

DELGADO HVAC PROGRAM FREQUENTLY ASKED QUESTIONS AND INFO GUIDE

Rev. 2/10/2023 KR (Note: some information here, being time sensitive, is subject to MANY changes, for Spring 2023, many policies from to the COVID19 Pandemic, are cancelled)

1. PART ONE - NEW STUDENTS:

As acting Department Chair, I Thank you for your interest, or commitment, in this program. With direction from national leaders, it was the first to be re-designed toward industry in 2010 by Delgado Community College, from the old La. Tech. College program. (Airline Hwy. Campus was Jefferson Parish Vo-Tech prior to LTC.)

I have included a handful of items below, **please read through it** before contacting HVAC instructors for assistance. There is not enough time for us to read all of this to each student individually, and instructors do NOT have access permission to register students. And you may forget to ask some things which are on here.

BE AWARE of your course type (see part 9 of this document), which of the 9 Delgado campuses your class is at, or might be attended for NON-HVAC courses in **VIRTUAL** mode or online. The full Master HVAC Technical Diploma (**TD**) degree program is currently only taught at the Jefferson campus. This is near Airline Hwy and Transcontinental Blvd. All of the courses of the HVAC Certificate of Technical Studies (**CTS**) program are taught there as well, and ALSO at the Sid Collier campus on Louisa St. in New Orleans, availability at either varies by semesters and registered students. The CTS program requires training and testing for the EPA 608 license, NCCER core and two HVAC Excellence student certifications. The TD program requires extra Industry Based Credentials. The HVAC program is a proctor for NATE and RSES certifications. City Park campus is now the regional proctor for **all** International Code Council tests, sometimes requested by students as well.

Most of the HVAC program is available at night, selections change based on demand each semester. There are courses taught during the morning, afternoon, and now Saturday. About half of entire HVAC-courses TD program time is spent doing hands on work in our shops. You are not to buy or bring tools, we are fully equipped. This department has a set of policies additional to Delgado's, which you will have access to for expected adherence. Each course section may have unique instructor-specified guidelines also. (in line with Higher Education Academic Freedom, as allowed in Louisiana)

Because Delgado Community College has shifted heavily toward flexible student choices, you will initiate most data actions. **You** should regularly check your online

access of **anything** which could affect your success, to protect your path to your education! Always assume that there is nobody “minding your business”, but **you!**

2. Program

Below are the two program offerings. Like any college, either of these will vary on time to complete, based on your preferred pace. **The actual course sequence YOU follow WILL ALMOST NEVER MATCH THIS LIST ORDER, or ANY semester/year layout list you are given.** It is just numerically ordered for **easy** viewing. You only must meet the **Requirements needed** to join each course. These, and **COURSE SEQUENCE ADVISING**, are detailed in Part 5 of this guide.

CERTIFICATE OF TECHNICAL STUDIES - CERTIFIED RESIDENTIAL HVAC TECHNICIAN

The mission of every HVAC (Heating, Ventilation and Air-Conditioning) program graduate and certificate holder, should be employment in a company that is continually growing and expanding, that will send them to schools and seminars to keep them updated with new equipment and techniques, where they can grow and prosper the company, and where they can be assured that they will be able to support themselves and their family. The primary mission of the HVAC/R Certificate of Technical Studies program at Delgado Community College is to provide the necessary training to prepare students for an entry-level technician career in the field of residential HVAC.

The Certified Residential HVAC Technician program will provide the majority of intensive training needed for the skills needed for any type or branding of HVAC residential equipment. Residential clients will present a profitable trade for gainfully employed technicians worldwide. Individual employers or manufacturers will employ continuing education for skills unique to the position attained.

	Credit Hours	Lecture	Lab	Contact Hours
Courses required in program MAJOR in numeric order:				
HACR 115 Building Code and Licensing	3	3	0	45
HACR 116 Tubing Fabrication and Fitting	3	2	2	60
HACR 117 Principles of Refrigeration	4	3	2	75
HACR 121 Electrical Fundamentals	3	3	1	60
HACR 153 Residential System Design	4	4	1	75
HACR 222 Electrical Components and Motors	4	3	2	75
Other non-major Courses required in program:				
HESC 102 First Aid	3	3	0	45
TECH 101 NCCER Technical Core Studies	3	3	3	90
ADOT 105 Survey of Computer Applications (or existing credit for CMIN 201 Computer & Internet Literacy*)	3	3	0	45
TOTAL REQUIRED CREDIT HOURS	30	27	11	570
By Curriculum Committee 3/5/2013				
*Required Placement Testing or other pre-requisites				

TECHNICAL DIPLOMA - MASTER HVAC/R TECHNICIAN

The mission of every HVAC/R (Heating, Ventilation, Air-Conditioning and Refrigeration) program graduate and certificate holder, should be employment in a company that is continually growing and expanding, that will send them to schools and seminars to keep them updated with new equipment and techniques, where they can grow and prosper the company, and where they can be assured that they will be able to support themselves and their family. The primary mission of the HVAC/R Technical Diploma program at Delgado Community College is to provide the necessary training to prepare students for a successful career in the field of HVAC/R, with a goal of BUSINESS OWNER OR SERVICE MANAGER.

