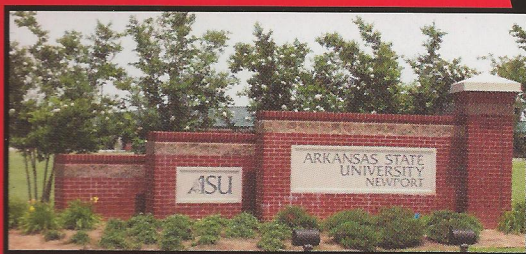


2011-2012 Catalog



"Great Places to Start"



Arkansas State University-Newport



ASUNTC—Marked Tree



ASUNTC—Jonesboro

ASU—Newport

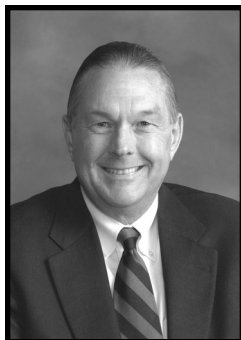
ARKANSAS STATE UNIVERSITY-NEWPORT

CATALOG & STUDENT HANDBOOK

2011-2012

**7648 Victory Blvd.
Newport, AR 72112
(870) 512-7800
(800) 976-1676
Fax: (870) 512-7825**

www.asun.edu



Message from the Chancellor

On behalf of the leadership, faculty and staff of Arkansas State University-Newport, welcome to our campuses.

Students, faculty, staff and administrators go out of their way every day to ensure that our students, prospective students, and visitors feel at home at ASU-Newport, ASU-Newport Technical Center-Jonesboro, and ASU-Newport Technical Center-Marked Tree.

With three campuses and online courses to choose from, ASU-Newport offers convenience, affordability, a caring professional faculty and staff, and a wide range of courses and programs. As you make your decision where to achieve your higher education goals, I ask that you take a moment to look around our campuses and consider making ASU-Newport part of your future to ensure that your goals becomes a reality.

I look forward to seeing you on our campuses and in our classrooms. I invite you to join the ASU-Newport family of students, faculty, staff, administrators and successful alumni who believe in the high-quality, affordable education that we offer to you and others who want to make a difference in their lives.

Best wishes as you plan for your future.

Sincerely,

Larry N. Williams, Ed.D.
Chancellor
Arkansas State University-Newport

TABLE OF CONTENTS

Mission Statement.....	4
Board of Trustees	5
Accreditation	6
Certifications.....	6
Institutional Memberships.....	7-11
Newport Academic Administration.....	12
Degrees and Certificates.....	14-20
Marked Tree Academic Administration.....	17
Jonesboro Academic Administration.....	19
Academic Calendar.....	21-22
Academic Affairs.....	23
Admissions.....	23
Withdrawals.....	33
Distance Education.....	34
Programs Offered.....	42-117
Diesel Technology.....	60
High Voltage Lineman Technology.....	62
Practical Nursing.....	66,111
Commercial Driver Training Institute.....	81,102
Course Descriptions.....	117-193
Continuing Education/Business Outreach.....	194
Adult Education.....	195
Fiscal Affairs.....	196
Tuition and Fees.....	198
Financial Aid.....	200
Career Pathways.....	205
Computer and Network Use Policy.....	206
Library.....	209
I.D. Cards.....	210
Student Counseling Services.....	211
Student Organizations and Activities.....	215
Student Services.....	219
Student Handbook.....	219
Sexual Harassment Policy.....	247
Campus Complaint Log.....	252
Campus Police.....	259
Physical Plant Division.....	261
Coordinator for Equal Opportunity form.....	262
Organization of the University.....	263
Administrative Staff	263
Faculty.....	264-272
Staff.....	273-280
Index.....	281

MISSION STATEMENT

Arkansas State University-Newport's mission is to provide:

- Integrity of Programs and Services;
 - Affordable Life Long Learning;
 - Enhanced Quality of Life
- In the Diverse Community we serve.

Equal Opportunity/Affirmative Action

ASU-Newport is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or other unlawful factors in employment practices or admission and treatment of students. The facilities and services of ASU-Newport are accessible to the handicapped. Any questions regarding this policy should be addressed to: Equal Opportunity/Affirmative Action, ASU-Newport, 7648 Victory Blvd., Newport, AR 72112. (870) 512-7800.

Policy Statement

Policies and procedures stated in this catalog, from admission through graduation, require continuing evaluation, review, and approval by appropriate College officials. All statements reflect policies in existence at the time this catalog was printed. The College reserves the right to change policies at any time without prior notice. College officials determine whether students have satisfactorily met admission, retention, or graduation requirements. ASU-Newport reserves the right to require a student to withdraw from the College for cause at any time.

BOARD OF TRUSTEES

It is the purpose of the Board of Trustees for Arkansas State University-Newport to represent the people of Arkansas in formulating those operational policies that will implement the mission of this University as it strives to fulfill the educational needs of its public. All actions of this Board shall be executed within the constitutional prescriptions of the Constitution of the State of Arkansas. It is the intent and desire of the Board of Trustees to consider those matters pertinent to the welfare of the University and to receive full information in its decision-making process.

Board of Trustees**Term Expires**

Howard Slinkard, Rogers	January 2012
Ron Rhodes, Cherokee Village	January 2013
Mike Gibson, Osceola	January 2014
Dan Pierce, Jonesboro	January 2015
Charles Luter, Paragould	January 2016

Officers of the Board

Howard Slinkard, Rogers	Chair
Ron Rhodes, Cherokee Village	Vice Chair
Mike Gibson, Osceola	Secretary

ACCREDITATION

ASU-Newport is accredited by
The Higher Learning Commission,
a Commission of the:

North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
www.ncacihe.org

NACEP
National Alliance Concurrent Enrollment Partnership, Inc.
126 Mallette Street
Chapel Hill, NC 27516

CERTIFICATIONS

Nursing
Arkansas State Board of Nursing
University Tower Bldg., Suite 800
1123 South University Avenue
Little Rock, AR 72204

National Automotive Technicians Education Foundation
101 Blue Seal Drive, Suite 101
Leesburg, Virginia 20175

Arkansas State Board of Cosmetology
4815 West Markham, Slot 8
Little Rock, Arkansas 72205

Arkansas Department of Health
Section of EMS & Trauma Systems
5800 West 10th Street, Suite 800
Little Rock, AR 72204

INSTITUTIONAL MEMBERSHIPS

American Library Association
50 East Huron Street
Chicago, IL 60611-2795

AACC
American Association of Community Colleges
One DuPont Circle, NW
Suite 410
Washington DC 20036

AAACL
Arkansas Association for Assessment of Collegiate Learning
Arkansas State University
PO Box 1090
State University, AR 72467

Arkansas Association of College & University Business Officers

Arkansas Association for Developmental Education

ACSS
Arkansas Council on Student Services
PO Box 9412
Magnolia, AR 71754-9412

AIRO
Arkansas Institutional Research Organization

ARKACRAO
Arkansas Association of Collegiate Registrars & Admissions Officers

ARK-AHEAD
Arkansas Association on Higher Education & Disability
PO Box 250914
Little Rock, AR 72225-0914

INSTITUTIONAL MEMBERSHIPS, CONTINUED

AACUBO

AASFA

Arkansas Association of Student Financial Aid Administrators

Arkansas Association of Two-Year Colleges

1400 West Markham, Suite 402

Little Rock, AR 72201

(ACPA)

Arkansas College Personnel Association

ULAR

2801 South University-Ross Hall

Little Rock, AR 72204

Arkansas State Chamber of Commerce

1200 W Capitol

PO Box 3645

Little Rock, AR 72203-3645

www.statechamber-aia.dina.org

Arkansas Delta Training and Education Consortium

Arkansas Trucking Association

PO Box 3476

Little Rock, AR 72203

www.arkansastrucking.com

CCSSE

Community College Survey of Student Engagement

The University of Texas at Austin

INSTITUTIONAL MEMBERSHIPS, CONTINUED

Community College Leadership Program
1 University Station D5600
Austin, TX 78712-0378

Council of North Central Two-Year Colleges
200 East McCarty, Suite 101
Jefferson City, MO 65101

ARKLink Library Consortium
Box 12267
Searcy, AR 72149

Jackson County Farm Bureau
206 North Harwood
Newport, AR 72112

Jonesboro Regional Chamber of Commerce
PO Box 789
Jonesboro, AR 72403-0789

Marked Tree Chamber of Commerce
#1 Elm Street
Marked Tree, AR 72365

NACUBO
National Association of College & University Business Officers
1110 Vermont Avenue, N.W.
Suite 800
Washington, DC 20005

NAFSA
National Association of International Educators
1307 New York Avenue, NW, 8th floor
Washington, DC 20005-4701
www.nafsa.org

INSTITUTIONAL MEMBERSHIPS, CONTINUED**NASFA**

National Association of State Facilities Administrators
PO Box 11910
Lexington, KY 40578-1910
www.nasfa.net

NCIA

Department of Educational Administration
141 Teacher's College Hall
P.O. Box 880360
University of Nebraska-Lincoln
Lincoln, NE 68588-0360

NNSP

National Network of Sector Partners
The Balcom Group
992 Locust Cove Road
Heathsville, VA 22473

Newport Area Chamber of Commerce
201 Hazel Street
Newport, AR 72112
www.newportarchamber.org

NISOD

National Institute for Staff & Organizational Development
Community College Leadership Program
College of Education
The University of Texas at Austin
1 University Station, D 5600
Austin, TX 78712-0378
www.nisod.org

INSTITUTIONAL MEMBERSHIPS, CONTINUED

POISE User's Group
11415 East 19th Street
Tulsa, OK 74128

Southern Growth Policies Board
Associate Member Program
PO Box 12293
Research Triangle PK, NC 27709

(SWASFA)
Southwest Association of Student Financial Aid Administrators

Survey of Entering Student Engagement

Trumann Chamber of Commerce
PO Box 215
Trumann, AR 72472

Newport **Academic Administration**



Pictured left to right: Ike Wheeler, Duane Doyle, Dr. Sandra Massey, Dr. Allen Mooneyhan, Bentley Wallace

ACADEMIC DIVISIONS

Chief Academic Officer

Dr. Sandra Massey, Vice Chancellor for Academic Affairs

Division of Occupational Studies

Duane Doyle, Division Chair

Biological Science
Concurrent High School Partnerships
Distance Learning
High Voltage Lineman Technology
Mathematics
Nursing
Physical Science

Division of University Center and Criminal Justice

Dr. Allen Mooneyhan, Division Chair

Assessment
Criminal Justice
Health & Physical Education
Prison Education
University Center

Division of University Studies

Ike Wheeler, Division Chair

Concurrent High School Partnerships
Education
English
Fine Arts
Psychology
Social Sciences

Division of Business and Transportation Technology

Bentley Wallace, Director

Business Education
Diesel Technology
Driver Training

Arkansas State University-Newport Degrees

DEGREES

	Page
Associate of Arts - Liberal Arts (Also Available Online Degree)	43
Associate of Arts Teaching	
-Emphasis in Middle School/Language & Social Studies	48
- Emphasis in Middle School/Math & Science	49
- Emphis in P-4 Option	50
Associate of Science in Business	46
Associate of Science in Criminal Justice	51
Associate of Applied Science - Business Technology (also available as an online degree)	45
- Emphasis in Marketing/Management	45
- Emphasis in Business Technology Office Systems	45
Associate of Applied Science- General Technology	58
- Emphasis in High Voltage Lineman Technology	64
- Emphasis in Renewable Energy Technology	55
Associate of Applied Science	
- Nursing (RN)	73

TECHNICAL CERTIFICATES

Crime Scene Investigation	52
Law Enforcement Administration	53
Diesel Technology	60
High Voltage Lineman Technology	65
Practical Nursing	67
Renewable Energy Technology	56
Surgical Technology	78

CERTIFICATE OF GENERAL STUDIES

General Studies	59
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DEGREES CONTINUED**CERTIFICATE OF PROFICIENCY**

Certified Nursing Assistant	80
Commercial Driver Training	81
Crime Scene Investigation	54
Law Enforcement Administration	54
Medication Assistant	79
Office Occupations	47
Renewable Energy Technology	57

******Curriculum is subject to change without notice******

Marked Tree



Jeff Bookout, Vice Chancellor

ASUN Technical Center Marked Tree Degrees

DEGREES

	Page
Associate of Applied Science - Automotive Service Technology	87
Associate of Applied Science - Business Technology	
- Emphasis in Administrative Office Technology	90
- Emphasis in Computerized Accounting	90
- Emphasis in Microcomputer Business Applications	91
Associate of Applied Science -Collision Repair & Refinishing Tech	93
Associate of Applied Science -Computer and Networking Tech	95
Associate of Applied Science - Energy Control Technology	97

TECHNICAL CERTIFICATES

Automotive Service Technology	89
Business Technology	
- Emphasis in Administrative Office Technology	92
- Emphasis in Computerized Accounting	92
- Emphasis in Microcomputer Business Applications	92
Collision Repair and Refinishing Technology	94
Computer and Networking Technology	96
Cosmetology	99
Cosmetology Instructor Trainee	101
Energy Control Technology	98

CERTIFICATES OF PROFICIENCY

Commercial Truck Driving	102
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Jonesboro



Linda Wood Sharp, Vice Chancellor

ASUN Technical Center Jonesboro Degrees

DEGREES

	Page
Associate of Applied Science - General Technology	105
-Emphasis in Industrial Maintenance	
Associate of Applied Science - General Technology	109
-Emphasis in Plumbing Technology	

TECHNICAL CERTIFICATES

Advanced Manufacturing	108
Industrial Maintenance	107
Plumbing Technology	110
Practical Nursing	111
Telecommunications	115
Welding	116

CERTIFICATES OF PROFICIENCY

Advanced Manufacturing	108
Emergency Medical Technician (EMT)	113
Phlebotomy	114
Welding	117

ASU-NEWPORT ACADEMIC CALENDAR
2011 - 2012

ASU-Newport is closed on the following recognized holidays: Christmas Eve, Christmas Day, New Year's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, and additional days as set forth by the Governor of Arkansas or College Officials. Some holidays are not observed on the day they actually occur because they fall on a Saturday or Sunday. The schedule will be adjusted accordingly when this occurs.

FALL 2011

April 4 (M) Through August 26 (F).....Registration
August 15 (M).....Faculty Return to Campus
August 22 (M).....Classes Begin
September 5 (M).....Labor Day Holiday Observed
October 17-18 (M-T).....Fall Break
November 1 (T) -December 9 (F).....Open Registration for Spring
November 22 (T).....Last Day to Drop Classes/Withdraw from School
November 23-25 (W-F).....Fall Break/Thanksgiving Holidays
November 28- December 4 (M-Su).....Online Class Final Exams
December 2 (F).....Last Day of Class
December 5-9 (M-F).....In Class Final Exams
December 12 (M).....Grades Due in Admissions

SPRING 2012

January 2 (M) Through January 13 (F).....Registration Resumes
January 2 (M).....Faculty Return to Campus
January 9 (M).....Classes Begin
January 16 (M).....Martin Luther King, Jr.'s Birthday Observed
March 19-23 (M-F).....Spring Break
April 2 (M).....Fall/Summer Registration Begins
April 13 (F).....Last Day to Withdraw
April 16-22 (M-Su).....Online Class Final Exams
April 23 (M).....Last Day of Class
April 24-April 30 (T-M).....In Class Final Exams
May 1 (T).....(by 4:00 pm).....Grades Due in Admissions
May 4 (F).....(7:00 pm).....Newport Commencement

SUMMER 2012**FIRST SUMMER TERM 2012****(May 14- June 26)**

Through May 14 (M).....Registration
May 14 (M).....Classes Begin
May 28 (M).....Memorial Day Holiday Observed
June 25 (M).....Last Day to Withdraw/Last Day of Class
June 26 (T).....Final Exam
June 27 (W).....Grades Due in Admissions
June 28 (R).....(6:30pm).....Jonesboro & Marked Tree Commencement

SECOND SUMMER TERM 2012**(July 2 - August 9)**

July 2 (M).....Classes Begin
July 4 (W)Independence Day Holiday Observed
Through July 6 (F).....Registration
August 8 (W).....Last Day to Withdraw/Last Day of Class
August 9 (R).....Final Exams
August 10 (F).....Grades Due in Admissions

Academic Affairs



ADMISSIONS STATEMENT

ASU-Newport has an "open door" admission policy. This policy is designed to enhance access to educational opportunities. Nevertheless, the prospective student is reminded that standards of quality are maintained and that students may be required to remove deficiencies before entering certain programs or courses.

Communications concerning admission should be addressed to the Director of Admissions/Registrar, ASU-Newport, 7648 Victory Blvd., Newport, AR 72112. Persons wishing to telephone the Office of Admissions/Registrar may call (870) 512-7800 or 1-800-976-1676. The fax number is (870) 512-7825 and the web-site is www.asun.edu

APPLYING FOR ADMISSION

Prospective students should submit the following required credentials prior to the date of desired registration:

1. An application for admission.
2. American College Test (ACT, SAT, or Compass) Student Profile Report. (In accordance with state law, scores are required for placement in math, English, and reading.) Scores cannot be older than five years.
3. An official high school transcript that includes date of graduation, or results of the General Education Development test (GED), or official transcripts from previous colleges or universities. (A tentative admission decision can be made on the basis of a seven-semester high school transcript.)
4. Provide proof of immunization in accordance with directives from the Arkansas State Board of Health

Students who misrepresent facts on applications for admission may be immediately dropped from the College and their admission cancelled.

ALL OFFICIAL RECORDS OF STUDENTS ATTENDING ASU-NEWPORT, ASUTC-MARKED TREE, AND ASUTC-JONESBORO SHOULD BE SENT TO ASU-NEWPORT:

**Arkansas State University-Newport
ATTN: Office of Registrar
7648 Victory Boulevard
Newport, AR 72112**

ADMISSIONS CATEGORIES

ASU-Newport grants admission in the following categories:

1. Unconditional Admission

Applicants who will be considered for unconditional admission are:

- A. Graduates from accredited high schools meeting unconditional criteria, or
- B. Applicants who present passing scores on the General Education Development (GED) tests in lieu of high school graduation, or
- C. Students transferring from an accredited institution of higher learning who have a cumulative grade point average of 2.00 or better and are in good standing at the last institution attended. **Official** transcripts must be received from each college or university attended.

2. Conditional Admission

Students not meeting the requirements for unconditional admission may be granted conditional admission. Such admission will be granted only with approval

of the Director of Admissions/Registrar. Students admitted in this category are:

A. Applicants from high schools not accredited by the state.

B. Transfer students who do not have a 2.00 GPA may be admitted conditionally if they are eligible to return to the college most recently attended, or if they have been out of school for a fall or spring semester.

C. Applicants without a high school diploma or GED who have acceptable ACT scores may petition the Director of Admissions/Registrar for conditional admission. The College believes that most students without a high school diploma should seek to complete high school or obtain a GED prior to enrolling in the College. Assistance in obtaining a GED is readily available through the Adult Education program within the ASU-Newport service area.

All students enrolled under conditional admission must take all required remedial courses during their first 15 hours at the College. During subsequent enrollment terms, students who were granted conditional admission will be subject to College policy as outlined in the Academic Probation and Suspension section of this catalog. Some short-term technical programs could be exempt from the prerequisite requirements. Check the Office of Admissions/Registrar for details.

3. Special Students*

A part-time student who does not plan to enroll in a degree or certificate program or who has no plans to transfer credit to another institution may be permitted to enroll as a special student. He/she may be admitted upon submission of an application for admission without transcripts of previous work and shall be classified as a special student. The Arkansas Department of Health requires all students that attend college require proof of immunizations for two separate doses of Measles, Mumps, and Rubella (MMR) unless they are eligible for a waiver.

4. High School Student Admission

A. Summer Enrollment:

High school students who have a "B" average (3.00 on 4.00 scale) and appropriate ACT scores may enroll as full-time college students at ASU-Newport during the summer session.

B. Concurrent Enrollment:

High school students who meet the prescribed criteria adopted by the Arkansas Higher Education Coordinating Board (AHECB) and have appropriate test scores may enroll in college courses while in high school when the combined enrollments do not exceed a normal academic load.

5. Transient Students

A student enrolled and seeking a degree at another college or university may enroll as a "transient student" and upon the student's request, the credits earned will be forwarded to their "home" institution. An Application for Admission should be filed along with an official transcript from the institution to which the credit should be sent as well as immunization records.

6. Transfer Students

A student may transfer from another accredited college or university and seek a degree at Arkansas State University-Newport. Transfer students must complete an Application for Admissions. In addition, they must provide an official transcript from each accredited college or university attended; proof of two doses of immunization for Measles, Mumps, and Rubella; and placement scores if they are not transferring credit for College Algebra and Freshman English I (or their equivalent).

7. Academic Clemency*

Academic clemency is a one time, irrevocable recalculation of grade point average and credit hours toward graduation to be based only on work done after a 5 year separation from college. This provision is made for undergraduate students who have gained maturity through extended experience outside higher education institutions.

Requirements to be satisfied by a student prior to requesting academic clemency toward an undergraduate degree are as follows:

- A. Separation from all academic institutions for at least five years and then,
- B. Formal application filed with the Director of Admissions/Registrar. Upon approval by the Director of Admissions/Registrar, the student will be granted academic clemency. The student's permanent record will remain a record of all work; however, the student will forfeit the use (for degree purposes at Arkansas State University-Newport) of any college or university credit earned prior to the five years separation indicated above. The date of the clemency will coincide with the date of reentry following the prolonged separation and the permanent record will note that a fresh start was made and the date of the fresh start. The record will also carry the notation, "Academic Clemency granted (date of fresh start)." The student will be considered a "First time entering" student.

8. Admission and Enrollment of International Students*

In addition to regular procedures, special conditions apply to the admission and enrollment of international students. For students requesting a student visa, requirements include:

- Application for Admission
- Proof of a minimum English Proficiency (i.e. TOEFL, IELTS, etc.)
- Proof of immunization (2 separate immunizations for Measles, Mumps, Rubella)
- Placement scores (ACT/SAT/COMPASS)
- Notarized copy of high school diploma in English
- Official copies of all college transcripts of other colleges/universities attended
- Complete Home of Record Address
- Deposit of \$8,000

For International students transferring from other institutions, requirements include:

- Application for Admission
- Proof of a minimum English Proficiency (i.e. TOEFL, IELTS, etc.)
- Proof of immunization (2 separate immunizations for Measles, Mumps, Rubella)
- Placement scores (ACT/SAT/COMPASS)
- Notarized copy of high school diploma in English
- Official copies of all college transcripts of other colleges/universities attended
- Complete Home of Record Address
- Copy of current I-20
- Copy of current I-94
- Agreement of understanding that all tuition and fees must be paid at the time of registration.

The application and all supporting documentation must be received in the Admissions Office at least 6 weeks prior to the desired enrollment date. There are no university funds available for financial aid to international students. Complete details of special admissions and enrollment procedures are available from the Director of Admissions/Registrar's Office.

***NOTE - If you are a veteran or are applying for financial aid, please contact your VA and Financial Aid Advisor. These above classifications may affect your benefits.**

INCOMPLETE GRADE POLICY

A student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an incomplete grade:

- The student must request in advance a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor.
- At the time of the incomplete request, the student must have successfully completed a substantial portion of the coursework.
- At the time of the incomplete request, the student must have a passing grade in the course.
- At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.

