

**UPDATES/CHANGES TO THE 2006—2008 DSLCC CATALOG
(Updates/Changes are in red)**

Last Update 9/5/07

Name Changes/Corrections/Additions

Original 2006—2008 Catalog (pg.114)

**Division of Continuing Education
and Workforce Services**

**Gary Keener, Vice President of
Continuing Education and
Workforce Services**

Judy Clark, Non-Credit Coordinator

Robin Jennings, Administrative
Assistant

Christine Visscher, Workforce
Training Coordinator

Revision to 2006—2008 Catalog

**Division of Continuing Education and
Workforce Services**

**Gary Keener, Vice President of
Continuing Education and
Workforce Services**

Judy Clark, **Coordinator for Non-
Credit Programs and Public Relations**

Robin Jennings, Administrative
Assistant

**Earl Dodrill, Coordinator,
Continuing Education and
Workforce Services**

Original 2006—2008 Catalog (pg. 115)

Technical Services

Derek Cooper, Director of Technical
Services

David Elliot, IT Specialist

Amy McKinney, Computer Network
Technician, Senior

Joe Pagnam, IT Manager

Melissa Unroe, Computer Operations
Technician

Revision to 2006—2008 Catalog

Technical Services

Add:

Reo McBride, Instructional Technologist

Change Melissa Unroe to Melissa Hoke

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Buildings and Grounds

Ed Kenny, Superintendent, Buildings
and Grounds

Sandra Corell, Administrative and
Office Specialist

Revision to 2006—2008 Catalog

**Delete Sandra Corell, Administrative and
Office Specialist**

**Add Doris Baker, Administrative and
Office Specialist**

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Robert Shinn

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DSLCC Local Board

J.B. Broughman, Chair
Covington

Kim Woodson, Vice Chair
Covington

Richard R. Teaff, Secretary
President, DSLCC

Robin Broughman
Alleghany County

Harriet Woodward
Alleghany County

Virginia Nowlin
Bath County

William Heartwell, III
Botetourt County

Dr. James Bradford, Jr.
Buena Vista

Frank Parsons
Lexington

P. Duaine Fitzgerald
Rockbridge County

William Thomas
Rockbridge County

**State Board for
Community Colleges**

Chris A. Lumsden, Chair

Alan G. Toxopeus, Vice Chair

Glenn DuBois, Secretary
Chancellor, VCCS

Shahnaz Ahmed

Mark Graham

Gary C. Hancock

Adele Johnson

Constance Kincheloe

Nathaniel Xavier Marshall

Jeffrey K. Mitchell

Michael Mohler

Michael Petters

William Porter

Paul Reagan

Revision to 2006—2008 Catalog

Delete William Heartwell, III
Botetourt County and replace with
G. Garland Jones

Delete J.B. Broughman and replace with
Ray Sullins

Kim Woodson is now Chair and James
Bradford is the Vice Chair

Under State Board for Community
Colleges:

Alan G. Toxopeus, Chair
Mark R. Graham, Vice Chair

Add Megan C. Beyer as new board
member

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Office of Student Services and Admissions

Mary Wilson, Director of Student Services and Research

Kim Kleber-Covati, Assistant Coordinator for Student Success

Diane Bird, Office Services Specialist (RRC)

Jessie Cash, Office Services Specialist (RRC)

Tamra Cottrill, Director (RRC)

Pamela Deeds, Academic Advisor

Sandy Haverlack, Financial Aid Coordinator

Darlene Loving, Financial Aid Assistant

Alisa Montgomery Knighton, Administrative Assistant

Kathy Nicely, Administrative and Office Specialist

Terry Johnson, Research Assistant

Lorrie Wilhelm, Registrar

Change Alisa Montgomery Knighton to Alisa Armentrout

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Office of the President

Richard Teaff, President

Gail Johnson, Assistant to the
President for Marketing and
Recruiting

Kathy Smestad, Assistant to the
President

Karen C. Staunton, Public Relations
Officer

Revision to 2006—2008 Catalog

Delete Karen C. Staunton, Public
Relations Officer

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112/113)

Add to Associate Professors

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ADD

Wilson, Mary G.
Director of Student Services and
Research
A.B., Mercer University
M.A., Ashland Theological Seminary
Ed.D., University of Virginia

ADD

Smitka, Gloria
Nursing
B.S.N., Phillippine Women's University,
Manila
M.A.N., New York University

Assistant Professors

ADD

May, Ann
Nursing
A.D.N., Dabney S. Lancaster Community
College
B.S.N., University of Virginia
M.S.N., University of Virginia

Instructors

DELETE

Wilson, Mary
Smitka, Gloria

DELETE

Edwards, Melissa

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Curriculum/Course Changes

Original 2006—2008 Catalog (pg. 74)

Pharmacy Technician

Curriculum		
BUS 201	Organizational Behavior	3
HLT 121	Drug Use and Abuse	3
HLT 143	Medical Terminology I	3
HLT 250	General Pharmacology	2
HLT 261	Basic Pharmacy I	3
HLT 263	Basic Pharmacy I Lab	1
ITE 115	Basic Computer Literacy	3
		18

Revision to 2006—2008 Catalog

HLT 250 should be 3 credits instead of 2 credits

Original 2006—2008 Catalog (pg. 88)

HLT 250 General Pharmacology (2 cr)
 Emphasizes general pharmacology for the health related professions covering general principles of drug actions/reactions, major drug classes, specific agent within each class, and routine mathematical calculations needed to determine desired dosages. Lecture 2 hours per week. (S)

Revision to 2006—2008 Catalog

HLT 250 General Pharmacology should be 3 credits.

Original 2006—2008 Catalog (pg. 72)

Business Leadership

Related Assoc Degree:

Business Management..... 51

Related Certificate:

Business Leadership and Communications..... 65

Curriculum		
BUS 100	Introduction to Business	3
BUS 111	Principles of Management	3
BUS 236	Communication in Management	3
HLT 106	First Aid and Safety	2
BUS/IND	Career Elective	3
		14

Revision to 2006—2008 Catalog

Under Business Leadership Curriculum:

BUS 111 is Principles of Supervision not Principles of Management.