The Master HVAC/R Technician program will provide the majority of intensive training needed for the skills needed for any type or branding of HVAC/R equipment. Residential, Commercial, and Institutional clients will present a profitable trade for gainfully employed technicians/owners worldwide. Individual employers or manufacturers will employ continuing education for skills unique to the position attained.

	Credit Hours	Lecture	Lab	Contact Hours
Courses required in program MAJOR in numeric order:				
HACR 115 Building Code and Licensing	3	3	0	45
HACR 116 Tubing Fabrication and Fitting	3	2	2	60
HACR 117 Principles of Refrigeration	4	3	2	75
HACR 121 Electrical Fundamentals	3	3	1	60
HACR 153 Residential System Design	4	4	1	75
HACR 157 Building Science for HVAC	2	2	0	30
HACR 158 Building Engineer Hydronics	4	4	1	75
HACR 222 Electrical Components and Motors	4	3	2	75
HACR 251 Theory of Residential Air Conditioning	3	3	0	45
HACR 252 Residential Air Conditioning: Theory and Practice	3	2	3	75
HACR 254 Residential Gas Heating	3	2	2	60
HACR 256 Residential Heat Pumps	3	2	2	60
HACR 281 Introduction to Commercial Air Conditioning	3	2	2	60
HACR 291 Introduction to Commercial Refrigeration	3	2	2	60
Other non-major Courses required in program:				
HESC 102 First Aid	3	3	0	45
TECH 101 NCCER Technical Core Studies	3	3	3	90
ACCT 111 Fundamentals of Accounting (or existing credit for BUSG 115 Starting a New Business*)	3	3	0	45
ADOT 105 Survey of Computer Applications (or existing credit for CMIN 201 Computer & Internet Literacy*)	3	3	0	45
TOTAL	57	49	23	1080

By Curriculum Committee 3/5/2013

*Required Placement Testing or other pre-requisites

3. Contacts and Advising

For Academic Technical Division generic Advising:

(Barber/Stylist, Resid. Construction, Resid./Small Industrial/Commercial Electrician, Cosmetology, HVAC/R, Electric Line Tech, Industrial Maintenance, Motor Vehicle Tech., Precision Machining, Welding): **Please call 671-6704.**

For specific HVAC Dept. affairs NOT covered here, our contact information is:

Professor Kenneth Ripberger, 504-671-6727, kripbe@dcc.edu, Cell: 504-264-3850
(Department Chair)

Mr. Ryland Burghardt, 504-671-6727, rburgh@dcc.edu , Cell: 504-517-2997

ALWAYS LEAVE A MESSAGE IF NEED BE, you **will** be contacted by priority needs.

Face-to-face office hours/location are posted, and are shown on each instructor's course syllabus (Subject to change). F2F in-office advising is during registration week (last week before classes) and is mostly all day.

Our Primary offices are at Jefferson Campus, 5200 Blair Drive, Metairie, LA 70001, Bldg. B Room 1a&1b (entry through Room 2 only).

Our Secondary office is Sid Collier Campus, 3727 Louisa St., New Orleans, LA 70126, Bldg. B Room 118, during class sections there.

4. ENROLLMENT – (Almost everything below can be done by YOU online, this is HIGHLY ADVISED, as staffing has been reduced over several years.)

HVAC Tuition, policies, and enrollment follow the usual Delgado policies.

The following can be done with assistants and advisors at building 6 (on City Park Avenue), but most of *that* process is just guiding you in your self-enrollment, at WWW.DCC.EDU (Bldg. 2, the largest building at the rear of the campus on Navarre Avenue, has moved some student services to Bldg. 6) Other campus sites vary in their limits of student services.

ENROLLMENT STEPS:

There is also an online student handbook and course catalog for each year on Delgado's homepage. to familiarize yourself with the college policy's more. (For example, how to obtain Non-traditional credit hours to bypass courses.)

You must apply and enroll first, on line (No fee) Write down your assigned LOLA #. You can then logon to LOLA, the link is found online on Delgado's home page. Read the tutorial on how to log in, on that page. You may also receive your DCC email

address. Both of these will have you create new passwords. **STORE THEM SOMEWHERE PROTECTED.** You need these for everything, going forward!