A student may be required to submit documentation to support the reason(s) the student is not able to complete the coursework. The student and instructor must complete a "Request for Incomplete Grade" form outlining specific work required

for course completion and expected date of completion. The Incomplete form can be found at www.asun.edu under the Admissions link under the My Portal link. Incomplete status is not granted until the form has been completed, the appropriate Division Chair has approved and the form submitted for record with the Registrar.

Normally, students must complete all required work by the end of the following term. Should this work not be completed within this time frame, the Incomplete grade will be changed to an "F" on the student's transcript. The one term completion requirement is a maximum time period; instructors may require a shorter time period for satisfactory completion of the course.

Students unable to complete a course because of military duties or extended jury duty may not be required to meet all of the requirements outlined above. The instructor will notify the Registrar upon successful completion of all coursework and will report the student's grade. If the student fails to complete the coursework as agreed, the instructor will notify the Registrar and the report the grade as an "F".

STUDENT CLASSIFICATION

Beginning students as well as transfer and continuing students with fewer than 30 semester credit hours are classified as freshmen; and students with 30-60 hours of credit are classified as sophomores.

REQUESTING A TRANSCRIPT

All transcript requests must be made in person or in writing to the Office of Admissions/Registrar. A transcript request form may be found on our website. Transcripts are provided free of charge unless ten or more are ordered at one time. Transcripts will not be issued if the student has been placed on a financial or academic hold.

TRANSFER CREDIT POLICY

Students who present official transcripts of college-level credit from regionally accredited and international institutions may receive credit toward a degree on any passing grade where the subjects are determined to be applicable toward requirements for a degree at the college. Only the courses determined to be appropriate for the degree requested will be added to the student's transcript. The transfer credit hours will not be included in the cumulative grade point average reflected on the transcript of academic record.

The Arkansas Department of Higher Education (ADHE) has a web link (<http://www.adhe.edu>) that contains information about the transferability of courses within Arkansas public colleges and universities called the Arkansas Course Transfer System (ACTS). Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the

admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Students need to contact the receiving institution as to transferability and applicability for specific degree requirements. Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website (<http://www.adhe.edu>), selecting "Course Transfer", and following the instructions.

STUDENTS MUST BE ENROLLED AS DEGREE CANDIDATES AT ASU-NEWPORT IN ORDER TO HAVE TRANSFER HOURS ADDED TO THEIR ASU-NEWPORT PERMANENT RECORD.

ACADEMIC ADVISORS

Each student should have an academic advisor. These are faculty members or staff assigned to a student for the purpose of helping to plan a course of study, approving schedules, and approving changes of schedules.

All students who select an area of major interest will be assigned to advisors in the area selected. Students who do not select a major upon enrolling will be assigned to a general advisor. Once a major has been selected, they may be reassigned to an advisor in the area selected.

A student may request a change of advisor by completing a form and returning it to the Office of Admissions/Registrar. Forms are available on line in the Admissions Tab in the Portal or students may find them in the Office of Admissions/Registrar.

STUDENT ACADEMIC LOAD

The maximum academic load shall not exceed 18 hours per semester in fall or spring and 14 hours in the combined summer terms without special approval from the Vice Chancellor for Academic Affairs. Courses taken concurrently at other institutions will be considered in calculating the maximum load.

REGISTRATION

Courses are offered in fall, spring, and summer sessions. Registration dates and times are published on each semester schedule. Registration will be permitted only at scheduled times. All first time, fulltime students and students taking a developmental class must seek advisement prior to registering. All other students are encouraged to seek advisement. If you cannot reach your advisor, please contact the Office of Admissions/Registrar for assistance.

ATTENDANCE POLICY

It is the practice of ASU-Newport to allow students to participate in university-sponsored events, even when those events cause them to be absent from class. Students participating in university-sponsored events will be given reasonable opportunities to make up missed assignments and exams. Because of State Board of Nursing requirements, the Practical Nursing department of ASU-Newport has a more stringent attendance policy which is outlined in the departmental guide.

PUBLIC INFORMATION AND FERPA

The information contained in student records is generally regarded as private and confidential. Public information is an exception and is given to any inquirer unless the student requests nondisclosure for the enrollment period.

Public information includes the following data: full or part-time status, classification (freshman, sophomore, etc.), degrees, date degrees were conferred, terms enrolled, name, picture, address, and telephone number. At the time students register for courses, they may notify the Director of Admissions/ Registrar in writing that public information relating to them may not be released.

Restricting the release of public information directly affects publications, programs, and news releases concerning student activities, honors, and awards. The appropriate form is available in the Admissions/Registrar office.

Additional information on education records is released only upon written student request except to the following persons:

1. ASU-Newport staff with legitimate need for access to information.
2. Federal, state, and local officials as specified by law.
3. Research and accreditation representatives.

ASU-Newport intends to comply fully with the Family Educational Rights and Privacy Act (FERPA) of 1974 which was designed to protect the privacy of educational records to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the Act.

A copy of the full text of the Family Educational Rights and Privacy Act of 1974 is available in the Admissions office along with information about types of student records maintained at ASU-Newport, the procedure for gaining access to records, and the procedure for challenging the contents of those records.

GRADE POINTS

For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A=4, B=3, C=2, D=1, F=0. A student's grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours which the student has attempted. Grades in developmental classes or grades of N or NP are not counted in computing the grade point average. Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average.

GRADING SYSTEM

Letter grades are used to indicate the following qualities:

A	=	Excellent		
B	=	Good	P	= Pass (a C or better)
C	=	Satisfactory	NP	= No Pass
D	=	Poor	AU	= Audit
F	=	Failure	AS	= Advanced Standing
I	=	Incomplete		
W	=	Withdrawals		

REPETITION OF COURSES

Students may repeat up to 18 semester hours in which grades of "D" or "F" were earned and have only the last grade counted in computing the cumulative grade point average. All grades will remain on the permanent record.

The "Repetition of Courses" policy applies only to coursework repeated at the institution where the course was initially taken. Students should contact their VA or Financial Aid advisor prior to repeating courses. Some benefits do not apply to repeat credit.

Developmental courses are not included in this policy.

ACADEMIC PROBATION AND SUSPENSION*

A student will be placed on academic probation at the close of any enrollment period in which the student's cumulative grade point average falls below 2.00. The student will be removed from academic probation at the close of any enrollment period in which the student's cumulative grade point average is 2.00 or higher.

Students on academic probation will be placed on academic suspension when their cumulative and current semester GPA are **both** below a 2.00. Any student placed on academic suspension will not be allowed to enroll the following semester. Transfer/Transient students must provide official transcripts showing good standing from the last college/university attended.

A student who has been academically suspended may petition for re-admission (after sitting out the semester following the semester in which they were suspended). Readmission is not automatic; each case will be judged on merit. Steps for petitioning for re-admission include:

1. Obtaining a petition form and a current transcript from the Office of Admissions/Registrar.
2. Submit the completed petition and the transcript to the Vice Chancellor for Academic Affairs.

***Summer enrollments are not included in this policy.**

AUDITING COURSES

Students are permitted to audit courses at ASU-Newport. Audit students will pay the regular fee as indicated in the section entitled Fees and Expenses. No credit will be awarded for courses audited. The letters "AU" will be recorded in the grade column on the student's permanent record. Audited courses will be counted as part of the stated maximum load for a semester or term.

CHANGES IN SCHEDULE/WITHDRAWAL FROM A COURSE

Changes in a student's schedule will be made without charge. Students will be permitted to change schedules during the times listed on each course schedule. A student may change or drop a course(s) during the first week of each semester through the PORTAL. After the first week, a student must complete and submit a withdrawal form (this may be found online at the ASU-Newport webpage) to the Office of Admissions/Registrar. The refund policy on page 34 will apply. A grade of "W" will be assigned to any course(s) withdrawn after the first week of classes.

Students enrolled in a Lab course must withdraw prior to their last lab class meeting. Check the semester schedule or the website for dates on withdrawals from courses.

Students who cease to attend classes without processing an official withdrawal, or who do not complete the withdrawal process will automatically receive an "F" in the course(s) in which they are enrolled and will be responsible for all fees and tuition.

WITHDRAWALS

Withdrawing From The College (Withdrawal from all courses for a semester)

A student can withdraw on-line from any or all courses during the first week of each term and no charges will be applied. After the first week a form for withdrawing is available on the ASU-Newport website. It should be completed and faxed or brought to the Office of Admissions/Registrar for processing. Refunds will be made when applicable according to the Refund of Tuition and Fees schedule which appears in this section of the catalog.

If a student does withdraw after the first week of classes, proper withdrawal will protect the student's academic records by enabling them to receive grades of "W" in all courses. Students considering withdrawal from the College are strongly encouraged to consult with their advisor or the Office of Admissions/Registrar before doing so. The withdrawal forms are available on the ASU-Newport website and must be completed and submitted to the Registrar's office in order for the student to be officially withdrawn.

THESE PROCESSES ARE THE SAME FOR COMPLETE WITHDRAWAL FROM THE UNIVERSITY OR WITHDRAWAL FROM ONE OR MORE COURSES.

REFUND OF TUITION AND FEES SCHEDULE

The refund schedule applies to the total tuition and fees charged. The refund schedule is:

Fall and Spring Semester

First Week.....	100%
Second and Third Week.....	60%
Over three weeks.....	None

Driver Training Institute Refund policy is: 100% of the tuition will be refunded if the student leaves during the first eight days of enrollment. Thereafter, no refund will apply.

Summer Five-Week and Eight-Week Terms

First Week.....	100%
Thereafter.....	None

DISTANCE EDUCATION

You can find information about the online courses ASU-Newport offers at www.asun.edu/online. Online courses are equivalent to the traditional courses taken on the ASU-Newport college campus; however, online courses remove the barrier of time and distance and allow students to learn while maintaining today's busy lifestyles.

For a course to be considered an online course, eighty percent of the course must be delivered online. While many courses are conducted entirely online, a few instructors may require some tests, such as the midterm or final, to be taken on campus. Contact the course instructor for details regarding the course meeting requirements.

Because an online course environment is a different structure than the traditional classroom environment, an online student must have some particular skills. The student must be highly motivated and self-disciplined. It is important for online students to have good reading skills and the ability to understand computers and follow written instructions in order to be successful in an online course.

Participation is the core element in an online course. Because there is no physical classroom setting, interaction with other students and the instructor take place through the discussion board, announcements, email, and chat rooms.

Unlike the classroom, instructors will not be able to tell if you are confused or if clarification is needed by facial expressions or body language, therefore online students must ask questions.

To gain access to online classes or material that is available to students online, a student will need to login to the Portal at www.asun.edu. In order to access the portal the student must activate their email account (portal and email use the same account).

There are two ways to activate your email account:

1. Click on the My ASUN Portal link on the ASUN home page
 - a. Click on the Student Account link that is on the left hand side about midway through the page
 - b. Click on the link under the "Activating Your Account"
 - c. You will be asked to accept the computer use policy for the campus
 - d. You will be asked to enter your first name, last name, campus id, password of your choice, and the year of your high school graduation
 - e. Once the information is entered and you click submit you will see what your email address is. **Important:** This email address will be used for the username of the portal as well as your email account. So be sure to verify it is correct.
2. Go to www.asun.edu
 - a. Click on student information menu at the top
 - b. Click student email
 - c. Click activate your student email account and follow the instructions

Steps for Logging into the Portal:

- After your email account has been activated you should be able to log in to the portal. Go to <http://portal.asun.edu>/or click on my ASUN Portal link on our main page.
- The Portal Help button will give you more detailed instructions if you need them.
- If you still cannot log in, contact Tamya Stallings at 870-512-7822 or Debbie Keyton at 870-512-7847.

Note: If you are a returning student your password has not changed from the past semester

NON-TRADITIONAL CREDITS (MAXIMUM 30 HOURS)

Upon successful completion of a minimum of six credit hours with ASU-Newport, a student is eligible to receive up to 30 credit hours through non-traditional methods. A student must submit a Petition For Non-Traditional Credit to the Registrar for each course they feel they might be eligible. The petition(s) must present a clear argument that the petitioner has met all the course requirements. Prior to completing the petition, students should view the course description in the course catalogue and research the course syllabus available in the Division Chair tab in the Portal. Included with the petition must be evidence to support the petition. Evidence might include: Letters from instructors, performance evaluations, transcripts from technical schools, training certificates, and professional development documentation. Credits from technical schools of the Armed Forces are evaluated according to the recommendations of the American Council on Education in A Guide to the Evaluation of Educational Experiences in the Armed Forces.

All Non-Traditional Credits will receive a grade of “AS” and will be grade neutral for cumulative grade point average.

CREDIT BY EXAMINATION

College Level Examination Program (CLEP)

ASU-Newport awards up to 30 semester hours of university credit through the College Level Examination Program (CLEP). The rationale for this credit by examination program is as follows: if one has achieved a college level of education in one or more subjects, one is rewarded by receiving the credit without taking the course(s).

There are two types of CLEP exams, General and Subject. The institution awards credit for successful scores on two General exams and several of the Subject exams. Students who plan to transfer from Arkansas State University-Newport to another institution should become familiar with that institution's CLEP policy before taking CLEP exams. Results of CLEP examinations transferred to Arkansas State University-Newport from other institutions will be accepted under the same rules as other transfer credits. **Transfer CLEP credit will not be accepted on another institution's evaluation unless the student has actually attended that institution.**

If CLEP exam scores indicate that one is eligible to receive college credit, this credit shall be recorded on the permanent record without grades or grade points after the student has earned credit at ASU-Newport for a full summer or a spring or fall semester. Anyone may take the CLEP test; however, CLEP credit is not awarded for a course which the student has already completed. This is true regardless of the grade made in the course. CLEP credit is not awarded for a course when the student has already completed a more advanced course at ASU-Newport. If a student is currently enrolled in any of the courses in which he/she is eligible for credit through CLEP, it is his/her responsibility to either officially drop the course and inform the Registrar of the action or continue in the course until it is completed and thus receive no CLEP credit for it.

For information on CLEP or other testing programs, students should contact the Admission's Office.

ADVANCED PLACEMENT (AP)

The Advanced Placement Program, sponsored by the College Board, offers high school students the opportunity to participate in challenging college-level course work. Students can receive advanced standing or advanced placement credit. ASU-Newport awards AP credit for several courses. A list of the courses and minimum AP score for credit can be obtained from the Office of Admissions/Registrar.

- AP credit is not awarded for a course the student has already completed at the college/university level.

- AP credit granted at other institutions is not automatically transferable to ASU-Newport. Students who wish to transfer AP credit must submit official documentation of earned scores.

- Students who establish their eligibility to receive AP credit shall have credit recorded without grade points on their permanent record after they have been enrolled at ASU-Newport for a full summer or semester

ACADEMIC INTEGRITY POLICY

ASU-Newport enthusiastically promotes academic integrity and professional ethics among all members of the ASU-Newport academic community. Violations of this policy are considered serious misconduct and may result in disciplinary action and severe penalties.

Cheating in any form—including plagiarism, turning in assignments prepared by others, unauthorized possession of exams—may result in the student being dropped from the class with an "F" and/or being suspended from the College. Students who feel they have been unfairly accused of cheating may appeal to the Division Chair and the Vice Chancellor for Academic Affairs.

A. PLAGIARISM

Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person as one's own.

1. To avoid plagiarism, give written credit and acknowledgment to the sources of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.
2. If you directly quote works written by someone else, enclose the quotation with quotation marks and provide an appropriate citation (e.g., footnote, endnote, and bibliographical reference).
3. Research, as well as the complete written paper, must be the work of the person seeking academic credit for the course. (Papers, book reports, projects, and/or other class assignments)

Discipline: Faculty members may respond to cases of plagiarism in any of the following ways:

1. Return the paper or other item for rewriting; the grade may be lowered.
2. Giving a failing grade on the paper or other item. ("F" if a letter grade is used or zero if a numerical grade is used.)
3. Give the student who plagiarized a failing grade in the course.
4. Recommend sanctions, including disciplinary expulsion from the College.

B. CHEATING

Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner.

1. Observing and/or copying from another student's test paper, reports, computer files and/or other class assignments.
2. Giving or receiving assistance during an examination period. (This includes providing specific answers to subsequent examinees and/or dispensing or receiving information that would allow the student to have an unfair advantage in the examination over students who did not possess such information.)
3. Using class notes, outlines, and other unauthorized information during an examination period.
4. Using, buying, selling, transporting, or soliciting, in part or entirely, the contents of an examination or other assignment not authorized by the faculty member of the class.

5. Using for credit in one class a term paper, book report, project, or class assignments written for credit in another class without the knowledge and permission of the faculty member of the class.
6. Exchanging places with another person for the purpose of taking an examination or completing other assignments.

Discipline: Faculty members may respond to cases of cheating in any of the following ways:

1. Allow the testing to progress without interruption, informing the offending student about the offense; and award a failing grade on the test of "F" if a letter grade is used or zero if a numerical grade is used.
2. Seize the test of the offending student and give a failing grade on the paper.
3. Give the offending student a failing grade in the course.
4. Recommend sanctions, including disciplinary expulsion from the college.

Note: Departments (e.g., Nursing, and Driver Training) may add to these guidelines in order to enforce academic integrity and professional ethics to meet their special needs (e.g., clinical, computer, laboratory experiences).

INTENT TO GRADUATE

Students intending to graduate at the end of a fall semester (December) must complete an Intent to Graduate form, sign it and submit it to Office of Admissions/ Registrar **NO LATER** than October 1.

Students intending to graduate in the spring semester and/or summer must submit the form **NO LATER** than March 1.

The form is available online at www.asun.edu or in the Office of Admissions/Registrar at each campus, i.e. ASU-Newport, ASUN Technical Center- Marked Tree and ASUN Technical Center-Jonesboro. It can be mailed, faxed, or brought to the Admissions Office.

Failure to submit the form on time will cause the student's name to not be listed in the graduation program and result in delays of processing diplomas.

ARTICULATION AGREEMENTS

ASU-Newport has developed program and course articulation agreements with all the state supported four-year institutions. In addition, articulation agreements with many private colleges have been developed. Articulation agreements provide ease of transfer with minimum loss of credit. The Arkansas Department of Higher Education (ADHE) has a web link that contains information about the transferability of courses within Arkansas public colleges and universities called the Arkansas Course Transfer System (ACTS).

ACTS may be accessed on the Internet by going to the ADHE website at (<http://acts.adhe.edu>), selecting "Course Transfer", and following the instructions.

For more information on articulation agreements, contact the Office of Academic Affairs at (870) 512-7813.

APPLYING FOR DEGREES AND CERTIFICATES

If continuously enrolled, students may graduate under the ASU-Newport catalog in effect when they first enrolled. If enrollment has not been continuous, they may graduate under the current catalog or the first catalog of their continuous enrollment.

Students must have earned at least 15 credit hours at ASU-Newport to receive a degree or a technical certificate with a cumulative GPA of 2.0. The deadline for making plans to participate in graduation exercises will be approximately six weeks before the end of spring semester each year. A cap and gown can be purchased from the Bookstore.

ACADEMIC DISTINCTION

Academic achievement is recognized in the following ways at ASU-Newport:

- A Chancellor's List is published at the end of each fall and spring semester for all students who have a 4.0 GPA with at least 12 credit hours (excluding developmental classes).
- An Academic Vice Chancellor's List is published at the end of each fall and spring semester for all students completing at least 12 credit hours with a GPA of 3.5 to 3.99 (excluding developmental classes).
- Each semester, students named to the Chancellor's List and Academic Vice Chancellor's List receive a scholastic achievement certificate from ASU-Newport.
- At Commencement, graduates who have a cumulative 3.8 GPA will be awarded the Chancellor's Award for Academic Excellence.

Arkansas State University - Newport Programs



ASU-Newport
7648 Victory Blvd.
Newport, AR 72112
www.asun.edu
870-512-7894 or 870-512-7842

ASSOCIATE OF ARTS**Possible Prerequisites:**

ENG	0033	Writing Tutorial (if ACT 0-18)
MATH	0013	College Math (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
READ	0023	Developmental Reading (if Reading ACT below 19)
UNIV	1001	Freshman Seminar

Core Curriculum (35 Credit Hours)**English (6 hours)**

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Math (3 credit hours)

MATH	1023	College Algebra (or higher)
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Lab Sciences (8 credit hours)

Select 2 courses with labs:

BIOL	1001	Biological Science Lab
BIOL	1003	Biological Science
BOT	1101	Biology of Plants
BOT	1103	Biology of Plants Lab
CHEM	1011	General Chemistry I Lab
CHEM	1013	General Chemistry I
PHSC	1201	Physical Science
PHSC	1203	Physical Science Lab
PHYS	2054	General Physics I
ZOOL	2001	Human Anatomy and Physiology I Lab
ZOOL	2003	Human Anatomy and Physiology I

Fine Arts/Humanities (12 credit hours)

SPCH	1203	Oral Communication
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6 credit hours from the following:

ENG	2003	Introduction to Literature of the Western World I
ENG	2013	Introduction to Literature of the Western World II
PHIL	1103	Introduction to Philosophy

3 credit hours from the following:

ART	2503	Fine Arts Visual
MUS	2503	Fine Arts Musical
THEA	2503	Fine Arts Theatre

Social Science (12 credit hours)**3 credit hours from the following:**

HIST	2763	US History to 1876
HIST	2773	US History since 1876
POSC	2103	Introduction to United States Government

3 credit hours from the following:

HIST	1013	World Civilization to 1660
HIST	1023	World Civilization since 1660

6 credit hours from the following:

ECON, GEOG, HIST, POSC, PSY, SOC

Physical Education (3 credit hours)

PE	1623	Concepts of Fitness
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Directed Electives (19 credit hours)**Information Systems (3 credit hours)**

MIS	1033	Introduction to Computers
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(Students pursuing this entire degree online may substitute MIS 1503)

Minimum Required Credit Hours (62)

ASSOCIATE OF APPLIED SCIENCE**Business Technology****(also available as an online degree)****Possible Prerequisites:**

BSYS	1503	Document Formatting
ENG	0033	Writing Tutorial (if ACT 0-18)
MATH	0013	College Math (if Math ACT below 17)
READ	0023	Developmental Reading (if Reading ACT below 19)
UNIV	1001	Freshman Seminar

General Education Core (15 credit hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
MATH	1003	Intermediate Algebra (or higher)
SPCH	1203	Oral Communication
SOC	2213	Principles of Sociology OR
SOC	2233	Introduction to Cultural Anthropology

Business Core (18 credit hours)

ACCT	2003	Principles of Accounting I
BSYS	2563	Business Communications
ECON	2313	Principles of Macroeconomics
MGMT	2003	Introduction to Management
MIS	1503	Microcomputer Applications
MKTG	1013	Introduction to Business

Emphasis in Marketing/Management (27 credit hours)

ACCT	2013	Principles of Accounting II
BSYS	2583	Spreadsheet for Managerial Decisions
ECON	2323	Principles of Microeconomics
LAW	2023	Legal Environment of Business
MGMT	2043	Supervisory Management
MIS	2013	Web Page Design
Business electives 9 (credit hours)		

Emphasis in Business Technology Office Systems (27 credit hours)

BSYS	2413	Word Processing I
BSYS	2503	Business Office Skills
BSYS	2533	Internet, Intranet and Email Applications for Business
BSYS	2583	Spreadsheet for Managerial Decisions
MGMT	2043	Supervisory Management
MIS	2013	Web Page Design
Business electives 9 (credit hours)		

Minimum Required Credit Hours (60)