Original 2006—2008 Catalog (pg. 53)

Under Culinary Arts & Management

Fourth Semester (Fall)

BUS 117 Human Relations/Leadership Development 3

BUS 241 Business Law I 3

HLT 106 First Aid and Safety 2

HRI 145 Garde Manger 3

HRI 219 Stock, Soup and Sauce Preparation 3

HUM *** Humanities Elective 3

Revision to 2006—2008 Catalog

**BUS 117 should be
 BUS 100 Introduction to Business**

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Curriculum/Course Changes continued

Original 2006—2008 Catalog (pg. 64)

Under Advanced Health Care

Second Semester

BIO 142 Anatomy and Physiology II	4
PSY 230 Developmental Psychology	3
HLT 144 Medical Terminology II	3
HLT 138 Principles of Nutrition	1
HCT 145 Ethics in HLT Care	2
NUR 135 Drug Dosage Calculations	2

Revision to 2006—2008 Catalog

HCT 145 should be HLT 145

Original 2006—2008 Catalog (pg. 74)

Under Office User Curriculum

AST 142 Word Processing II	3
AST 253 Adv. Desktop Publishing I	3
ITE 115 Computer Literacy -or-	
ITE 140 Spreadsheet Software	3
ITE 150 Desktop Database Software	3

Revision to 2006—2008 Catalog

Should read:

ITE 115 Computer Literacy	3
ITE 140 Spreadsheet Software -or-	
ITE 150 Desktop Database Software	3

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NEW PROGRAMS ADDED:

Please consult with your advisor in Student Services if you have any questions on our new programs.

Virginia Community College System
TECHNICAL STUDIES PLAN
CREDIT DISTRIBUTION STRUCTURE FORM
Associate in Applied Science Degree

Plan Title: Industrial Operations
Purpose of Plan: Provide a broad based two year degree for multi-industry workforce development

VCCS Requirements	Credits	Institution Specific Courses	Credits
General Education			
English Composition	3	ENG 111	3
Humanities	3	HUM EEE	3
Social/Behavioral Sciences	6	SOC EEE (sequence), and/or PSY EEE (sequence)	6
Mathematics/Natural Science	3	MTH 115	3
Wellness	2	HLT EEE	3
Student Development	1	SDV 100 or SDV 107	1
	18	Credits	19
Technical Foundations			
Principles of Technology	3	PHY 131	3
Microcomputers/programming/software	6-9	ITE 115, ITE 140	6
Technical Writing	3	ENG 115	3
Quality Control	3	IND 230	3
Team concepts/problem solving	3-6	IND 137	3
	18-24	Credits	18
Content Skills & Knowledge			
Option 1: Courses selected from a single existing certificate or diploma. + electives to define content area			

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Option 2: Two or more content areas of 6-12 credits each (courses selected to meet student goals and employer needs) plus related courses and electives.	Selected from DRF, IND, MEC, MAC, ELE, ETR, or EGR	24	
	15-27	Credits	24
Work-based Learning	6-15	Credits	6
TOTAL CREDITS REQUIRED	65-69	Total Credits	67

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SAMPLE SCHEDULE

FIRST SEMESTER

ENG 111 College Comp I (3)

HLT EEE (3)

ITE 115 Basic Computer Literacy (3)

MTH 115 Technical Math I (3)

SDV 100 College Success Skills or SDV 107 Career Education (1)

TECH EEE¹ (3)

Total Credit hours 16 credits

SECOND SEMESTER

ENG 115 Technical Writing (3)

IND 137 Team Concepts and Problem Solving (3)

IND 190 Internship I (3)

ITE 140 Spreadsheet Software (3)

PHY 131 Applied Physics I (3)

TECH EEE¹ (3)

Total Credit hours 18 credits

THIRD SEMESTER

IND 230 Applied Quality Control (3)

SOC EEE (3)

HUM EEE (3)

TECH EEE¹ (3)

TECH EEE¹ (3)

TECH EEE¹ (3)

Total Credit hours 18 credits

OPTIONAL SUMMER SEMESTER

IND 190 Internship I (3)

IND 137 Team Con. & Prob. Sol.(3)

TECH EEE¹(3)

TECH EEE¹ (3)

Total Credit hours 6 to 12 credits

FOURTH SEMESTER

IND 290 Internship II (3)

PSY EEE (3)

TECH EEE¹ (3)

TECH EEE¹ (3)

TECH EEE¹ (3)

Total Credit hours 15 credits

Program Total Credit Requirement 67 credits

¹ Technical electives are to be sequenced taken from Occupational Technical program. Portfolio review of previous college courses, industrial certifications, and proficiency testing may comprise equivalency determination. See CEWS advisor for approval.

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NEW PROGRAMS ADDED:

Please consult with your advisor in Student Services if you have any questions on our new programs.

Career Studies Certificate: Truck Driver Training

Purpose: to provide well prepared workers for the transportation industry. To allow individuals to prepare for small passenger van, buses, school bus, truck, and truck-trailer combination licenses. To meet a local and regional workforce need.

Process:

- DSLCC will provide expert classroom instruction for an industry overview and orientation to the variety of CDL permit regulations. The classroom experience will prepare students for the initial instruction permit which allows student learning experiences under the guidance of a licensed driver.
- Specialized classes in the three levels of CDL License (A, B, C) will be offered along with the specialized endorsements. Students will complete sample tests related to the level and associated endorsement(s) prior to sitting for a state examination. The examination will be the responsibility of the student.
- DSLCC will provide pre-trip inspection training through classroom orientation and hands-on training with partnering company equipment.
- Students must successfully complete one or more TRK classes to be eligible for placement in an internship.
- Finally, DSLCC will coordinate internship-like experiences with companies and agencies as noted above. A minimum of 40 hours in-vehicle is seen as the minimum requirement to develop proficiency for the basic CDL permit and endorsement.