You should always apply for financial aid grant money (School Code= 004626)

You must have immunization shot records to register (one month grace period to produce or get shots again), and a high school diploma (or currently enrolled GED student).

If you state in your application you have an existing earned degree from ANY accredited college, you must get an official transcript sent directly to Delgado's registrar from that college, **to enroll in anything**, ASAP!

You MAY enroll online under a maximum of two declared majors. Declaring a TD major will **block** any HVAC enrollment if a **need** for testing is detected in LOLA. You will **need** to take the Delgado placement test only if:

- a. You do not have an accredited college program completion or,
- b. Do not have record of passed placement testing (i.e. ACT) in prior three years.

You can check for either of these, which **MUST** show in LOLA.

If the TD is your goal, and placement testing is required, you may want to **just** register the CTS as your major, if you are late registering in HACR courses. That gives you some time to study up and take the placement test, while enrolled in your first semester. Do not put any required testing off to 2nd semester.

Go to City Park, Building 6, and they will let you know where the testing currently is. This tests you on reading, writing, and math at a high school graduate level.

Declaring **no** HVAC majors will eventually affect your financial aid and block course enrollment. It will usually limit you to between 9-12 maximum HACR lifetime (incl. transfer) credit hours. You must select an HVAC major to take any more HACR courses then, even if you're paying for it yourself.

(This below paragraph may not be accurate information due to recent changes:)

If the placement test might indicate you need Basic Education (i.e. "Developmental Education", "remedials") courses, you would visit the Basic Education department in Bldg. 6, and take an orientation called "OARS". You will be classified as a Basic Education student, and also required to complete CCSS-107 or CCSS-108 within the

first 12 hours of any coursework as well. To bypass Basic Education courses, your most recent placement test must show you are at a level “eligible” for: ENGL062/099, MATH098/114, and READ072. You can not receive an HVAC program CTS/TD completion while a Basic Education student. Some courses from other colleges are NOT transferable.

If your stated **place of birth** is designated a non-English language country, you must pass the English as Second Language (ESL) test. You cannot take **any** course with a prefix of HACR if you have not completed any required ESL courses.

If testing and remedials are not required, roll on!

5. REGISTRATION

EXISTING AND NEW STUDENTS: Students need to **self-register** their courses in LOLA. This link is on Delgado’s home page. Instructors **can’t** do this.

YOU NEED TO BE AWARE OF THE COURSE SEQUENCE BEST FOR YOU, FROM DAY ONE!!! STUDY ALL OF THIS INFORMATION, TO BEST MAP OUT YOUR GAME PLAN!

IT IS IMPORTANT TO NOTE THAT A HANDFUL OF COURSES ARE CRITICAL TO GET DONE *FIRST*, OR THEY WILL BLOCK YOU OUT OF ADVANCED COURSES LATER. DO THESE FIRST IF POSSIBLE!! DO NOT TRY TO FOLLOW A “SEMESTER GUIDE”.

THESE ARE: TECH101, ADOT105(or existing CMIN201), HACR121, HACR222, HACR116, AND HACR117. ANY OF THE OTHER COURSES WITH NO PRE-REQS CAN THEN BE USED AS FILLER COURSES. FINANCIAL AID REQUIRES MIN. 6 CREDIT HRS.

Again, be aware that many courses have pre-requisites to them, the below chart shows those, and a short description. SACS/COC accredited institution HVAC courses (BRCC, etc.) can be considered for course transfer credit.

COE accredited institution coursework, possibly Northshore Technical CC. and some others are not transferable.

There is an apprenticeship course HACR180, currently available for students who have completed all courses required for the Certificate of Technical Studies.

TECH 101 NCCER Technical Core Studies

HACR 121 Electrical Fundamentals

COREQUISITE: ADOT 105

HACR 153 Residential System Design (Good companion to HACR157)

COREQUISITE: ADOT 105

HACR 115 Building Code and Licensing

COREQUISITE: ADOT 105

HACR 158 Building Engineer Hydronics

COREQUISITE: ADOT 105

HACR 157 Building Science for HVAC (Good companion to HACR153)

COREQUISITE: ADOT 105

HACR 116 Tubing Fabrication and fitting

PREREQUISITE: TECH101

COREQUISITE: ADOT 105

HACR 117 Principles of Refrigeration

COREQUISITE: HACR 116

HACR 180 Work Experience: HVAC

PREREQUISITE: Delgado CTS Certificate

HACR 222 Electrical Components and Motors

PREQEQUISITE: HACR 121

HACR 251 Theory of Residential Air Conditioning (Good companion to HACR252)

