

# Index

Academic calendar, inside front cover  
 Academic complaints, 140  
 Academic dismissal, 140  
 Academic forgiveness, 139  
 Academic integrity, code of, 140  
 Academic profile assessment, 142  
 Academic restriction, 139-140  
 Academic warning, 139  
 Accomplishment Options, 27 and 28  
 Accounting programs of study, 31-32  
 Accreditation, 1  
 Administration, 166  
 Administration of justice collegian center, 147  
 Admission to the college  
     Current high school/home school students, 9-10  
     Eligibility for admission, 7  
     International students, 8-9  
     New students: first time to any college, 7  
     Non-degree seeking students, 8  
     Nursing and allied health criteria, 12-13  
     Readmitted students: returning after 2 or more years, 7  
     Transfer students: those coming with prior attendance at another college, 7-8  
 Admissions and records office, 7  
 Advanced Placement (AP), 11  
 Advanced standing—credit for prior learning, 10-11  
 Advising services, 149  
 African American Studies program option, 51  
 A.L.A.N.A. Experience, 151  
 Alumni association, 152  
 Andrews Air Force Base, 17  
 AOBA scholarship program, 24  
 Appeals of academic standing, 140  
 Application, 190-192  
 Aquatics, 156  
 Art program option, 51-52  
 Arts and sciences, program of study, 32-34  
 Associate degrees  
     Associate of Applied Science (A.A.S.), 27  
     Associate of Arts (A.A.), 27  
     Associate of Arts in Teaching (A.A.T.), 27-28  
     Associate of Science (A.S.), 27  
     General education requirements for, 29  
     Requirements for additional degree, 142  
 Athletics, intercollegiate, 153  
 Attendance, class/participation, 139  
 Audited course, "H", 137  
  
 Bernard Center, 147  
 Biology program of study option, 52  
 Bookstore, 152  
  
 Business administration program of study, 34  
 Business management programs of study, 35-38  
  
 Calendar, academic, inside front cover  
 Career programs  
     Accounting, 31-32  
     business management, 35  
     computer engineering technology, 38-39  
     computer information systems, 39-43  
     construction management, 45-46  
     criminal justice, 46-47  
     early childhood education, 67-68  
     electronic engineering technology, 47-49  
     emergency medical technician, 59  
     forensic science, 50  
     graphic design, 69  
     health information technology, 59-60  
     marketing management, 63  
     nuclear medicine technology, 60  
     nursing, 61  
     paralegal/legal assistant, 64-65  
     radiography, 62  
     respiratory therapy, 63  
     space engineering technology, 65-66  
 Career center, 149  
 Cashier's office, 149  
 Center for Business and Industry Training (CBIT), 156  
 Certificates programs  
     accounting, 31  
     animation/hypermedia, 69-70  
     computer graphics, 42  
     computer programming, 41  
     computer service technology, 39  
     computer-aided drafting, 48  
     construction management, 45  
     CPA preparation, 32  
     criminal justice, 47  
     database systems, 42  
     early childhood education, certification of mastery, 68  
     early childhood special education, certificate of proficiency in, 68  
     electronic microprocessors option, 49  
     electronics communications option, 48  
     emergency medical technician-paramedic studies, 59  
     forensic science technology, 50  
     general education, 51  
     general management, 35-36  
     graphic design, 69  
     human resource management, 36  
     illustration, 69  
     marketing management, 64

