

Registration Procedures

Semester-Credit Registration

Registration is permitted only on the days listed in the official college calendar. However, ACC reserves the right to change registration dates. Registration procedures are published in the course schedule each semester and listed on the web. Students who apply and register early will have a better selection of courses. All non-U.S.A. citizens who plan to enroll at ACC must see a counselor or an International Student Advisor prior to every registration. Students must complete all the steps in the registration process. In order to be officially registered, student must pay tuition and fees on or before the published payment date. Students may attend only the classes for which they have officially registered and paid.

Short Semester Registration

ACC offers instruction in a variety of formats including 6, 8, 12, and 16-week classes during the academic year. Summer sessions may include 5 Ω , 9, and 11 week sessions.

Short Semester registration makes it possible for students to enroll in courses after registration for the 12- and 16-week sessions has ended. These normally occur in September and February. For short semester registration

dates, consult the current college calendar. A limited number of on-campus and Distance Learning telecommunications-based courses are offered during these special registrations.

A complete list of Distance Learning courses may be obtained at any ACC Admissions Office, from the Distance Learning Campus Office or on the ACC web Site: www.austincc.edu/schedule/ one week prior to each registration. Short semester courses carry the same tuition charges and credit as those offered during the 16-week term. ACC reserves the right to cancel a short semester registration in the event there are not enough available courses to warrant separate registrations. Call (512) 223-8026 or toll-free 1-888-223-8026 for more information.

Telephone Registration

www3.austincc.edu/evpcss/rss/admiss/howto/worksheet.htm

ACC offers registration by telephone for eligible college credit students who have completed the application, orientation, and advising processes. Qualified current or former students in good standing also may register by telephone. Phone registration is available for Continuing Education students who pay with credit cards. Consult the course schedule for information on how to register and pay by telephone.

Tuition and Fees

www3.austin.cc.tx.us/evpcss/rss/admiss/howto/howto.htm

Residence Requirements – Semester-Credit Programs

The State of Texas requires new students to sign an affidavit certifying their legal residence at the time of enrollment. Returning ACC students who have not attended ACC in a year or more must recertify residency status prior to re-enrollment.

Students must prove to the satisfaction of the Admissions and Records Office that they are entitled to be classified as a resident of Texas.

The responsibility for registering under the proper residence classification is that of the student. Questions concerning his or her right to classification as a resident of Texas must be clarified with the Admissions and Records Office prior to enrollment at Austin Community College.

Please consult the course schedule for residency change deadlines for each registration period. Changes made after established deadlines will not be in effect until subsequent registration periods.

All tuition and fees are subject to change without notice. When registering by phone, all deadlines for payment set

forth in the current Fall, Spring, Summer or short semester course schedule must be observed. All tuition and fees must be paid at the time of enrollment. No partial payments will be accepted unless a contract for payment of tuition in installments has been signed. A student is not officially registered until payment is made in full. Until all financial obligations to the College have been satisfied, a student cannot register, graduate, or have a transcript issued.

Tuition – Semester-Credit Courses

Legal resident of the State of Texas residing in Austin Community College District:

\$32 per semester hour.

Legal resident of the State of Texas not residing in Austin Community College District:

Fall 2002	\$81 per semester hour
Spring 2003	\$81 per semester hour
Summer 2003	\$81 per semester hour

Legal resident of another state:

Fall 2002 \$171 per semester hour with a minimum of \$200 per semester

Spring 2003 \$171 per semester hour
with a minimum of \$200 per semester

Summer 2003 \$171 per semester hour per session

Nonresident alien:

Fall 2002

\$171 per semester hour with a minimum of \$200 per semester

Spring 2003

\$171 per semester hour with a minimum of \$200 per semester

Summer 2003

\$171 per semester hour per session

Audit (no credit students):

Tuition and fees same as for a credit student. Auditing students register on the last day of telephone registration

Fees

In addition to tuition, the following fees are required as applicable (fees are not refundable, unless noted as refundable):

1. Building fee, semester-credit students (per semester hour)(See Refund Policy) \$12.00
2. Catalog fee (per copy) 2.00
3. Compass as a TASP Alternative 29.00
4. Copy of academic record, or file document 5.00
5. Course challenge fee \$10.00/credit hour minimum 30.00
6. Extended field trip fee for courses To be determined at registration
7. GED testing per test (Plus 10.00 TEA fee with 2nd test) 6.00
8. International Student nonrefundable application fee 100.00
9. Installment plan fee 10.00
10. Laboratory fee See Lab Fees section (per laboratory course) (refundable)
11. Learning Resource Services fees
 - Overdue Reserves, first hour 1.00
 - Two-hour Reserves, each hour thereafter .25
 - Other Reserves, per day 1.00
 - Overdue items other than Reserves, per day .25
 - Lost/damaged materials
 - Cost of item plus accrued fines plus processing fee off \$10.00 for cataloged items and reserve books, \$5.00 for other items.
 - LRS Courtesy Borrowers Card, per calendar year 25.00

12. Rideout fee required of all Emergency Medical Services Technology (formerly Paramedic Technology) students. EMSP fees will vary per site for Fall, Spring and Summer Semesters.