Program:

TRK 95 CDL General Knowledge I	2cr	30 cont.
<i>Or TRK 295 CDL General Knowledge II</i>	<i>2cr</i>	<i>30 cont.</i>
TRK 196 Pre-trip Inspection	1cr	15 cont.
TRK 92 Tanker regulations	1cr	15 cont
TRK 93 Air Brakes regulations	1cr	15 cont
TRK 94 Combination Vehicle regulations	1cr	15 cont
TRK 96 HAZMAT regulations	1cr	15 cont
TRK 98 Flatbed Cargo regulations	1cr	15 cont
TRK 99 Double Trailer regulations	1cr	15 cont
TRK 90 Internship in CDL Driver Training	1r	30 cont.
TRK 195 Transportation Dispatcher	3cr	45 cont.
HLT 106 First Aid and Safety	2cr.	30 cont.
ITE 115 Basic Computer Literacy	3cr	45 cont.
BUS 100 Introduction to Business	3cr	45 cont.
BUS 117 Human Relations and Leadership Development	3cr	45 cont
BUS 116 Entrepreneurship	3cr.	45 cont.
Total for completion of the program of study	27 credits	420 contact

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SAMPLE SCHEDULE

Semester I

TRK 95 CDL General Knowledge (2cr)

Or TRK 91 CDL General Knowledge II (2)

TRK 93 Air Brakes regulations (1cr)

TRK 98 Flatbed Cargo regulations (1cr)

TRK 92 Tanker regulations (1cr)

HLT 106 First Aid and Safety (2cr)

BUS 100 Introduction to Business (3cr)

ITE 115 Basic Computer Literacy (3cr)

TOTAL 13 credits

Semester II

TRK 94 Combination Vehicle regulations (1cr)

TRK 96 HAZMAT regulations (1cr)

TRK 97 Pre-trip Inspection (1cr)

TRK 99 Double Trailer regulations (1cr)

TRK 195 Transportation Dispatcher (3cr)

TRK 90 Internship in CDL Driver Training (1cr)

BUS 117 Human Relations and Leadership Development (3cr)

BUS 116 Entrepreneurship (3cr)

TOTAL 14 credits

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NEW PROGRAMS ADDED:

Please consult with your advisor in Student Services if you have any questions on our new programs.

Career Studies Certificate: BASIC Esthetician

Program Objective:

To provide education and training required in meeting the Esthetician Licensure requirements in the state of Virginia. To provide verification and documentation of prior experience and skills for individuals working in the field that may be “grandfathered” under the proposed law. The program meets the requirements set forth in the currently published criteria of the Virginia Board of Barbers and Cosmetology Laws and Rules 18VAC 41-40-190 through 18VAC 41-40-200 and the West Virginia Board Of Cosmetologists. Established as a 600 hour Basic Esthesiology program of study.

Program Format

The program delivery format will consist of traditional classroom instruction, guest professionals, clinical demonstrations and practice as well as student centered activities, and internships. The program focus is on an authentic learning environment of a practicing esthetician in salon, spa, and other settings.

Financial Requirements: Each student will be required to provide their tools and resources for each class meeting. In addition to the usual college tuition and fees, this program requires additional expenses. Approximate costs include:

Student Kit – tools \$250 (*required list provided by instructor*)

Student Kit – cosmetics \$250 (*required list provided by instructor*)

Student Smock - \$50

Text Book - \$152

Basic Esthetician Program Requirements

COS 195	Esthetics Concepts	3	45
COS 196	Makeup Applications	3	60
COS 199	Esthetics Salon I.	3	60
COS 295	Esthetics Salon II	3	75
COS 190	Internship in Esthetics	3	225
HLT 145	Ethics for the Health Care Professional	2	30
BUS 116	Entrepreneurship	3	45
HCT 110	Therapeutic Comm. in the Health Care Setting	3	45
NAS 171	Anatomy and Physiology	4	90
		27	675

Total 27 Credit Hours with options (675 contact hours)

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SAMPLE SCHEDULE

FIRST SEMESTER

COS 195 Esthetics Concepts (3)
COS 199 Esthetics Salon I (3)
HCT 110 Therapeutic Communication in the
Health Care Setting (3)
NAS 171 Anatomy and Physiology (4)
TOTAL 13 CREDITS

SECOND SEMESTER

COS 295 Esthetics Salon II (3)
COS 190 Internship in Esthetics (3)
COS 196 Makeup Applications (3)
HLT 145 Ethics for the Health Care
Professional (2)
BUS 116 Entrepreneurship (3)
TOTAL 14 CREDITS

ALL COURSE WORK IS BASED ON THE FOLLOWING LAWS AND REGULATIONS

VIRGINIA ESTHETICIAN LICENSING LAW

§ 54.1-700. Definitions.

(Effective July 1, 2007) "Esthetician" means a person who engages in the practice of esthetics for compensation.

(Effective July 1, 2007) "Esthetics" includes, but is not limited to, the following practices of administering cosmetic treatments to enhance or improve the appearance of the skin: cleansing, toning, performing effleurage or other related movements, stimulating, exfoliating, or performing any other similar procedure on the skin of the human body or scalp by means of cosmetic preparations, treatments, any non-laser device, electrical, mechanical, or manual, for care of the skin; applying make-up or eyelashes to any person, tinting or Perming eyelashes and eyebrows, and lightening hair on the body except the scalp; and removing unwanted hair from the body of any person by the use of tweezing, chemical, or mechanical means. However, "esthetics" is not a healing art and shall not include any practice, activity, or treatment that constitutes the practice of medicine, osteopathic medicine, or chiropractic. The terms "healing arts," "practice of medicine," "practice of osteopathic medicine," and "practice of chiropractic" shall mean the same as those terms are defined in § 54.1-2900.

(Effective July 1, 2007) "Esthetics instructor" means a licensed esthetician who has been certified by the Board as having completed an approved curriculum and who meets the competency standards of the Board as an instructor of esthetics.

§ 54.1-704. Temporary licenses.

The Board may issue a temporary license to any person who is eligible for examination. Persons issued a temporary license shall be subject to the regulations of the Board.

The Board shall promulgate regulations consistent with this section to permit individuals to be granted temporary licenses for a specified period of time.