ASSOCIATE OF SCIENCE IN BUSINESS**Possible Prerequisites:**

BSYS	1503	Document Formatting
ENG	0033	Writing Tutorial (if ACT 0-18)
MATH	0013	College Math (if Math ACT below 17)
READ	0023	Developmental Reading (if Reading ACT below 19)
UNIV	1001	Freshman Seminar

Core Curriculum (38 credit hours)**English (6 credit hours)**

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Lab Sciences (8 credit hours)

BIOL	1001	Biological Science Lab
BIOL	1003	Biological Science
PHSC	1201	Physical Science Lab
PHSC	1203	Physical Science

Math (6 credit hours)

MATH	1023	College Algebra
MATH	2143	Business Calculus

Social Science (9 credit hours)

HIST	1013	World Civilization to 1660 OR
HIST	1023	World Civilization since 1660
HIST	2763	US History to 1876 OR
HIST	2773	US History since 1876 OR
POSC	2103	Introduction to United States Government
SOC	2213	Principles of Sociology

Arts and Humanities (9 credit hours)

ENG	2003	Introduction to Literature of the Western World I OR
ENG	2013	Introduction to Literature of the Western World II
SPCH	1203	Oral Communication
ART	2503	Fine Arts Visual OR
MUS	2503	Fine Arts Musical OR
THEA	2503	Fine Arts Theatre

Business Core Curriculum (24 credit hours)

ACCT	2003	Principles of Accounting I
ACCT	2013	Principles of Accounting II
ECON	2313	Principles of Macroeconomics

ECON	2323	Principles of Microeconomics
LAW	2023	Legal Environment of Business
MIS	1503	Microcomputer Applications
QM	2113	Business Statistics

Directed Elective (3 credit hours)

BSYS	2563	Business Communications *
MKTG	1013	Introduction to Business *

*** See advisor to determine appropriate directed elective.**

Minimum Required Credit Hours (62 Credit hours)

CERTIFICATE OF PROFICIENCY
OFFICE OCCUPATIONS

ACCT	2003	Principles of Accounting I
BSYS	2503	Business Office Skills
MIS	1503	Microcomputer Applications
MKTG	1013	Introduction to Business

Minimum Required Credit Hours (12)

ASSOCIATE OF ARTS
Teaching Emphasis in Middle School Language Arts
& Social Studies

(Check with your Advisor for specific course requirements)

Possible Prerequisites:

ENG	0033	Writing Tutorial (if ACT 0-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0013	College Math (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

English (6 credit hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Lab Sciences (8 credit hours)

BIOL	1003	Biological Science
BIOL	1001	Biological Science Lab
PHSC	1203	Physical Science
PHSC	1201	Physical Science Lab

Math (9 credit hours)

MATH	1023	College Algebra
MATH	2113	Math for Teachers I
MATH	2123	Math for Teachers II

Social Science (18 credit hours)

GEOG	2613	Introduction to Geography
HIST	1013	World Civilization to 1660 <u>OR</u>
HIST	1023	World Civilization since 1660
HIST	2083	History of Arkansas
HIST	2763	US History to 1876 <u>OR</u>
HIST	2773	US History since 1876
POSC	2103	Introduction to United States Government
PSY	2013	Introduction to Psychology

Arts and Humanities (15 credit hours)

SPCH	1203	Oral Communication
ART	2503	Fine Arts Visual <u>OR</u>
MUS	2503	Fine Arts Musical <u>OR</u>
THEA	2503	Fine Arts Theatre
ENG	2003	Introduction to Literature of the Western World I <u>OR</u>
ENG	2013	Introduction to Literature of the Western World II
ENG	2023	American Literature I <u>OR</u>
ENG	2033	American Literature II

Directed elective (3 credit hours)

Education Courses (6 credit hours)

EDU	2023	Introduction to Education
EDU	2013	K-12 Educational Technology

Minimum Required Credit Hours (62)

ASSOCIATE OF ARTS**Teaching Emphasis in Middle School Math & Science****(Check with your Advisor for specific course requirements)****Possible Prerequisites:**

ENG	0033	Writing Tutorial (if ACT 0-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0013	College Math (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

English (6 credit hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Lab Sciences (12 credit hours)

BIOL	1001	Biological Science Lab
BIOL	1003	Biological Science
GEOL	1001	Environmental Geology Lab
GEOL	1003	Environmental Geology
PHSC	1201	Physical Science Lab
PHSC	1203	Physical Science

Math (12 or more credit hours)

MATH	1023	College Algebra
MATH	1033	Plane Trigonometry <u>OR</u>
MATH	1054	Pre-calculus Mathematics <u>OR</u>
MATH	2194	Survey of Calculus
MATH	2113	Math for Teachers I
MATH	2123	Math for Teachers II

Social Science (15 credit hours)

HIST	2083	History of Arkansas
HIST	2763	US History to 1876 <u>OR</u>
HIST	2773	US History since 1876
HIST	1013	World Civilization to 1660 <u>OR</u>
HIST	1023	World Civilization since 1660
PSY	2013	Introduction to Psychology
POSC	2103	Introduction to US Government
Directed elective		3 credit hours

Arts and Humanities (9 credit hours)

ENG	2003	Introduction to Literature of the Western World I <u>OR</u>
ENG	2013	Introduction to Literature of the Western World II
SPCH	1203	Oral Communication
ART	2503	Fine Arts Visual <u>OR</u>
MUS	2503	Fine Arts Musical <u>OR</u>
THEA	2503	Fine Arts Theatre

Education Courses (6 credit hours)

EDU	2023	Introduction to Education
EDU	2013	K-12 Educational Technology

Minimum Required Credit Hours (63)

ASSOCIATE OF ARTS**Teaching Emphasis in P-4 Option****(Check with your Advisor for specific course descriptions)****Possible Prerequisites:**

ENG	0033	Writing Tutorial (if ACT 0-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0013	College Math (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

English (6 credit hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Lab Sciences (8 credit hours)

BIOL	1003	Biological Science
BIOL	1001	Biological Science Lab
PHSC	1203	Physical Science
PHSC	1201	Physical Science Lab

Math (9 credit hours)

MATH	1023	College Algebra
MATH	2113	Math for Teachers I
MATH	2123	Math for Teachers II

Social Science (18 credit hours)

GEOG	2613	Introduction to Geography
HIST	1013	World Civilization to 1660 <u>OR</u>
HIST	1023	World Civilization since 1660
HIST	2083	History of Arkansas
HIST	2763	US History to 1876 <u>OR</u>
HIST	2773	US History since 1876
POSC	2103	Introduction to US Government
PSY	2013	Introduction to Psychology

Arts and Humanities (9 credit hours)

SPCH	1203	Oral Communication
ART	2503	Fine Arts Visual <u>OR</u>
MUS	2503	Fine Arts Musical <u>OR</u>
THEA	2503	Fine Arts Theatre
ENG	2003	Introduction to Literature of the Western World I <u>OR</u>
ENG	2013	Introduction to Literature of the Western World II

Physical Education (1 credit hour)

PE	1 hour	PE Activity
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Education Courses (12 credit hours)

EDU	2023	Introduction to Education
EDU	2013	K-12 Educational Technology
ECH	2103	Child Growth and Development
ECH	2013	Survey of Early Childhood Education (Directed Elective)

Minimum Required Credit Hours (63)

ASSOCIATE OF SCIENCE
Criminal Justice

Possible Prerequisites:

ENG	0033	Writing Tutorial (if ACT 0-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0013	College Math (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

Core Curriculum (44 credit hours)**English (6 credit hours)**

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Lab Sciences (8 credit hours)**Math (3 credit hours)**

MATH	1023	College Algebra (or higher)
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Social Science (12 credit hours)

SOC	2213	Principles of Sociology
SOC	2223	Social Problems

3 credit hours from the following:

HIST	2763	US History to 1876
HIST	2773	US History since 1876
POSC	2103	Introduction to United States Government

3 credit hours from the following:

HIST	1013	World Civilization to 1660
HIST	1023	World Civilization since 1660

Arts and Humanities (12 credit hours)

SPCH	1203	Oral Communication
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3 credit hours from the following:

ART	2503	Fine Arts Visual
MUS	2503	Fine Arts Musical
THEA	2503	Fine Arts Theatre

6 credit hours from the following:

ENG	2003	Introduction to Literature of the Western World I
ENG	2013	Introduction to Literature of the Western World II
PHIL	1103	Introduction to Philosophy

Physical Education (3 credit hours)**MIS 1503 Microcomputer Applications (required elective)**

CRIM	1023	Intro to Criminal Justice
CRIM	2043	Community Relations
CRIM	2253	Criminal Investigation
CRIM	2263	Evidence & Procedure
CRIM	2273	Criminal Law

Minimum Required Hours (62)

TECHNICAL CERTIFICATE **Crime Scene Investigation**

Students completing this program of study will obtain twenty-seven to thirty degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced courses presented by ASU-Newport. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

Criminal Justice Institute 27-30 Credit Hours

College/University 6-9 Credit Hours

Credit Hours

Credit Hours

Crime Scene Investigation
Technical Communication or higher
Certificate of Proficiency 15
(446 contact hours)

College English.....3
College Mathematics.....3
Computer Applications*.....3

Special Topics.....12

Criminal Justice Institute

(Number of contact hours noted in parentheses)

Recovery of Human Remains (35)2
Bloodstain Pattern Analysis (40).....3
Management of Evidence and Recovered Property (14).....1
Computer Crime (21).....1
Crime Scene Digital Photography And Imaging (28)2
Fingerprint Comparison and Identification (21).....1
Using Forensic Light Sources (21)1
Crime Scene Courtroom Testimony (21).....1

Computer Applications.....3

Criminal Justice Institute

(Number of contact hours noted in parentheses)

Introduction to Computers* (14)	Using Microsoft Word (14)
Introduction to the Internet (7)	Using Microsoft Excel (14)

* May be substituted with a Computer Applications course offered by Educational Institution.

Students completing this program of study will obtain the general education degree hours from a participating college or university of their choosing.

Minimum Required Credit Hours (36)

These programs only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity

TECHNICAL CERTIFICATE
Law Enforcement Administration

Students completing this program of study will obtain up to twenty-one degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced courses presented by ASU-Newport. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

Criminal Justice Institute
21 Credit Hours

Credit Hours

Law Enforcement Administration.....15
 (Number of contact hours noted
 in parentheses)

School of Law Enforcement
 Supervision.....140

Law Enforcement Administration
 and Management
 Advanced Supervision.....21
 Principles of Supervision.....14
 Leadership.....8
 Managing Media Relations....6

Integrity In Law Enforcement
 Police Internal Affairs.....40
 Background Investigations of
 Polk-9 Applicants.....12

Law Enforcement Training Academy.....6
 Arkansas Law Enforcement Training Academy

These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon the Commission on Law Enforcement Standards and Training.

Students completing this program of study will obtain the general education degree hours from a participating college or university of their choosing.

Minimum Required Credit Hours (36)

These programs only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity

College/University
15 Credit Hours

Credit Hours

Technical Communication (or
 higher).....3
 Basic Math (or higher).....3
 Speech.....3

General

Business.....3
 Introduction to Computers.....3

CERTIFICATE OF PROFICIENCY
Crime Scene Investigation

Students enrolled in this program would obtain fifteen degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced courses presented by ASU-Newport. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

College/University Credit Hours

College English (3 credit hours)

Criminal Justice Institute Credit Hours (15)

Crime Scene Technical Certificate Program (9 credit hours)

Certificate of Completion (6 credit hours)

Minimum Required Credit Hours (18)

These programs only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity

CERTIFICATE OF PROFICIENCY
Law Enforcement Administration

College/University Credit Hours

Technical Communication (or higher) (3 credit hours)

Criminal Justice Institute Credit Hours (15 credit hours)

Law Enforcement Administration (9 credit hours)

Law Enforcement Electives (6 credit hours)

Minimum Required Credit Hours (18)

These programs only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity

ASSOCIATE OF APPLIED SCIENCE
General Technology
(Emphasis in Renewable Energy Technology)

Possible Prerequisites:

ENG	0033	Writing Tutorial (if ACT 0-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0013	College Math (if Math ACT below 17)
MATH	1023	College Algebra (if Math ACT below 24)
MATH	1053	College Math for Technology
UNIV	1001	Freshman Seminar

CORE CURRICULUM

General Education Requirements:

ENG	1003	Freshman English I	
ENG	1013	Freshman English II	
MATH	1003	Intermediate Algebra (or higher)	
MIS	1033	Introduction to Computers	OR
MIS	1503	Microcomputer Applications	
PSY	1013	Human Relations	OR
PSY	2013	Introduction to Psychology	

Support Area Curriculum:

PSSC	1303	Introduction to Plant Science
PSSC	2803	Field Crops
RET	1804	Internship
RET	1713	Safety
TEC	1753	Basic Mechanics
TEC	1764	Basic Electricity I
Approved elective		

Major Tech Discipline:

BOT	1101	Biology of Plants Lab	AND
BOT	1103	Biology of Plants	OR
RET	1114	Biomass and Feedstocks	
CHEM	1011	General Chemistry I Lab	
CHEM	1013	General Chemistry	
RET	1003	Intro to Renewable Energy Tech	
RET	1013	Biofuels	
RET	1024	Process Instrumentation	
RET	1035	Bioprocess Practices and Lab	

Minimum Required Credit Hours (61)

TECHNICAL CERTIFICATE
Renewable Energy Technology

Possible Prerequisites:

ENG	0033	Writing Tutorial (required if ACT 0-18)
READ	0023	Developmental Reading (required if Reading ACT below 19)
MATH	0013	College Math (required if Math ACT below 17)

CORE CURRICULUM (32 credit hours)

General Education: (9-10 credit hours)

ENG	1003	Freshman English I
MATH	1053	College Math for Technology
MIS	1033	Introduction to Computers
MIS	1503	Microcomputer Applications

OR

Technical Core: (23 credit hours)

RET	1003	Introduction to Renewable Energy Technology
RET	1013	Biofuels
RET	1024	Process Instrumentation
RET	1713	Safety
RET	1753	Basic Mechanics
RET	1764	Basic Electricity I
Elective (approved by advisor) 3 credit hours		

Minimum Required Credit Hours (32)

CERTIFICATE OF PROFICIENCY
Renewable Energy Technology

Possible Prerequisites:

ENG	0033	Writing Tutorial (required if ACT 0-18)
READ	0023	Developmental Reading (required if Reading ACT below 19)
MATH	0013	College Math (required if Math ACT below 17)

CORE CURRICULUM (12 credit hours)

RET	1003	Introduction to Renewable Energy Technology
RET	1013	Biofuels
RET	1713	Safety
RET	1753	Basic Mechanics

Minimum Required Credit Hours (12)

ASSOCIATE OF APPLIED SCIENCE**General Technology****Possible Prerequisites:**

ENG	0033	Writing Tutorial (if ACT 0-18)
MATH	0013	College Math (if Math ACT below 17)
READ	0023	Developmental Reading (if Reading ACT below 19)
UNIV	1001	Freshman Seminar

General Education Core (15 credit hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
MATH	1003	Intermediate Algebra (or higher)
MIS	1033	Introduction to Computers

*Social Science Elective (3 hrs)

Major Technical Discipline (24-30 credit hours)**Support Area Curriculum (15-21 credit hours)****Minimum Required Credit Hours (60)**

CERTIFICATE OF GENERAL STUDIES

This is a one-year award designed for the purposes of providing recognition of the completion of a body of knowledge in general education and to serve as an intermediate step toward an Associate of Arts degree; and/or to recognize as a "completer" a student who has successfully completed a significant number of courses in general education but does not intend to complete an Associate of Arts degree.

ENG	1003	English I
ENG	1013	English II
SPCH	1203	Oral Communication
MATH	1023	College Algebra (or higher)
MIS	1033	Introduction to Computers <u>OR</u>
MIS	1503	Microcomputers Applications
HIST	2763	The United States to 1876 <u>OR</u>
HIST	2773	The United States since 1876 <u>OR</u>
POSC	2103	Introduction to United States Government
PSY	2013	Introduction to Psychology <u>OR</u>
SOC	2213	Principles of Sociology
ART	2503	Fine Arts-Visual <u>OR</u>
MUS	2503	Fine Arts-Musical <u>OR</u>
THEA	2503	Fine Arts-Theatre
Physical, Biological, or Earth Science (with lab) 4-8 credit hours		
Social Science Elective 3 credit hours		

Minimum Required Credit Hours (31)

DIESEL TECHNOLOGY



CONTACT:

**Arkansas State University-Newport
7648 Victory Blvd.
Newport, AR 72112
(870) 512-7800
(800) 976-1676
www.asun.edu**

TECHNICAL CERTIFICATE
Diesel Technology

Recent years have seen some remarkable changes in the field of truck technology. According to the U.S. Department of Labor, in 1965 a competent automotive technician would have needed to be familiar with enough information to fill about 25,000 pages in a set of technical manuals. By 1990, the estimate had grown to nearly 465,000 pages. Since 1990, technology has accelerated at a blinding speed. The trucks of today are high-tech marvels of modern engineering.

For instance: 20 years ago, the truck's electrical system was used to start the engine, charge the batteries, and operate the lighting system. Today, one would be hard-pressed to find a system anywhere on the vehicle that did not use some forms of electronic control. Microprocessors are standard equipment on today's vehicles, being utilized for everything from air conditioning to engine and transmission controls to collision avoidance systems. For today's technician, effective training has become absolutely essential.

Upon successful completion of this unique one year program, the student will receive a Technical Certificate.

General Education Requirements: (12 Credit Hours)

ENG	1233	Technical Composition
MATH	1103	Technical Mathematics
MIS	1443	Technical Computer Applications
PSY	1013	Human Relations

Core Curriculum: (30 Credit Hours)

DT	1002	Service and Maintenance
DT	1022	Trailer Suspension/Brakes
DT	1031	Anti-lock Brakes
DT	1032	Brakes
DT	1042	Intro to Hydraulics
DT	1153	Electrical Problem Solving
DT	1202	Diesel Engines
DT	1302	Diesel Fuel Systems
DT	1412	Chassis and Steering
DT	1512	Applications Lab I
DT	1522	Applications Lab II
DT	1532	Applications Lab III
DT	1542	Heavy Duty Transmissions
DT	1552	HVAC Service and Diagnostics
TECH	1002	Introduction to Welding
DTI	1107*	Commercial Driver Training (elective)

Minimum Required Hours: (42 Credit Hours)

Program Note: Semester sequencing is dependent upon the starting semester of the program. CDL testing will be administered during the semester that the instructor chooses. ***Additional fees my be required.**

HIGH VOLTAGE **LINEMAN TECHNOLOGY**



CONTACT:
Arkansas State University-Newport
7648 Victory Blvd.
Newport, AR 72112
(870) 512-7857
(800) 976-1676
www.asun.edu

High Voltage Lineman

ASU-Newport and Electric Cooperatives of Arkansas are excited to extend to individuals an opportunity to obtain a Technical Certificate in High Voltage Lineman Technology. Prospective students are encouraged to apply for admission anytime after being selected for sponsorship. Once admitted, students should take full advantage of this unique opportunity to learn and pursue an outstanding career.

Electric cooperatives have been serving Arkansans since 1938 when First Electric Cooperative Corporation in Jacksonville turned on power to its distribution system. In the years since that landmark occasion, other electric distribution cooperatives have been formed in Arkansas, bringing the statewide total to 17. Today, cooperative service areas cover more than 60 percent of the land area in Arkansas and include about 490,000 customers or members.

The Technical Certificate in High Voltage Lineman Technology is a unique program. This is an industry-specific partnership between the Electrical Cooperatives of Arkansas and ASU-Newport. It enables ASU-Newport the ability to provide students a program of study that will fulfill a unique career goal.

For more information, please contact the Office of Admissions at (870) 512-7800 or 1-800-976-1676. We can also be found on the web at www.asun.edu.

ASSOCIATE OF APPLIED SCIENCE
General Technology
(Emphasis in High Voltage Lineman Technology)

General Education Requirements: (15 Credit Hours)

English (6 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Math and Computer Science (6 credit hours)

MATH	1003	Intermediate Algebra (required if Math ACT below 19)	<u>OR</u>
MATH	1023	College Algebra	
MIS	1033	Introduction to Computers	<u>OR</u>
MIS	1443	Technical Computer Applications	<u>OR</u>
MIS	1503	Microcomputer Application	

Social Science (3 credit hours)

PSY	1013	Human Relations	<u>OR</u>
PSY	2013	Introduction to Psychology	

Support Area Curriculum (30 Credit Hours)

DTI	1107*	Commercial Driver Training
HVLT	1001	Introduction to Utilities
HVLT	1102	Introduction to Climbing & Groundman Procedures
HVLT	1401	Heavy Construction Equipment
HVLT	1403	DC and AC Circuit Analysis
HVLT	1504	Overhead Distribution Systems & Pole Framing
HVLT	1701	Introduction to Transformers
HVLT	1703	Principles of Operation of High Voltage Distribution Systems
HVLT	1801	Underground Distribution
HVLT	1904	Electrical Capstone Experience I
RET	1713	Safety

Major Requirements: (19 Credit Hours)

HVLT	2103	Introduction to Power Plants
HVLT	2203	Advanced Transformers
HVLT	2253	Transmissions & Substations
HVLT	2604	Electrical Capstone Experience II

Electives (6 credit hours)**

**Technical Math and/or Technical Composition can be used as electives if they were previously taken

Minimum Required Credit Hours (64)

*** Additional fees will apply. Please contact the admission's office at 870-512-7842 for more information.**

TECHNICAL CERTIFICATE
High Voltage Lineman Technology

General Education Requirements: (12 Credit Hours)

ENG	1233	Technical Composition
MATH	1103	Technical Mathematics
MIS	1443	Technical Computer Applications
PSY	1013	Human Relations

Core Curriculum: (30 Hours)

DTI	1107*	Commercial Driver Training
HVLT	1001	Introduction to Utilities
HVLT	1102	Introduction to Climbing & Groundman Procedures
HVLT	1401	Heavy Construction Equipment
HVLT	1403	DC and AC Circuit Analysis
HVLT	1504	Overhead Distribution Systems & Pole Framing
HVLT	1701	Introduction to Transformers
HVLT	1703	Principles of Operation of High Voltage Distribution Systems
HVLT	1801	Underground Distribution
HVLT	1904	Electrical Capstone Experience I
RET	1713	Safety

Minimum Required Credit Hours (42)

*** Additional fees will apply. Please contact the admission's office at 870-512-7842 for more information.**

After completion of a Technical Certificate in High Voltage Lineman Technology an Associate of Applied Science degree in General Technology (with an emphasis in High Voltage Lineman Technology) can be obtained by taking additional courses listed. Check with the Admissions Office for details.

NURSING



CONTACT:

**Arkansas State University-Newport
7648 Victory Blvd.
Newport, AR 72112**

**Phyllis Worthington
(870) 512-7842
(800) 976-1676
email: pworthington@asun.edu
www.asun.edu**

TECHNICAL CERTIFICATE

Practical Nursing

Note: There is a special application packet and deadline for this program. Application packets may be obtained at: www.asun.edu (under programs of study) or contact Phyllis Worthington at 870-512-7842 or pworthington@asun.edu.

