  
(Offered: Fall in odd numbered years)

**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 online 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. Successful students reach the Novice High level on the ACTFL Proficiency Scale.

*Prereq: None*  
(Offered: Every Spring)

**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 independent online 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. Successful students reach the Intermediate Low level on the ACTFL Proficiency Scale.

*Prereq: FRE 101 or equivalent.*  
(Offered: Every Fall)

**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.

*Prereq: FRE 102 or equivalent.*  
(Offered: Every Spring)

**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.

*Prereq: FRE 201 or equivalent.*  
(Offered: Every Fall)

**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, Pouliot, 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.

*Prereq: FRE 202 or equivalent*  
(Offered: Periodically)

**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.

*Prereq: FRE 202 or equivalent.*  
(Offered: Periodically)

**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.

*Prereq: FRE 202 or equivalent*  
*(Offered: Periodically)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
*(Offered: Every Summer)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
*(Offered: Every Fall)*

**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. Special Requirement: Field trips are required. Students assume any travel costs.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
*(Offered: Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
*(Offered: Every Fall)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
*(Offered: Periodically)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
*(Offered: Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
*(Offered: Every Fall, Every Spring)*

**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).

*Prereq: ENG 101 or concurrent enrollment in ENG 101*  
*(Offered: Every Fall)*

**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.

*Prereq: ENG 101 or concurrent enrollment in ENG 101*  
*(Offered: Every Spring)*



### **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.

*Prereq: ENG 101; Recomm: HIS 105, HIS 106, or HIS 131*

*(Offered: Every Spring)*

### **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 LGBTQ+ 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.

*Prereq: ENG 101; and HIS 106. Recomm: POL 101*

*(Offered: Every Fall)*

### **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.

*Prereq: ENG 101; HIS 105 or HIS 106. Recomm: POL 101*

*(Offered: Periodically)*

### **HIS 221 Lesbian, Gay, Bisexual, Transgender, and Queer Histories in the U.S., 3cr**

An exploration of the history of lesbians, gay men, bisexuals, transgender, and queer people in the United States with a focus on the engagement, contributions, and advancements of these communities within the larger U.S. context. This course focuses on the experiences of people within the LGBTQ communities as they define themselves over time; organize both privately and publicly; challenge gender and sexual norms; and fight discrimination through achievements, political representation and legal victories. Finally, the course addresses the racial, ethnic, and class diversity of LGBTQ+ communities. Exploration of these topics rely almost exclusively on ideas expressed by gender and sexual rebels, many of whom have come call themselves lesbians, gay men, bisexuals, transgendered, and queer people.

*Prereq: ENG 101; Recomm: HIS 105 or HIS 106*

*(Offered: Every Spring)*

## **HONORS**

### **HON 201 Honors Seminar, 3cr**

An interdisciplinary seminar for GCC Honors Students. Students must have earned 3 Honors credits and must be in good academic standing to enroll in this course. Students apply advanced critical thinking and research skills cultivated in previous Honors Projects or Courses to explore the seminar topic in an interdisciplinary way. The seminar emphasizes recontextualization of the topic among diverse academic disciplines and may offer students intensive research or creative opportunities. Specific topics may vary from semester to semester. Special Requirements: 3 Honors credits

*Prereq: ENG 101, permission of the Honors Program Coordinator. Recomm: College-level course in mathematics, the natural and physical sciences, or the social and behavioral sciences.*

*(Offered: Periodically)*

## **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.

*Prereq: None*

*(Offered: Every Fall, Every Spring)*

### **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.

*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.*

*(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: None*

*(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: Open to Dual Enrollment Students only.*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 090, ENG 094 or satisfactory placement*

*(Offered: Every Fall, Every Spring)*

**HUD 137 Numeracy and College Success: How to Thrive, Not Just Survive, 3cr**

Provides support to students as they learn to persist in the study of mathematics. The course embraces the growth mindset approach to learning and prepares students for success in courses across the college curriculum. Students develop numeracy skills with a focus on estimation and mental computations, gain a conceptual understanding of our base-ten number system and arithmetic, work with units of measurement, and improve study skills applicable to the study of mathematics. Students use a variety of materials and problem-solving skills to achieve these goals. Arithmetic topics include place value; operations with whole numbers, fractions, and decimals; prime factorization; ratios and rates; and percents.