§ 54.1-703.3. (Effective July 1, 2007) Waiver of examination; estheticians.

The Board shall waive the examination requirements for licensure as an esthetician or master esthetician for any individual who (i) makes application for licensure between July 1, 2007, and July 1, 2008; (ii) otherwise complies with Board regulations relating to moral turpitude; and (iii) meets any of the following conditions:

1. Has at least three years of documented work experience as an esthetician or a master esthetician that is deemed satisfactory by the Board;
2. Has completed a training program that is deemed satisfactory by the Board; or
3. Holds an unexpired certificate of registration, certification, or license as an esthetician or a master esthetician issued to him on the basis of comparable requirements by a proper authority of a state, territory, or possession of the United States, or the District of Columbia.

18 VAC 41-40-200. Hours of instruction and performances.

A. Curriculum and performance requirements shall be offered over a minimum of 115 clock hours for waxing.

B. The curriculum requirements for waxing must include the following minimum performances:

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Arms 4
Back 2
Bikini area 6
Brows 12
Chest 1

Facial (face, chin, cheek)/Lip 6
Leg 3
Underarm 2
TOTAL 36

B. The esthetics curriculum and hours of instruction shall consist of 600 hours or equivalent credit hours and shall include, but not be limited to, the following:

1. Orientation and business topics– minimum of 25 hours of instruction.

- a. School policies;
- b. Management;
- c. Sales, inventory and retailing;
- d. Taxes and payroll;
- e. Insurance;
- f. Client records and confidentiality; and
- g. Professional ethics and practices.

2. Laws and regulations – minimum of 10 hours of instruction.

3. General sciences – minimum of 80 hours of instruction.

- a. Bacteriology;
- b. Microorganisms;
- c. Infection control, disinfection, sterilization;
- d. Occupational Safety and Health Administration (OSHA) requirements;
- e. Material Safety Data Sheet (MSDS);
- f. General procedures and safety measures;
- g. Cosmetic chemistry;
- h. Products and ingredients; and
- i. Nutrition.

4. Applied sciences - minimum of 95 hours of instruction.

- a. Anatomy and physiology;
- b. Skin structure and function;
- c. Skin types;
- d. Skin conditions; and
- e. Diseases and disorders of the skin.

5. Skin care – minimum of 255 hours of instruction.

- a. Health screening;
- a. Skin analysis and consultation;
- b. Facial effleurage movements and manipulations;
- c. Cleansings procedures;
- d. Masks;
- e. Extraction techniques;
- f. Machines, equipment and electricity;
- g. Manual facials and treatments;
- h. Machine, electrical facials and treatments; and
- i. General procedures and safety measures.

6. Makeup – minimum of 65 hours of instruction.

- a. Setup, supplies and implements;
- b. Color theory;
- c. Consultation;
- d. General and special occasion application;
- e. Camouflage;
- f. Application of false lashes and lash extensions;
- g. Lash and tinting;
- h. Lash Perming;
- i. Lightning of the hair on body except scalp; and
- j. General procedures and safety measures.

7. Body and other treatments – minimum of 20 hours of instruction.

- a. Body treatments;
- b. Body wraps;
- c. Body masks;
- d. Body scrubs;
- e. Aromatherapy; and
- f. General procedures and safety measures.

8. Hair removal – minimum of 50 hours of instruction.

- a. Types of hair removal;
- b. Wax types;
- c. Tweezing;
- d. Chemical hair removal;
- e. Mechanical hair removal; and
- f. General procedures and safety measures.

18 VAC 41-70-200. Practical performance requirements.

A. The curriculum for estheticians shall include the following minimum practical performances:

Consultations, cleansings and analysis of face and body 35

Manual facials and treatments 65

Machine or electrical facials and treatments 50

Body treatments and back treatments 20

Makeup 25

Hair Removal 25

TOTAL 220

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WEST VIRGINIA ESTHETICIAN LICENSING REQUIREMENTS

3CSR1

TABLE 3-1H Minimum Curriculum Requirements for an Aesthetician License

ITEM	LECTURE	DEMONSTRATION	CLINICAL	TOTAL
Professional Image, Ethics, Interpersonal Skills, Communication	10	0	0	10
Bacteriology, Decontamination, Sterilization, Personal Protection, Sanitation, Safety & OSHA	20	5	45	70
First Aid	5	0	0	5
Physiology, Anatomy for the Aesthetician	15	0	0	15
Skin structure and function	8	0	0	8
Skin Disorders, Dermatology and Special Esthetics Procedures	6	2	4	12
Chemistry for the Aesthetician	15	0	0	15
Product Knowledge, Ingredient and Product Analysis	5	21	6	32
Nutrition and Health of the Skin	5	0	0	5
Massage Theory and techniques for Professional Massage	10	5	35	50
Facials and Skin Care Treatment Procedures, Packs and Masks	25	25	75	125
Professional Makeup Techniques, Understanding Color Coordination	6	8	21	35
Theatrical/Photography Makeup Techniques, Camouflage Make-up, Corrective Make-up	3	5	12	20
Electricity, Light Therapy, Machines, and Professional Skin Care Equipment	10	5	65	80
West Virginia State Laws and Licensing Requirements	20	0	0	20
Management, Salesmanship 1. Salon Operations 2. Selling techniques 3. Job Opportunities (Resume, Employment Applications, Conduct, Payroll Deductions)	30	0	0	30
Hair Structure and Temporary Removal Methods	2	2	6	10
Eyebrow Arching, Tinting, Artificial Eye Lashes, Facial Hairpieces, Eyebrow Alternatives	2	2	6	10
Appointment Desk	1	1	18	20

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Dispensary	1	1	18	20
Supplemental techniques	5	5	20	30
TOTALS	204	87	331	622

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Course Descriptions

COS 195 Esthetics Concepts.