The Practical Nursing program provides the student with the basic knowledge and skills for successful completion of the State Board of Nursing Licensure Examination and for the competent performance of entry level nursing skills. Instruction consists of theory and supervised practice in the following areas: basic nursing procedures; personal, family, and community health; nutrition; anatomy and physiology; pharmacology; medical-surgical nursing; pediatrics; nursing of mother and infant; and mental health nursing. Clinical training is planned to give the student varied experience in the health care field. Upon satisfactory completion of the program, the student is eligible to apply to take the NCLEX (completion of the nursing program does not guarantee approval to sit for NCLEX Examination). The Practical Nursing program is approved by the Arkansas State Board of Nursing.

A technical certificate is awarded to students who complete all departmental requirements. Forty-eight (48) credit hours are required for this certificate.

PN Admissions Criteria

Practical Nursing applicants must apply each year for the class. Practical Nursing students will be selected for enrollment by a points system based on the following criteria: ASSET, COMPASS or ACT scores, NET/TEAS scores, College GPA, advanced coursework, medical certifications and proof of Immunization. Applicants with scores determined to be in the Developmental Category of the TEAS V exam will be ranked with other applicants, but may be offered a conditional acceptance if space is available in the practical nursing program. Conditional offers of acceptance can become an offer of admission if required preparatory courses are completed with a grade of (P) Pass before the program begins in August of 2011. Students that do not complete required preparatory courses or achieve a score of (P) Pass will be ineligible for admission.

PN applicants are responsible for turning in their completed application packets to the Admissions Office by the application deadline and must be sent to the attention of: PN Applications, Admissions Office, 7648 Victory Blvd., Newport, AR 72112. Call the Admissions Office for the application deadline or see the ASU-Newport website for the Practical Nursing application deadline. In the event of a tie for the last available position, the position will be given to the person with the earliest submission of completed application material.

For additional information, applicants should contact Phyllis Worthington in the Admissions Office at 1-800-976-1676 or (870) 512-7842, or by email at pworthington@asun.edu.

Required Application Items

The prerequisite courses for a completed PN application, must include a PN application packet, all official college transcripts (which verify that all prerequisites have been completed with a "C" or better), ACT/ASSET/COMPASS scores, NET Scores, mental and physical abilities form signed (which will be included in the Application packet), TB skin test, and MMR shot record (showing proof of 2 MMR shots), and must be sent to the attention of: PN Applications, Admissions Office, 7648 Victory Blvd., Newport, AR 72112.

Applicants for the Practical Nursing program must meet all unconditional admission criteria as listed in the admissions section of this catalog before being admitted into the program.

Prerequisites:

Applicants must have completed the following prerequisite courses with a "C" or higher by the application deadline.

Prerequisites:

BIO	2013	Introduction to Nutrition
ENG	0033	Writing Tutorial (or higher)
ENG	1003	Freshman English I
MATH	0013	College Math (or higher)
MIS	1033	Introduction to Computers
READ	0023	Developmental Reading (if needed)
PSY	2013	Introduction to Psychology
ZOOL	2001	Human Anatomy and Physiology I Lab
ZOOL	2003	Human Anatomy and Physiology I
ZOOL	2011	Human Anatomy and Physiology II Lab
ZOOL	2013	Human Anatomy and Physiology II

Note: Nutrition and Anatomy and Physiology I & II (plus labs) are required before taking Pharmacology I. A grade of "C" or better must be attained in each of these courses. (See individual course syllabus)

Points:

In addition to the points earned through the assessment and NET tests, points may also be obtained through advanced course work, medical certifications.

Education Points:

One (1) point may be earned for each *course listed below:

Lifespan Development	English I	English II
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Two (2) points may be earned for each *course listed below:

Microbiology	Math for Nurses	College Algebra
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* These courses are also prerequisites for RN program.

Official college transcripts must be included to verify a grade of "C" or better to receive points.

Certification Points:

Extra points may be obtained by providing proof of being currently certified in the following areas:

Nurse Assistant (1 point) EMT (2 points) Mental Health Tech (1 point)
Medication Assistant (1 point) Paramedic (2 points)

Acceptance Requirements:

Upon acceptance into the Practical Nursing program students must provide the following items **no later than one month before the first day of class.**

- Current CPR card (American Heart Association/Healthcare Provider)
- Current PPD skin test (TB) or Radiology Report
- Hepatitis B started or waiver form signed
- MMR shot records

Major Requirements:

SPN	1103	Clinic I
SPN	1107	Basic Concepts of Nursing I
SPN	1203	Medical/Surgical Nursing I
SPN	1207	Clinic II
SPN	1304	Basic Concepts of Nursing II
SPN	1306	Clinic III
SPN	1405	Medical/Surgical Nursing II
SPN	1602	Pharmacology I
SPN	1702	Pharmacology II
SPN	1801	Mental Health
SPN	1902	Nursing of Children
SPN	2503	Medical/Surgical Nursing III
SPN	2603	Nursing of Mothers and Infants

Minimum Required Credit Hours (48)

Students accepted into the program will be required to complete a form stating that the student is physically and mentally capable of performing the duties required of a practical nurse and is free from any communicable disease.

Any student who is, or has been, convicted of a crime must report this conviction to the Director of the PN program immediately. The student must check "yes" to the question on the Arkansas application and provide a letter of explanation, a copy of the court docket and evidence/documentation that all fines and

restitutions have been paid. Each case will be evaluated on an individual basis. The student may or may not be required to make an appearance before the State Board of Nursing and ask permission to write the NCLEX-PN. A state criminal background check will be required for eligibility to take NCLEX. The background check will be conducted by the Arkansas State Police and shall be completed no earlier than twelve (12) months prior to application for initial licensure. The fee will be incurred by the student. **Completion of the nursing program is no guarantee of eligibility to take NCLEX-PN.**

Students are required to have a urine drug screen as part of the admission requirements. There may be at least one additional urine drug screen done at random during the program. All drug screens are done at the student's expense. A breathalyzer can be requested for suspected alcohol abuse. Practical Nursing students are required to meet more stringent attendance and grading guidelines. Students are required to maintain a 76% average in **each** class in which they are enrolled. **The attendance requirements are explained in detail in the Practical Nursing Program guide. Students may be required to successfully complete a competency exam before graduation.**

As part of entry into the practical nursing program, students will be required to have criminal background checks. A conviction for a crime may result in the student being unable to attend clinical rotations or be eligible to take the NCLEX-PN exam. The initial criminal background check will be used as a advising tool to incoming students. Admission into the program is no guarantee that a clinic site will allow the student to attend and complete nursing clinic courses. This is required for successful completion of the program.

READMISSION OR TRANSFER

Any applicant for readmission must meet PN selection criteria for program admission. If the applicant has been dismissed or has withdrawn from another nursing program a letter of good standing from the previous nursing program must be submitted with the student's application for readmission. An applicant that is applying for readmission may be required to submit to a competency exam in classes they have passed while in the practical nursing program. Students scoring less than 76% on a competency exam will have to repeat the course. Readmission then will be based on space availability.

If a student is accepted into the program, a complete transcript review will be done by the registrar or his/her designee to determine the course/or courses for which the student will be given credit. Any student wishing readmission will be considered based on past performance and seat availability. Readmission is not automatic and is subject to approval the nursing faculty board, Division Chair of Occupational Studies and Vice Chancellor of Academic Affairs and Registrar.

Transfer Requests

Transfer requests will be considered on a case by case basis. Due to the wide variation of course content from one nursing program to another transfer, can not be guaranteed and course repetition may be required. All persons wishing transfer must submit application for admission and follow all other admission criteria guidelines.

Nursing Faculty Board

The nursing faculty board is made up of the full time nursing faculty. This faculty meets to discuss and make decisions and recommendations on disciplinary, academic and readmission issues involving students of practical nursing and health programs on the ASUN campus. Decisions and recommendations are reported to the Division Chair of Occupational Studies and to the Vice Chancellor of Academic Affairs. Students may appeal any decision made by the nursing advisory committee to the Division Chair of Occupational Studies. If no satisfaction is achieved then the student may appeal to the Vice Chancellor of Academic Affairs. Refer to the ASUN catalog for the entire grievance procedure.

*****Note to all applicants*** ASUN faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary.**

2011- 2012 Course Curriculum

*Students are required to rotate through selected facilities during their clinical experience.

Dates for TEAS-V Testing may be obtained by calling Phyllis Worthington, Admissions Office, (870) 512-7842, (800) 976-1676, or email at pworthington@asun.edu

Grading criteria for the practical nursing program

Evaluation: See Individual course syllabus for evaluation of courses. The courses evaluated by letter grades or Pass/No Pass will be evaluated using the following grading scale:

Letter Grade Scale

93-100 A
85-92 B
76-84 C
65-75 D
0-64 F

Pass/No Pass Grade Scale (summer grading)

76-100 Pass
0-75 No Pass

Attendance

Regular attendance is necessary for satisfactory progress in the practical nursing program. A student may not miss more than 25 hours cumulatively in all classes in the fall or the spring semester. The 25 hours includes the cumulative number of hours missed in both the classroom and clinic. Students absent more than 25 hours will be dismissed from the program. A student may miss no more than 8 hours cumulatively in all classes in the summer session due to the shorter length of the semester. The 8 hours includes the cumulative number of hours missed in both the classroom and clinic. Students absent more than 8 hours in the summer term will be dismissed from the program. An absence is considered when a student is 15 minutes late or later for a class. Clinic hours missed by students will be made up, but the hours absent are still counted toward the 25 hour total. A student may appeal a decision to dismiss the student for missing more than the allowed hours in class and clinic (See Student Grievance Procedure in ASUN catalog). **Three tardies equal 1 absence.**

During a semester a student may miss no more than 25 hours combined for all nursing classes. Students missing more than 25 hours combined in all nursing courses during any semester will be dismissed from the program. Students are required to attend class to meet the minimum number of classroom and clinic hours established by the Arkansas State Board of Nursing to qualify for a technical certificate and apply for licensure.

Academic Progression

A grade of "C" or better must be attained in each nursing course in each semester before progression to the next semester. A "C" or better must be obtained in BCN I, Clinic I, Med Surgical Nursing I, Nursing of Children, Pharmacology I in order to progress to BCN II, Clinic II, Med Surgical Nursing II, and Nursing of Mothers and Infants. A grade of "C" or better must be attained in BCN II, Med Surgical Nursing II, Clinic II, and Nursing of Mothers and Infants to progress to Med Surgical Nursing III, Clinic III, and Mental Health Nursing. A grade of No Pass in Med Surgical Nursing III, Clinic III, or Mental Health Nursing will make a student ineligible to receive a Technical Certificate in Practical Nursing.

AFFILIATED CLINICAL FACILITIES

Harris Hospital, Inc. - Newport, AR
Lindley Healthcare - Newport, AR
Newport Healthcare & Rehabilitation - Newport, AR
St. Bernard's Medical Center - Jonesboro, AR
Woodruff County Nursing Home - McCrory, AR
White River Medical Center - Batesville, AR

ASSOCIATE OF APPLIED SCIENCE IN NURSING
LPN/LPTN to RN

CONTACT:

Phyllis Worthington

(870) 512-7842

(800) 976-1676

email: pworthington@asun.edu

Note: There is a special application and deadline for this program.

This program is a 12-month program that combines classroom instruction with clinical experiences. Six community colleges with LPN programs have joined together to form a consortium, the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers a new and innovative approach via a non-traditional delivery format of nursing theory by interactive video. The following institutions are members of the ARNEC program: Arkansas State University (ASU) – Newport, Black River Technical College (BRTC) – Pochahontas, Cossatot Community College of the University of Arkansas (CCCUA) – Nashville/DeQueen, Ozarka College (OC) – Melbourne, South Arkansas Community College (SACC) – El Dorado, and the University of Arkansas Community College at Morrilton (UACCM).

The program will serve up to twenty students at each of the six colleges. Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 3:30 pm – 8:30 pm and most clinical time will take place on weekends. This program was designed to meet the needs of working LPNs/LPTNs/LVNs.

This program meets the requirements of the Arkansas State Board of Nursing. Graduates of the program receive an Associate of Applied Science degree which prepares them to take the NCLEX-RN (the Registered Nurse licensing examination). Due to the strenuous nature of the nursing curriculum, the admitting institution reserves the right to determine eligibility of any student to enroll or continue in the nursing program. Eligibility is determined by the faculty's evaluation of the student's ability to perform the tasks and responsibilities of a Registered Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

Entrance Requirements:

Applicants must show proof of:

- Completion of an ARNEC program application packet
- Graduation from a State Board approved technical/practical nursing program
- Possess a valid, unencumbered LPN/LPTN/LVN license
- Completion of the required general education courses from an accredited college or university with a grade of "C" or better

- Applicants may lack one of the required general education courses by August 31st. All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.
- A cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the overall required general education courses.
- An official high school transcript (or GED completion transcript)
- Official transcripts from all colleges attended
- All classes are taught in the English language, making it necessary that students are able to read, speak, write, and comprehend the English language proficiently. All international students and students who speak English as a second language must pass a Test of English as a Foreign Language (TOEFL).
- Taking the assigned pre-entrance exam
- Drug testing (per admitting institution protocol)

Students are required to have a urine drug screen as part of the admission requirements. There may be at least one additional urine drug screen done at random during the program. All drug screens are done at the student's expense. A breathalyzer can be requested for suspected alcohol abuse.

Students will be ranked and selected based upon required general education course GPA and pre-entrance exam scores. **Students must comply with the admission requirements set forth by the admitting institution in addition to the ARNEC requirements.**

Acceptance

Applicants that are selected for admission must notify the ARNEC institution that they will be attending to verify and accept placement. Upon acceptance into the program, the student must provide the following:

- Current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP)
- Current PPD Skin Test or Chest X-Ray
- Verification that the Hepatitis B series has been completed or started, or that a Waiver Claim Form is signed.
- Applicants may lack one of the required general education courses by August 31st. All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.
- Selected applicants must take and pass a medical math competency exam with a 90% pass rate. Applicants will have three chances to successfully pass the exam. A sample test will be provided to the applicant prior to testing.

- After the math competency exam has been successfully passed, the selected applicant must complete and pass the background check. An instruction sheet will be provided to the applicant (approximately a \$39.00 cost).

Students selected for admission will receive a letter of acceptance into the program by mid-October, and will need to provide the admitting institution a written letter stating that they are accepting the invitation and will enroll in the program. This letter can be emailed to the program chair, faxed, or brought to the nursing department in person. If the student chooses to email or fax their letter of acceptance, they should follow up by calling the nursing department to make sure it was received. In the event that the student does not plan to enroll, the student needs to notify the institution so that an alternate student may have the slot. Each institution will have an alternate list of students in case a selected student declines his/her acceptance letter.

Academic Progression

In order to progress in the nursing curriculum, the student must meet the following criteria:

- The student must maintain a 2.0 "C" (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester. Nursing courses require students to achieve at least a 78% (lowest "C" grade) to progress.
- See Graduation Policy below to review the final comprehensive exit exam that must be passed for program completion.

Re-admission Candidates

Re-admission will be decided by the admitting institution. A student who fails or leaves the program for any reason will be permitted one opportunity to re-enroll (regardless of which semester). The student has the right to appeal to the administration of the admitting institution and should follow that institution's appeal procedures.

Transfers

Due to differences in nursing curriculum in other nursing programs, ARNEC will not accept transfer credit for previously taken Registered Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.

If an enrolled ARNEC student needs to transfer to another ARNEC member institution, then permission may be granted from the institution that the student wishes to transfer to, based on space availability and the institution's requirements for transfer students.

Advanced Placement of Students

Refer to the Advanced Placement of Students policy in the admitting college's catalog.

Note to All Applicants

ARNEC faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary.

Graduation Policy

Students must have successfully completed all general education courses and all nursing courses with a grade of "C" or better. Upon completion, the student's status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination.

Students MUST achieve a score at or above the current national passing average on the final comprehensive exit exam to complete the requirements for the NCLEX-RN Preparation course. The student will be allowed to take the final comprehensive exit exam a total of three times. Students cannot sit for each exam attempt more than once per day. Should the student not achieve the required score after the third attempt, then it will be recommended for the student to attend an NCLEX-RN Review course. If the student fails the final comprehensive exit exam after three attempts, then the student will not have completed the requirements for the course, and will not graduate or be recommended to sit for the NCLEX-RN. An "I" (incomplete) grade will be temporarily given. The student must also comply with their attending college's grading policies (see college catalog). Prior to the end of the spring semester, the student must contact their Program Chair to schedule up to three additional attempts on the exit exam. If the student passes (achieves a score at or above the national average), then the student will have completed the requirement for completion of the NCLEX-RN Preparation course, and be awarded the AAS in Nursing degree, which allows them to apply to sit for the NCLEX-RN licensing examination. If the student is unsuccessful (does not achieve a grade at or above the national passing average) on their three additional attempts on the final comprehensive exit exam, then their "I" (incomplete) grade will be converted to a failing grade.

After the student passes the final comprehensive exit exam, they will complete the remaining 50% of the NCLEX-RN Preparation course. The other 50% of this course is completed via the online review course that students complete toward the end of the fall semester.

ARNEC 2011 General Education Requirements:

- | | |
|---|---------|
| • Anatomy & Physiology I with lab | 4 hours |
| • Anatomy & Physiology II with lab | 4 hours |
| • Microbiology with lab | 4 hours |
| • English Composition I | 3 hours |
| • English Composition II | 3 hours |
| • Intermediate Algebra (or higher math) | 3 hours |

• Math for Nurses	3 hours
• Intro to Nutrition	3 hours
• Intro to Psychology	3 hours
• Developmental Psychology OR Human Growth & Development OR Lifespan Development	3 hours
• Computer Applications OR Intro to Computers	3 hours

Total General Education Requirements:

36 credit hours

ARNEC 2009 Nursing Course Curriculum:

Spring Semester (16 weeks):

	Lecture/Wk	Lab/Wk
RNSG 2119: Nursing Process I	9	0
RNSG 2123: Nursing Practicum I	0	9
Total Theory Hours: 144		
Total Practicum Hours: 144		

Summer Semester (12 weeks):

	Lecture/Wk	Lab/Wk
RNSG 2216: Nursing Process II	8	0
RNSG 2413: Nursing Practicum II	0	9
Total Theory Hours: 96		
Total Practicum Hours: 108		

Fall Semester (16 weeks):

	Lecture/Wk	Lab/Wk
RNSG 2518: Nursing Process III	8	0
RNSG 2511: NCLEX-RN Preparation	1	0
RNSG 2523: Nursing Practicum III	0	9
Total Theory Hours: 144		
Total Practicum Hours: 144		

Total Program Nursing Theory Hours: 384

Total Program Nursing Practicum Hours (1:3 Ratio): 396

Total General Education Requirement Hours:

36 Credit Hours

Total Nursing Course Requirement Hours:

33 Credit Hours

Total Completion Hours for AAS in Nursing:

69 Credit Hours

TECHNICAL CERTIFICATE
Surgical Technology

Surgical Technology involves all areas of surgery requiring aseptic technique and surgical instrumentation. A surgical technologist is a valuable part of the operating team. The role of a surgical technologist involves being responsible for maintaining a sterile environment to prevent contamination, passing instruments by anticipating the needs of the surgeon, handling bodily tissues, and assist in providing wound care. Technologists work in all surgical areas with skills in the operating room, instrument processing, material management, and labor and delivery.

A surgical technologist must be able to work under stressful and emergency situations. Manual dexterity, physical stamina, a stable temperament, and considerable patience are needed to provide the best patient care.

Students applying for admission to the program will be ranked highest to lowest according to performance on the TEAS V and completion of the prerequisite course SPN 1507.

Students must maintain a grade of "C" or above to be awarded credit for a course. The minimum percentage on course work to earn a "C" is 78% in the surgical technology program.

This course of study requires significant travel to clinic sites in surrounding areas to meet program requirements.

Criminal background checks and drug testing by ASU-Newport and affiliated clinical sites are required to participate in clinical rotations.

Prerequisites:

(Fall, 2011-2012)

SPN	1507	Nursing Assistant AND
ZOOL	1004	Basic Anatomy and Physiology
<u>OR</u>		
SPN	1507	Nursing Assistant AND
ZOOL	2003	Anatomy and Physiology I
ZOOL	2001	Anatomy and Physiology I Lab
ZOOL	2011	Human Anatomy & Physiology II Lab
ZOOL	2013	Human Anatomy & Physiology II

CORE CURRICULUM (40 credit hours)

SUR	1001	Basic Operating Room Techniques Lab
SUR	1003	Basic Operating Room Techniques
SUR	1005	Wound Care
SUR	1202	Clinical Practicum I
SUR	1303	Medical Terminology
SUR	2002	Perioperative Practice
SUR	2003	Advanced Operating Room Lab
SUR	2005	Advanced Operating Room Techniques
SUR	2204	Clinical Practicum II
SUR	2302	Pharmacology for Surgical Technology
SUR	2518	Clinical Practicum III
SUR	2702	Seminar

Minimum Required Credit Hours (40)**CERTIFICATE OF PROFICIENCY**
MEDICATION ASSISTANT

This 120 hour course, Basic Medication Administration Skills, prepares Unlicensed Assistant Personnel for the task of medication administration.

Upon successful completion of the course students may apply to take the Arkansas State Board certification exam. Completion of the course does not guarantee admission to take the state board certification exam.

ADMISSION REQUIREMENTS

To be eligible for admission, the applicant must:

1. Be admitted to Arkansas State University-Newport.
2. Be currently listed in good standing on Arkansas' certified nurse aide registry.
3. Maintain registration on Arkansas' certified nurse aide registry continuously for a minimum of one (1) year.
4. Complete at least one (1) continuous year of full-time experience as a certified nurse aide in Arkansas.
5. Be currently employed at a nursing home.
6. Take the reading skills placement test of the Asset scoring 43 or above or the Compass scoring 82 or above.
7. Have proof of current MMR and TB skin testing.
8. Be enrolled in or have completed Introduction to Computers.

APPLICATION PROCESS

All applicants must submit:

1. An application for Medication Assistant program. Applicants who misrepresent or omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.
2. Scores of Asset or Compass testing.
3. Proof of current certification as a certified nurse aide.
4. Letter from employer indicating one (1) continuous year of full-time experience as a certified nurse aide in a nursing home in Arkansas.

HSC 1008 Medication Assistant

Minimum Required Credit Hours (8)

CERTIFICATE OF PROFICIENCY
Certified Nursing Assistant

Arkansas State University-Newport is pleased to offer certified nurses aide classes on the campus of Arkansas State University-Newport and Arkansas State University-Newport Technical Center in Jonesboro and selected high school campuses. This course teaches the basics of physical care for the client.

Upon successful completion of this course a student can apply to sit for the certified nursing assistant exam in the state of Arkansas. The program consists of 120 hours of classroom and clinical experience. Earn 7 college credit hours while training for a job in high demand.

Upon successful completion of the course students may apply to take the Arkansas State Board certification exam. Completion of the course does not guarantee admission to take the state board certification exam.

Admission Requirements:

- Completed application
- Official College transcripts from all colleges attended
- Official High School transcript or GED scores
- Current PPD Skin Test or Radiology Report *

*A current PPD Skin Test or Radiology Report must be in student's file by the first day class.

SPN 1507 Nursing Assistant Certification

Minimum Required Credit Hours (7)

Contact Phyllis Worthington in Admissions for more information at 870-512-7842.