*Prereq: None*

*(Offered: Every Fall, Spring & Summer)*

**HUD 138 Algebra and College Success: How to Thrive, Not Just Survive, 3cr**

Provides support to students as they learn to persist in the study of mathematics. The course embraces the growth mindset approach to learning. Students gain and deepen an understanding of introductory algebra and improve study skills applicable to the study of mathematics. The focus is on developing a conceptual understanding of algebra, so students can be successful in courses across the college curriculum, including the natural and social sciences, nursing, business, education, computer science, and math. The course is particularly helpful in preparation for Mathematical Problem Solving for Liberal Arts (MAT 117), Mathematical Problem Solving for STEM, Business, and Health Care (MAT 120), Mathematics for Early Childhood and Elementary Educators (MAT 116), and Introduction to Statistics (MAT 114). Algebra topics include the concept of a variable, real numbers and their properties, numeric and algebraic expressions, linear equations and inequalities in one variable, graphing equations in two variables by plotting points, ratios and proportions, quadratic equations in one variable with no linear term, integer exponents, and scientific notation.

*Prereq: HUD 137 or MAT 090 or satisfactory placement or concurrent enrollment in MAT 003; Placement tests are used only for initial course placement; see catalog for details. Recomm: Consultation with an advisor to determine appropriate math placement.*

*(Offered: Every Fall, Spring & Summer)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement.*

*(Offered: Every Fall, Every Spring)*

**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.

*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).*

*(Offered: Every Fall)*

**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.

*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 HSV101 or HSV 107.*

*(Offered: Every Fall)*

**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.

*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.*

*(Offered: Every Fall)*

### **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.

*Prereq: HSV 115*

*(Offered: Every Spring)*

### **HSV 216 The Nonprofit World, 3cr**

An introduction to the role and functions of the nonprofit sector in the US. The course uses an interdisciplinary lens to examine various components of the nonprofit sector: emergence of the nonprofit sector, social and political developments, the organizations, institutions and activities that comprise the nonprofit sector, approaches to creating nonprofit organizations, managing nonprofit organizations, leadership and governance, and state-nonprofit relations. The course highlights nonprofit human services providers. Students work in small groups on a semester-long project collaborating with a local nonprofit provider.

*Prereq: HSV 101 or POL 101*

*(Offered: Every Spring)*

### **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: HSV141, HSV 241, or PSY 241.

*Prereq: PSY 101*

*(Offered: Every Spring)*

### **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.

*Prereq: HSV 215 (or concurrent enrollment)*

*(Offered: Every Spring)*

### **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.

*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.*

*(Offered: Every Spring)*

## **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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement, or concurrent enrollment*

*(Offered: Periodically)*

## **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.

*Prereq: None*

*(Offered: Every Fall)*

### **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.

*Prereq: LAT 101 or equivalent*

*(Offered: Every Spring)*



## MATHEMATICS

### **MAT 003 Math Studio Support, 0cr**

A zero-credit course which supports students in their credited mathematics courses. Support exists for both course content and prerequisite skills.

*Prereq: None*

*(Offered: Every Fall, Spring & Summer)*

### **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. Principal 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.

*Prereq: MAT 096 or MAT 120 or satisfactory placement or concurrent enrollment in MAT 003; Placement tests are used only for initial course placement; see catalog for details. Recomm: Consultation with an advisor to determine appropriate math placement.*

*(Offered: Every Fall, Spring & Summer)*

### **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.

*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.*

*(Offered: Every Spring & Summer)*

### **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.

*Prereq: HUD 138 or MAT 095 or satisfactory placement or concurrent enrollment in MAT 003; Placement tests are used only for initial course placement; see catalog for details. Recomm: Consultation with an advisor to determine appropriate math placement.*

*(Offered: Every Fall, Spring & Summer)*

### **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 various number systems (such as integers, rational, real, and complex numbers) and operations within these number systems.