Course Description: Provides introductory skills in the performance of skin care. Provides an overview of Virginia Law and Licensure requirements. Examines business practices for salons and spas offering Esthetics Treatments. Includes hands-on experiences for skill development. 2 hours lecture 3 hours laboratory Total 5 contact hours *(75 hours)*

COS 196 Makeup Applications

Course Description: Provides skills in client consultation, cosmetic selection for skin sensitivity, matching of skin tone, application of cosmetics to face and body, and general product knowledge. Provides practice in manual and device application techniques. Provides an overview of Spa and Salon cosmetic sales, operation, and management. 2 hours lecture 3 hours laboratory Total 5 contact hours *(75 hours)*

COS 199 Esthetics Salon I.

Course Description: Provides development of skill sets in skin care treatment. Provides hands-on experiences in a simulated salon environment. Topics may include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis 2 hours lecture 3 hours laboratory Total 5 contact hours *(75 hours)*

COS 295 Esthetics Salon II.

Course Description: Introduces the esthetician to hair removal techniques, products, and equipment in a simulated esthetics setting. Provides hands-on experience and practice with hair removal. Includes the minimum 115 clock hour and performance requirements to qualify for the Waxing Technician examination leading to licensure as a Wax Technician. Topics may include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Preparation for meeting the requirements covered on the Cosmetology licensing examination for Estheticians. 1 hours lecture 6 hours laboratory Total 7 contact hours *(105 hours)*

COS 190 Internship in Esthiology (3)

Course Description: Provides salon and spa services experience under the supervision of a licensed Esthetician. Includes requisite contacts and practice in skin analysis, facials, treatments, electrical treatments, make up applications, and hair removal for state licensure examination preparation. Additional time in administering cosmetic treatments to enhance or improve the appearance of the skin: cleansing, toning, performing effleurage or other related movements, stimulating, exfoliating, or performing any other similar procedure on the skin of the human body or scalp by means of cosmetic preparations, treatments, any nonlaser device, electrical, mechanical, or manual, for care of the skin; applying make-up or eyelashes to any person, tinting or perming eyelashes and eyebrows, and lightening hair on the body except the scalp; and removing unwanted hair from the body of any person by the use of tweezing, chemical, or mechanical means. 0 lecture minimum 15 intern hours per week. *(225 hours) (see attached template for HLT 190 Internship)*

NAS 171 Human Anatomy and Physiology I (4 CR)

Presents the human organ systems and their functions as they relate to allied health science. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week. *(90 hours)*

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NEW PROGRAMS ADDED:

Please consult with your advisor in Student Services if you have any questions on our new programs.

CAREER STUDIES CERTIFICATE

Diesel Mechanics

Admission Requirements: Students must meet the general admission requirements established by the college. The program requires satisfactory scores on college placement tests. Students with deficiencies will be required to complete satisfactorily developmental studies courses before enrolling in some classes.

Purpose: The certificate is designed to provide prerequisite skills and knowledge for admission to the VCCS Consortium Diesel Mechanics curriculum.

			<u>Credit Hours</u>	<u>Contact Hours</u>
DRF	175	Schematics and Mechanical Diagrams	2	30
DSL	111	Introduction to Diesel Engine	2	45
DSL	131	Diesel Fuel Systems and Tune-Up	4	90
DSL	141	Transportation Electrical Systems I	2	30
DSL	143	Diesel Truck Electrical Systems	4	90
DSL	152	Diesel Power Trains, Chassis, and Suspension	4	90
DSL	160	Air Brake Systems	3	60
DSL	171	Transportation Air Conditioning I	2	45
DSL	190	Internship in Heavy Truck Maintenance & Repair	3	225
<u>WEL</u>	<u>195</u>	<u>Topics in Welding for Mechanics</u>	<u>3</u>	<u>75</u>
			29	780

Total Semester Hours: 29

Students must complete the above 29 credits to be awarded the Career Studies Certificate in Introduction to Diesel Mechanics.

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DRAFTING

DRF 175 Schematics and Mechanical Diagrams (2 CR)

Covers interpretation of basic shop drawings, conventional symbols, common electrical and electronics symbols, wiring diagrams, hydraulic and pneumatic symbols, schematic drawings, and piping diagrams. Lecture 2 hours per week.

DIESEL (DSL)

DSL 111 Introduction to Diesel Engine (2 CR)

Studies the modern diesel engine, including its fuel, cooling, induction, and exhaust systems. Covers construction, fabrication, maintenance, tune-up, and minor repair and adjustment. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

DSL 131 Diesel Fuel Systems and Tune-Up (4 CR)

Teaches maintenance, adjustment, testing, and general repair of the typical fuel injection components used on non- automotive diesel engines. Includes engine and fuel system tune-up procedures and troubleshooting using current diagnostic equipment. Lecture 2-3 hours. Laboratory 4-6 hours. Total 6-9 hours per week.

DSL 141 Transportation Electrical Systems I (2 CR)

Studies basic operational theory of electrical systems used in public transportation vehicles. Covers electrical symbols, schematics, troubleshooting procedures, as well as the function, construction, and operation of the electrical system and its components. Lecture 2 hours per week.

DSL 143 Diesel Truck Electrical Systems (4 CR)

Studies the theory and operation of various truck and tractor electrical systems. Covers preheating, starting, generating, and lighting systems. Uses modern test equipment for measurement, adjustment, and troubleshooting. Lecture 2 hours per week. Laboratory 4 hours. Total 6 hours per week.

DSL 152 Diesel Power Trains, Chassis, and Suspension (4 CR)

Studies the chassis, suspension, steering and brake systems found on medium and heavy-duty diesel trucks. Covers construction features, operating principles and service procedures for such power train components as clutches, multi-speed transmissions, propeller shafts, and rear axles. Teaches operations of modern equipment to correct and adjust abnormalities. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

DSL 160 Air Brake Systems (3 CR)

Studies the basic operational theory of pneumatic and air brake systems as used in heavy-duty and public transportation vehicles. Covers various air control valves, test system components, and advanced air system schematics. Teaches proper service and preventative maintenance of systems. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

DSL 171 Transportation Air Conditioning I (2 CR)

Studies the fundamentals of air conditioning systems used in public transportation vehicles. Includes the basic theory of operation, repair, servicing, and troubleshooting of the air conditioning system. Prerequisite sponsorship by a public transit authority and divisional approval. Lecture 2 hours per week.