ARKANSAS COMMERCIAL DRIVER TRAINING INSTITUTE



Arkansas State University-Newport
7648 Victory Blvd.
Newport, AR 72112
(800) 470-5440
(870) 512-7887
FAX: (870) 512-7886
E-mail: truckdriving@asun.edu
www.asun.edu

CERTIFICATE OF PROFICIENCY
Commercial Truck Driving

The Arkansas Commercial Driver Training Institute is a public-private partnership which provides an intensive training for Arkansas based motor carriers and non-Arkansas motor carriers in an effort to meet the growing demand for commercial drivers at a reasonable cost.

Driver training began at ASU-Newport in 1987, with a federally funded program. Contracts with major motor carriers were added in 1992. ASU-Newport has extensive experience in training commercial drivers and has trained over 15,000 entry-level drivers since the inception of the program.

The campus is located directly off Highway 67 in Newport, Arkansas. Private companies provide housing which is three to six miles from the campus. The housing is conveniently located within a short driving distance to local restaurants, medical facilities, and churches.

The campus is situated on over 130 acres and includes three buildings dedicated to Transportation Technology. In 2009, ASU-Newport completed the Transportation Technology Center which is comprised of a 15,200 sq. ft. classroom facility plus an 8,000 sq. ft. Diesel Technology Lab. In 2005, ASU-Newport added a new building on university property near the commercial driving skills practice range. This 2,035 square foot facility houses a classroom, restrooms, and a small break area. Adjacent to this building is a new truck dock designed for students to develop their backing skills during their training on the ASU-Newport campus.

The Institute begins a new 4-week course every other week. The course begins on Monday and lasts 26 calendar days, consisting of 20 training days with no weekend work typically required.

A 3-week course, which includes working on Saturdays and Sundays, is occasionally offered and can be scheduled as needed. ASU-Newport determines which courses will be offered on any given date based on student and industry partner demand.

Daily class times vary and can last from approximately 6:00 A.M. until 5:00 P.M. daily. Night driving is scheduled periodically. Equipment used for training consists primarily of conventional tractors and 48 & 53 foot trailers (dry vans, reefers, and flatbeds).

PROGRAM PHILOSOPHY AND OBJECTIVES

The program is designed to train entry level drivers to help meet the growing demand by carriers for qualified personnel. Our short term training programs coupled with the right attitude and hard work put our students on their way to becoming "professional drivers."

ENTRANCE REQUIREMENTS

The students must possess the skills to enter the job market so they will be qualified to obtain a job as entry level drivers with the ability to safely operate commercial vehicles.

Must be at least 18 years of age

Must pass the DOT physical

Must pass a drug screen

Must have a valid drivers license

Other requirements depending on funding resources

ATTENDANCE

Students must be on time for all classes. More than one unexcused tardy can result in disciplinary action. Absences may require additional training from the student. Unexcused absences of 8 hours or more may result in dismissal. Excused absences may be made up, when possible and necessary to meet proficiency requirements.

GRADING SYSTEM

Upon completion of the course the student is given one letter grade which is an average of classroom scores, road skills tests, and range skills test according to percent listed below.

Classroom Scores 25% of grade

Skills Test.....75% of grade

92 - 100 = A

87 - 91 = B

80 - 86 = C

below 80 = F

To satisfactorily complete the course students must:

- (1) Score at least 80% in each of the following subjects: General Knowledge, Combination Vehicles, Air-Brakes
- (2) Obtain CDL Permit
- (3) Score at least 80% on final road and range skills

PROGRAM NOTE:

***Effective April 7, 2004, Arkansas State Police Rules and Regulations for CDL testing (New Rule 3.0) states that there will be a (5) day waiting period for anyone failing any section of a CDL skills test before they can be re-tested.**

CURRICULUM

Classes will meet each day from approximately 6:00 a.m. to 5:00 p.m.

Class time is made up of a combination of classroom (theory) lessons and behind-the-wheel training on the ASU-Newport skills range and over-the-road.

Curriculum is subject to change without notice and may include independent study.

HOLIDAYS

Holidays are observed during the two weeks of Christmas break.

For students enrolled in DTI 1107**Estimated Break-Down of Expenses for Commercial Driver Training Course - Newport Only**

In State Tuition	(4 week term; 7 credit hours).....	\$546
Out of State Tuition	(4 week term; 7 credit hours).....	\$917
Quality Improvement Fee.....	(7 credit hours).....	\$ 49
CDTI Fee.....		\$555
Equipment Use Fee.....		\$300

(Due first day of class; 2 checks, Appropriate amount for Tuition and fees to ASU-Newport;
and an equipment use fee of \$300 to Northeast Arkansas Higher Education Charitable Foundation)

Housing.....(Provided by outside sources.).....approximately....\$300 to \$400 depending on course length.

Other Expenses Include: D.O.T. Physical, NIDA Drug Test, CDL Packet, and Final CDL License. Prices vary on an individual basis.

***Expenses are subject to change without notice.**

COMMERCIAL DRIVER TRAINING TUITION REFUND POLICY

100% of the tuition will be refunded if the student withdraws from the course during the first eight days of enrollment. Thereafter, no refund will apply.

OUTSTANDING ACCOUNT BALANCE PROCEDURES

Cash paying students will be required to pay the cost upon registration of the Commercial Driver Training program. Students who are sponsored by a third party will have their account credited for payment when the billing processes are complete and the paying entity makes payment for the sponsored student. If a sponsored student is declined at any time, that student becomes responsible for the tuition due the College. Declined students must contact the business office in order to make payment arrangements which will be evaluated on an individual basis. Students unable to meet their obligation at this point may be asked to withdraw from the program.

Students with any balance on their account at the conclusion of the program are placed on financial hold by the business office. This hold prevents the students from acquiring official academic records from this institution and/or registering for any additional classes until their account is cleared.

If any student continues to have an outstanding balance after the term, the balance will be considered delinquent and will be sent to the State of Arkansas to be deducted from their next year state income tax. If no payment is made after this process, the account balance will be sent to collections.

ASUN Technical Center Marked Tree Programs



**ASUNTC - Marked Tree
PO Box 280
33500 Hwy 63 East
Marked Tree, AR 72365
Phone: 870-358-2117**



ASSOCIATE OF APPLIED SCIENCE

Automotive Service Technology

The Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE). For those students pursuing a career as a professional auto technician the automotive industry has taken on a new sophistication. It requires advanced technical training and computer literacy. ASE certified programs gives assurance that graduates will be employable entry-level technicians.

The Automotive Service Technology shop is equipped with the latest diagnostic equipment and automotive software. Nationally accepted standards of excellence in areas such as instruction, facilities, and equipment are used.

Required related course work in communications, math, computer fundamentals, and human relations provide valuable information needed to round out the technical skills of the graduate.

NATEF's precise national standards reflect the skills that students must master to be successful in today's automotive service and repair industry. A.S.E. Certification practice tests are taken at the end of each unit of study.

Depending on Compass or ACT scores, students may be required to take developmental courses.

ASSOCIATE OF APPLIED SCIENCE
Automotive Service Technology

GENERAL EDUCATION: (15 credit hours)

ENG 1003 English I

ENG 1013 English II

MATH 1003 Intermediate Algebra (or higher)

Computer Fundamentals elective (3 credit hours)

Social Science elective (3 credit hours)

CORE COURSES (45 Credit Hours)

AST 1105 Automotive Engine Repair

AST 1106 Automotive Electrical/Electronic Systems

AST 1203 Automotive Brake Systems

AST 1205 Automotive Suspension and Steering

AST 1206 Automotive Engine Performance

AST 1604 Automotive Heating and Air Conditioning

AST 2105 Automatic Transmission/Transaxles

AST 2205 Automotive Manual Drive Train & Axles

Directed Electives: (6 credit hours) to be taken during the program

Minimum Required Credit Hours (60)

TECHNICAL CERTIFICATE
Automotive Service Technology

GENERAL EDUCATION: (6 credit hours)

ENG 1203 Technical Communications
MATH 1103 Technical Mathematics

CORE COURSES (39 Credit Hours)

AST 1105 Automotive Engine Repair
AST 1106 Automotive Electrical/Electronic Systems
AST 1203 Automotive Brake Systems
AST 1205 Automotive Suspension and Steering
AST 1206 Automotive Engine Performance
AST 1604 Automotive Heating and Air Conditioning
AST 2105 Automatic Transmission/Transaxles
AST 2205 Automotive Manual Drive Train & Axles

Minimum Required Credit Hours (45)

ASSOCIATE OF APPLIED SCIENCE
Business Technology

This program provides students with a solid foundation in general education and business-related courses. Students gain hands-on experience in the use of several popular software packages, as well as an introduction to computer operations and computer systems. The three program area options in business education offer students a wide range of employment possibilities for work in today's electronic office.

General Education Core (15 credit hours)

ENG 1003 English I

ENG 1013 English II

MATH 1003 Intermediate Algebra

Computer Fundamentals elective (3 credit hours)

Social Science Elective (3 credit hours)

Business Core (30 credit hours)

ACCT 1113 Concepts in Applied Accounting I

BSYS 1013 Business Communications

BSYS 1383 Spreadsheet Applications

BSYS 1213 Basic Word Processing Applications I

BSYS 1563 Administrative Support Procedures

BSYS 2553 Business Machines

ECON 2313 Principles of Macroeconomics

MGMT 2003 Introduction to Management

MIS 2813 Desktop Publishing Applications

MKTG 1013 Introduction to Business

Emphasis in Administrative Office Technology (15 credit hours)

BSYS 1223 Basic Word Processing Applications II

BSYS 2523 Machine Transcription

MIS 1373 Database Management

Business Emphasis Electives: (6 credit hours)

Emphasis in Computerized Accounting (15 credit hours)

ACCT 1153 Concepts in Applied Accounting II

ACCT 2033 Computerized Accounting

Business Emphasis Electives: (9 credit hours)

Emphasis in Microcomputer Business Application (15 credit hours)

MIS	1323	Integrated Business Projects
MIS	1373	Database Management
MIS	1413	Multimedia Applications
Business Emphasis Electives: (6 credit hours)		

Business Emphasis Electives

ACCT	1153	Concepts in Applied Accounting II
ACCT	2033	Computerized Accounting
BSYS	1223	Basic Word Processing Applications II
BSYS	2143	Intro to Entrepreneurship
BSYS	2523	Machine Transcription
ENG	1023	Business English
ENG	1203	Technical Communication
LAW	2023	Legal Environment of Business
MATH	1103	Technical Mathematics
MIS	1323	Integrated Business Projects
MIS	1373	Database Management
MIS	1413	Multimedia Applications

Minimum Required Credit Hours (60)

TECHNICAL CERTIFICATE**Business Technology****General Education Core (6 credit hours)**

ENG	1023	Business English
ENG	1203	Technical Communications or
MATH	1103	Technical Mathematics

Business Core (21 credit hours)

ACCT	1113	Concepts in Applied Accounting I
BSYS	1013	Business Communications
BSYS	1383	Spreadsheet Applications
BSYS	1213	Basic Word Processing Applications I
BSYS	1563	Administrative Support Procedures
BSYS	2553	Business Machines
MIS	1033	Introduction to Computers

Emphasis in Administrative Office Technology (9 credit hours)

BSYS	1213	Basic Word Processing Applications II
BSYS	2523	Machine Transcription
MIS	1373	Database Management

Emphasis in Computerized Accounting (9 credit hours)

ACCT	1153	Concepts in Applied Accounting II
ACCT	2033	Computerized Accounting
Business Emphasis Electives: (3 credit hours)		

Emphasis in Microcomputer Business Applications (9 credit hours)

MIS	1323	Integrated Business Projects
MIS	1373	Database Management
MIS	1413	Multimedia Applications

Business Emphasis Electives

BSYS	2143	Intro to Entrepreneurship
ECON	2313	Principles of Macroeconomics
MGMT	2003	Introduction to Management
MIS	2813	Desktop Publishing Applications
MKTG	1013	Introduction to Business

Minimum Required Credit Hours (36)

ASSOCIATE OF APPLIED SCIENCE
Collision Repair and Refinishing Technology

The Collision Repair and Refinishing Technology program will provide each student with the knowledge and skills that are needed to enter and successfully advance in this profession.

This program is designed to train students in estimating, metal-working, sanding, painting, aligning frames, and installing glass. Training will also include procedures to remove upholstery, accessories, electrical and hydraulic window-and-seat operation equipment, and trim to gain access to vehicle body and fenders.

Upon completion of the program, the graduate will have entry level skills as a glass installer, body and frame worker, automobile painter, or may choose to become self-employed.

GENERAL EDUCATION: (15 credit hours)

ENG 1003 English I

ENG 1013 English II

MATH 1003 Intermediate Algebra (or higher)

Computer Fundamentals elective (3 credit hours)

Social Science elective (3 credit hours)

CORE COURSES (45 Credit Hours)

CRT 1112 Basic Welding I

CRT 1122 Basic Welding II

CRT 1212 Body and Frame Alignment I

CRT 1222 Body and Frame Alignment II

CRT 1312 Painting I

CRT 1322 Painting II

CRT 1413 Painting Lab I

CRT 1423 Painting Lab II

CRT 2312 Basic Metal Repair I

CRT 2322 Basic Metal Repair II

CRT 2411 Basic Metal Repair Lab I

CRT 2421 Basic Metal Repair Lab II

CRT 2512 Color Matching I

CRT 2522 Color Matching II

CRT 2611 Color Matching Lab I

CRT 2621 Color Matching Lab II

CRT 2713 Related Body Repair I

CRT 2723 Related Body Repair II

Designated Electives (9 credit hours) to be taken during the program

Minimum Required Credit Hours (60)



TECHNICAL CERTIFICATE
Collision Repair and Refinishing Technology

GENERAL EDUCATION: (6 credit hours)

MATH	1103	Technical Mathematics
ENG	1203	Technical Communications

CORE COURSES (36 Credit Hours)

CRT	1112	Basic Welding I
CRT	1122	Basic Welding II
CRT	1212	Body and Frame Alignment I
CRT	1222	Body and Frame Alignment II
CRT	1312	Painting I
CRT	1322	Painting II
CRT	1413	Painting Lab I
CRT	1423	Painting Lab II
CRT	2312	Basic Metal Repair I
CRT	2322	Basic Metal Repair II
CRT	2411	Basic Metal Repair Lab I
CRT	2421	Basic Metal Repair Lab II
CRT	2512	Color Matching I
CRT	2522	Color Matching II
CRT	2611	Color Matching Lab I
CRT	2621	Color Matching Lab II
CRT	2713	Related Body Repair I
CRT	2723	Related Body Repair II

Minimum Required Credit Hours (42)

ASSOCIATE OF APPLIED SCIENCE
Computer and Networking Technology

The Computer and Networking Technology program provides the basics of electronics. The curriculum is designed to provide students with entry level skills in computer hardware and operating systems repair. Students will also develop proficiencies in configuration and administration of computer networks.

Career opportunities include computer repair technician, computer customer service technician, and computer field service technician, home/industrial security, and fiber optic telecommunications.

GENERAL EDUCATION: (15 credit hours)

ENG 1003 English I
ENG 1013 English II
MATH 1103 Intermediate Algebra
MIS 1033 Intro to Computers **OR**
MIS 1503 Microcomputer Applications
Social Science Elective (3 credit hours)

EMPHASIS COURSES (45 Credit hours)

CNT 1203 DC/AC Circuits
CNT 1403 Networking Essentials
CNT 1503 PC Troubleshooting and Repair I
CNT 1603 Wireless LAN's
CNT 1613 Router Configuration
CNT 1903 Cabling Standards
CNT 2103 Local Area Networking (LAN)
CNT 2203 PC Troubleshooting and Repair II
CNT 2213 Fiber Optics
CNT 2303 LAN Administration
CNT 2413 Wide Area Networking
CNT 2423 Programming
CNT 2433 Introduction to Linux
ECT 2133 Programmable Logic Controls
Other Business or MIS approved course with consent of CNT instructor

Elective

CNT 2443 Internship (Must meet eligibility requirements of CNT Department)

Minimum Required Credit Hours (60)



TECHNICAL CERTIFICATE
Computer and Networking Technology

GENERAL EDUCATION: (6 credit hours)

ENG	1203	Technical Communications
MATH	1103	Technical Mathematics

CORE COURSES: (35 Credit Hours)

CNT	1203	DC/AC Circuits
CNT	1403	Networking Essentials
CNT	1503	PC Troubleshooting and Repair I
CNT	1603	Wireless LAN's
CNT	1613	Router Configuration
CNT	1903	Cabling Standards
CNT	2203	PC Troubleshooting and Repair II
CNT	2213	Fiber Optics
ECT	2133	Programmable Logic Controls
MIS	1503	Microcomputer Applications

Designated Electives: (5 credit hours) to be taken during the program

Minimum Required Credit Hours (41)

ASSOCIATE OF APPLIED SCIENCE
Energy Control Technology

The Energy Control Technology program prepares individuals to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. The program includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity and electronics as they relate to heating, air conditioning, and refrigeration systems. Emphasis is placed on the repair and installation of residential and commercial heating and cooling systems. Graduates may find employment in residential, commercial, and industrial heating and air conditioning, industrial maintenance, residential and commercial wiring.

GENERAL EDUCATION: (15 credit hours)

ENG 1003 English I

ENG 1013 English II

MATH 1003 Intermediate Algebra (or higher)

Computer Fundamentals elective (3 credit hours)

Social Science elective (3 credit hours)

CORE COURSES (48 Credit Hours)

ECT 1123 Basic Electrical Circuits

ECT 1133 Basic Electrical Circuits Lab

ECT 1144 Introduction to Air Conditioning Systems

ECT 1213 Split Systems

ECT 1223 Split Systems Lab

ECT 1243 HVACR Code Class

ECT 1313 EPA Certification

ECT 1314 Residential Heat Pump Systems

ECT 2116 Refrigeration Systems

ECT 2133 Programmable Logic Controls

ECT 2234 Building Performance Analysis

ECT 2253 Heat Load Calculations

Designated Electives:

MATH 1103 Technical Mathematics

ENG 1203 Technical Communications

Or other electives by Advisor recommendation

Minimum Required Credit Hours (63)



TECHNICAL CERTIFICATE
Energy Control Technology

GENERAL EDUCATION: (6 credit hours)

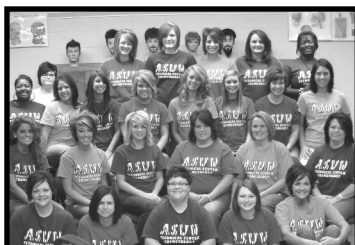
ENG	1233	Technical Composition
MATH	1103	Technical Mathematics

CORE COURSES (31 Credit Hours)

ECT	1123	Basic Electrical Circuits
ECT	1133	Basic Electrical Circuits Lab
ECT	1144	Introduction to Air Conditioning Systems
ECT	1213	Split Systems
ECT	1223	Split Systems Lab
ECT	1243	HVACR Code Class
ECT	1313	EPA Certification
ECT	1314	Residential Heat Pump Systems
ECT	2133	Programmable Logic Controls

Designated electives (2 credit hours)

Minimum Required Credit Hours (37)



TECHNICAL CERTIFICATE

Cosmetology

The Cosmetology program is designed to prepare students for professional licensing in the Cosmetology field. The students learn the basic techniques of hair care, professional and personal ethics, sanitation, manicuring, facials, anatomy, salon management and rules/regulations as designated by the state. In addition, students experience their future occupation in a simulated employment situation in our Cosmetology lab. Students train daily in proper work ethics, management, and human communication skills, which will enable them to work efficiently, harmoniously, and safely with others.

A new class begins every January and every August.

APPLICATION REQUIREMENTS:

1. See “Applying for Admission” in this [ASU-Newport Catalog](#).
2. Minimum COMPASS score required for admission to Cosmetology: Reading—**82**.
3. Submit proof of immunization.

REQUIREMENTS TO QUALIFY FOR THE STATE COSMETOLOGY LICENSING EXAM:

In order to receive instructor signature to qualify for the State Cosmetology Licensing Exam, a student must meet all three of the following criteria:

1. Complete the 46 credit hour Technical Certificate -- Cosmetology;
2. Accrue a minimum of at least 1500 classroom hours (requirement of the Arkansas State Board of Cosmetology); and
3. Receive program instructor recommendation.

Due to a limited number of openings in the Cosmetology program, students are accepted into the program on the basis of the date on which their complete application file is submitted.

Complete Application File:

- **Application**
- **Tests Scores**
- **Official transcripts**

PROGRAM OF STUDY**CORE COURSES (46 Credit Hours)**

COS	1101	Hygiene & Sanitation I
COS	1112	Hairdressing Theory I
COS	1122	Related Science I
COS	1131	Manicuring I
COS	1141	Aesthetics I
COS	1151	Sales, Shop Mgmt, Dept I
COS	1173	Technical Skills Lab I
COS	1193	Supervised Experience in Clinic I
COS	1201	Hygiene & Sanitation II
COS	1212	Hairdressing Theory II
COS	1222	Related Science II
COS	1231	Manicuring II
COS	1241	Aesthetics II
COS	1251	Sales, Shop Mgmt, Dept II
COS	1273	Technical Skills Lab II
COS	1274	Hair Dressing Practical Application
COS	1293	Supervised Experience in Clinic II
COS	2301	Hygiene & Sanitation III
COS	2312	Hairdressing Theory III
COS	2322	Related Science III
COS	2331	Manicuring III
COS	2341	Aesthetics III
COS	2351	Sales, Shop Mgmt, Dept III
COS	2373	Technical Skills Lab III
COS	2393	Supervised Experience in Clinic III

Minimum Required Credit Hours (46)**REQUIREMENTS FOR PROGRESSING IN THE COSMETOLOGY PROGRAM:**

- Students must pass all prerequisite courses during a semester to progress to the next semester of the program.
- Students who fail a prerequisite course during a semester have failed to progress in the Cosmetology program and they may only retake the course(s) they failed during the following semester.

- After passing all prerequisite courses, students who had failed to progress in the program may reapply for reacceptance to the program. An individual may be readmitted based on department approval and available openings.

A student accumulating 60 hours of absence from class/lab will be automatically placed on probation. A student who accumulates more than 72 hours of absence from class/lab may be terminated from the program at the end of that semester or summer term.

Readmission to the program requires reapplication and reacceptance. An individual may be readmitted based on available openings and department approval.

TECHNICAL CERTIFICATE **Cosmetology Instructor Trainee**

The Arkansas State Board of Cosmetology requires an individual to successfully complete 600 additional hours of training. Applications are placed on file by dates completed. In order to be eligible for the Cosmetology Instructor program, you must:

1. Complete an application for enrollment.
2. Present a valid Arkansas Cosmetology License with application.

Cosmetology Instructor Trainee - Required Courses:

Number	Course Name
COS 2362	Preparatory Training
COS 2363	Class Attendance
COS 2372	Conducting Theory Classes
COS 2379	Conducting Practical Classes In Cosmetology
COS 2382	Keeping Student Records
COS 2383	Practice of Cosmetology

Minimum Required Credit Hours (21)

CERTIFICATE OF PROFICIENCY
Commercial Truck Driving

The Commercial Truck Driving Program offers the opportunity to gain the basic technical knowledge and competency to achieve gainful employment in the truck driving field. Emphasis is on driving skills and safety procedures. Instruction is included that will help the student prepare for the Commercial Drivers License (CDL) Examination.

Length of Program: 6 weeks (Students with advanced skill levels may complete in less than 6 weeks.)

Check with the Assistant Registrar at the Marked Tree campus for the next scheduled course.