Students study number systems and operations in bases other than 10. Students become conversant with the National Council of Teachers of Mathematics Principles and Standards for School Mathematics, the Massachusetts Department of Education Mathematics Curriculum Frameworks, and the Massachusetts Department of Early Education and Care Learning Standards and Curriculum Guidelines, especially as those documents pertain to the level at which the student intends to teach.

*Prereq: HUD 138 or MAT 095 or satisfactory placement or concurrent enrollment in MAT 003; must be an Early Childhood Education or Liberal Arts/Education Option major or have permission from a full-time math or education faculty person. Placement tests are used only for initial course placement; see catalog for details. Recomm: Consultation with an advisor to determine appropriate math placement.*

*(Offered: Every Spring)*

### **MAT 117 Mathematical Problem Solving in Liberal Arts, 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.

*Prereq: HUD 138 or MAT 095 or satisfactory placement or concurrent enrollment in MAT 003; Placement tests are used only for initial course placement; see catalog for details. Recomm: Consultation with an advisor to determine appropriate math placement.*

*(Offered: Every Fall, Spring & Summer)*

### **MAT 120 Mathematical Problem Solving in STEM, Business, and Health Care, 3cr**

Develops mathematical tools used to solve problems in the fields of science, technology, engineering, health care, business and mathematics. This course emphasizes the relationship between algebraic, graphical, and numeric approaches to solving problems in STEM (science, technology, engineering, and mathematics). Students study topics that include proportional reasoning, unit analysis, linear, quadratic, and radical equations, rational exponents, mathematical modeling, critical thinking, and quantitative reasoning. This course is open to all majors and provides a solid foundation for business, health care and STEM majors. To be successful in this course it is important that students have arithmetic and basic algebra skills.

*Prereq: HUD 138 or MAT 095 or satisfactory placement or concurrent enrollment in MAT 003; Placement tests are used only for initial course placement; see catalog for details. Recomm: Consultation with an advisor to determine appropriate placement.*

*(Offered: Every Fall, Spring & Summer)*

### **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.

*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.*

*(Offered: Every Spring)*

**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.

*Prereq:* A grade of C- or better in MAT 108 or satisfactory placement; ENG 090 and ENG 094, or satisfactory placement. Placement tests are used only for initial course placement; see catalog for details.  
(Offered: Every Fall)

**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.

*Prereq:* A grade of C- or better in MAT 201; ENG 090 or ENG094, or satisfactory placement.  
(Offered: Every Spring)

**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.

*Prereq:* A grade of C- or better in MAT 202; ENG 090 and ENG094, or satisfactory placement.  
(Offered: Every Fall)

**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.

*Prereq:* A grade of C- or better in MAT 203; ENG 090 and ENG094, or satisfactory placement.  
(Offered: Every Spring)

**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.

*Prereq:* A grade of C- or better in MAT 202; ENG 090 and ENG094, or satisfactory placement.  
(Offered: Every Fall)

**MAT 206 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 or MAT 206, but not for more than one.

*Prereq:* MAT 201 and MAT 202 (or concurrent enrollment in MAT 202)  
(Offered: Every Spring)

**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.

*Prereq:* ENG 090, ENG 094, or satisfactory placement. *Recomm:* CIS 140 or concurrent enrollment in CIS 140.  
(Offered: Every Fall, Every Spring)

**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.

*Prereq:* None *Recomm:* CIS140; ENG 101.  
(Offered: Every January)

**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 Occupational 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.