EMSP 1161 and 1162	75.00
EMSP 1160	36.00
EMSP 2260 and 2266	212.00

13. Parking Permit Fee 10.00

14. Racquetball facility fee Varies by site

15. Replacement fees

certificate of completion	5.00
diploma	10.00
Identification Card Replacement fee	4.00
paid receipt	5.00
parking permit	10.00

16. Returned check fee; credit card chargeback fee 25.00

17. Refund reprocessing fee 25.00

18. Student services fee (per student per semester) 3.00

19. Summer application fee (refundable) 30.00

20. Testing fee for non-ACC student (career assessment test) 15.00

21. Transcript of record fee (per copy) 5.00
Transcript requested by telephone or fax 10.00

22. Transcript of record fee (per copy) 5.00
Continuing Education 5.00

Students choosing to participate in graduation ceremonies will purchase caps and gowns from the ACC Bookstore.

Student Accident Insurance Policy Fee

ACC has obtained accidental injury insurance coverage for credit-hour and continuing education students enrolling in selected classes. Premium charges vary depending on the nature of the course. The appropriate insurance fee is automatically added to the students' fee bill at the time of registration.

A copy of the insurance policy may be obtained by writing to: Austin Community College, Office of Risk Management & Insurance, 5930 Middle Fiskville Road, Austin, Texas 78752-4390.

All fees are subject to change.

Laboratory Fees Semester-Credit Courses

Course Number	Course Title	Lab Fee
ART	1703 Special Topics in Art	8
ART	2323 Metal Smithing	24
ART	2333 Metal Sculpture	24
ART	2343 Studio Problems	24
ARTC	1301 Basic Animation	24
ARTC	1305 Basic Graphic Design (Elementary Design)	24
ARTC	1309 Basic Illustration (Basic Drawing)	24
ARTC	1313 Computer Production Art I	24
ARTC	1317 Design Communication I (Graphic Design I)	24
ARTC	1321 Illustration Techniques	24
ARTC	1325 Introduction to Computer Graphics/Print	24
ARTC	1327 Typography	24
ARTC	1341 3-D Animation I	24
ARTC	1345 3-D Modeling and Rendering	24
ARTC	1353 Computer Illustration	24
ARTC	1391 Special Topics in Graphic Design, Commercial Art and Illustration	24
ARTC	2305 Digital Painting and Imaging (Photoshop Techniques)	24
ARTC	2311 History of Communication Graphics	24
ARTC	2313 Computer Production Art II	24
ARTC	2315 Mural Painting	24
ARTC	2317 Typographic Design	24
ARTC	2331 Illustration Concepts	24
ARTC	2335 Portfolio Development for Graphic Design	24
ARTC	2341 3-D Animation II	24
ARTC	2347 Design Communication II (Graphic Design II)	24
ARTS	1311 Design I	20
ARTS	1312 Design II	20
ARTS	1316 Drawing I	20
ARTS	1317 Drawing II	20
ARTS	2316 Painting I	20
ARTS	2317 Painting II	20
ARTS	2323 Life Drawing I	20
ARTS	2324 Life Drawing II	20
ARTS	2326 Sculpture I	20
ARTS	2327 Sculpture II	20
ARTS	2333 Printmaking I	20
ARTS	2334 Printmaking II	20
ARTS	2341 Art Metals	24
ARTS	2342 Jewelry Fabrication	24
ARTS	2346 Ceramics I	20
ARTS	2347 Ceramics II	20
ARTS	2356 Photography I	24
ARTS	2366 Watercolor Painting	20
ARTV	1301 Animation 2D	24
AUMT	1405 Introduction to Automotive Technology	24
AUMT	1407 Automotive Electrical Systems	24
AUMT	1410 Automotive Brake Systems	24
AUMT	1416 Suspension and Steering	24
AUMT	1419 Automotive Engine Repair	24
AUMT	1445 Automotive Heating and Air Conditioning	24
AUMT	2413 Manual Drive Train and Axles	24
AUMT	2417 Engine Performance Analysis I	24
AUMT	2425 Automatic Transmissions and Transaxles	24
AUMT	2434 Engine Performance Analysis II	24
AUMT	2437 Automotive Electronics	24
AUMT	2428 Automotive Service	24
BCIS	1305 Business Computer Applications	12
BIO	1614 Field Biology	24
BIO	1714 Anatomy and Physiology I	24
BIO	1724 Anatomy and Physiology II	24
BIO	2614 Aquatic Biology	24
BIOL	1406 Cellular and Molecular Biology	24
BIOL	1407 Structure and Function of Organisms	24
BIOL	1408 Introductory Biology	24
BIOL	1409 Introductory Biology	24
BIOL	1411 General Botany	24
BIOL	1413 General Zoology	24
BIOL	1424 Native Plants	24
BIOL	2106 Environmental Biology Lab	24
BIOL	2401 Human Anatomy	24
BIOL	2402 Human Physiology	24
BIOL	2420 Introduction to Microbiology	24
BIOL	2421 Microbiology	24
BITC	1311 Introduction to Biotechnology	24
BITC	1401 Biotechnology Laboratory Instrumentation	24
BITC	1402 Biotechnology Laboratory Methods and Techniques	24