PREREQUISITE: HACR 121, HACR 222, HACR 116, HACR 117

HACR 252 Residential Air Conditioning Theory and Practice (Good companion to HACR251)

PREREQUISITE: HACR 121, HACR 222, HACR 116, HACR 117

COREQUISITE: HACR 251

HACR 254 Residential Gas Heating

PREREQUISITE: HACR 121, HACR 222, HACR 116

HACR 256 Residential Heat Pumps

PREREQUISITE: HACR 121, HACR 222, HACR 116, HACR 117

HACR 281 Introduction to Commercial Air Conditioning

PREREQUISITE: HACR 121, HACR 222, HACR 116, HACR 117

HACR 291 Introduction to Commercial Refrigeration

PREREQUISITE: HACR 121, HACR 222, HACR 116, HACR 117

All HVAC students are expected to be computer **PC literate, (that's not a smartphone)**, and may be advised to skip some courses before computer training is completed. ADOT105 or CMIN201, is required for most major (HACR) courses. *(You really should not take HACR 153, 157, or 115 without good PC skills)*

SOMETIMES YOU **CAN NOT** REGISTER FOR A COURSE IF YOU ARE CURRENTLY STILL IN THE PREREQUIRED COURSE, YOU MUST WAIT UNTIL YOUR FINAL PASSING GRADE IS LOGGED IN LOLA.

More on LOLA, where you enroll yourself in courses: *(details may vary)*

Your first time logging in, you will normally use your enrolled name for the “name” box, no spaces. So if your name is John H. Smith III, you will enter johnsmith. If there is another student with this common name of John G. Smith, then YOU might have been assigned the name johnsmith2, or 3 or such. Click “Look up your user name” if you think there might be others with your name.

You **might** have been sent a default password to your DCC email. (That's why you need access to both!) It will be complex. Like this example:

If your Name is John H. Smith III, and you were born on July 16, 1987 then your password would be: js071687Pass

Be careful that the P is a capital P. You will then be asked to change this default password immediately, BE SURE TO FOLLOW THE INSTRUCTIONS AND **SAVE THE NEW ONE SOMEPLACE SECURE!** You are required to change it about every 4 months.

Once in LOLA, you click on “student tab”, “registration”, “Look up Classes”, and select the term.

Each course you take may have more section in one semester, because class sizes are limited for various reasons. The course sections could have different instructors, times or campuses. Select the one which is appropriate for your personal needs. Each section has a unique 5 digit CRN code, like a car license plate would have.

For example: CRN22548 – HACR-153-VH1 – MOD-HVL , - is the one and only Delgado 22548 course that is:

- Is Heating, (Ventilation), Air-Conditioning & Refrigeration
- Residential System Design
- Virtual (you attend the class session from home at specific time/days IF A “V”) but if a number, that's the campus#)
- Hybrid (Up to 50% of the course is homework or groupwork on your time)

- 1 , the number of the section, as many needed for # of teachers & students
- Modality – Three letter code for one of the FIVE modalities, in this example a Hybrid Live in which you activate your web/audio device for full respectful participation. (See section 9 for more info on how this works)

Part 10 of this document has a handy grid of HVAC courses only, for your convenience to use the CRN code. But to search a course without an HACR in it, you need to do a LOLA search following that manner of section describers: So, select the Term/Year

Select the course Department from it's three letter code, and the 3 digit number of our program-required elective courses (see part 2) you need:

TECH101 – Technology

HESC102 - Health Sciences

ACCT111 – Accounting

BUSG115 – Business Studies - General

ADOT105 – Administrative Office Tech

CMIN201 – Computer Information Technology

Optionally, in the next three characters, as touched on already, you might want to **notice if the first is a number, it's the Campus code** for each course, to know **which campus** the course is physically being held at. Old numbering used to use letters, as some financial matters still do:

FD or 7=Jefferson

FA or 1=City Park

FC or 2=Gen Meyer/WB

3 = Charity

FI or 8 = Sid Collier

Also note the delivery mode of a course (*See Part 9 in this document*), the available times, Instructors, modalities, seats left, etc.

In LOLA, you can also access your fee bill, financial aid status, placement test scores, and grades of any courses you've taken that are in the system. You may also pay online for courses.

While registering in LOLA you may get a "course closed" message. This means the class is full. Wait until right before classes start to see if a second section opens. **Please do not request HVAC course overrides of dept. admins and advisors, without any documented due cause for that to be granted.**

An override in HVAC into a full class **will only** be processed for students who have:

- a. already applied for graduating in THAT semester.
- b. need that course to graduate in the semester the course is taken.
- c. Fully attended the first night of class, with signatures of attendance.