    medical coder/billing specialist, 60  
     network administration, 40  
     nuclear medicine technology option, 61  
     nursing (LPN), 61  
     paralegal/legal assistant, 64-65  
     public administration, 37  
     purchasing and contracting program, 37  
     small business management, 37-38  
     supervisory management, 38  
     systems administrator, 40  
     technical support specialist, 43  
     theatre & entertainment technology, 34  
     Web technology, 41  
 Certificate requirements, 142  
 Challenge examinations, 11  
     test fee, 20  
 Changes of program/"not applicable" courses, 138  
 Chemistry program of study option, 52  
 Child care services, 152  
 Children's developmental clinic, 156  
 Cisco certification option, 44-45  
 Citation in honors, 145  
 Class attendance/participation, 139  
 Clubs and organizations, 152  
 College credit through examination  
     AP, IB, CLEP, 11  
     Challenge, 11  
 College learning skills, 82  
 College-Level Examination Program (CLEP), 11  
 College Life Services Office, 152  
 College for Living, 156  
 Collegian Centers, 147  
 Communication/speech program of study option, 33  
 Communication/writing program of study option, 53  
 Complaints, academic, 140  
 Computer-aided drafting program of study option, 48  
 Computer engineering technology program of study, 38  
 Computer information systems programs of study, 39  
 Computer labs, 148  
 Computer science option program of study, 43  
 Concurrent enrollment, 9  
 Construction management program of study, 45-46  
 Continuing education, 155  
 Cooperative education, 148  
 Counseling services, 149  
 Course descriptions, 73-134  
 Courses, continuing education  
     for special populations, 156  
     for the general public, 155  
 Credit for "nontraditional" learning: work and military experience, 11  
 Credit for prior learning (PLAN), 11  
 Credit through examination, 11  
 Criminal justice programs of study, 46

Curriculum codes, 189  
 Customized training, 156  
  
 Database systems program of study, 42  
 Dean's list, 147  
 Deferred tuition payment plan (F.A.C.T.S), 21-22  
 Degree centers, 16-17  
 Degree requirements, 141-142  
 Delinquent accounts, 22  
 Developing a professional image program of study option, 35  
 Developmentally disabled children,  
     Children's Developmental Clinic, 156  
 Developmental studies  
     Instructional components, 147  
     Marlboro Learning Lab, 147  
     testing and placement, 10  
 Directions to campus, 181  
 Disability Support Services, 149  
 Dismissal, academic, 140  
 Disruption of class, 141  
 Distance learning, 16  
 Domicile for tuition purposes, 20  
 Drug and alcohol abuse prevention program, 150  
  
 Early admission, 9  
 Early childhood education program of study option, 67  
 Economics program of study option, 53  
 Electronic engineering technology programs of study, 47-49  
 Emergency loans, 24  
 Emergency Medical Technician—Paramedic program of study option, 58-59  
 Emeritus faculty, 179  
 Employer-paid tuition, 22  
 Engineering program of study, 49  
 English program of study option, 33  
 English as a second language, course descriptions, 101-102  
 Enrollment support services, 148-149  
 Enrollment verification, 137  
 Entrepreneurship, 155  
 Examinations  
     Academic Profile Assessment, 142  
     advance placement (AP), 11  
     challenge, 11  
     CLEP, 11  
     international baccalaureate (IB), 11  
     placement, 10  
     Student Assessment Service Center  
     TOEFL, 8-9  
 Exemption, tuition, 22  
 Exercise facility, 153  
  
 F-1 visa student services, 8-9  
 Faculty and administrative staff listing, 167  
 Falsification of records, 141

Family Educational Rights and Privacy Act (FERPA), 142-143  
 Fees, 19-20  
 Financial aid programs, 23-25  
 Financial aid application deadlines, 24  
 Fine arts, 152  
 Food services, 153  
 Foreign languages  
   See French course descriptions, 103-104  
   See Spanish course descriptions, 131  
 Forensic science programs of study, 49-50  
 French, 103-104  
 Full-time faculty and administrative staff, 167-178