*Prereq: 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.*

*(Offered: Every Fall)*

**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.

*Prereq: 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.*

*(Offered: Every January)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement. Recomm: MOM 110 or concurrent enrollment in MOM 110*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: ENG 090 and ENG 094 or satisfactory placement. Recomm: MOM 110 or concurrent enrollment in MOM 110*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: None*

*(Offered: Every Fall)*

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement.*

*(Offered: Every Fall, Every Spring)*

**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.

*Prereq: MOM 110 or concurrent enrollment in MOM 110 or permission of Instructor.*

*(Offered: Every Spring)*

**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.

*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).*

*(Offered: Every Spring)*



## 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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: MOM 110 or Concurrent enrollment in MOM 110  
(Offered: Every Fall)*

### **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.

*Prereq: MOM 110 or Concurrent enrollment in MOM 110  
(Offered: Every Fall)*

## 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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: None  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement  
(Offered: Periodically)*

### **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.

*Prereq: LCMS or MRP majors only or permission of instructor  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: Permission of instructor or Program Coordinator; basic instrumental or vocal proficiency; the ability to read and play chord changes  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: Permission of instructor or Department Chair; basic instrumental or vocal proficiency; the ability to read and play chord changes.  
(Offered: Periodically)*

### **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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement.  
(Offered: Every Fall)*

### **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 of 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.

*Prereq: ENG 094, or satisfactory placement, or concurrent enrollment in ENG 094  
(Offered: Every Fall, Every Spring)*

**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.

*Prereq: MUS 103 or permission of instructor; basic music reading skills; basic instrumental proficiency*  
(Offered: Every Fall, Every Spring)

**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.

*Prereq: MUS 103 or permission of instructor or Program Coordinator; basic proficiency in chordal accompaniment on guitar or piano*  
(Offered: Periodically)

**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.

*Prereq: MUS 154 (MUS 221). Recomm: MUS 138*  
(Offered: Every Spring)

**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.

*Prereq: MUS 154 (MUS 221) or permission of department chair.*  
(Offered: Every Fall)

**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.

*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*  
(Offered: Every Spring)

**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.

*Prereq: None*  
(Offered: Every Fall, Every Spring)

**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.

*Prereq: None. Recomm: concurrent enrollment in MUS 231*  
(Offered: Every Fall, Every Spring)

**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.

*Prereq: Non-music majors need permission of Music Program Coordinator; concurrent enrollment in MUS 230 for music majors*  
(Offered: Every Fall, Every Spring)

## 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.

*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.*  
(Offered: Every Fall)

### **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.

*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.*  
(Offered: Every Fall)

### **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.

*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. PSY101 with a C or better or concurrent enrollment in PSY 101. This course is limited to Practical Nursing majors only. Recomm: PSY 217*  
(Offered: Every Fall)

### **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.

*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. PSY101 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.*

(Offered: Every Fall)

### **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.

*Prereq: NUR 103A (NUR 103) with a grade of C or better and successful completion of NUR 103C, BIO 194, PSY 101*  
(Offered: Every January)

### **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

*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*  
(Offered: Every Spring)

### **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.

*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 (Offered: Every Spring)

### **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

*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. (Offered: Every Spring)

### **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.

*Prereq:* 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. (Offered: Every Spring)

### **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

*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. (Offered: Every Spring)

### **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.

*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 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 (Offered: Every Spring)

### **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

*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. (Offered: Every Spring)

### **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.

*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. (Offered: Every Spring)

### **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.

*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 (Offered: Every January)

### **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.

*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.

*(Offered: Periodically)*

### **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

*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 NUR108C. 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.

*(Offered: Every Fall)*

### **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.

*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 NUR108C. 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

*(Offered: Every Fall)*

### **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

*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, 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 205  
*(Offered: Every Spring)*

### **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.

*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 205  
*(Offered: Every Spring)*

### **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.

*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.  
*(Offered: Every Fall)*

**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.

*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. (Offered: Every Fall)

**NUR 205 Entrance to Nursing Practice Capstone, 3cr**

Focuses on the political, social, economic, and legal issues that influence the delivery of nursing care across local, national, and global health care systems. The course investigates career opportunities, leadership processes, strategies for job procurement, and activities related to licensure and professional practice. Students examine issues specific to the social determinants of health, research current evidence related to healthcare, and identify interventions that improve health outcomes and enhance patient-centered care. Additionally, the student completes a focused and individualized review of all nursing content to support student success on the NCLEX licensure examination and in practice. NOTE: This course replaces NUR 204 in the nursing curriculum and students can receive credit for 204 taken in previous semester toward graduation. Students may not receive credit for both courses.