Hours: 8:00 A.M. to 4:30 P.M. Monday thru Friday

Tuition: \$1115.00 (Tuition subject to change) Marked Tree only

QIF: \$ 49.00 (quality improvement fee)

Additional Costs: (Approximately \$300.00), for Books and Supplies, DOT Physical, Drug Screen, and Fees for CDL Exam

Application Guidelines

1. Complete an application for enrollment
2. Must be 21 years or older
3. Valid Arkansas Drivers License
4. No DWI's on Driving Record
5. Must pass DOT Physical (Cost varies and is the responsibility of the student);
6. Students must have a negative drug screen (administered independent lab at ASUTC).

NOTE: Students are admitted on a probationary status until their drug screen results return.

NOTE: Students who already have a CDL or CDL permit must follow the same application guidelines listed above. Tuition and Drug Screen fees are the same.

Truck Driving -Tentative Schedule. The first six-week class will begin in the fall semester. ASUTC will enroll students every three weeks after this.

Call 870-358-2117 for the next enrollment date.

Truck Driving Curriculum

CDT 1107 Commercial Driver Training

This six week course covers motor operation, such as drive trains, brakes, fuel exhaust, cooling, electrical suspension, steering, and coupling; shift patterns, securing loads, and principles of maneuvering; laws and regulations, log books, bill of lading, and trip reports. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips.

Standards of Progress for Truck Driving

If a student is unsuccessful in passing the written and/or driving portion of the CDL examination, they will be dropped from the program. The student will be allowed to re-enroll in the next class if no other problems are involved. If the same failure occurs again, the student must successfully complete a program or programs of study to correct deficiencies causing the problems.

TUITION REFUND POLICY

100% of the tuition will be refunded if the student withdraws from the course during the first eight days of enrollment. Thereafter, no refund will apply.

ASUN Technical Center Jonesboro Programs



**ASUNTC -Jonesboro
5504 Krueger Drive
Jonesboro, AR 72401
Phone: 870-932-2176**

ASSOCIATE OF APPLIED SCIENCE**General Technology**

(Emphasis in Industrial Maintenance)

General Education Courses: (16 credit hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
MATH	1003	Intermediate Algebra
PSYC	1203	Physical Science
PSYC	2101	Physical Science Lab

Social Science Elective 3 credit hours

Core Curriculum: (16 credit hours)

TECH	1033	Design for Manufacturing
TECH	1043	Manufacturing Production Processes
WELD	1403	Manufacturing Safety
WELD	1204	Introduction to Gas Metal Arc Welding (MIG) Welding
MIS	1033	Introduction to Computers

Major Technical Discipline: (Choose one of the options below)**Maintenance Option: (15 credit hours)**

TECH	1023	Introduction to Manufacturing
TECH	1063	Manufacturing Materials
TECH	1053	Manufacturing Power & Equipment Systems
TECH	1073	The Manufacturing Enterprise
TECH	1093	Manufacturing Engineering Design & Problem Solving

Welding Option: (18 credit hours)

WELD	1304	Introduction to Shielded Metal Arc Welding (SMAW)
WELD	1404	Introduction to Tungsten Inert Gas Welding (TIG) Welding
WELD	2413	Welding Fabrication
WELD	2513	Blueprint Reading
WELD	2204	Advanced Gas Metal Arc Welding (MIG) Welding

Information Technology Option: (14 credit hours)

TCOM	1103	Introduction to Networking
TCOM	1233	Personal Computers (PCs) for Telecom I
MIS	1443	Technical Comp Applications
TCOM	1012	Security / Alarm
TCOM	1303	Personal Computers (PCs) for Telecom II

Approved Technology Electives: (31 hours)

TECH	1023	Introduction to Manufacturing
TECH	1033	Design for Manufacturing
TECH	1043	Manufacturing Production Processes
TECH	1053	Manufacturing Power & Equipment Systems
TECH	1063	Manufacturing Materials
TECH	1073	The Manufacturing Enterprise
TECH	1083	Manufacturing Equipment Maintenance & Operation
TECH	1093	Manufacturing Engineering Design & Problem Solving
WELD	1304	Introduction to Shielded Metal Arc Welding (SMAW)
WELD	2304	Advanced Shielded Metal Arc Welding (SMAW)
WELD	2204	Advanced Gas Metal Arc Welding (MIG) Welding
WELD	1404	Introduction to Tungsten Inert Gas Welding (TIG) Welding
WELD	2513	Blueprint Reading
WELD	2413	Welding Fabrication
WELD	2613	Welding Technology
TCOM	1003	Installer
TCOM	1103	Introduction to Networking
TCOM	1233	Personal Computers (PCs) for Telecom I
MIS	1443	Technical Computer Applications
TCOM	1012	Security and Alarm Systems
TCOM	1303	Personal Computers (PCs) for Telecom II

Minimum Required Credit Hours (60)

TECHNICAL CERTIFICATE
Industrial Maintenance

General Education Requirements: (6 credit hours)

ENG	1203	Technical Communications
MATH	1103	Technical Math

Core Curriculum: (33 credit hours)

TECH	1033	Design for Manufacturing
TECH	1043	Manufacturing Production Processes
WELD	1403	Manufacturing Safety
WELD	1204	Introduction to Gas Metal Arc Welding (MIG) Welding
MIS	1033	Introduction to Computers
TECH	1023	Introduction to Manufacturing
TECH	1053	Manufacturing Power & Equipment Systems
WELD	2413	Welding Fabrication
WELD	2513	Blueprint Reading
TCOM	1103	Introduction to Networking
TCOM	1012	Security/Alarm

Minimum Required Credit Hours (39)

TECHNICAL CERTIFICATE
Advanced Manufacturing

The Technical Certificate in Advanced Manufacturing Technology will consist of 34 credit hours and will build upon the technical courses offered in the Certificate of Proficiency of Advanced Manufacturing. Program graduates will be prepared for entry-level positions in automotive, automotive-related industries, and other advanced manufacturing companies.

General Education Core (10 credit hours)

ENG	1233	Technical Composition
MATH	1003	Intermediate Algebra
PHSC	1201	Physical Science Lab
PHSC	1203	Physical Science

Technical Core (24 credit hours)

TECH	1023	Introduction to Manufacturing
TECH	1033	Design for Manufacturing
TECH	1043	Manufacturing Production Processes
TECH	1053	Manufacturing Power & Equipment Systems
TECH	1063	Manufacturing Materials
TECH	1073	The Manufacturing Enterprise
TECH	1083	Manufacturing Equipment Maintenance & Operation
TECH	1093	Manufacturing, Engineering, Design & Problem Solving

Minimum Required Credit Hours (34)

CERTIFICATE OF PROFICIENCY
Advanced Manufacturing

Requirements (12 credit hours)

TECH	1023	Introduction to Manufacturing
TECH	1033	Design for Manufacturing
TECH	1043	Manufacturing Production Processes
TECH	1053	Manufacturing Power & Equipment Systems

Minimum Required Credit Hours (12)

ASSOCIATE OF APPLIED SCIENCE
General Technology
(Emphasis in Plumbing Technology)

General Education Requirements (16 credit hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
MATH	1003	Intermediate Algebra (or higher)
MIS	1033	Introduction to Computers
PHSC	1201	Physical Science Lab
PHSC	1203	Physical Science

Major Technical Requirements (24 credit hours)

PLB	1114	Plumbing Technology I
PLB	1124	Plumbing Technology II
PLB	1214	Plumbing Technology III
PLB	1224	Plumbing Technology IV
PLB	1314	Plumbing Technology V
PLB	1324	Plumbing Technology VI

Support Area Curriculum Requirements (minimum 23 credit hours)
(choose from the following)

BIOL	1053	Environmental Science
BSYS	1383	Spreadsheet Applications
BSYS	2143	Introduction to Entrepreneurship
BSYS	2563	Business Communications
ELEC	1002	Basic Electrical Theory
ELEC	1012	Introduction to Electrical Circuits
ENG	1203	Technical Communications
MGMT	2003	Introduction to Management
MIS	1503	Microcomputer Applications
MKTG	1013	Introduction to Business
PSY	1013	Human Relations
WELD	1304	Introduction to SMAW

Minimum Required Credit Hours (63)

TECHNICAL CERTIFICATE
Plumbing Technology

General Education Requirements (6 credit hours)

ENG	1233	Technical Composition
MATH	1103	Intermediate Algebra (or higher)

Major Technical Requirements (24 credit hours)

PLB	1114	Plumbing Technology I
PLB	1124	Plumbing Technology II
PLB	1214	Plumbing Technology III
PLB	1224	Plumbing Technology IV
PLB	1314	Plumbing Technology V
PLB	1324	Plumbing Technology VI

Minimum Required Credit Hours (30)

TECHNICAL CERTIFICATE**Practical Nursing**

The one-year Practical Nursing program combines classroom instruction with clinical experience at the Jonesboro and Marked Tree campuses. (Clinical times may vary.) The course of study meets the requirements of the Arkansas State Board of Nursing (which includes the successful completion of 664 hours of theory and 728 clinical hours and a “C” or better in each PN course) necessary to qualify to take the National Council of Licensure Examination (NCLEX).

After graduation, students who have met all departmental requirements are qualified to take the NCLEX administered by the Arkansas State Board of Nursing to become a Licensed Practical Nurse (LPN). A new class is started every January and every August.

ADMISSION REQUIREMENTS:

1. See “Applying for Admission” in this ASU-Newport Catalog
2. Minimum COMPASS scores required for PN:
Writing—**38**; Reading—**83**; Math—**36**.
3. Minimum NET (Nurse Entrance Test) minimum score required for PN: Reading-**48** and Math-**77** OR TEAS-V minimum scores required: Reading-**52** and Math-60
4. Current TB Test
5. Tetanus Shot within the last ten (10) years
6. Two MMR's
7. Students must have a negative drug screen.
(administered at ASUNTC by an independent lab)

DEADLINE for turning in a completed application file including:

- **Application**
- **Tests Scores**
- **Official transcripts**
- **Shot Records**

August Class – June 1

January Class – October 15

Note: Persons convicted of a crime may not be eligible to take the NCLEX-PN.

See the program chairman for details. Information on testing and other rules and regulations can also be obtained from the following website:
<http://www.arsbn.org/licensing.html>

PROGRAM OF STUDY

PN	1012	Body Structure & Function
PN	1022	Nutrition
PN	1101	Nursing of the Geriatric Patient
PN	1113	Pharmacology I
PN	1122	Nursing of Children
PN	1206	Basic Nursing Principles & Skills
PN	1404	Clinical I
PN	2101	I.V. Therapy
PN	2113	Pharmacology II
PN	2122	Nursing of Mother and Infant
PN	2131	Mental Health
PN	2206	Medical Surgical Nursing I
PN	2212	Medical Surgical Nursing II
PN	2406	Clinical III
PN	2407	Clinical II

Minimum Required Credit Hours (48)

CERTIFICATE OF PROFICIENCY
Emergency Medical Technician

The Emergency Medical Technician (EMT) program meets the requirements of the Arkansas Department of Health, Division of Emergency Medical Services and the guidelines of the Department of Transportation. Completion of the program will allow the student to take the National Certification Exam at their level of training. Criminal background checks are required for all EMT students prior to testing.

ADMISSIONS REQUIREMENTS:

1. See "Applying for Admission" in this [ASU-Newport Catalog](#)
2. Minimum COMPASS scores required:
Reading—**83**
3. Current TB Test
4. Tetanus Shot within the last ten (10) years
5. Two MMR's
6. Students must have a negative drug screen.
(administered at ASUNTC by an independent lab)

PROGRAM OF STUDY

EMT	1104	Pre-Hospital Environment
EMT	1302	Trauma Management
EMT	1402	Medical Emergencies and Transport
EMT	1502	Basic EMT Clinical Rotation and Lab

Minimum Required Credit Hours (10)

CERTIFICATE OF PROFICIENCY
Phlebotomy

The Phlebotomy program combines classroom instruction with clinical training which exceeds the certification requirements of the National Accrediting Agency for Clinical Laboratory Services. The curriculum provides instruction with strong emphasis on technical skills, professional relationships, and workplace ethics. Students who successfully complete the program may be eligible to take the test to become a Certified Phlebotomist. Graduates of the program are prepared to work in a hospital laboratory, doctor's office, or free standing laboratory.

ADMISSIONS REQUIREMENTS:

1. See "Applying for Admission" in this ASU-Newport Catalog
2. Minimum COMPASS score required: Reading—**70**
3. Current TB Test
4. Tetanus Shot within the last ten (10) years
5. Two MMR's
6. Students must have a negative drug screen.
(administered at ASUNTC by an independent lab)

PROGRAM OF STUDY

PHL	1101	CPR and First Aid
PHL	1102	Phlebotomy Clinical
PHL	1105	Phlebotomy

Minimum Required Hours Credit (8)

Clinical hours: Students are required to complete fifteen clinical days. Clinical days scheduled at doctor's offices are 8:00 a.m. - 4:00 p.m. Clinical days scheduled at hospitals vary from 4:00 a.m. - 5:00 p.m. All clinical days are done Monday through Friday.

TECHNICAL CERTIFICATE
Telecommunications

Arkansas State University-Newport and Ritter Communications have partnered to extend to individuals an opportunity to obtain a Technical Certificate in Telecommunications. Prospective students are encouraged to apply for admission and take advantage of this outstanding career opportunity. Financial Aid is available.

Ritter Communications has a century-long tradition of providing quality residential and business communication services all across Arkansas. A pioneer in the telecommunications industry, Ritter Communications has become a total local communications connection offering the latest innovations for both home and business including local and long-distance telephone, customized business systems, internet and even premium cable service.

Recognizing that all of the industry-leading technological advancements in the world mean nothing if they are not backed by a strong and responsive service component, Ritter Communications initiated a partnership with ASU-Newport to provide training in telecommunications. A Technical Certificate in Telecommunications will provide students a program of study that will fulfill a unique career goal.

GENERAL EDUCATION: (6 credit hours)

ENG	1233	Technical Composition
MATH	1103	Technical Mathematics

CORE COURSES (33 credit Hours)

MIS	1443	Technical Computers Application
TCOM	1003	Installer
TCOM	1013	Installer Technician
TCOM	1103	Introduction to Networking
TCOM	1133	Fiber Optics
TCOM	1143	Internetworking with TCP/IP
TCOM	1233	PCs for Telecommunications I
TCOM	1303	PCs for Telecommunications II
TCOM	1803	Service Technician
TCOM	1853	Troubleshooting Advanced Services
TCOM	2953	Internship: Telecom Engineering Planning

Minimum Required Credit Hours (39)

WELDING PROGRAMS

The Welding program offers two programs of study in order to meet training needs of individuals and corporations. The Technical Certificate is a one year program designed to prepare students for a career in industrial welding, construction, and fabrication. The Certificate of Proficiency is a semester program designed for those interested in basic welding knowledge suitable for industrial maintenance, home/farm repairs, and the hobbyist. All courses include classroom study and practical practice in a shop environment.

Welding is a competitive, high paying career, with employment opportunities in all parts of the state and country as well as around the world. Local industry employs a large number of welders, and many offer travel opportunities.

Certification to AWS D1.1 structural steel code is available to individuals interested in documented proof of welding ability. The American Welding Society (AWS) sets the standards for weld quality in the United States.

TECHNICAL CERTIFICATE

Welding

GENERAL EDUCATION (6 credit hours)

ENG	1233	Technical Composition
MATH	1103	Technical Mathematics

CORE COURSES (18 credit hours)

WELD	1204	Introduction to MIG Welding
WELD	1404	Introduction to TIG Welding
WELD	1304	Introduction to SMAW
WELD	2204	Advanced MIG Welding
WELD	2304	Advanced SMAW
WELD	2413	Welding Fabrication

Theory Electives (6 credit hours)

WELD	2513	Blueprint Reading
WELD	2613	Welding Science
WELD	1403	Manufacturing Safety

Minimum Required Credit Hours (30)

CERTIFICATE OF PROFICIENCY**Welding**

MATH	1103	Technical Mathematics
WELD	1204	Introduction to MIG Welding
WELD	1304	Introduction to SMAW OR
WELD	1404	Introduction to TIG Welding
WELD	2204	Advanced MIG Welding

Minimum Required Credit Hours (15)

COURSE DESCRIPTIONS

F-Fall; S-Spring; Su-Summer; D-Demand

ACCT 1113 Concepts in Applied Accounting I

Students will gain knowledge of corporate accounting enabling the student to gain the crucial decision making and problem solving skills needed in the workplace. Prerequisite: MIS 1033. (F, S)

ACCT 1153 Concepts in Applied Accounting II

This course is a continuation of Concepts in Applied Accounting I. Students will gain a more advanced knowledge of corporate accounting enabling the student to gain the crucial decision making and problem solving skills needed in the workplace. Prerequisite: Concepts in Applied Accounting I. (F, S)

ACCT 2003 Principles of Accounting I

The accounting cycle for merchandising and service-oriented business organizations. Primary emphasis is on financial accounting principles applicable to measuring assets, liabilities, and owners' equity. (F,S)

ACCT 2013 Principles of Accounting II

Special measurement problems for partnerships and corporations. Part of the course covers accounting for manufacturing companies and managerial use of accounting data and reports for decision making. Prerequisite: ACCT 2003 with a grade of "C" or better. (F, S)

ACCT 2023 Fundamental Accounting Concepts

This course is designed to develop an understanding of basic accounting concepts, with secondary emphasis on procedural mechanics. Also included is the development of an understanding of the language and environment of business, an appreciation of accounting methodology, and skills in problem solving. (This course does not fill a degree requirement for business majors). (D)

ACCT 2033 Computerized Accounting

Students' knowledge of accounting concepts and principles is reinforced through use of the computer. Instruction is provided in computer operations using commercially available accounting software. Students concerned about transferability should check with their transfer institution. Prerequisite: ACCT 2003. (D)

ACCT 280X Special Topics in Accounting

Variable credit course for special topics in accounting. (D)

AGEC 1003 Introduction to Agricultural Economics

Basic economic principles and their application to agriculture. This course deals briefly with production, distribution, value, price, credit, land value, marketing, and related problems. (D)

AGED 1403 Basic Agricultural Mechanics

Introduction to basic wood and metal working tools and equipment used in most mechanics laboratories. Instruction focuses on safety, project design, tool and equipment use. (D)

AGED 1411 Introduction to Agricultural & Extension Education

Philosophy, aims, and objectives of agricultural and extension education. Explanation of programs, career opportunities, and qualifications in agricultural and extension education. (D)

AGED 2411 Home and Farm Improvement

Learn about improvements that can increase usefulness and value of home or farm. Course will include such topics as building fences, energy conservation, electrical and plumbing repairs, small tractor selection and maintenance. Course content may vary according to participant interest. (D)

AGED 2421 Introduction to Welding Processes

An introduction to common welding, metal cutting processes and appropriate safety practices, and techniques associated with gas welding, shielded metal arch welding, gas metal arc welding, and gas tungsten arc welding. (D)

AGED 2431 Introduction to Alternative Energy Sources

An introductory course on the use and applications of alternative energy sources and the implications to society. (D)

AGED 2433 Principles of Agricultural Power Electricity and Internal Combustion Engines

Agricultural power includes electricity and internal combustion engines. Electricity includes systems, devices, motors, installation and service. Internal combustion power includes small engine repair and maintenance. Prerequisite AGED 1403. (D)

AGED 2441 Introduction to Electricity

An introduction to basic electrical theory, appropriate safety practices, and applied techniques associated with electricity. (D)

AGED 2453 Application of Welding Technologies to Agriculture

Principles and practices of various methods of welding technology applied to agriculture. Lecture two hours, laboratory two hours per week. (D)

AGRI 1203 Agricultural Resources and Management

Significance of agriculture as a major force in advancing civilization. The application of agricultural sciences in solving pressing world problems will be stressed. (D)

AGRI 1211 Introductory Seminar in Agriculture

A series of lectures dealing with agriculture as a profession and with the various possible majors and job opportunities. (D)

AGRI 1213 Making Connections in Agriculture

First semester freshman course centered around the skills and knowledge needed to be a successful agriculture student, including academic performance, problem solving, critical thinking, self management, university policies, issues, trends, and disciplines in agriculture. (D)

AGRI 2213 Genetic Improvement of Plants and Animals

Introduction to agriculturally important plant and animal traits and the methods used to incorporate these into favorable combinations. (D)

AGRI 2243 Feeding the Planet

Emphasizes the historical background, current and future social, political, environmental or economic implications for the use of natural resources for feeding the world population. (D)

ANSC 1602 Equitation

Two hour laboratory course in the selection and care of tack, horsemanship, etiquette, grooming, and equitation. (D)

ANSC 1612 Intermediate Western Equitation

Refinement of experienced rider's skill in the area of western riding. Includes retraining or conditioning older horses and understanding equine behavior as it relates to riding and training. Four hours of lab per week. Prerequisite, ANSC 1602 or permission of instructor. (D)

ANSC 1613 Introduction to Animal Science

A study of animals that provide food, fiber, and companionship to mankind, including the history and scope of animal agriculture, products produced from animals, reproduction, breeding and genetics, nutrients and digestion, lactation, behavior, and an overview of production systems. (D)

ANSC 1621 Introduction to Animal Science Laboratory

Students will gain hands on work experience with managing livestock. (D)

ANSC 1622 Intermediate Huntseat Equitation and Jumping

Refinement of the experienced rider's skills in the area of huntseat riding and jumping. Includes flat work and jumping exercises to build skills and condition of the horses and riders for jumping. Four hours of lab per week. Prerequisite, ANSC 1602 or permission of instructor. (D)

ANSC 2602 Principles of Dairying

Introduction to the principles of dairy cattle selection and dairy technology. Lecture two hours. (D)

ANSC 2623. Equine Health and Management

Course covers aspects of equine health, diseases, soundness, first aid, preventative maintenance, and management of horses in domestic situations. Three hours of lecture per week. (D)

ANSC 2703 Principles of Poultry Production

Breeding, housing, feeding, incubation, brooding, disease control, and marketing applied to general farm conditions. (D)

AQFI 2921 Principles of Aquaculture Lab

Lab for Principles of Aquaculture. (D)

AQFI 2923 Principles of Aquaculture

An introduction to the principles and practices of aquatic animals and plant husbandry. Trips to fish farming, processing, and research facilities, and laboratory exercises in disease and water quality emphasized. (D)

ART 1013 Design I

The study of the elements and principles of two-dimensional design. (D)

ART 1033 Drawing I

A studio course in which the concepts of linear perspective, value studies, contrast, contour, and technique are taught by using a variety of subjects from still life to live models. A variety of media will also be explored. (D)

ART 1043 Drawing II

Continuation of ART 1033. Light and shade drawing with emphasis on original illustration using the human form. Prerequisite: ART 1033. (D)

ART 2063 Painting I

A studio course which utilizes the elements and principles of art. In addition to the language of art, value studies, contrast, and technique will be taught. Prerequisite: ART 1033. (D)

ART 2073 Painting II

A continuation of ART 2063. Prerequisite: ART 2063. (D)

ART 2093 Ceramics I

An introductory course in creative clay processes. Emphasis is placed upon the hand building techniques of coil, slab, pinch, and wheel thrown pot methods along with glazing and firing procedures. Surface and glaze treatments are explored for visual as well as tactile purposes. (D)