BITC	2401 Molecular Biology Techniques	24
BITC	2431 Cell Culture Techniques	24
CETT	1403 DC Circuits (First 8-Week Session)	20
CETT	1405 AC Circuits (Second 8-Week Session)	20
CETT	1421 Electronic Fabrication	20
CETT	1425 Digital Fundamentals	20
CETT	1429 Solid State Devices	20
CETT	1445 Microprocessor	20
CETT	1457 Linear Integrated Circuits	20
CETT	2433 Digital Computer Circuits	20
CETT	2435 Advanced Microprocessors	20
CETT	2471 Pulse Circuits and Waveshaping	20
CHEM	1405 Introduction to Chemistry	16
CHEM	1411 General Chemistry I	16
CHEM	1412 General Chemistry II	16
CHEM	2423 Organic Chemistry I	16
CHEM	2425 Organic Chemistry II	16
CJLE	2522 Texas Peace Officer Skills	24
CNBT	1191 Special Topics in Construction/Building Technology/Technician	12
CNBT	1210 Construction Methods and Materials	16
CNBT	1211 Construction Methods and Materials	16
CNBT	1291 Special Topics in Construction/Building Technology/Technician	16
CNBT	1305 Residential and Light Commercial Blueprint Reading	16
CNBT	1311 Construction Methods and Materials	24
CNBT	1391 Special Topics in Construction/Building Technology/Technician	20
CNBT	1402 Mechanical, Plumbing and Electrical Systems in Construction	20
CNBT	1411 Construction Methods and Materials	24
CNBT	1413 Concrete	24
CNBT	1449 Concrete	24
CNBT	1471 Building for Resource Conservation	24
CNBT	1491 Special Topics in Construction/Building Technology/Technician	24
CNBT	2444 Construction Management II	24
COMM	1336 Television Production I	24
COMM	1337 Television Production II	24
COMM	2325 Audio Production	12
COSC	1300 Introduction to Computing	8
COSC	1301 Personal Computing	12
COSC	1315 Fundamentals of Programming	12
COSC	1320 C++ Programming	12
COSC	2415 Data Structures	12
COSC	2425 Computer Organization and Machine Language	12
CPMT	1445 Computer Systems Maintenance	16
CPMT	1449 Computer Networking Technology	16
CPMT	2437 Microcomputer Interfacing	16
CPMT	2445 Computer System Troubleshooting	16
CPMT	2449 Advanced Computer Networking Technology	16
CRPT	1191 Special Topics in Carpentry	10
CRPT	1291 Special Topics in Carpentry	16
CRPT	1411 Conventional Roof Systems	24
CRPT	1415 Conventional Wall Systems	24
CRPT	1441 Conventional Exterior Finish Systems	24
CRPT	1445 Conventional Interior Finish Systems	24
CRPT	1491 Special Topics in Carpentry	24
CRPT	2335 Metal Wall Systems	20
CRPT	2435 Metal Wall Systems	24
CULA	1301 Basic Food Preparation	24
CULA	1341 American Regional Cuisine	24
CULA	1345 International Cuisine	24
CULA	1391 Special Topics in Culinary Arts/Chef Training	24
CULA	1391 Special Topics in Culinary Arts/Chef Training	24
CULA	1391 Special Topics in Culinary Arts/Chef Training	24
CULA	2301 Intermediate Food Preparation	24
CULA	2302 Saucier	24
CULA	2336 Charcuterie	24
DFTG	1405 Technical Drafting	16
DFTG	1409 Basic Computer Aided Drafting	16
DFTG	1417 Architectural Drafting	16
DFTG	1421 Architectural Illustration	16
DFTG	1425 Blueprint Reading and Sketching	16
DFTG	1433 Mechanical Drafting	16
DFTG	1458 Electrical/Electronic Drafting	16
DFTG	1491 Special Topics in Drafting	16
DFTG	1494 Special Topics in Electrical/Electronics Drafting	16
DFTG	1495 Special Topics in Mechanical Drafting	16
DFTG	2402 Machine Drafting	16
DFTG	2404 Printed Circuit Board Design	16
DFTG	2410 Structural Drafting	16
DFTG	2412 Technical Illustration	16