*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 (Offered: Every Spring)

**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.

*Prereq:* ENG 090 and ENG 094, or satisfactory placement (Offered: Every Fall)

**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.

*Prereq:* ENG 090 and ENG 094, or satisfactory placement test scores (Offered: Every Fall)

**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.

*Prereq:* ENG 090 and ENG 094, or satisfactory placement; OLP 111 or concurrent enrollment in OLP 111. (Offered: Every Fall)

**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.

*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. (Offered: Every Spring)



**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement. OLP 111 or concurrent enrollment in OLP 111.*  
(Offered: Every Fall)

**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.

*Prereq: OLP 143*  
(Offered: Every Spring)

**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.

*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.*  
(Offered: Every Spring)

**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.

*Prereq: None*  
(Offered: Every Spring)

**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.

*Prereq: None*  
(Offered: Every Fall)

**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.

*Prereq: Any 100 level OLP course.*  
(Offered: Every Spring)

**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.

*Prereq: OLP 111 or permission of OLP Program Coordinator.*  
(Offered: Every January)

### **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.

*Prereq: OLP 111, OLP 120 or concurrent enrollment in OLP 120.  
(Offered: Every Spring)*

### **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.

*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.  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: OLP 111 or permission of OLP Program Coordinator. Recomm: Wilderness First Responder certification preferred. Prior experience leading groups on river paddling experiences preferred.  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: OLP 111 or permission of OLP Program Coordinator. Recomm: Wilderness First Responder certification preferred. Prior experience leading groups on climbing experiences preferred.  
(Offered: Every Fall, Every Spring)*

### **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.

*Prereq: OLP 143  
(Offered: Every Spring)*

### **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.

*Prereq: OLP 111 or concurrent enrollment in OLP 111 or permission of the OLP Program Coordinator.  
(Offered: Every Fall)*

## 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.

*Prereq: ENG 101 or concurrent enrollment*  
(Offered: Every Fall, Spring & Summer)

### 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.

*Prereq: ENG 101 or concurrent enrollment*  
(Offered: Every Fall, Every Spring)

### 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.

*Prereq: ENG 101, or concurrent enrollment in ENG 101. Recomm: PCS 141*  
(Offered: Every Fall, Every Spring)

## 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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Fall, Every Spring)

### 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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Fall, Every Spring)

### 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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Fall)

## 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.

*Prereq: MAT 107, or satisfactory placement beyond MAT 107, or permission of instructor*  
(Offered: Every Fall)

### 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.

*Prereq: PHY 101 or permission of instructor*  
(Offered: Every Spring)

### 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.

*Prereq: MAT 201 or concurrent enrollment in MAT 201*  
(Offered: Every Fall)

### 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, electromagnetic waves. This course is taught in the physics laboratory using a combination of lecture, demonstration, discussion, and laboratory exercise.

*Prereq: PHY 111; MAT 202 or concurrent enrollment in MAT 202*  
(Offered: Every Spring)

## 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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Fall, Every Spring)

### 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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Fall)



**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Spring)

**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."

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Spring)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Fall)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Term)

**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.

*Prereq: PSY 101*  
(Offered: Every Fall, Spring & Summer)

**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.

*Prereq: ENG 112, 114 or 116; PSY 101. Recomm: MAT 120*  
(Offered: Every Fall)

**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.

*Prereq: PSY 101; PSY 210 or MAT 114 or permission of Social Sciences department chair*  
*Recomm: ENG 101*  
(Offered: Every Spring)