The override will be processed the following day.

The student will take care of any physical requirements needed, without disruption to existing registered students in that section.

CHECK YOUR “BALANCE DUE” OFTEN IN LOLA! If you are asked to PAY, then **do so** by its deadline, or you will **lose** any courses you have registered for. **YOU CAN ONLY GET BACK INTO THE SECTION IF OPEN SEATS STILL SHOW AVAILABLE.**

If financial aid is pending, then owed amount will show a number, but the Balance Due will still show zero. Starting one week before the classes-open day, **LOLA will drop students with a balance EVERY night**, thru the 14th (Census) day of classes!

GRADUATION

You must APPLY to graduate. Students who are near program completion should apply for graduation during the semester before their final anticipated semester, to verify courses needed. You must earn a “C” or better in all “HACR” courses, and a “D” or better in any others.

There is a 1st due date for this application for it to be free. But thereafter, there is a late fee up to the 2nd harsh **deadline. All applications expire after one year, and must then be renewed!** Check in LOLA, that one of your **listed majors is correct** for the completion level you seek. To stay enrolled for further continuing the HVAC program, or other, there **must still be a 2nd major** listed, or you will be exited from the college. (Your major can get changed by LOLA itself sometimes, so check it each semester.) **AGAIN BASICALLY, KEEP AN EYE ON ALL YOUR STUFF, AND YOUR PLAN.**

6. BOOKS

Each course has specific textbooks required for them on file. Bring proof of enrollment (LOLA on smartphone), and any financial aid you have will automatically cover payment of list items picked up at the Barnes&Noble bookstore on City Park campus **only during the first week of classes.** Materials after that, or purchased off-campus are paid out of pocket. Your first financial aid check comes in shortly after the 3rd class week if you’ve attended classes. Editions

may differ. CHECK YOUR COURSE IN CANVAS, OR ASK YOUR INSTRUCTOR WHICH BOOKS ARE CORRECT. Recent publisher's direct prices are listed below.

MindTap access is useful online resources for the textbook for almost every HACR course, but HVAC instructors rarely require it for a course section.

Numbers in the chart column here, under Refrigeration and Air Conditioning Technology textbook, are the book units used in that courses' row.

This is the current list of required textbooks used in the HACR courses only:

Title		2015 International Mechanical Code (2018 ok)	2015 International Fuel Gas Code (2018 ok)	Section 608 Certification Exam Preparatory Manual	Refrigeration and Air Conditioning Technology 9 th ed.
ISBN		978-1-609-83479-1	978-1-609-83477-7	1-930044-60-7	9780357122273
Publisher		Delmar-Cengage	Delmar-Cengage	ESCO	DELMAR-CENGAGE
Edition		2015	2015	9th	9th
Note:		800-786-4452	800-786-4452	800-726-9696	800-354-9706
list price		\$96.50	\$96.50	\$12.95	\$184.95
Source (TRY DELGADO BOOKSTORE FIRST!)		(web) Error! Hyperlink reference not valid.	(web) Error! Hyperlink reference not valid.	www.escogroup.org	www.cengagebrain.com
Building Code and Licensing	115	R	R	R	UNITS USED: 9
Tubing Fabrication and Fitting	116				5, 6, 7, 11
Principles of Refrigeration	117				1, 2, 3, 8, 10, 24, 29 (part)
Electrical Fundamentals	121				12, 13, 15
Residential System Design	153				37, 42
Building Science for A/C	157				34, 39
Building Engineer Hydronics	158				33, 47, 48, 49
Electrical Components and Motors	222				14, 17, 18, 19, 20

Theory of residential Residential A/C	251				23(half), 36, 40
Residential A/C Theory and Practice	252				21, 38, 41
Residential Heating	254				31. 32
Residential Heat Pumps	256				30, 43, 44
Intro. To Commercial A/C	281				16, 22, 23(half). 35, 50
Intro. to Commercial Refrigeration	291				25, 26, 27, 28, 29(part), 45

7. FEES

This is a recent Delgado tuition schedule and fees. **(For reference only, prices can change, and some fees here are now free, as well as residency status!)**

This can help you budget if you are “paying your way”.