Tuition & Fees

DFTG 2417 Descriptive Geometry	16	HRGY 1441 Stonesetting I	24
DFTG 2421 Topographical Drafting	16	HRGY 1442 Stonesetting II	24
DFTG 2428 Architectural Drafting n Commercial	16	HRGY 1443 Stonesetting III	24
DFTG 2436 CAD Programming	16	HRGY 1448 Jewelry Repair/Fabrication I	24
DFTG 2440 Solid Modeling/Design	16	HRGY 1449 Jewelry Repair/Fabrication II	24
DFTG 2470 Integrated Circuit Layout and Design I	16	HRGY 1491 Special Topics in Watch, Clock, and Jewelry Repairer n Industry Practices	24
DFTG 2473 Introduction to CAD/CAM	16	HRGY 2433 Jewelry Casting II	24
DMSO 1172 Techniques of Medical Sonography	24	HRGY 2435 Precious Metals I	24
DMSO 1441 Ultrasound I	24	HRGY 2436 Precious Metals II	24
DMSO 1561 Medical Sonography Clinical I	24	IFWA 1319 Hotel, Restaurant, and Institutional Meat	24
DMSO 2342 Ultrasound III	24	IFWA 2343 Professional Techniques for Cooks/Caterers	24
DMSO 2441 Ultrasound II	24	IMED 1211 Storyboard	24
DMSO 2563 Medical Sonography Clinical III	24	IMED 1301 Introduction to Multimedia	24
DSAE 1203 Introduction to Echocardiography Techniques	24	IMED 1305 Multimedia Authoring I	24
DSAE 1315 Principles of Adult Echocardiography	24	IMED 1316 Web Page Design I	24
DSAE 1561 Clinical Echocardiography I	24	IMED 1341 2-D Interface Design	24
DSAE 2337 Echocardiographic Evaluation of Pathology II	24	IMED 1351 Digital Video	24
DSAE 2335 Advanced Echocardiography	24	IMED 1391 Special Topics in Educational/Instructional Media Technology/Technician	24
DSAE 2404 Echocardiographic Evaluation of Pathology I	24	IMED 2305 Multimedia Authoring II	24
DSAE 2462 Clinical Echocardiography II	24	IMED 2309 Internet Commerce	24
DSAE 2563 Clinical Echocardiography III	24	IMED 2311 Portfolio Development	24
DSVT 1103 Introduction to Vascular Technology	24	IMED 2315 Web Page Design II	24
EECT 2433 Telephone Systems	16	IMED 2341 Advanced Digital Video	24
EECT 2435 Telecommunications	16	IMED 1345 Interactive Multimedia I	24
EECT 2439 Communications Circuits	16	INEW 2338 Advanced Java Programming: Visual	12
ELMT 2433 Industrial Electronics	20	INTC 1448 Analytical Instrumentation	16
ELMT 2437 Electronic Troubleshooting, Service, and Repair	16	INTC 2471 Data Acquisition and Measurement	16
ELMT 2441 Electromechanical Systems	16	ITMC 1319 Installing and Administering Windows 2000	12
EMSP 1145 Basic Trauma Life Support	16	ITMC 1342 Implementing Microsoft Windows 2000 Network Infrastructure	12
EMSP 1147 Pediatric Advanced Life Support	24	ITNW 1325 Fundamentals of Networking	12
EMSP 1149 Prehospital Trauma Life Support	16	ITNW 1337 Introduction to the Internet	12
EMSP 1338 Introduction to Advanced Practice	24	ITNW 2405 Network Administration for Novell NetWare	12
EMSP 1355 Trauma Management	24	ITSC 1307 UNIX Operating System I	12
EMSP 1356 Patient Assessment and Airway Management	24	ITSC 1309 Integrated Software Applications I	12
EMSP 1501 EMT n Basic	24	ITSC 1313 Internet/Web Page Development	12
EMSP 2135 Advanced Cardiac Life Support	8	ITSC 1325 Personal Computer Hardware	12
EMSP 2237 Emergency Procedures	24	ITSC 1327 Multi-user Operating Systems	12
EMSP 2243 Assessment Based Management	24	ITSC 2331 Integrated Software Applications III	12
EMSP 2330 Special Populations	24	ITSC 2337 UNIX Operating Systems II	12
EMSP 2338 EMS Operations	24	ITSE 1331 Introduction to Visual BASIC Programming	12