**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.

*Prereq: PSY 101. For HSV/LHS majors, HSV 101 is also required*  
(Offered: Fall in even numbered years)

**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.

*Prereq: PSY 101 or permission of instructor*  
(Offered: Every Fall, Spring & Summer)

**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.

*Prereq: SOC 101 or SOC 106 or PSY 101*  
*Recomm: SOC 101 or SOC 106; PSY 101; ENG 101*  
(Offered: Spring in even numbered years)

**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.

*Prereq: PSY 101 or permission of instructor. Recomm: ENG 101.*  
(Offered: Fall in odd numbered years)

**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: HSV 141, HSV 241, or PSY 241.

Prereq: PSY 101

(Offered: Every Spring)

**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.

Prereq: PSY 101 or permission of instructor

(Offered: Spring in odd numbered years)

**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.

Prereq: ENG 090 and ENG 094, or satisfactory placement

(Offered: Every Fall, Spring & Summer)

**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.

Prereq: ENG 090 and ENG 094, or satisfactory placement

(Offered: Every Fall, Spring & Summer)

**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.

Prereq: ENG 090 and ENG 094, or satisfactory placement. Recomm: Any of the following: BIO 102, BIO 124, SCI 138, any course coded AGR.

(Offered: Every Spring)

**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.

Prereq: ENG 090 and ENG 094, or satisfactory placement.

(Offered: Every Fall)

**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.

Prereq: ENG 090 and ENG 094, or satisfactory placement

(Offered: Every Fall, Spring & Summer)

**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.

Prereq: ENG 090 and ENG 094, or satisfactory placement; Recomm: SOC 101

(Offered: Every Fall, Every Spring)

**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.

Prereq: SOC 101 or SOC 106

(Offered: Every Fall, Spring & Summer)

**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.

Prereq: SOC 101 or SOC 106 or PSY 101.

(Offered: Spring in even numbered years)

**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.

Prereq: SOC 101, SOC 106, EDU 111, EDU 101, or PSY 101

(Offered: Fall in even numbered years)

**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.

Prereq: SOC 101 or SOC 106

(Offered: Fall in odd numbered years)

**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.

Prereq: SOC 101 or SOC 106

(Offered: Spring in odd numbered years)

**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.

Prereq: SOC 101 or SOC 106 or PSY 101

(Offered: Every Spring)

**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.

Prereq: SOC 101 or SOC 106 or PSY 101; Recomm: SOC 101 or SOC 106; PSY 101; ENG 101

(Offered: Spring in even numbered years)

**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 independent online 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. Successful students reach the Novice High level on the ACTFL Proficiency Scale.

Prereq: None

(Offered: Every Fall, Every Spring)

**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 independent online 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. Successful students reach the Intermediate Low level on the ACTFL Proficiency Scale.

Prereq: SPA 101 or equivalent.

(Offered: Every Fall)

**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.

Prereq: None

(Offered: Every Fall)

**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.

Prereq: None

(Offered: Periodically)

**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.

Prereq: None

(Offered: Every Fall)



**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.

*Prereq: SPA 102 or equivalent.*  
(Offered: Every Fall, Every Spring)

**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.

*Prereq: SPA 201 or equivalent.*  
(Offered: Every Fall, Every Spring)

**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.

*Prereq: SPA 202 or equivalent*  
(Offered: Periodically)

**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 Cuerda, Bielinsky, 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.

*Prereq: SPA 202 or equivalent*  
(Offered: Periodically)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Fall, Every Spring)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Fall)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Periodically)

**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.

*Prereq: None*  
(Offered: Every Fall, Every Spring)

**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.

*Prereq: ENG 090 and ENG 094, or satisfactory placement*  
(Offered: Every Fall, Every Spring)

**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.

*Prereq: THE 113*  
(Offered: Every Fall, Every Spring)

**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.

*Prereq: ENG 112, 114, or 116, and either THE 101, 113, 105, or permission of the instructor*  
(Offered: Every Spring)

# Faculty & Staff

Full-Time Administration, Faculty, Staff and Emeritae/Emeriti

GCC Board of Trustees

Massachusetts Department of Higher Education

## College Administration

### Massachusetts Board of Higher Education

Greenfield Community College operates under the authority of the Massachusetts Board of Higher Education. This is the policy-making and planning group for all public institutions of higher education in Massachusetts.