2020-2021 Tuition and Fees

	Tuition		Board Authorized Fees					Self-Assessed	
HRS	Tuition	Other Charge	Operational Fee*	Academic Excellence*	Building Use Fee*	Student Services Fee*	Enterprise Resource Planning Fee*	Technology Fee*	Total Tuition & Registration Fees
	refundable	refundable	non-refundable	non-refundable	non-refundable	non-refundable	non-refundable	non-refundable	
1	\$133.93	\$5.03	\$3.00	\$7.00	\$4.00	\$7.00	\$5.00	\$5.00	\$169.96
2	\$267.86	\$10.06	\$6.00	\$14.00	\$8.00	\$14.00	\$10.00	\$10.00	\$339.92
3	\$401.79	\$15.09	\$9.00	\$21.00	\$12.00	\$21.00	\$15.00	\$15.00	\$509.88
4	\$535.72	\$20.12	\$12.00	\$28.00	\$16.00	\$28.00	\$20.00	\$20.00	\$679.84
5	\$669.65	\$25.15	\$15.00	\$35.00	\$20.00	\$35.00	\$25.00	\$25.00	\$849.80
6	\$803.58	\$30.18	\$18.00	\$42.00	\$24.00	\$42.00	\$30.00	\$30.00	\$1,019.76
7	\$937.51	\$35.21	\$21.00	\$49.00	\$28.00	\$49.00	\$35.00	\$35.00	\$1,189.72
8	\$1,071.44	\$40.24	\$24.00	\$56.00	\$32.00	\$56.00	\$40.00	\$40.00	\$1,359.68
9	\$1,205.37	\$45.27	\$27.00	\$63.00	\$36.00	\$63.00	\$45.00	\$45.00	\$1,529.64

10	\$1,339.30	\$50.30	\$30.00	\$70.00	\$40.00	\$70.00	\$50.00	\$50.00	\$1,699.60
11	\$1,473.23	\$55.33	\$33.00	\$77.00	\$44.00	\$77.00	\$55.00	\$55.00	\$1,869.56
12	\$1,607.16	\$60.36	\$36.00	\$84.00	\$48.00	\$84.00	\$60.00	\$60.00	\$2,039.52
13+	Tuition and Registration Fees above cap at 12 credit hours for <i>traditional delivery</i> courses. <i>Online</i> courses have no cap; Tuition, Other Charge, Student Services Fee, and ERP Fee are assessed at a rate of \$133.93, \$5.03, \$7.00, and \$5.00 per hour respectively.								
16+	An additional Excess Credit Hour Fee of \$150.96 per hour is assessed on all traditional credit hours taken by a student that are over fifteen credit hours.								

8. CALANDER

This is the semester calendar of class days and holidays. **Pay close attention to these**

Spring 2023 Semester (Regular Term)

January 9 - May 12, 2023

January

- 6, Friday, 4:30 p.m. - Deadline to submit academic suspension appeals for Spring 2023
- 9 - 10, Monday - Tuesday - College Convocation
- 14, Saturday - Classes begin / Late registration begins
- 16, Monday - Martin Luther King Jr. Holiday, no classes
- 18, Wednesday, 6 p.m. - Late registration ends / Final day to add courses, change sections, change from credit to audit or audit to credit / Last day for admission to the College for semester
- 25, Wednesday - Deadline for 100% tuition adjustment
- 31, Tuesday - Official Census Day
 - Last day to drop without "W" on student transcripts - by 12 noon in person and 4:30 p.m. online
 - Deadline for 50% tuition adjustment - after this date, no adjustments are given - students are responsible for full tuition and fee rates after this date, regardless of withdrawal or attendance

February

- 18 - 22, Saturday - Wednesday - Mardi Gras Holiday, no classes
- 24 Friday, 4:30 p.m. - Second deadline to apply for May graduation - after this day a "late fee" will be assessed

March

- 7, Tuesday, 8 a.m. - Beginning of midterm exams
- 10, Friday, 4:30 p.m. - Final deadline to apply for May graduation
- 13, Monday - End of midterm exams

- 14, Tuesday, 1 p.m. - Midterm grading period ends
- 17, Friday - Summer/Fall 2023 online registration continues

April

- 3, Monday, 4:30 p.m. - First priority deadline to apply for December 2023 graduation
- 4, Tuesday - Final day for dropping courses with a “W” or withdrawing from College by 4:30 p.m. in person and 12 midnight online
- 6 - 9, Thursday - Sunday - Spring Holiday, no classes
- 24, Monday, 4:30 p.m. - Last day for reinstatements to be processed in Registrar’s office

May

- 1, Monday - Last day of class / 4:30 p.m. - Final day for completion of Prior Learning Credits (non-traditional credits) for semester
- 2, Tuesday, 8 a.m. - Beginning of final exams
- 5, Friday, 11:59 p.m. - Final grades due for final exams given on Tuesday, May 2 and Wednesday, May 3
- 6, Saturday - Final exams for Saturday classes
- 8, Monday, 11:59 p.m. - Final grades due for final exams given on Thursday, May 4; Friday, May 5; and Saturday, May 6
- 9, Tuesday, 11 p.m. - End of final exams / Final grades due for online courses
- 10, Wednesday, 1 p.m. - Final grading period ends / Final grades due for final exams given on Monday, May 8 and Tuesday, May 9 / Grade books due in divisional offices
- 11, Thursday, 4:30 p.m. - End of Spring Semester
- 16, Tuesday, 10 a.m. - Commencement