EMSP 2444 Cardiology	24	ITSE 1344 Mastering MS Visual BASIC 6.0 Development	12
EMSP 2534 Medical Emergencies	24	ITSE 1345 Introduction to Oracle SQL and PL/SQL	12
EPCT 1344 Environmental Sampling and Analysis	20	ITSE 1411 Web Page Programming	12
EPCT 2403 Surface and Ground Water Collection	20	ITSE 1450 System Analysis and Design	12
EPCT 2415 Water Chemistry	20	ITSE 2309 Introduction to Database Programming: Oracle	12
FDNS 1301 Introduction to Foods	24	ITSE 2313 Web Authoring (Java Script)	12
FIRS 1313 Firefighter Certification III	90	ITSE 2317 Java Programming (Intermediate)	12
FIRS 1323 Firefighter Certification V	90	ITSE 2321 Introduction to Object-Oriented Programming (Java)	12
FIRS 1401 Firefighter Certification I	90	ITSE 2339 Advanced Windows Programming Using C++	12
FIRS 1407 Firefighter Certification II	90	ITSE 2349 Advanced Visual BASIC Programming	12
FIRS 1433 Firefighter Certification VII	83	ITSE 2356 Oracle Database Administration I	12
GEO 2614 Paleontology	20	ITSE 2357 Advanced Object-Oriented Program (Java)	12
GEOL 1105 Laboratory in Environmental Geology	20	ITSE 2359 Advanced Programming (OOA/OOD/OOP)	12
GEOL 1403 Physical Geology	20	ITSE 2431 Advanced C++ Programming	12
GEOL 1404 Historical Geology	20	ITSE 2437 Assembly Language Programming	12
GEOL 1445 Introduction to Oceanography	20	ITSW 1304 Introduction to Spreadsheets	12
GRPH 1296 Special Topics in Desktop Publishing Equipment Operator	12	ITSW 1307 Introduction to Database	12
GRPH 1396 Special Topics in Desktop Publishing Equipment Operator	12	ITSW 1310 Presentation Media Software n Powerpoint0	12
GRPH 1409 Press Operations I	24	KINE 1118 Fencing I	8
GRPH 1422 Electronic Publishing I	24	KINE 1120 Golf I	24
GRPH 1425 Digital Imaging I	24	KINE 1139 Soccer	8
GRPH 1432 Electronic Imaging System	24	KINE 1142 Tennis I	8
GRPH 1454 Electronic Publishing II	24	KINE 1145 Weight Training I	24
GRPH 1457 Digital Imaging II	24	KINE 1306 First Aid and Safety	8
GRPH 1459 Object Oriented Computer Graphics	24	KINE 2110 Fencing II	8
GRPH 1491 Special Topics in Graphic and Printing Equipment Operator	12	KINE 2111 Golf II	24
GRPH 1493 Special Topics in Lithographer and Platemaker	12	KINE 2119 Soccer II	8
GRPH 1494 Special Topics in Printing Press Operator	12	KINE 2120 Tennis II	8
GRPH 1496 Special Topics in Desktop Publishing Equipment Operator	12	KINE 2122 Weight Training II	24
GRPH 2235 Prepress Techniques I	24	LOTT 1401 Introduction to Fiber Optics	16
GRPH 2236 Prepress Techniques II	24	MCHN 1419 Manufacturing Materials and Processes	16
GRPH 2441 Electronic Publishing III	24	MLAB 1201 Introduction to Clinical Laboratory Science	12
HART 1441 Residential Air Conditioning	24	MLAB 1211 Urinalysis/Body Fluids	24
HART 1442 Commercial Refrigeration	24	MLAB 1227 Coagulation	24
HART 1445 Gas and Electric Heating	24	MLAB 1235 Immunology/Serology	24
HART 1449 Heat Pumps	24	MLAB 1315 Hematology	24
HART 2431 Advanced Electricity	24	MLAB 1331 Parasitology/Mycology	20
HART 2441 Commercial Air Conditioning	24	MLAB 2360 Clinical I	24
HART 2443 Industrial Air Conditioning	24	MLAB 2401 Clinical Chemistry	24
HART 2445 Air Conditioning Systems Design	24	MLAB 2431 Immunohematology	24
HRGY 1401 Jewelry Techniques I	24	MLAB 2434 Clinical Microbiology	24
HRGY 1402 Jewelry Techniques II	24	MTRC 1402 Motorcycle Tune Up	16
HRGY 1409 Jewelry Casting I	24		
HRGY 1417 Applied Jewelry Practices	24		