ART 2103 Ceramics II

Continuation of Introduction to Ceramics work. Emphasis is placed upon sculpture, slab, and wheel thrown pot methods along with glazing and firing procedures. Prerequisite: ART 2093. (D)

ART 2503 Fine Arts-Visual

An introduction to visual arts for all students regardless of background or experience. The purpose is to help the student to develop criteria for appreciation of painting, sculpture, and architecture. (F, S, Su)

AST 1003 Hybrid, Electric and Fuel Cell Vehicle Technologies

This course will introduce students to the theory, construction, operation and proper repair procedures related to hybrid vehicles. The course will also introduce students to electric, and fuel cell vehicle technologies. Students will receive instruction on the use of diagnostic and service equipment, and safety procedures specifically related to these technologies. (D)

AST 1102 Automotive Cylinder Heads and Valve Trains Theory with Service

This course would introduce students to the basic components of cylinder heads and valve trains. Students will receive basic instruction on cylinder heads, valve trains, combustion chambers and valves for servicing to manufacturers specifications. Safety will be emphasized. Prerequisite: AST 1103 (S)

AST 1103 Automotive Short Block Theory and Service

This course would introduce students to the basic parts of the short block engine. Students will receive basic instruction on diagnostic tools, measuring instruments and analytical testing for servicing to manufacturers specifications. Safety will be emphasized. (F)

AST 1105 Automotive Engine Repair

A study of internal combustion engines which includes diagnosing and testing valve trains, lubrication systems, cooling systems, and engine assembly. Instruction in the use of related measuring instruments and analytical test equipment for servicing to manufacturers specifications is included. Safety will be emphasized. (D)

AST 1106 Automotive Electrical/Electronic Systems

A study of direct current fundamentals as needed in the theory and troubleshooting of all electrical and electronic circuits and systems incor-

porated by automotive manufacturers. Diagnostic and testing procedures, equipment, and hand tools will be utilized in the maintaining and service/repair of the automobile electrical/electronic components. Safety is emphasized. (D)

AST 1203 Automotive Brake Systems

A study of hydraulic principles and fluid controls which operate the brake system. Emphasis will be on system diagnosis and repair of the brake system. Safety is emphasized. (D)

AST 1205 Automotive Suspension and Steering

A study of automotive steering geometry and undercarriage system, including alignment. Emphasis is on diagnosis and repair of steering components (manual and power), undercarriage systems, as well as realignment and wheel balancing. Safety is emphasized. (D)

AST 1206 Automotive Engine Performance

A study of fuel systems, ignition systems, engine testing, emission and emission controls. Fuel Systems will include system principles and testing techniques on both carburetors and fuel injection. Ignition systems will include systems testing and diagnosis with up-to-date equipment for engine performance. Emission control will include the study of air pollution, engine performance and its relation, fuel recovery systems, catalytic converters, PVC systems, Air Pump systems and basic electronic controls. Safety is emphasized. (D)

AST 1604 Automotive Heating and Air Conditioning

The theory, construction, operation and repair procedures of the automotive climate control systems. It includes the refrigeration cycle, automatic temperature control systems, heating, ventilation, and CFC recovery and recycling. Special emphasis is placed on safety and general shop procedures. (Su)

AST 2105 Automatic Transmission/Transaxles

The automatic transmission unit is divided into the fundamental study of fluid units, torque converters, principles of automatic controls, and planetary gear systems, with service to various components. System testing and safety are emphasized. (D)

AST 2205 Automotive Manual Drive Train & Axles

A study of clutches, conventional automotive transmissions, and overdrive. The student will demonstrate his/her ability to service other

components in addition to the transmission; this includes the drive line and final drive assemblies for automotive use. Safety is emphasized. (D)

BIOL 1001 Biological Science Lab

Two hours per week. Co-requisite: BIOL 1003. (Lab fee required). (F, S, Su)

BIOL 1003 Biological Science

A study of the similarity and diversity of life on earth. Lecture three hours. This course is a prerequisite for most other BIOL and ZOOL courses. (F, S, Su)

BIOL 1051 Environmental Science Lab

Taken concurrently with BIOL 1053. Two hours per week. (Lab Fee required). (D)

BIOL 1053 Environmental Science

An introduction to the most important concepts in the study of our environment and its associated problems. The course combines ideas from the natural sciences with environmental ethics, economics, politics, law, and planning in the diagnosis, present state, and prognosis for various environmental problems. (D)

BIOL 2013 Introduction to Nutrition

A study of human nutritional needs over the human life span. Individual nutrients, their nature, functions, and their processing by the human body. Dietary analyses and evaluations. Food labels and their interpretation, weight control, exercise, food safety, relationships of nutrition to health and the environment. (F, S)

BIOL 2101 Microbiology Lab

Laboratory two hours per week. Co-requisite: BIOL 2103. (Lab fee required). (F, S, Su)

BIOL 2103 Microbiology

A study of micro organisms, in particular, bacteria, involving their structure and function at the molecular level, and interaction of these organisms with humans and their environment. Prerequisite: BIOL 1003. Knowledge of basic chemistry strongly recommended. Lecture three hours. (F, S, Su)

BOT 1101 Biology of Plants Lab

Two hours per week. To be taken concurrently with BOT 1103. (Lab fee required). (D)

BOT 1103 Biology of Plants

A study of plant structures and their functions and the evolution, diversity, and ecology of plants. Lecture three hours. (D)

BSYS 1213 Basic Word Processing Applications I

Provides instruction in the basic word processing computer operations and skills. The student will learn to produce documents through keyboarding, editing, storing, retrieving and printing. (F, S)

BSYS 1223 Basic Word Processing Applications II

Designed to provide advanced word and information processing concepts, and communication skills on a computer. (F, S)

BSYS 1383 Spreadsheet Applications

The study of electronic spreadsheet concepts. The fundamentals of worksheets, graphics, database, and macro features of electronic spreadsheets will be utilized to solve problems. Prerequisite: MIS 1033 (F, S)

BSYS 1503 Document Formatting

This course is for persons with some keyboarding skill. The major emphasis is on skill development. Instruction is provided on microcomputers. (D)

BSYS 1543 Word Processing I

Provides instruction in basic word processing machine operations and skills. The student will learn to produce acceptable documents through Keyboarding, editing, storing, retrieving and printing. Prerequisite/Corequisite: MIS 1033 or currently enrolled (F, S, Su)

BSYS 1553 Word Processing II

Designed to include advanced word and information processing concepts, administrative and communication skills, and advanced applications. Prerequisite: BSYS 1543. (F, S)

BSYS 1563 Administrative Support Procedures

Topics include self-improvement, interpersonal relations, mail handling, telephone usage, and travel arrangements. Emphasizes the practice and procedures acceptable in a business office regarding records

management and control. Topics include sorting, filing, and retrieval of records. Prerequisite/Corequisite: BSYS 1543 OR MIS 1033 (F, S)

BSYS 2143 Introduction to Entrepreneurship

Introduces the process of new venture creation and the critical knowledge needed to develop and manage your new business. Students will gain knowledge on the challenges of entrepreneurship, building a business plan, marketing considerations, e-commerce and the entrepreneur, advertising and pricing for profit, financial considerations, building a competitive edge, and debt/equity and site and location considerations. Prerequisite: MIS 1033 or MIS 1503 (D)

BSYS 2413 Word Processing I

Instruction in use of word processing software on microcomputers. Familiarization with word processing procedures and terminology. Three hours per week plus laboratory time. Prerequisite: MIS 1033 (D)

BSYS 2503 Business Office Skills

Development of professional skills, knowledge, attitudes, and other competencies necessary for employees in business occupations. Includes filing emphasis, word processing concepts, and career enhancement skills. Prerequisite: Keyboarding ability. (F)

BSYS 2523 Machine Transcription

Includes training in transcribing office documents using transcription equipment. Stresses skills required to produce respective documents. Prerequisite or Corequisite: BSYS 1543 and MIS 1033 (F, S)

BSYS 2533 Internet, Intranet, and E-mail Applications for Business

This is a course to teach students about the Internet, Intranet, and E-mail. They will develop technology skills and research strategies using the Internet. (S)

BSYS 2553 Business Machines

Instruction and practice in the operation of electronic display and printing calculators, and computerized spreadsheets, with emphasis on business application problems. Prerequisite: MATH 1043 (F,S)

BSYS 2563 Business Communication

Survey of the principles of effective oral and written communication. Practice in writing business letters and reports, and preparing various types of oral presentation. Prerequisite: ENG 1013 (F, S, Su)

BSYS 2573 Medical Transcription

Instruction and practice in transcribing from medical audiocassette tapes. Areas of concentration include urinary, musculoskeletal, cardiovascular, integumentary, reproductive, nervous, digestive, endocrine, lymphatic, and respiratory systems. Three hours per week plus laboratory time. Prerequisite: Knowledge of medical terminology and key-boarding speed of at least 40 words per minute. (D)

BSYS 2583 Spreadsheets for Managerial Decisions

The study of electronic spreadsheet concepts. The fundamentals of worksheets, graphics, database, and macro features of electronic spreadsheets will be utilized to solve problems. (F)

BSYS 2801 Special Topics in Business (D)**BSYS 2802 Special Topics in Business (D)****BSYS 2803 Special Topics in Business (D)****BUAD 2093 Internship**

An employment experience relating to the student's major within the AAS in Business Technology. An instructor will monitor the student's progress with the supervising employer. The student will submit a journal describing the experience and will be evaluated by the employer at the end of the internship. Prerequisite: Completion of 45 hours toward an AAS degree and a 2.0 GPA. Approval of instructor required. (D)

CDT 1107 Commercial Driver Training

This six week course covers motor operation, such as drive trains, brakes, fuel exhaust, cooling, electrical suspension, steering, and coupling; shift patterns, securing loads, and principles of maneuvering; laws and regulations, log books, bill of lading, and trip reports. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips. (Marked Tree Campus only) (F, S, Su)

CHEM 1003 Introduction to Chemistry

Fundamentals of chemistry and a survey of topics for students with no previous training in chemistry. The purpose of this course is to provide the necessary background to enter CHEM 1013. Lecture three hours per week. Prerequisite: MATH 1003 or equivalent. (D)

CHEM 1011 General Chemistry I Lab

Three hours per week lab. Co-requisite: CHEM 1013. (Lab fee required). (F, S, Su)

CHEM 1013 General Chemistry I

Fundamental laws and theories of chemistry. Lecture three hours. Co-requisite: MATH 1023. (F, S, Su)

CHEM 1021 General Chemistry II Lab

Three hours per week lab. Co-requisite: CHEM 1023 (Lab fee required). (D)

CHEM 1023 General Chemistry II

Continuation of CHEM 1013. Lecture three hours. Prerequisite: CHEM 1013. (D)

CHEM 1031 Introduction to Organic and Biochemistry Lab

Three hours per week lab. Co-requisite: CHEM 1033 (Lab fee required). (S, Su)

CHEM 1033 Introduction to Organic and Biochemistry

A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. An introduction to reaction mechanisms, stereochemistry, and spectroscopy. Prerequisite: CHEM 1013. (S, Su)

CHEM 1052 Fundamental Concepts of Chemistry II

A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. This will include an emphasis on the role of chemistry in human body functions. Prerequisite: CHEM 1013 (S, Su)

CHEM 2051 Investigations in Chemistry

One-hour class. Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory technique. Prerequisite: CHEM 1013. (D)

CHEM 2052 Investigations in Chemistry

Two-hour class. Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory technique. Prerequisite: CHEM 1013. (D)

CHEM 2053 Investigations in Chemistry

Three-hour class. Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory technique. Prerequisite: CHEM 1013. (D)

CNT 1203 DC/AC Circuits

A study of the fundamentals of direct current including the nature of electricity and how DC affects various components, Ohm's Law, and circuit analysis techniques. Emphasis is placed on circuit analysis of resistive networks and DC measurements. (F, S)

CNT 1403 Networking Essentials

The first of four courses preparing the student to sit for the Cisco Certified Network Associate certification. This course is designed to identify and describe the functions of each of the seven layers of the OSI reference model. Emphasis is placed on the key Internet working functions of the OSI Network Layer, the conversion steps of data encapsulation, the different classes of IP addresses, and the use of sub-networks. (F, S)

CNT 1503 PC Troubleshooting and Repair I

An active exploration into the operation of a microcomputer system for the purpose of preparing students to sit for the CompTIA A+ Essentials certification exam. Emphasis will be placed on learning hardware functions, operating systems, software installation, diagnostic, and trouble-shooting techniques. (F, S)

CNT 1603 Wireless LAN's

This course provides a guide to planning, designing, installing and configuring wireless LANs using Cisco and Linksys access points and prepares students for the Certified Wireless Network Administrator certification. (Su)

CNT 1613 Router Configuration

The second of four courses preparing the student to sit for the Cisco Certified Network Associate certification. The course includes the study of router hardware and software. Log in to router in both user and privileged modes. Control router passwords, identification, and banner. An extensive look at routing protocols such as RIP, EIGRP and OSPF. Prerequisite: CNT 1403 (F, S)

CNT 1903 Cabling Standards

This course is designed to introduce students to standards set by EIA/TIA, ANSI, ITU, CITELE, and IEC. This course covers standards used in user premises equipment, networking equipment, fiber optics, and wireless communications. Practical lab exercises will be utilized using these standards. (Su)

CNT 2103 Local Area Networking (LAN)

The third of four courses preparing the student to sit for the Cisco Certified Network Associate certification. It is a continuation of the study of router hardware and software. Topics include LAN design, switching methods, switch configuration, VLANs, STP, VTP and basic wireless concepts. Prerequisite: CNT 1613 (F, S)

CNT 2203 PC Trouble-shooting and Repair II

This is the second course in the active exploration into the operation, construction, and trouble-shooting of a microcomputer system for the purpose of preparing students to take the CompTIA A+ certification exam. Emphasis will be placed on learning hardware functions, operating system, software installation, safety, and diagnostic and trouble-shooting techniques. Prerequisite: CNT 1503 (F, S)

CNT 2213 Fiber Optics

An introduction to fiber optic characteristics and the basic principles of fiber optic communications. Students will learn safety, correct fiber optic calculations and system budget procedures. (F, S)

CNT 2303 LAN Administration

The study of the most current version of Microsoft Server/Workstation. Topics include current LAN topology, hardware requirements, installing and maintaining the network software, and file server setup and maintenance. (F, S)

CNT 2413 Wide Area Networking (WAN)

The final of four courses preparing the student to sit for the Cisco Certified Network Associate certification. Topics include WAN theory and design, WAN services: Frame Relay, ISDN/LAPD and DDR, HDLC, and PPP. Covers network security, access control lists, virtual private networks, and network troubleshooting. Prerequisite: CNT 2103 (F, S)

CNT 2423 Programming

An introduction to programming basics using the CTT. This course introduces students to program design by using structured programming techniques. (F, S)

CNT 2433 Introduction to Linux

The study of a current version of Linux. Topics include hardware requirements, basic and custom server installation, Shell administration, and log-in scripts. (F, S)

CNT 2443 Internship: Computer and Networking Technology

Provides students with an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor will work with the student to select an appropriated work site, establishing learning objectives and to coordinate learning activities with employer or work site supervisor.

Prerequisites: Completion of 30 CNT hours toward the Associate of Applied Science/Technical Certificate in Computer Networking Technology. (F,S)

COS 1101 Hygiene and Sanitation I

This course provides basic concepts necessary to master the National Industry Skill Standard for entry level Cosmetologist. Students will learn to conduct services in a safe environment and take measures to prevent the spread of infectious and contagious disease. Students will be prepared to safely use a variety of salon products while providing client safety. (F, S)

COS 1112 Hairdressing Theory I

A basic study of the properties of the hair and scalp; principles of hair care and design. (F, S)

COS 1122 Related Science I

Introductory study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry. (F, S)

COS 1131 Manicuring I

Introductory study of skin and nails, which includes manicuring, pedicuring, and massage. (F, S)

COS 1141 Aesthetics I

Introductory study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching. (F, S)

COS 1151 Salesmanship, Shop Management, and Shop Department I

Introductory study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department. (F, S)

COS 1173 Technical Skills Lab I

Application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring, and aesthetics. (F, S)

COS 1193 Supervised Experience in Clinic I

Instruction and supervised experience in all aspects of cosmetology (F, S)

COS 1201 Hygiene and Sanitation II

Intermediate concepts necessary to master the National Industry Skill Standard for entry level Cosmetologist. Students will learn to conduct services in a safe environment and to take measures to prevent the spread of infectious and contagious disease. Students will be prepared to safely use a variety of salon products while providing client safety. Prerequisites: COS 1101 (F, S)

COS 1212 Hairdressing Theory II

Continued study of the properties of the hair and scalp; principles of hair care and design. Prerequisites: COS 1112 (F, S)

COS 1222 Related Science II

Continued study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry. Prerequisites: COS 1122 (F, S)

COS 1231 Manicuring II

Continued study of skin and nails, which includes manicuring, pedicuring, and massage. Prerequisites: COS 1131 (F, S)

COS 1241 Aesthetics II

Continued study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching. Prerequisites: COS 1141 (F, S)

COS 1251 Salesmanship, Shop Management, and Shop Department II

Continued study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department. Prerequisites: 1151 (F, S)

COS 1273 Technical Skills Lab II

Continued application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring, and aesthetics.

Prerequisites: COS 1173 (F, S)

COS 1274 Hair Dressing Practical Application

Supervised experience in all aspects of cosmetology. Theory and practical applications are stressed. Prerequisites: Successful completion of one semester of cosmetology course work. (Su)

COS 1293 Supervised Experience in Clinic II

Continued instruction and supervised experience in all aspects of cosmetology. Prerequisites: COS 1193 (F, S)

COS 2301 Hygiene and Sanitation III

Advanced concepts necessary to master the National Industry Skill Standard for entry level Cosmetologist. Students will learn to conduct services in a safe environment and to take measures to prevent the spread of infectious and contagious disease. Students will be prepared to safely use a variety of salon products while providing client safety.

Prerequisites: COS 1101, COS 1201 (F, S)

COS 2312 Hairdressing Theory III

Advanced study of the properties of the hair and scalp; principles of hair care and design. Prerequisites: COS 1112, COS 1212 (F, S)

COS 2322 Related Science III

Advanced study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry.

Prerequisites: COS 1122, COS 1222 (F, S)

COS 2331 Manicuring III

Advanced study of skin and nails, which includes manicuring, pedicuring, and massage. Prerequisites: COS 1131, COS 1231 (F, S)

COS 2341 Aesthetics III

Advanced study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching. Prerequisites: COS 1141, COS 1241 (F, S)

COS 2351 Salesmanship, Shop Management, and Shop Department III

Advanced study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department. Prerequisites: COS 1151, COS 1251 (F, S)

COS 2362 Preparatory Training

A general study of the principles and techniques of Cosmetology education. Selecting subject matter for class lecture. Preparing class lectures. Conducting a review of all subjects taught. Preparing and grading examinations. Demonstrating practical operations. Teaching practical operations. Consent of instructor. (D)

COS 2363 Class Attendance

Classes are to be taught by a licensed instructor to prepare instructor trainee to properly lecture and demonstrate on all subjects of Cosmetology. Consent of instructor. (D)

COS 2372 Conducting Theory Classes in Cosmetology

The instructor trainee conducts theory classes in Cosmetology under the supervision of a licensed instructor. Subjects will be covered in sterilization and bacteriology, osteology, mycology, neurology, angiology, dermatology, trichology, unguiology, cosmetricity, canities and permanent waving. Consent of instructor. (D)

COS 2373 Technical Skills Lab III

Advanced application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring, and aesthetics. Prerequisites: COS 1173, COS 1273 (F, S)

COS 2379 Conducting Practical Classes in Cosmetology

The instructor trainee conducts practical classes in cosmetology. The instructor will demonstrate permanent waving, facials, shampooing, scalp treatments, canities, manicuring, thermal pressing, iron curling, and blow drying. Consent of instructor. (D)

COS 2382 Keeping Student Records

Methods and practical application of keeping student records. Consent of instructor. (D)

COS 2383 Practice of Cosmetology

Training in specific areas in which the instructor trainee may be deficient. Consent of instructor. (D)

COS 2393 Supervised Experience in Clinic III

Advanced instruction and supervised experience in all aspects of cosmetology Prerequisites: COS 1193, COS 1293 (F, S)

CRIM 1023 Introduction to Criminal Justice

This course is intended to expose the student to the workings of criminal justice systems, exploring the historical development, current operation, and future trends of criminal justice. Emphasis will be placed on contemporary problems in the definition of law, the enforcement of law, strategies of policing, judicial systems, sentencing strategies and correctional practices. Content includes not only practices in the U.S., but also other cultures and their systems of justice. (F, S)

CRIM 2043 Community Relations in the Administration of Justice

Provides an understanding of the complex factors in human relations. The philosophy of law enforcement is examined with the emphasis on the social forces which create social change and disturbance. (F)

CRIM 2253 Criminal Investigation

Includes fundamentals and theory of an investigation, conduct at crime scenes, collection and presentation of physical evidence, and methods used in the police service laboratory. (S)

CRIM 2263 Criminal Evidence and Procedure

Rules of evidence of importance at the operational level in law enforcement and criminal procedures, personal conduct of the officer as a witness, examination of safeguarding personal and constitutional liberties. (S)

CRIM 2273 Criminal Law

A course designed to provide students in criminology, criminal justice, and political science a concise and comprehensive introduction to criminal law. This course is appropriate for the criminal justice professional who needs to better understand the legal environment as well as the individual wishing to transfer to a two-year college. (F)

CRT 1112 Basic Welding I

Theory and operation of the MIG welding process and its equipment are covered. Applications of MIG welding procedures are practiced on steel plates and various sheet metals. Safety is emphasized. (F, S)

CRT 1122 Basic Welding II

Advanced theory and operation of the MIG welding process and its equipment are covered. Applications of MIG welding procedures are practiced. Weld joints used in professional sectioning and replacement panels are utilized in teaching. Safety is emphasized. Prerequisite: CRT 1112 (F, S)

CRT 1212 Body and Frame Alignment I

Includes gauging equipment used in unitized and conventional frame repair and methods of analyzing damage. Instruction is given in the use of frame equipment, frame and body construction, and straightening. Safety is emphasized. (F, S)

CRT 1222 Body and Frame Alignment II

Continued study of gauging equipment used in unitized and conventional frame repair and methods of analyzing damage. Advanced instruction is given in the use of frame equipment, frame and body construction, and straightening. Safety is emphasized. Prerequisite: CRT 1212 (F, S)

CRT 1312 Painting I

Teaches the skills and technical knowledge in the preparation of metal for paint; chemical stripping of old finishes; use and maintenance of spray painting equipment. Safety is emphasized. (F, S)

CRT 1322 Painting II

Teaches the skills and technical knowledge in the mixing and spraying of all types of automotive finishes and identification of common materials used. Safety is emphasized. Prerequisite: CRT 1312 (F, S)

CRT 1413 Painting Lab I

The practical application of preparing metal for paint; chemical stripping of old finishes; using and maintaining spray painting equipment. Safety will be emphasized. (F, S)

CRT 1423 Painting Lab II

The practical application of mixing and spraying all types of automotive finishes; identifying common materials used; and using and maintaining spray painting equipment. Safety will be emphasized. Prerequisite: CRT 1413 (F, S)

CRT 2312 Basic Metal Repair I

The course offers instruction in professional metal work and dent removal and procedures used with the application of filler. Procedures necessary to rough, shrink, bump, and finish are included. Safety measures are emphasized. (F, S)