DSL 190 Internship in Heavy Truck Maintenance & Repair (3 CR)

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Provides direct daily insight into mechanics of heavy trucks. Provides cap stone experiences that brings together all classroom and laboratory skill sets into a live environment. Prerequisite: sponsorship by an employer and divisional approval. 0 Lecture 15 contact per week

WELDING TECHNOLOGY

WEL 195 Welding for Mechanics (3CR)

Presents the set up and the oxyfuel station and SMAW welding equipment. Teaches types of flames, tips, polarities, electrodes and filler metals. Teaches cutting brazing and SMAW welding in flat and vertical positions. Discusses metallurgy and places emphasis on safety procedures.

Lecture 2 hours, Lab 3 hours. Course total 75 hours.

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NEW PROGRAMS ADDED:

Please consult with your advisor in Student Services if you have any questions on our new programs.

Golf Operations Specialization

Career Studies Certificate

Purpose

This is a separate curriculum leading to a Career Studies Certificate, or can be combined with the Hospitality Services Certificate foundation courses as one of the Specialization options.

The Golf Operations Program is designed for students who wish to pursue a career related to the golf industry. Those completing the program may seek employment in a variety of settings, such as golf courses (public, private, or resort properties), clubhouses, pro shops, or driving ranges. Individuals already employed in the industry may complete this Career Studies to upgrade their skills, develop specializations, and/or expand their career options.

Admission Requirements

Students must meet the general admission requirements of the College.

Course Schedule

Normally, one course per semester is offered in the evenings to accommodate employed individuals.

Golf Operations Career Studies Curriculum

<i>Course Code</i>	<i>Course Credit Hours</i>	<i>Name</i>
BUS 190*		Internship in Golf Operations
BUS 195		Introduction to Golf Facility Management
<i>BUS 295</i>		<i>Golf Facility Management</i>
HRI 235		Marketing of Hospitality Services
HRT 190*		Internship in Turf Care
<i>PED 133</i>		<i>Golf I</i>
Total Hours for Certificate: 17		

Note: Courses in bold italics are recommended additional requirements.

*Students are required to complete either BUS 195 or HRI 235 prior to enrolling in an internship.

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NEW COURSE

Course Description: **BUS 295 Introduction to Golf Facility Management**

Provides students the opportunity to acquire the knowledge and skills necessary for success in the golf industry. Topics include USGA Rules of Golf/Etiquette, Introduction to Teaching Golf, Tournament Operations, Customer Relations and Merchandising.

Prerequisite: Basic Computer literacy 3 credits

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(Updates/Changes are in red)

NEW PROGRAMS ADDED:

Please consult with your advisor in Student Services if you have any questions on our new programs.

***A. A. S. of Administration of Justice with
Specialization of Forensic Science***

First Semester (Fall)

Second Semester (Spring)

ADJ	100	Survey of Criminal Justice	3		ADJ	173	Forensic Photography I	3
ADJ	134	Collection and Preservation of Physical Evidence	3		ADJ	***	ADJ Forensic Science Elective	3
ADJ	171	Forensic Science I	4		ENG	112	College Composition II	3
ENG	111	College Composition I	3		ITE	115	Basic Computer Literacy	3
PED	***	Requirement	1		HLT / PED	***	Requirement	1
SDV	100	College Success Skills	1		SOC	268	Social Problems	3
SOC	200	Principles of Sociology	3					

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Third Semester (Fall)

Fourth Semester

(Spring)

ADJ	211	Criminal Law, Evidence & Procedure I	3		ADJ	***	ADJ Forensic Science Elective	3
ADJ	236	Basic Criminal Investigation	3		ADJ	212	Criminal Law, Evidence & Procedure II	3
HUM	***	Requirement	3		ADJ	237	Advanced Criminal Investigation	3
MTH	120	Introduction to Mathematics	3		SOC	***	Social Science Elective (PSY 200 recommended)	3
SOC	***	Requirement	3		EEE	***	Free Elective	3
EEE	***	Free Elective	2					

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ADJ Forensic Science Electives:

ADJ-186 Forensic Psychology 3
 ADJ-275 Forensic Pathology 3
 ADJ-276 Hair and Fiber Morphology 3
 ADJ-278 Firearms and Toolmark Identification 3

Certificate of Forensic Science

ADJ	100	Survey of Criminal Justice	3
ADJ	134	Collection and Preservation of Physical Evidence	3
ADJ	171	Forensic Science I	4
ADJ	211	Criminal Law, Evidence & Procedure I	3
ADJ	212	Criminal Law, Evidence & Procedure II	3
ADJ	236	Basic Criminal Investigation	3
ADJ	237	Advanced Criminal Investigation	3
ENG	111	College Composition I	3
SOC	200	Principles of Sociology	3
ITE	115	Basic Computer Literacy	3
HLT	106	First Aid and Safety	2

Course Descriptions

Requirements:

ADJ 134 Collection and Preservation of Physical Evidence (3 CR)

Surveys fundamental evidence collection procedures, including recognition, selection, handling, packaging and marking. Examines ways to prevent alteration, contamination, damage and tampering. Emphasizes legal requirements for a continuous chain of possession. Lecture 3 hours per week.

ADJ 171 Forensic Science I (3- 4 CR)

Introduces student to crime scene technology, procedures for sketching, diagramming and using casting materials. Surveys the concepts of forensic chemistry, fingerprint classification/identification and latent techniques, drug identification, hair and fiber evidence, death investigation techniques, thin-layer chromatographic methods, and arson materials examination. Lecture 3-4 hours. Laboratory 0-3 hours. Total 3-6 hours per week.

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ADJ 173 Forensic Photography I (3 CR)

Surveys fundamental photographic skills--exposure, composition, film, filters, darkroom materials and procedures. Emphasizes use of photography for law enforcement purposes and for courtroom presentation. Considers current status and trends in photographic law. Lecture 3 hours per week.