MTRC 1405 Motorcycle Service Principles	16	PTHA 2367 Practicum ñ PTA	18
MTRC 1408 Motorcycle Chassis and Drive Systems	16	PTHA 2409 Therapeutic Exercise	18
MUAP 1101 Applied ñ Strings	90	PTHA 2431 Management of Neurological Disorders	18
MUAP 1117 Applied ñ Woodwinds	90	PTHA 2435 Rehabilitation Techniques	18
MUAP 1137 Applied ñ Brass	90	RADR 1411 Basic Radiographic Procedures	24
MUAP 1157 Applied ñ Drums	90	RADR 2431 Advanced Radiographic Procedures	24
MUAP 1161 Applied ñ Guitar	90	RNSG 1105 Nursing Skills I	15
MUAP 1169 Applied ñ Piano	90	RNSG 1140 Nursing Skills for Articulating Students	10
MUAP 1173 Applied ñ Synthesis	90	RNSG 1463 Nursing Practice II Clinical for Articulating Students	24
MUAP 1181 Applied ñ Voice	90	RNSG 1517 Concepts of Nursing Practice I for Articulating Students	10
MUAP 1187 Applied ñ Composition	90	RNSG 2160 Mental Health Clinical	10
MUAP 1201 Applied ñ Strings	160	RNSG 2162 Critical Care Nursing Clinical	10
MUAP 1217 Applied ñ Woodwind	160	RNSG 2402 Concepts of Nursing Practice III for Articulating Students	10
MUAP 1237 Applied ñ Brass	160	RSTO 1319 Viticulture and Enology	24
MUAP 1257 Applied ñ Drums	160	SCIT 1418 Applied Physics I	20
MUAP 1261 Applied ñ Guitar	160	SMER 1401 Outboard Tune Up	16
MUAP 1269 Applied ñ Piano	160	SMER 1404 Outboard Service Principles	16
MUAP 1273 Applied ñ Synth	160	SMER 1407 Outboard Powerhead Overhaul	16
MUAP 1281 Applied ñ Voice	160	SMER 1410 Outboard Lower Units	16
MUAP 1287 Applied ñ Composition	160	SMER 1413 Outboard Electrical Systems	16
OSHT 1405 OSHA Regulations ñ Construction Industry	24	SMER 1419 Motorcycle Four Stroke Engine/Transmission	16
OTHA 1305 Principles of Occupational Therapy	15	SMER 1422 Motorcycle Electrical Systems	16
OTHA 1315 Therapeutic Media I in Occupational Therapy	12	SMER 1425 Small Engine Electrical Systems	16
OTHA 1319 Therapeutic Modalities I in Occupational Therapy	12	SMER 1428 Small Engine Service Principles	16
OTHA 1341 Life Skills Performance of Childhood in Occupational Therapy	12	SMER 1431 Small Engine Tune Up	16
OTHA 1579 Human Structure and Function in Occupational Therapy	24	SMER 1434 Small Engine Two Stroke Overhaul	16
OTHA 2302 Therapeutic Media II in Occupational Therapy	12	SMER 1437 Small Engine Four Stroke Overhaul	16
OTHA 2305 Therapeutic Modalities II in Occupational Therapy	12	SMFT 2341 Vacuum Principles & RF Plasma Systems	16
OTHA 2309 Mental Health in Occupational Therapy	12	SMFT 2472 Semiconductor Equipment Operation and Maintenance	16
OTHA 2331 Physical Function in Occupational Therapy	12	SRGT 1405 Introduction to Surgical Technology	24
PFPB 2401 Pipe Fabrication and Installation I	24	SRGT 1409 Fundamentals of Aseptic Technique	20
PHRA 1345 Intravenous Admixture and Sterile Compounding	24	SRGT 1470 Circulating	10
PHRA 1413 Community Pharmacy Practice	24	SRVY 2341 Engineering Design Surveying Lab	12
PHRA 1441 Pharmacy Drug Therapy and Treatment	8	VNSG 1423 Basic Nursing Skills	24
PHRA 1449 Institutional Pharmacy Practice	24	VNSG 2331 Advanced Nursing Skills	24
PHTC 1302 Darkroom Techniques	24	WDWK 1191 Special Topics in Cabinet Maker and Millworker	10
PHTC 1306 Fashion Photography	24	WDWK 1291 Special Topics in Cabinet Maker and Millworker	16
PHTC 1311 Fundamentals of Photography	24	WDWK 1413 Cabinet Making	20
PHTC 1321 Photographic Retouching I	24	WDWK 1491 Special Topics in Cabinet Maker and Millworker	20