General education courses, 70-71  
 General education program of study, 51  
 General education requirements, 29  
 General education, statewide policy, 160-165  
 General management program of study option, 35-36  
 General studies programs program of study, 50-51  
 Grades and grading policies, 137  
 Grade point average (GPA), 139  
 Grade reports, 137  
 Graduation requirements, 141-142  
 Graduation with honors, 142  
 Grants, part-time, 24  
 Graphic design program of study, 69  
 Health careers, 155  
 Health education program of study option, 53  
 Health education center, 150  
 Health information technology  
   program of study, 59-60  
 Health manpower shortage programs, 21  
 Health manpower shortage, 21  
   tuition reduction for nonresident nursing students, 24  
 Health technology  
   admission, 12-13  
   prerequisite courses, 13  
   programs of study, 58-62  
 Health technology Learning Center, 148  
 Health/lifelong fitness, 155  
 Historical fieldwork and research program  
   program of study option, 54  
 Home school initiative, 156  
 Honors, graduation with, 142  
 Honors Academy  
   Benefits of membership, 146  
   Eligibility requirements, 146  
   Obligations of an Academy scholar, 147  
 Honors Program  
   citation in honors, 145  
   colloquia, 107  
 Honors society, 145  
 Horticulture, ornamental program of study, 64

Hospitality services management program of study option, 36  
 Hotel/motel management program of study option, 36  
 Human resource management program of study, 36  
 Humanities collegian center, 147

identification (ID) card, student, 140  
 Individual referral, 156  
 Information science program of study option, 43-44  
 Information technology program of study option, 44-45  
 Instructional services fee, 19  
 Interactive video classrooms, 16  
 Intercollegiate athletics, 153  
 International Baccalaureate (IB), 11  
 International student services and programs, 150  
 International business and entrepreneurship, 36  
   program of study option  
 International students  
   F-1 visa services, 8-9  
 International studies program of study option, 54  
 Internships, 148  
 Job services, 150  
 Laurel College Center, 17  
 Learning lab, 147  
 Learning partnership, college-student, 5  
 Learning Resources Center, 148  
 Legacy scholarship, 24  
 Legal assistant  
   See paralegal/legal assistant  
 Letters of recognition  
   A+ Preparation, 39  
   accounting, 31-32  
   construction management, 46  
   developing a professional image, 35  
   food service management, 36  
   hotel/motel management, 36  
   human resource management, 36  
   international business and entrepreneurship, 36  
   ornamental horticulture, 64  
   paralegal/legal assistant, 65  
   public administration, 37  
   real estate, 37  
   supervisory management, 38  
 Letter of recognition requirements, 142  
 Library/media center, 148  
 Licensure/certification, 155  
 Loans, emergency 24  
 Management, 155  
 Maps  
   Andrews AFB, 182  
   Laurel College Center, 181  
   main campus, 180  
   University Town Center, 182  
 Marketing management program of study, 63

Marlboro learning lab, 147; 148  
 Maryland Online, 16  
 Maryland state scholarship/grant programs, 24  
 Mass communication program of study option, 54  
 Media center  
 Medical coder/billing specialist  
   program of study option, 60  
 Mentally challenged adults, College for Living, 156  
 Mentoring and retention program  
   A.L.A.N.A. Experience, 151  
 Multicultural, 155  
 Multidisciplinary Health Education  
   course descriptions, 115  
 Music program of study option, 55

Natatorium, 153  
 Network administration program of study option, 40  
 Noncredit courses, 30  
 Nontraditional learning, 11  
 Not applicable courses, 138  
 Nuclear medicine technology  
   admissions procedures, 12-13  
   program of study, 60  
 Nursing  
   admissions procedures, 12-13  
   program of study, 61  
   tuition reduction for nonresident students, 24  
 Nursing (LPN) program of study, 61  
   Nursing, LPN-RN transition, 62

Online registration, 15  
 Online (Web-based) courses, 16  
 Ornamental horticulture program of study, 64

Paralegal/legal assistant program of study, 64  
 Parent Loan for Undergraduate Students (Federal PLUS), 24  
 Payment methods, 21  
 Pell Grant, 24  
 Permanent residents, 8  
 Personal finance, 155  
 Phi Theta Kappa–Tau Pi chapter, 145  
 Phone numbers (frequently called numbers), inside back cover  
 Physical education program of study option, 55  
 Placement testing, 10  
 Police Academy, 156  
 Pre-law program of study option, 55  
 Pre-medicine program of study option, 56  
 Pre-pharmacy program of study option, 56  
 Pre-physical therapy program of study option, 57  
 Prerequisites, courses, 13, 15, 73  
 Prince George's Community college/foundation scholarships, 24  
 Prior learning assessment by portfolio (PLAN), 11  
   fee, 20  
 Programs of study, listing, 28-29  
 Psi Beta, 145  
 Psychology collegian center, 147