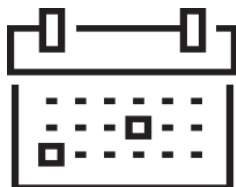
9. Course Types (all HVAC courses are normally Face-to-Face)

Due to our concern about your safety during the COVID-19 pandemic, the college changed the instructional options for all courses. These are fixed by OTHER DEPARTMENT’S INSTRUCTOR’S preference on each class SECTION based on the content of a course, prior to semester start. There are also [changes to the section codes](#) for any courses not Face-to-Face. DCC is offering courses in the following possible 5 formats:



Online Classes

Will allow you to do all your work online and will not meet at scheduled class times. Identify online sections by looking for a W in the section number. (Ex. ENGL 101-W01).



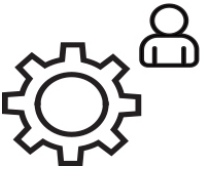
Virtual "Live" Classes

Will allow you to attend class virtually and interact with your instructor and other students during the scheduled class time online. Identify virtual sections by looking for a V in the section number and note the days of the week and times for you to be online in the virtual classroom. (EX. ENGL 101-V01, MW 11:00 am-12:15 pm)



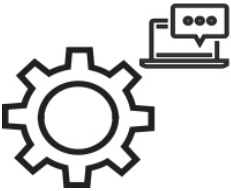
Face-to-Face Classes

Classes will be offered for those courses that cannot be done without hands on instruction, but they will have an online component to allow for possible future shifts of instruction if the need arises. Identify these sections by looking for the course, section number (to indicate campus), days and times, along with a room number. (Ex. ENGL 101-101, MWF 11:00 am- 12:15 pm, CP01, 210W).



Hybrid Face-to-Face Classes

Will allow you to meet face-to-face for part of the instructional time on campus. The rest of your course work will be completed online. Identify hybrid face-to-face sections by looking for an H in the section number and note the day of the week and time you will attend class on campus. (Ex. ENGL 101-1H1, M 11:00 am-12:15 pm, CP01, 210W)



Hybrid Virtual "Live" Classes

Will allow you to attend classes virtually and interact with your instructor and other students during scheduled times. The rest of your course work will be completed online. Identify hybrid virtual sections by looking for VH in the section number and note the day and time of the week for you to be online in the virtual classroom. (Ex. ENGL 101-VH1, M 11:00 am-12:15 pm)

VIRTUAL COURSES:

Currently all sections with a "V" in them ,Virtual, are held with the same expectations as a traditional onsite Face-to Face section. It is a virtual classroom. Courses with a "W" in them are Online. Your instructor will contact you by email on how to proceed.

10. Tentative HVAC Schedule at a glance:

The HVAC courses for FY 2022-23 will be close to the below charts. Course availability changes each semester and is subject to enrollment numbers.

Jefferson and Sid Collier Campus 2023 HVAC Current Schedule SPRING

Even though the course type section denotes for now, that all courses are planned to be all Face-to-Face course delivery, Delgado does, has, and will, “pivot” to Virtual-Live delivery during situations like serious weather events, for as long as is needed! Loaner laptops can be checked out at Bldg 6, if you need a capable one. High end Smartphones are very capable. Instructors will reach out to students by text or email.

CRN #	Max	Prefix	#	Sec	Bldg	Room	Instructor	Start Time	End Time	Days						Clock Hours	CR hrs
		Jefferson Campus								M	T	W	R	F	S		
22684	15	HACR	222	701	B	1	BURGHARDT	800A	1210P		X					75	4
22685	15	HACR	117	701	B	1	BURGHARDT	800A	1210P			X				75	4
22707	15	HACR	115	701	B	1	BURGHARDT	800A	1030A	X						45	3
22708	15	HACR	121	701	B	2	BURGHARDT	1031A	151P	X						60	3
22945	15	HACR	158	711	B	2	PERCLE	1210p	330P			X				75	4
22711	15	HACR	116	711	B	2	BURGHARDT	1210P	330P		X					60	3
22686	15	HACR	281	771	B	1	LANGLOIS	500P	820P		X					60	3
22944	15	HACR	153	771	B	1	RIPBERGER	500P	910P			X				75	4
22710	15	HACR	157	771	B	1	RIPBERGER	500P	640P					X		30	2
21875	10	HACR	180	701	N/A	N/A	BURGHARDT	TBD	TBD							75	2
22712	15	HACR	251	771	B	2	RIPBERGER	530P	800P	X						45	3
22713	15	HACR	252	771	B	2	SCHMIT	500P	910P			X				75	3
		Sid Collier Campus															
22687	14	HACR	153	811	2	118/116C	RIPBERGER	1200P	410P				X			75	4
22688	14	HACR	121	880	2	118/116C	WILLIAMS	530P	850P				X			60	3
22689	14	HACR	116	880	2	118/116C	WILLIAMS	530P	850P	X						60	3
22705	14	HACR	117	880	2	118/116C	BRASSET	500P	910P			X				75	4
22690	14	HACR	222	880	2	118/116C	BRASSET	530P	940P					X		75	4
22706	14	HACR	115	880	2	118/116C	PERCLE	530P	800P		X					45	3