Electives:

ADJ 186 Forensic Psychology (3 CR)

Introduces student to the constructs of criminal psychology. Introduces the student to the exploration of criminal investigative analysis, VI-CAP, mental disorders and the etiology of certain criminal behaviors. Lecture 3 hours per week.

ADJ 275 Forensic Pathology (3 CR)

Introduces the pathology and physiology of the human body with emphasis on scientific name and technique used in medico-legal investigations of death. Studies types of death, the mechanisms of death and death reflex, and the determining of the cause of death by postmortem examination. Lecture 3 hours per week.

ADJ 276 Hair and Fiber Morphology (2- 3 CR)

Teaches identification and examination methods (analytical and comparative) for human and animal hair and natural and manmade fibers as physical evidence in criminal investigations and prosecutions. Lecture 2-3 hours per week.

ADJ 278 Firearms and Tool-Mark Identification (2- 3 CR)

Introduces the role of the firearms examiner in forensic science. Teaches the examination techniques and procedures for identifying firearms, tool-marks, ammunition, projectiles and projectile fragments. Instructs on the topics of determining muzzle-to-target distance, gunshot residue tests, firearms nomenclature, comparative micrography, serial number restoration, and the collecting, handling, and presenting of firearms and tool-mark evidence. Lecture 2-3 hours per week.

UPDATES/CHANGES TO THE 2006—2008 DSLCC CATALOG
(Updates/Changes are in red)

NEW PROGRAMS ADDED:

Please consult with your advisor in Student Services if you have any questions on our new programs.

PROGRAM CHANGES:

Business Administration Curriculum

The Business Administration program consists of two tracks.

This Business Administration track is the first two years of a four-year discipline that combines an intensive general education approach with broad programs in business to provide the fundamentals of sound business theories and practices. It is designed to allow students to transfer into the third year of a four-year college or university business program and for those students interested in business degrees at AACSB Accredited Institutions. It is not intended to prepare students for clerical or similar occupations.

Transfer Major Objectives: Students who transfer after completing this program may wish to major in fields such as:

- Accounting*
- Business Information Systems*
- Finance*
- Marketing*
- Management*

Business Administration Curriculum

This Transfer Track is designed for those students interested in pursuing a TRADITIONAL BUSINESS DEGREE (Accounting, Finance, Marketing or Management) OR those students interested in business degrees at AACSB Accredited Institutions.

<i>First Semester (Fall)</i>		
<i>Course Code</i>	<i>Course Title</i>	<i>Credit Hours</i>
ECO 201	Principles of Economics I	3
ENG 111	College Composition I	3
HIS 111 or	History of World Civilization I or	3
HIS 121	United States History I	
MTH 163 or	Pre-Calculus I or	3-5
MTH 173	Calculus with Analytic Geometry I	
PED ***	Physical Education Elective	1
SDV 100	College Success Skills	1
<i>Total</i>		14-16

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<i>Second Semester (Spring)</i>		
<i>Course Code</i>	<i>Course Title</i>	<i>Credit Hours</i>
ECO 202	Principles of Economics II	3
ENG 112	College Composition II	3
HIS 112 or	History of World Civilization II or	3
HIS 122	United States History II	
ITE 115	Basic Computer Literacy	3
MTH 164 or	Pre-Calculus II or	3-5
MTH 174 or	Calculus with Analytic Geometry II or	
MTH 240	Statistics	
<i>Total</i>		15-17
<i>Third Semester (Fall)</i>		
<i>Course Code</i>	<i>Course Name</i>	<i>Credit Hours</i>
ACC 211	Principles of Accounting I	3
BIO 101 or	General Biology I w/lab or	4
CHM 111 or	College Chemistry I w/lab or	
PHY 201 or	College Physics I w/lab or	
PHY 241	University Physics I w/lab	
ENG 241 or	Survey of American Literature I or	3
ENG 243	Survey of English Literature I	
PED ***	Physical Education Elective	1
EEE ***	Transfer Elective	3
SPD 110	Introduction to Speech Communications	3
<i>Total</i>		17

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(Updates/Changes are in red)

<i>Fourth Semester (Spring)</i>		
<i>Course Code</i>	<i>Course Title</i>	<i>Credit Hours</i>
ACC 212	Principles of Accounting II	3
BIO 102 or	General Biology II w/lab or	4
CHM 112 or	College Chemistry II w/lab or	
PHY 202 or	College Physics II w/lab or	
PHY 242	University Physics II w/lab	
ENG 242 or	Survey of American Literature II or	3
ENG 244	Survey of English Literature II	
SOC ***	Social Science Elective ¹	3
HUM ***	Humanities Electives ¹	3
<i>Total</i>		16
Minimum Credit Hours for Degree: 62		

The TRANSFER ELECTIVE should be chosen carefully in conjunction with an advisor. The student should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.

Business Administration with Specialization in Business Foundations Curriculum

Purpose: The specialization in Business Foundations is designed for students who plan to transfer to a four-year college or university and are interested in pursuing a NON-TRADITIONAL Business transfer Degree, such as Business Communications. The program is also suitable for those students who are not sure of what program they would like to complete at a four-year school, but know that a foundation of business courses will be required. Examples of such programs are Public Administration, International Business, or Agri-Business and also include those students interested in pursuing a Business Minor. Curricular needs are not the same at every institution; the student should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.

Transfer Major Objectives: Students who transfer after completing this program may wish to major in fields such as:

- Agri-Business
- Business Communications
- Business Minor
- E-Commerce

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(Updates/Changes are in red)

Economics
International Business
Public Administration

Curricular needs are not the same at every institution; the student should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.