Psychology program of study option, 57  
 Public administration program of study, 37  
 Purchasing and contracting program of study option, 37

Quality assurance technology program of study option, 66  
 Quality points, 139

Radiography  
   admission procedures, 12-13  
   program of study, 62  
 Real estate program of study option, 37  
 Records policy, 142-143  
 Refunds, 23  
 Registration  
   fee, 20  
   methods, 15  
 Requirements for additional associate's degrees  
 Repeated courses, 138  
 Requirements for  
   Associate of Arts degree, 27  
   Associate of Science degree, 27  
   Associate of Applied Science degree, 27  
   Associate of Arts in Teaching degree, 27-28  
 Requirements of additional associate's degrees, 142  
 Residency, guidelines for, 159-160  
 Respiratory therapy  
   admissions procedures, 12-13  
   program of study, 63  
 Restriction, academic, 139-140  
 Retired on disability, 22

Scholarships, 24  
 Science (see biology or physical science)  
 Senior citizens, 22, 156  
 Servicemember's opportunity college, 151  
 Sign language, 155  
 Skilled trades, 155  
 Small business management program of study option, 37-38  
 Sociology program of study option, 57  
 Space engineering technology program of study, 65  
 Special populations courses, 156  
 Stafford loans, 24  
 State of Maryland certification requirements (for teachers), 66  
 Statewide instructional programs, 21  
 Statewide student transfer policies, 160-165  
 STEM collegian center, 147  
 Student Assessment Services Center, 151  
 Student conduct, 140  
 Student course loads, 137  
 Student governance board, 153  
 Student ID cards, 140  
 Student publications, 153  
 Student residency policy, 159  
 Student support services (TRIO), 151  
 Supervisory management program of study, 38  
 Supplemental Educational Opportunity grants, 24

- Swimming and exercise facility, 153
- Systems administrator program of study, 40
- Systems engineer program of study, 40
  
- Talented and Gifted (TAG), 9
- Teacher education and early childhood education programs of study, 66-68
- Tech Prep, Prince George's County, 11
- Technical support specialist program of study, 42
- Telecredit courses, 16
  - fee, 20
- Temporary employment for students, 25
- Testing and placement, 10
- Testing center, 151
- Tests, See examinations
- Theatre and entertainment technology program of study option, 34
- TOEFL (Test of English as a Foreign Language), 8
- Transcripts, 137, 157
- Transfer center, 151
- Transfer credits, 10
- Transfer programs
  - accounting, 32
  - arts and sciences, 32
  - business administration, 34
  - computer science, 43-44
  - criminal justice, 46
  - early childhood education, 67
  - engineering, 49
  - forensic studies, 49
  - general studies with options, 50-58
  - information technology, 44-45
  - teacher education, 68
- Transfer policies, 160-165
- Transfer student
  - admission, 7
  - credit for work at other colleges/universities, 10
- TravelLearn network, 155
- Tuition
  - domicile, 20-21
  - exemptions, 22
  - payment plan (F.A.C.T.S.), 21-22
- Tuition and fees, 19-20
- Tutoring Center, 148
  
- Underage students—talented and gifted program, 9
- University Town Center (formerly Metro Center), 17
  
- Veterans benefits, 25
  - college credit for military training, 10
- Veterans services, 151
- Visual communication programs of study, 68-70
- Vocational support services, 152
  
- Warning, academic, 139
- Web-based (online) courses, 16
- Web technology program of study option, 40
- Weekend college, 16
- Withdrawal from classes, 139
- Women's studies program of study option, 58
- Workforce Development and Continuing Education, 155-157
- Writing Center, 148
  
- X-ray technology. See radiography
  
- Youth, summer activities, 156