Sum/Fall 2023 HVAC Schedule C (tentative)

CRN #	Max	Prefix	#	Sec	Bldg	Room	Instructor	Start Time	End Time	Days						Clock Hours	CR hrs
		Jefferson Campus								M	T	W	R	F	S		
		SUMMER SCHEDULE:															
30802	15	HACR	115	701	B	1	BURGHARDT	800A	100	X						45	3
30560	15	HACR	116	701	B	2	BURGHARDT	800A	240P		X					60	3
30801	15	HACR	121	701	B	2	BURGHARDT	800A	240P			X				60	3
		FALL SCHEDULE:															
12121	15	HACR	222	701	B	1	BURGHARDT	800A	1210P		X					75	4
12122	15	HACR	117	701	B	1	BURGHARDT	800A	1210P			X				75	4
12644	15	HACR	153	701	B	1	SCHMIT	730A	1140P				X			75	4
12131	15	HACR	291	771	B	2	PERCLE	800P	1120P	X						60	3
12123	15	HACR	115	701	B	1	BURGHARDT	730A	959A	X						45	3
12124	15	HACR	121	701	B	2	BURGHARDT	1000A	120P	X						60	3
12326	15	HACR	121	711	B	2	SCHMIT	1230p	350P			X				60	3
12645	15	HACR	251	711	B	2	BURGHARDT	1200P	230P				X			45	3
12126	15	HACR	116	711	B	2	BURGHARDT	1210P	330P		X					60	3
12128	15	HACR	158	771	B	1	RIPBERGER	500P	910P			X				75	4
12129	15	HACR	157	771	B	1	RIPBERGER	500P	640P					X		30	2
12646	15	HACR	252	771	B	2	SCHMIT	500P	910P		X					75	4
12130	15	HACR	254	771	B	2	RIPBERGER	530P	850P				X			60	3
12125	15	HACR	256	771	B	2	WILLIAMS	530P	850P	X						60	3
12647	15	HACR	281	771	B	2	SCHMIT	530P	850P			X				60	3
		Sid Collier Campus															
12648	14	HACR	153	801	2	118/116C	PERCLE	1200P	410P					X		75	4
12433	14	HACR	121	880	2	118/116C	WILLIAMS	530P	850P				X			60	3
12322	14	HACR	116	880	2	118/116C	RIPBERGER	500P	850P	X						60	3
12321	14	HACR	117	880	2	118/116C	BRASSET	500P	910P			X				75	4
12132	14	HACR	222	880	2	118/116C	PERCLE	530P	940P					X		75	4
12327	14	HACR	115	880	2	118/116C	LANGLOIS	530P	800P		X					45	3
	14	HACR	180	801	email	TDWE	TBA	choice	choice							75	2

FALL Office Hours:

Prof. Kenneth Ripberger, DEPT. CHAIR - kripbe@dcc.edu
 In office: Mon. 130-415pm Collier, Thurs. 100p-445pm Jefferson-B1a (thru B2)
 By same day phone/text/email: Weds 10am to 230pm – 504-264-3850

Ryland Burghardt - rburgh@dcc.edu – Summer-30 min before classes.

FALL: Jefferson – 7-8am, Tue-Wed before class.
 Thursdays: noon – 2pm

ADJUNCT INSTRUCTORS' OFFICE HRS.:

30 minutes before or after each class, instructor will verify:

David Brassset (dbrass@dcc.edu)
 Ray Langlois (rlangl@dcc.edu)
 Jeff Schmit (jschmi2@dcc.edu)
 Elbert Williams (ewilli1@dcc.edu)
 Tim Percle (tpercl@dcc.edu)

DEPARTMENT PHONE: 504-671-6727