

Management, Mass Communication, Medical Coding, Medical Transcription, Network Security, Office Administration, Paralegal, Phlebotomy, Polysomnography, Professional Writing, Psychiatric Technician, Spanish for the Healthcare Professional, Technical Theatre, and Visual Communication.

4. **Learning Support Program.** Those students who have scores below specified levels on the COMPASS test (below 61 - English, below 74 - Reading, 37 - Algebra) or comparable College Placement Examination scores are placed in courses to remediate their basic skills deficiencies. Enrolled students must attain specified skill levels in reading, writing, and computation before pursuing college level work in the basic skills areas. ([See Learning Support Requirements.](#))
5. **Cooperative Education.** The Cooperative Education Program, also known as Occupational Experience Program is designed to give students the opportunity to earn college credit for their work experience. In this program, students work in a major-related job part-time or full-time while attending Darton State College. Credit is awarded based upon the number of hours worked per week.

The objectives of Cooperative Education at Darton State College are:

1. To provide relevant work experience for students to test their career interest.
2. To give first hand contact with the occupational environment, to learn needed skills, and to understand the human and technical requirements for productive work and development.
3. To provide meaning and motivation for academic studies.

A student may earn a total of 6 credit hours for the Cooperative Education Program. It is recommended that the student complete 15 semester hours and maintain a 2.0 G.P.A. before job placement. Interested students are urged to contact the cooperative Education Office at 317-6898, located in the Business/Social Science Division, before the beginning of the semester. Please contact the Cooperative Education Office for more information.

6. **Continuing Education, Public Services, and Special Programs.**
  - (a) **Continuing Education** - The College offers courses, seminars and activities (with or without academic credit or continuing education units) of less than two years duration to meet specific community or employment needs. Usually these are evening courses developed upon request and are normally arranged through the Director of Continuing Education and Community Services. Some programs may also be conducted by an academic division.
  - (b) **Certificates** - The College is authorized to award appropriate certificates for successful completion of planned objectives requiring less than two years of study.
7. **Counseling and Academic Advising Services.** These services are provided to all students involved in any of the programs offered, both day and evening. ([See Student Affairs, D - Minority Advising Program and below.](#))

## B. ADVISING

Darton State College recognizes the importance of a thorough program of academic advising. While it is ultimately the responsibility of the students to select and follow a program of study which will lead to their academic objectives, the College provides a structure of academic advising to assist students.

Academic advising is coordinated by the Vice President for Academic Affairs. Students are assigned to a division or department for advising according to their stated program of study. They are then re-assigned to the most appropriate faculty member within that