PHTC 1325 Photographic Science I	24	WDWK 2451 Cabinet Making II	20
PHTC 1328 Photographic Studio Management	24	WLDG 1191 Special Topics in Welder/Welding Technologist	24
PHTC 1343 Expressive Photography	24	WLDG 1291 Special Topics in Welder/Welding Technologist	24
PHTC 1347 Landscape Photography	24	WLDG 1391 Special Topics in Welder/Welding Technologist ñ Cold Forming Techniques	24
PHTC 1351 Photojournalism I	24	WLDG 1391 Special Topics in Welder/Welding Technologist	24
PHTC 1441 Color Photography I ñ Darkroom	24	WLDG 1405 Art Metals	24
PHTC 1445 Illustrative Photography I	24	WLDG 1417 Introduction to Layout and Fabrication	24
PHTC 1449 Photo Digital Imaging I	24	WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting	24
PHTC 1453 Portraiture I	24	WLDG 1427 Welding Codes ñ Certification	24
PHTC 2331 Architectural Photography	24	WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	24
PHTC 2341 Color Photography II ñ Darkroom	24	WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding	24
PHTC 2343 Commercial Photography	24	WLDG 1435 Introduction to Pipe Welding ñ API 1104	24
PHTC 2351 Photojournalism II	24	WLDG 1442 Metal Sculpture	24
PHTC 2378 Close Up and Macro Photography	24	WLDG 1453 Intermediate Layout and Fabrication	24
PHTC 2401 Intermediate Photography	24	WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	24
PHTC 2433 Photographic Science II	24	WLDG 1491 Special Topics in Welder/Welding Technologist	24
PHTC 2445 Illustrative Photography II	24	WLDG 1491 Special Topics in Welder/Welding Technologist ñ Architectural Hardware	24
PHTC 2449 Photo Digital Imaging II	24	WLDG 1491 Special Topics in Welder/Welding Technologist ñ Chasing and Repoussage	24
PHTC 2453 Portraiture II	24	WLDG 1491 Special Topics in Welder/Welding Technologist ñ Coppermithing	24
PHTC 2473 Photographic Retouching II	24	WLDG 1491 Special Topics in Welder/Welding Technologist ñ Industry Practices	24
PHYS 1111 Laboratory in Introductory Astronomy	20	WLDG 1491 Special Topics in Welder/Welding Technologist ñ Metal Design and Function	24
PHYS 1401 General College Physics I	20	WLDG 1491 Special Topics in Welder/Welding Technologist ñ Tool Making	24
PHYS 1402 General College Physics II	20	WLDG 2406 Intermediate Pipe Welding ñ ASME Section IX	24
PHYS 1405 Conceptual Physics I	20	WLDG 2413 Welding Using Multiple Processes	24
PHYS 1407 Conceptual Physics II	20	WLDG 2433 Metalsmithing	24
PHYS 2425 Engineering Physics I	20	WLDG 2435 Advanced Layout and Fabrication	24
PHYS 2426 Engineering Physics II	20	WLDG 2440 Studio Problems	24
PLAB 1223 Phlebotomy	20	WLDG 2441 Power Hammer	24
POFI 1371 Accessó	12	WLDG 2451 Advanced Gas Tungsten Arc Welding	24
POFI 1449 Spreadsheets ñ Excel	12	WLDG 2473 Maintenance and Repair	24
POFM 1302 Computers in Health Care	12		
POFM 1309 Medical Office Procedures	12		
POFT 1329 Keyboarding and Document Formatting ñ MS Word I ó	12		
POFT 2301 Document Formatting and Skillbuilding: MS Word II ó	12		
POFT 2312 Business Communications II	12		
POFT 2321 Machine Transcription I	12		
POFT 2331 Administrative Systems: Office Management	12		
PSTR 1301 Fundamentals of Baking	24		
PSTR 2331 Advanced Pastry Shop	24		
PTHA 1266 Practicum ñ PTA	18		
PTHA 1267 Practicum ñ PTA	18		
PTHA 1409 Introduction to Physical Therapy	15		
PTHA 1431 Physical Agents	24		
PTHA 1513 Functional Anatomy	24		
PTHA 2301 Assessment Skills	18		