<i>First Semester (Fall)</i>		
<i>Course Code</i>	<i>Course Title</i>	<i>Credit Hours</i>
ECO 201	Principles of Economics I	3
ENG 111	College Composition I	3
HIS 111 or	History of World Civilization I or	3
HIS 121	United States History I	
MTH 151 or	Mathematics for the Liberal Arts I * or	3-5
MTH 163 or	Pre-Calculus I or	
MTH 173	Calculus with Analytic Geometry I	
PED ***	Physical Education Elective	1
SDV 100	College Success Skills	1
<i>Total</i>		14-16
<i>Second Semester (Spring)</i>		
<i>Course Code</i>	<i>Course Title</i>	<i>Credit Hours</i>
ECO 202	Principles of Economics II	3
ENG 112	College Composition II	3
HIS 112 or	History of World Civilization II or	3
HIS 122	United States History II	
ITE 115	Basic Computer Literacy	3
MTH 152 or	Mathematics for the Liberal Arts II * or	3-5
MTH 164 or	Pre-Calculus II or	
MTH 174 or	Calculus with Analytic Geometry II or	

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MTH 240	Statistics	
Total		15-17
Third Semester (Fall)		
Course Code	Course Name	Credit Hours
ACC 211	Principles of Accounting I	3
BIO 101 or	General Biology I w/lab or	4
CHM 111 or	College Chemistry I w/lab or	
PHY 201 or	College Physics I w/lab or	
PHY 241	University Physics I w/lab	
ENG 241 or	Survey of American Literature I or	3
ENG 243	Survey of English Literature I	
PED ***	Physical Education Elective	1
EEE ***	Transfer Elective	3
SPD 110	Introduction to Speech Communications	3
Total		17
Fourth Semester (Spring)		
Course Code	Course Title	Credit Hours
BIO 102 or	General Biology II w/lab or	4
CHM 112 or	College Chemistry II w/lab or	
PHY 202 or	College Physics II w/lab or	
PHY 242	University Physics II w/lab	
ENG 242 or	Survey of American Literature II or	3
ENG 244	Survey of English Literature II	
SOC***	Social Science Elective ¹	3
HUM ***	Humanities Electives ¹	3
EEE ***	Transfer Elective	3

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Total	16
Minimum Credit Hours for Degree: 62	

*** This course has limited transferability**

*The TRANSFER ELECTIVE should be chosen carefully in conjunction with an advisor.
The student should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.*

UPDATES/CHANGES TO THE 2006—2008 DSLCC CATALOG
(Updates/Changes are in red)

Summer 2007 Academic Calendar has been revised as follows:

Summer 2007
(Revised 2/15/07)

Eight-Week Session

Summer Registration Begins.....	April 2, 2007
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded	May 16, 2007
Summer Web-Registration Opens	May 21, 2007
Eight-Week Session Summer Classes Begin	June 18, 2007
Last Day to Add without Permission of the Division Dean and the Instructor.....	June 20, 2007 ¹
Last Day to Drop and Receive a Refund	June 25, 2007 ¹
Independence Day (College Closed; No Classes).....	July 4, 2007
Last Day to Withdraw and Receive a Grade of "W"	July 18, 2007
Last Day of Classes	August 9, 2007
Final Exams.....	August 10, 2007

First Four-Week Session

Summer Registration Begins.....	April 2, 2007
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded	May 16, 2007
Summer Web-Registration Opens	May 21, 2007
First Four-Week Session Summer Classes Begin	June 18, 2007
Last Day to Add without the Permission of the Division Dean and the Instructor	June 19, 2007 ¹
Last Day to Drop and Receive a Refund.....	June 20, 2007 ¹
Last Day to Withdraw and Receive a Grade of "W"	July 2, 2007
Independence Day (College Closed; No Classes).....	July 4, 2007
Last Day of Classes	July 12, 2007
Final Exams.....	July 13, 2007

Second Four-Week Session

Summer Registration Begins.....	April 2, 2007
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded	May 16, 2007
Summer Web-Registration Opens	May 21, 2007
Second Four-Week Session Summer Classes Begin	July 16, 2007
Last Day to Add without the Permission of the Division Dean and the Instructor	July 17, 2007 ¹
Last Day to Drop and Receive a Refund.....	July 18, 2007 ¹
Last Day to Withdraw and Receive a Grade of "W"	July 30, 2007
Last Day of Classes	August 9, 2007
Final Exams.....	August 10, 2007

¹Please note that classes not meeting the entire session/semester will have an earlier date to drop the course and receive a refund. Please inquire in Student Services.

UPDATES/CHANGES TO THE 2006—2008 DSLCC CATALOG
(Updates/Changes are in red)

Fall 2007 and Spring 2008 Academic Calendars have been revised as follows:

Fall 2007
(Revised 7/31/07)

Fall Registration Begins	April 2, 2007
Payment Due for All Early Registered Fall Classes Unless Financial Aid Has Been Awarded	July 25, 2007
Fall Web-Registration Opens	July 30, 2007
Fall Classes Begin.....	August 20, 2007
Last Day to Add without the Permission of the Division Dean and the Instructor.....	August 24, 2007 ¹
Labor Day (College Closed; No Classes)	September 3, 2007
Last Day to Add/Drop or Receive a Refund	September 4, 2007 ¹
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F"	October 23, 2007
Spring Registration Begins.....	November 5, 2007
Thanksgiving Holiday (No Classes)	November 19-23, 2007
Last Day of Classes	December 10, 2007
Final Exams.....	December 11-17, 2007
Payment Due for All Early Registered Spring Classes Unless Financial Aid Has Been Awarded	December 12, 2007
Spring Web-Registration Opens	December 17, 2007

Spring 2008

Spring Registration Begins.....	November 5, 2007
Payment Due for All Early Registered Spring Classes Unless Financial Aid Has Been Awarded	December 12, 2007
Spring Web-Registration Opens	December 17, 2007
Spring Classes Begin	January 7, 2008
Last Day to Add Without Permission of the Division Dean and the Instructor	January 11, 2008
Last Day to Add/Drop or Receive a Refund	January 21, 2008 ¹
Spring Break (No Classes).....	March 3-7, 2008
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" ...	March 14, 2008
Fall and Summer Registration Begins.....	April 7, 2008
Last Day of Classes	April 25, 2008
Reading Day/Make-up Day	April 28, 2008
Final Exams.....	April 29 – May 7, 2008
Graduation.....	May 9, 2008

¹Please note that classes not meeting the entire session/semester will have an earlier date to drop the course and receive a refund. Please inquire in Student Services.