### Greenfield Community College Board of Trustees

Local citizens are appointed by the Governor to serve the College. This board meets regularly with the President and has the responsibility for establishing policies necessary for the administrative management of personnel, staff services and the general business of the institution under its authority, subject to the authority granted to the Massachusetts Board of Higher Education.

### Greenfield Community College Foundation, Inc.

The Greenfield Community College Foundation is a non-profit citizen group which has helped the college by providing resources not otherwise available through traditional state sources.

## The College

The President is the chief executive of the college. With their staff, the President carries out the policies of the College and the State.

# Full-Time Administration, Faculty, Staff & Emeritae/Emeriti

## Michelle Schutt

President  
PRESIDENT'S OFFICE  
B.A., Upper Iowa University  
M.S., Emporia State University  
M.S., St. Cloud State University  
Ph.D., Colorado State University

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M.S., Antioch University

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B.F.A., Massachusetts College of Art & Design  
M.A.T., Maryland Institute College of Art

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M.P.H., Yale University  
M.S., Duke University

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**Jennifer Burrill**

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M.S., University of Massachusetts

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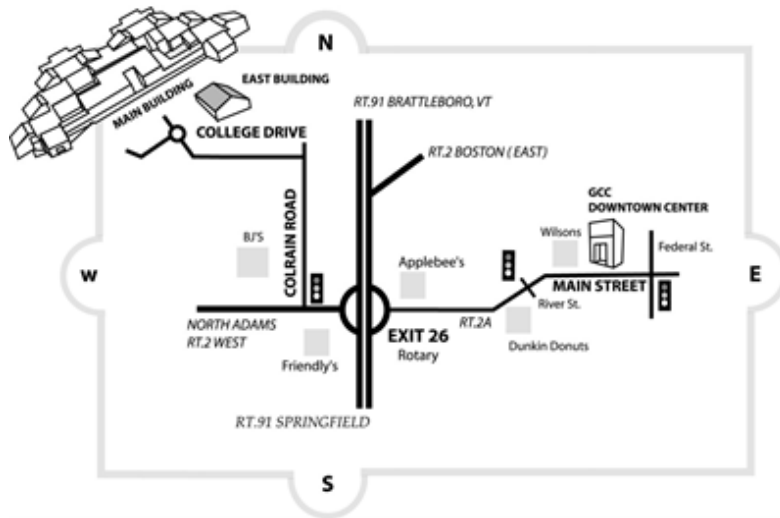
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# Directions to Greenfield Community College



**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.

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## Important Numbers & Web Addresses

<b>Academic Advising Center</b>	<b>(413) 775-1339</b>	<b><a href="http://gcc.mass.edu/advising">gcc.mass.edu/advising</a></b>
<b>Admission</b>	<b>(413) 775-1801</b>	<b><a href="http://gcc.mass.edu/admissions">gcc.mass.edu/admissions</a></b>
<b>Enrollment Services (Registration)</b>	<b>(413) 775-1801</b>	<b><a href="http://gcc.mass.edu/register">gcc.mass.edu/register</a></b>
<b>Financial Aid</b>	<b>(413) 775-1109</b>	<b><a href="http://gcc.mass.edu/financial-aid">gcc.mass.edu/financial-aid</a></b>
<b>Registrar</b>	<b>(413) 775-1801</b>	<b><a href="http://gcc.mass.edu/registrar">gcc.mass.edu/registrar</a></b>
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Call the college's main number (413) 775-1000 or visit [gcc.mass.edu](http://gcc.mass.edu) for offices not listed above.



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