Refunds

Refund of Tuition and Fees, Semester-Credit Courses

A. Withdrawal from Institution. Students who officially withdraw from the institution shall have their tuition and selected fees refunded according to the following schedule:

1. Fall and Spring Semesters (16-week session)

Prior to the first class day	100%
During the first fifteen class days	70%
During the sixteenth through twentieth class days	25%
After the twentieth class day	NONE

2. Summer Sessions (11-week session)

Prior to the first class day	100%
During the first five class days	70%
During the sixth and seventh class days	25%
After the seventh class day	NONE

3. Short Semester Sessions

Please check the course schedule or with the Admissions and Records Office for withdrawal dates and refunds for short semester courses.

NOTE: "Class days" refers to consecutively scheduled days of class for the entire college. The College shall retain the \$3.00 student service fee, unless the institution cancels all of the student's classes.

B. Additional Refund Provisions

- To receive a refund of tuition and fees, students must withdraw by the official dates published in the college calendar.
- Except for reimbursements for canceled classes, it is the student's responsibility to initiate the refund request either by using the college telephone registration system during the schedule change period or in writing at one of the Admissions and Records Offices on the campuses.
- Students may expect to receive their refunds for the fall or spring semester within six to eight weeks from the 12th class day, or the 4th class day for a summer session.
- Students who paid by MasterCard, VISA, or Discover and are entitled to a refund will have their charge card credited for the refund amount.

NOTICE: Paying by charge card is a method of payment elected by the student; therefore, ACC is not responsible for interest charges that might be charged to a student's account while the refund is being processed.
- Tuition and fees paid directly to the college by a sponsor or scholarship shall be refunded to the source rather than directly to the student.
- When a student's required tuition and fees are charged to a financial aid account, the student may not receive a refund if:
 - the financial aid authorized results in an over-award due to reduction of hours or withdrawal from the institution prior to the cutoff dates established each semester; or
 - the student is indebted to the institution.
- In order to receive a refund, the student must go through an official withdrawal procedure and obtain clearance signatures from the ACC Financial Aid Office and any other office to which s/he is indebted. If there is a balance after the student clears these accounts, s/he will be eligible to receive the balance.
- Students who withdraw from the school without completing their proof of Texas residency requirements are still subject to being billed for out-of-state fees.
- A request for the reissue of a lost or stolen refund check must be made within two years of the issue date of the original check.

Tuition Exemptions

Exemptions are provided at Austin Community College. Tuition exemptions are not retroactive to a paid enrollment. To receive information or to update files, contact Student Accounting in the Business Office at the ACC Highland Business Center at 9101 Tuscany Way, Austin, TX 78754. Students in the following categories are eligible for tuition exemption:

Students Who are Blind and Deaf. The Texas Commission for the Blind or the Texas Commission for the Deaf will issue an authorization to the students if they are eligible. Eligible students must contact the Office for Students with Disabilities (OSD) on an ACC campus.

Children of Disabled Firefighters and Peace Officers. Children under 21 years of age are covered if there is a certificate on file with the Texas Higher Education Coordinating Board. A document obtained from this agency must be surrendered at registration.

Children of POWs and MIAs. To qualify for this exemption, a student must be 21 or younger (or under 25 if receiving major support from parents) and be a dependent of a person who is a domiciliary of Texas on active duty as a member of the armed forces of the United States and who at the time of registration is classified by the Department of Defense as a prisoner of war or missing in action.

Early College Start. Juniors and seniors in ACC's service area are exempt from tuition and fees for up to two courses per semester with high school and parental permission.

Early High School Graduates. Exemption from the payment of up to \$1,000 in tuition. Eligible students must contact the Texas Higher Education Coordinating Board.

Firefighters Enrolled in Fire Science Courses. A student must be employed as a full-time firefighter by any political subdivision of the state. A letter verifying employment and an authorization from the Fire Protection Technology Office at the Rio Grande campus listing approved courses must be surrendered at registration. (Exemption is for tuition and related lab fees only.)

Highest Ranking High School Graduates (Valedictorians). Exemptions for tuition only are granted to those students who surrender a copy of their valedictorian certificate at registration. This exemption is only good for the first two consecutive long semesters after graduation from high school.

Senior Citizens. Students 65 years of age or older qualify for exemption of tuition for up to six (6) credit hours per semester on a space available basis. This exemption applies only when the student registers during the add/drop period for the course. Students must pay for any hours in excess of the six allowed.

Students on AFDC (Aid to Families with Dependent Children) During Senior Year of High School. Exemption from payment of tuition and fees for one year. Student must provide proof of having received or been on AFDC for at least six months of the year of high school graduation. Student must enroll in college within 12 months of high school graduation and must be younger than 22.

Students in Foster or Other Residential Care. Exemption from payment of tuition and fees other than building use fees. Student must provide proof of having been in foster care or other residential care under the conservatorship of the Texas Department of Protective and Regulatory Services on or after the day preceding the student's 18th birthday. Student must enroll within 3 years of the date the student was discharged from foster or other residential care.