CRT 2322 Basic Metal Repair II

The course offers instruction in the removal and replacement of auto body parts and non-structural parts along with repair. Safety measures are emphasized. Prerequisite: CRT 2312 (F, S)

CRT 2411 Basic Metal Repair Lab I

The practical application of straightening, aligning and fitting of major panels. The procedures necessary to rough, shrink, bump and finish are included. Safety measures are emphasized. (F, S)

CRT 2421 Basic Metal Repair Lab II

Continued practical application of straightening, aligning and fitting of major panels. The procedures necessary to rough, shrink, bump and finish are included. Safety measures are emphasized. Prerequisite: CRT 2411 (F, S)

CRT 2512 Color Matching I

A continuation of auto painting with emphasis on spraying techniques and the blending of paints to achieve color match. Co-requisite: CRT 1312 (F, S)

CRT 2522 Color Matching II

Advanced auto painting with emphasis on spraying techniques and the tinting of paints to achieve color match. Prerequisites: CRT 1312, CRT 2512; Co-requisite CRT 1322. (F, S)

CRT 2611 Color Matching Lab I

The practical application of spraying techniques and blending of paints to achieve color match. Co-requisite: CRT 1312, CRT 2512 (F, S)

CRT 2621 Color Matching Lab II

The practical application of spraying techniques of paints to achieve color match. Prerequisite: CRT 1312; CRT 2512; CRT 2611
Co-requisite: CRT 2522 (F, S)

CRT 2713 Related Body Repair I

This course covers the skills in the removal and replacement of the glass, trim, and electrical wiring, and the repair of plastic. The Basic principles of estimating will also be taught. Prerequisite: Successful completion of one semester of CRT coursework. (Su)

CRT 2723 Related Body Repair II

This course further covers the skills in the removal and replacement of the glass, trim, and electrical wiring, and the repair of plastic. (Su)

DT 1002 Service & Maintenance

This course begins with an overview of the various types of Technical Service Publications and vehicle identification. It then examines specific service and maintenance operations and procedures by vehicle system. The student will learn how to diagnose problems and make necessary adjustments and repairs using the appropriate technical data. Lecture two hours with supplemental lab time. Corequisites: DT 1032; DT 1153; DT 1512; TECH 1002 (F)

DT 1022 Trailer Suspension and Brake Systems

A course concerning suspension, foundation, and air brake systems as pertains to heavy trailers. Design differences of trailer systems compared to truck systems will be the main area of study. Spring versus air suspension systems will also be discussed. Emphasis will be placed on the safety of both the technician and the truck operator. (Su)

DT 1031 Antilock Braking Systems

A course designed around ABS as it relates to air brakes and heavy trucks. Subject matter will include electronics and electronic/air interface. Current, past and future systems will be discussed at length. Emphasis will be placed on the safety of both the technician and the truck operator. (S)

DT 1032 Brakes

This course provides students with information on Heavy Truck brake systems and components. The student will learn how the system is designed to operate, and what to look for when the brake system is not performing as designed. In addition, this course covers the operation of Anti-Lock systems along with appropriate troubleshooting and repair techniques. Lecture two hours with supplemental lab time. Corequisites: DT 1002; DT 1042; DT 1153; DT 1512; TECH 1002 (F)

DT 1042 Introduction to hydraulics

A course designed around service and repair of contemporary and past hydraulic systems as used on heavy and medium duty trucks. Covered subject matter will include control side hydraulics: pumps, directional control valves, and pressure and flow regulators; and power side hydraulics: cylinders, motors, solenoids, and actuators. Manual, air, and electric controls will be covered, as will be hoses, lines and delivery ports. Emphasis will be placed on the safety of both the technician and the truck operator. Prerequisites: DT 1002; DT 1032; DT 1153; DT 1512; TECH 1002 (F)

DT 1153 Electrical Problem Solving

This course covers basic electrical theory including both series and parallel circuits, and proper troubleshooting techniques to be used when isolating vehicles electrical problems. The use of a digital multimeter is covered, as well as how to troubleshoot key electrical circuits such as charging and starting systems. In addition, the student will also learn to use electrical schematics and harness drawings to analyze vehicle circuits. Lecture three hours with supplemental lab time. DT 1032; DT 1512; TECH 1002 (F)

DT 1202 Diesel Engines

A course designed around service and repair of common heavy duty diesel engines. Both current and last generation engines will be covered with emphasis on contemporary designs. This course covers the mechanical parts and operating principles of diesel engines. (Fuel systems and electronics are covered in separate, dedicated courses.) (S)

DT 1302 Diesel Fuel Systems

A study of fuel injection systems and operational principles to include removal and replacement of pumps and injectors, timing, and troubleshooting. Safety and the use of special tools will be emphasized. (S)

DT 1412 Chassis and Steering

This course covers all aspects of contemporary heavy truck frame design, including attachment methods, spring and air ride suspensions, alignment and fifth wheel designs. Manual and power steering gears and hydraulic steering pumps are covered in detail as well. (Su)

DT 1512 Applications Lab I

A skills application class designed to give students an opportunity to apply diesel mechanics techniques with both static and live models. Use of hand tools, power tools, and safety are stressed. DT 1002; DT 1032; DT 1153; DT 1512; TECH 1002 (F)

DT 1522 Applications Lab II

A skills application class designed to give students an opportunity to apply diesel mechanics techniques with both static and live models. Use of hand tools, power tools, and safety are stressed. (S)

DT 1532 Applications Lab III

A skills application class designed to give students an opportunity to apply diesel mechanics techniques with both static and live models. Use of hand tools, power tools, and safety are stressed. (Su)

DT 1542 Heavy Duty Transmissions

Introduction to heavy duty transmissions, mechanical transmission and differentials. Safety and special tools will be emphasized. (S)

DT 1552 HVAC Service and Diagnostics

In this class, students will be trained in proper refrigerant recovery and recycling procedures, safety precautions, purging, flushing, evacuation, recharging and performance testing of mobile air conditioning systems. This course also covers troubleshooting and diagnostic procedures for the various electronic controls systems that are used on Freightliner vehicles. Lecture two hours with supplemental lab time. (S)

DTI 1107 Commercial Driver Training

This seven (7) student semester credit hour course covers motor operation, such as drive trains, brakes, fuel, exhaust, cooling, electrical, suspension, steering, and coupling; shift patterns, securing loads, close quarters maneuvering, over the road driving, laws and regulations, log books, bill of lading, and trip reports.

Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips. Course consists of a combination of classroom, lab, and driving time. (F, S, Su)

DTI 1903 Driver Training Special Project: Enhanced Entry Level Driver Training

This three (3) student semester credit hour course combines classroom, computer lab, and simulator lab time. It serves to expose commercial driver training students to concepts and theory relative to basic transportation, distribution, and logistics management, safety, fuel economy, driver lifestyle, as well as truck driving simulator training. (D)

DTI 1907 Commercial Driver Training

This seven (7) student semester credit hour course covers motor operation, such as drive trains, brakes, fuel, exhaust, cooling, electrical, suspension, steering, and coupling; shift patterns, securing loads, and principles of maneuvering; laws and regulations, log books, bill of lading, and trip reports.

Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips. Course consists of classroom, lab, and driving time. (D)

ECH 2013 Survey of Early Childhood Education

This course will provide a study of the history, theory, and practice of Early Childhood Education in context as well as supervised observation and experience in the Early Childhood field. The knowledge gained from this study will give the student an understanding of this special area of education, direct experiences with children, and it will also assist one in deciding whether a career in Early Childhood Education is a good choice for them. (F, S)

ECH 2103 Child Growth and Development

This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor and sociolinguistic development of typically and atypically developing children from conception to middle childhood. This course also underscores diverse cultural backgrounds within and outside the United States. The students will be introduced to ways to observe and evaluate children's development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations.(F, S)

ECON 2313 Principles of Macroeconomics

Analysis of whole economic systems, particularly the U.S. Economy. Emphasis is placed on analysis of economic problems and their possible solutions. Topics include inflation, unemployment, national income, and the monetary system. (F, S, Su)

ECON 2323 Principles of Microeconomics

Analysis of the decision making of individual units of economics: households, business firms, and the government. Topics include price determination, production, income distribution, market structures, and international economics. (F, S, Su)

ECON 2333 Economic Issues and Concepts

An introduction to the fundamental issues impacting economic decision-making in American industry, as well as the global environment. The emphasis of the course is on current economic problems and issues, as well as solutions to the problems. (D)

ECT 1123 Basic Electrical Circuits

This course will allow students to identify basic types of electrical circuits and controls. Students should be able to identify, discuss and differentiate between standard electrical diagrams and ladder diagrams. Students will study safe working practices around electrical circuits and controls. (F, S)

ECT 1133 Basic Electrical Circuits Lab

The practical application will include the construction, operation and testing of selected circuits using a variety of test equipment. Students will demonstrate knowledge of proper safety, wiring, tool usage and meter usage while working on their projects. (F, S)

ECT 1144 Introduction to Air Conditioning Systems

This course will include the study of refrigeration and air conditioning units along with their application, circuits, controls refrigerant cycles and functions. Recovery, recycling procedures and code requirements will be covered. This course also includes service, repair, electrical wiring installation, and testing of both the electrical and mechanical systems and their controls. (F, S)

ECT 1213 Split Systems

This course will include the study of gas furnaces, electric air handlers and air conditioning systems along with application and types. Electrical and mechanical systems will be covered in detail. Proper electrical, gas, state health codes and plumbing codes will also be discussed. (F, S)

ECT 1223 Split Systems Lab

This course will include the practical installation practices of gas furnaces, electric air handlers and air conditioning systems along with application and types. Electrical and mechanical systems will be covered in detail. Proper electrical, gas, state health codes and plumbing codes will also be demonstrated. (F, S)

ECT 1243 HVACR Code Class

This course will help enhance students understanding of the Arkansas Mechanical Code. The course will help guide students through the rules, regulations, and state health codes concerning the proper installation of residential and commercial mechanical systems. This course will also guide students through the proper installation regulations concerning supply and return air ductwork. This course will enhance students understanding of materials covered by the Arkansas HVACR Contractors Test. (D)

ECT 1313 EPA Certification

This course is designed to prepare students for the certification test, and contains the information a student needs to take the test. This course will cover the latest available information in maintaining, service, repair, or disposing of appliances that contain regulated refrigerants. (F, S)

ECT 1314 Residential Heat Pump Systems

The course will include the study of residential heat pumps along with their application and operation. The practical application will include the electrical wiring installation, service, repair and operation of residential type heat pump systems. Dual fuel applications will also be covered. (D)

ECT 2116 Refrigeration Systems

This course will include the study of supermarket type refrigeration equipment. Both low temperature and medium temperature systems will be covered. Refrigeration systems controls, components and applications will be discussed. The practical application will include electrical wiring installation, service, repair and operational check of systems with differing refrigerants. Recovery and recycle of refrigerants will also be performed. Students will demonstrate knowledge of system components and charging procedures. (F, S)

ECT 2133 Programmable Logic Controls

This course provides the student with the principles of the theory and operation of Programmable Logic Controls. Coursework includes communication, timers, sequencers, compare functions, inputs, outputs, and basic logic reasoning. This course will also provide the study of electronic circuits used for controlling machines and processes in industry, control circuits and basic plc operations. Emphasis will be placed on the operation and use of programmable logic controllers (PLC). Skills for troubleshooting these controls are developed through a number of designated class and lab experiments. (D)

ECT 2234 Building Performance Analysis

The practice of measuring the rate of infiltration and exfiltration in residential homes using blower door technology, conducting ductwork analysis using duct blasters, locating air leaks in the housing envelope, along with calculating carbon monoxide levels of combustion appliances. (D)

ECT 2253 Heat Load Calculations

This course will introduce students to the procedures of calculating residential heat loads for comfort cooling. Students should learn the procedures for calculating individual loads that make up the total heat load. Procedures include proper use of multiplying correction tables and correctly sizing system components. (D)

EDU 2013 K-12 Educational Technology

An introduction to the use of technology for the classroom teacher. Emphasis will be on the computer as a instructional, administrative, and information-gathering tool. Co-requisite: EDU 2023 (F, S)

EDU 2023 Introduction to Education

An introduction to the teaching profession. Provides a basic understanding of the foundations of the education system in the United States and the role of teachers. Course requires 30 hours of observation and directed experiences in a public school. Pre-requisite: 15 hours, praxis and portfolio. Co-requisite: EDU 2013. (F, S)

ELEC 1002 Basic Electrical Theory

Basic Electrical Theory is an overview of Electricity and Electrical Controls. This course is beneficial to those entering general electrical maintenance in industry. (D)

ELEC 1012 – Introduction to Electrical Circuits

This course is designed to strengthen the skills of entry-level maintenance personnel who will install and repair Industrial Electrical Control Systems. Characteristics of basic electrical circuits will be covered including troubleshooting and safety rules for working with electricity. (D)

ELEC 1023 Introduction to Programmable Logic Controllers

This course is an overview of PLC's including hardware components, number systems and codes, and the basic programming and applications. The course is beneficial to those entering general electrical maintenance in industry. Prerequisite: ECT 1002 (D)

EMT 1104 Pre-Hospital Environment

Introduction to the EMS system including principles of human anatomy, physiology and patient assessment. (F, S)

EMT 1302 Trauma Management

Instruction in this course includes: patient assessment, procedures used in treating injuries, prevention of further injury, precautions in transporting. (F, S)

EMT 1402 Medical Emergencies and Transport

This course will develop the skills to meet the needs of most of the runs the student will face as an EMT. (F, S)

EMT 1502 Basic EMT Clinical Rotation & Lab

The student must rotate through the emergency departments to develop the skills that were discussed in the classroom setting. (F, S)

ENG 0013 Communications for Careers

This course is designed to develop the student's reading skills, written and oral language skills, grammar, diction, and vocabulary using a career context for learning. (This is a non-credit course.) (D)

ENG 0033 Writing Tutorial

Intensive, individualized work on the basic strategy, organization, diction, and grammar of the collegiate essay. Students with ACT scores 14 to 18 in English must take this course. (This is a non-credit course.) (F, S, Su)

ENG 0043 Developmental English

This course emphasizes focuses on teaching traditional grammar, principles of spelling, Basic English sentence patterns, correct punctuation, and vocabulary building. (Provides institutional credit only-not applicable toward a degree) (D)

ENG 1003 Freshman English I

Instruction in expository essay form, structure, and style.
Prerequisite: English ACT score of 19 or better or successful completion of ENG 0033 Writing Tutorial. (F, S, Su)

ENG 1013 Freshman English II

A continuation of ENG 1003 with the addition of research papers and literary genres. Prerequisite: ENG 1003. (F, S, Su)

ENG 1023 Business English

Provides an introduction/review of the basics in grammar, spelling, punctuation, and other mechanics as needed in current business usage. Usage of reference manuals and proofreading techniques are included. Prerequisite: ENG 0043 or results of English placement test. (F, S)

ENG 1203 Technical Communications

This course provides instruction in preparation of resume and skills involved in successful employment interviews. Techniques of persuasion through written communication for successful employment will be developed by writing essays and reports. (F, S, Su)

ENG 1213 Technical Communications Emergency Personnel

This course provides instruction in preparation of technical documents. Techniques of persuasion through written communications for successful employment will be developed by writing essays and reports. (F, S, Su)

ENG 1233 Technical Composition

This course will include exercises in basic grammar, in mechanics, in sentence structure, and in paragraph structure. Instruction will include skills in completing repair orders, learning abbreviations, and writing complete, concise descriptions of mechanical problems. (S)

ENG 1243 Technical Composition Emergency Personnel

This course will include exercises in basic grammar, in mechanics, in sentence structure, and in paragraph structure. Instruction will include skills in completing repair orders, learning abbreviations, and writing complete, concise descriptions of mechanical problems. (F, S, Su)

ENG 2003 Intro to Literature of the Western World I

A study of literature from Antiquity through the Renaissance, reflecting the major philosophical, religious, and literary trends of these time periods. (F, S, Su)

ENG 2013 Intro to Literature of the Western World II

A study of literature from the Renaissance to the present, reflecting the major philosophical, religious, and literary trends of these time periods. (F, S, Su)

ENG 2023 Creative Writing

Instruction and practice in writing poetry and fiction. Prerequisite: ENG 1003 or consent of instructor. (D)

ENG 2033 American Literature II

Survey of major authors in American Literature from the time of the Civil War to the present. (S)

ENG 2053 American Literature I

Survey of major authors in American Literature prior to the Civil War. (F)

ENG 2483 Bible as Literature I

Analytical/critical study of selected books of the Bible with emphasis on the Old Testament including component genres, literary qualities, and influence. (D)

ENG 2493 Popular Literature

One or more selected topics of popular literature—for example, science fiction, fantasy, sport, detective fiction, and the best seller. (D)

ENG 2503 Bible as Literature II

Analytical/Critical study of selected books of the Bible with emphasis on the New Testament including component genres, literary qualities, and influence. (D)

ENG 2563 Special Topics Travel (D)**ENG 2583 Literature for Adolescents**

A seminar focusing on novels, poetry, short stories, and drama suitable for young adult students in the upper elementary grades, middle school, and high school. Prerequisite: ENG 1013. (D)

ENG 2603 Bible as Literature III

Analytical/Critical study of selected books of the Bible with emphasis on the component genres, literary qualities, and influence. (D)

ENG 2623 Introduction to Mythology

A survey of world mythologies, including archetype, hero, creation, flood, apocalyptic, and afterlife characteristics that cultivate literary interpretive skills. (D)

ENG 2903 Understanding Movies

This course will introduce students to the notion of viewing and understanding movies critically, and seeing them in a larger artistic and cultural context. (D)

FDST 2203 Introduction to Food Science

Introduction to modern food science and technology. Concepts of food quality, nutrition, sanitation, consumption patterns, and food laws. Overview of careers in food technology. (D)

FDST 2213 Food Chemistry

Covers the functionality and interactions of major food components, carbohydrates, proteins, lipids and water and their impact on food quality. Two hours lecture, two hours laboratory per week. Prerequisite: CHEM 1013 or equivalent (D)

FDST 2223 Principles of Food Processing

Introduction to the concepts and application of food processing techniques. Concepts include processing of cereals, vegetables, fruits and animal products. Lecture two hours. Laboratory two hours per week. (D)

FR 1013 Elementary French I

Elementary French I is designed to teach French language and culture as complementary facets of a single reality. Students will learn authentic, unsimplified French and use it in the context of actual communication. Elementary French I is designed as a foundation course for students who intend to focus on careers based on either a primary or secondary use of the language. There is no prerequisite for Elementary French I. (D)

FR 1023 Elementary French II

Elementary French II is a continuation of FR 1013. The prerequisite for Elementary French II is FR 1013 or at least one year of high school French. (D)

FR 2013 Intermediate French I

Intermediate French I is a continuation of FR 1023. Prerequisite: FR 1023 or two years of high school French. (D)

FR 2023 Intermediate French II

Intermediate French II is a continuation of FR 2013. Prerequisite: FR 2013. (D)

GEOG 2603 World Regional Geography

A general survey of geographic regions of the world emphasizing culture, demography, and economic and social patterns. (D)

GEOG 2613 Introduction to Geography

Emphasizes the physical and cultural patterns of the world. (F, S, Su)

GEOG 2621 Physical Geography Lab

Two hours per week. To be taken concurrently with GEOG 2623. (D)

GEOG 2623 Physical Geography

This course examines the nature and character of various components of the physical environment including basic weather elements, climate, land-forms, soil and natural vegetation. Co-requisite: GEOG 2621 (D)

GEOL 1001 Environmental Geology Lab

Two hour per week lab (lab fee required). Co-requisite: GEOL 1003 (F, S, Su)

GEOL 1003 Environmental Geology

The study of the earth as habitat. Interrelationships between humans and the environment. Geologic factors in urban, rural, and regional land use. (F, S, Su)

HIST 1013 World Civilization to 1660

A survey of world civilizations from prehistory to 1660. (F, S, Su)

HIST 1023 World Civilization Since 1660

A survey of world civilizations from 1660 to present. (F, S, Su)

HIST 2083 History of Arkansas

A survey of Arkansas history from the pre-Colombian period to the present. (F, S, Su)

HIST 2763 The United States to 1876

A survey of the development of social, political and economic institutions in the United States from the age of exploration and discovery to reconstruction. (F, S, Su)

HIST 2773 The United States Since 1876

A survey of changing social, political and economic policies in the United States from reconstruction to the present. (F, S, Su)

HIST 2893 American Minorities

A survey course involving the study of several minority groups in American society from colonial times to the present. The major emphasis will be on African Americans and Native Americans. The course will

also examine the contributions of Oriental and Hispanic minorities to the development of American culture. (D)

HIT 2303 Introduction to Medical Coding

This course introduces the student to formats, conventions, and basic principles of medical coding as it relates to the individual body systems and conditions and lays the foundation for more advanced coding and medical record analysis. Review of patients' medical records and assignment of ICD-9 code numbers to the diagnoses and CPT/HCPCS codes for procedures are emphasized. (D)

HLTH 2513 Principles of Personal Health

A study of principles, problems, and practices involved in the improvement of individual and community health. The course is designed to stimulate a greater appreciation and understanding of health for more intelligent self direction of health behavior and safety awareness. (F, S, Su)

HLTH 2523 First Aid and Safety

Fundamentals, techniques, and practice of first aid as prescribed by the Responding to Emergencies course of the American Red Cross. Emphasis is given to programs of accident prevention in school, home, recreation and traffic. Certification may be earned in standard first aid and community CPR (adult, infant, and child) through the American Red Cross. (D)

HLTH 2553 Basic Physiology of Activity

A basic study of the organs and systems of the human body, with particular emphasis on the effects of physical activity on the functioning of the system. (D)

HLTH 2883 Foundations of Health Education

The study of the school's role in providing a sound school and community health program. To broaden the scope of health knowledge and to provide an awareness of the school's influence in assisting in the transmission of useful health practices for family, school, and community life. (D)

HORT 2203 Urban Landscaping and Gardening

Principles and practices of residential horticulture emphasizing minimum environmental impact. Covers landscape design or maintenance, gardening, turf, interior plants, and pest control. A course designed for non majors. Lecture 2 hours per week, Laboratory 2 hours per week. (D)

HORT 2253 Fundamentals of Horticulture

Growth, fruiting habits, propagation, and culture of horticultural plants. Lecture two hours, laboratory two hours per week. (D)

HORT 2263 Horticulture Technology

In depth coverage of structures, equipment, and methodologies of modern horticultural industries. Emphasis on greenhouses, storage facilities, irrigation, nutrition, environmental control, weed, disease, and pest control. Lecture 2 hours per week, Laboratory 2 hours per week. Prerequisite: HORT 2253 or PSSC 1303 or BOT 1103. (D)

HORT 2203 Urban Landscaping and Gardening

Principles and practices of residential horticulture emphasizing minimum environmental impact. Covers landscape design or maintenance, gardening, turf, interior plants, and pest control. A course designed for non majors. Lecture 2 hours per week, Laboratory 2 hours per week. (D)

HORT 2253 Fundamentals of Horticulture

Growth, fruiting habits, propagation, and culture of horticultural plants. Lecture two hours, laboratory two hours per week. (D)

HORT 2263 Horticulture Technology

In depth coverage of structures, equipment, and methodologies of modern horticultural industries. Emphasis on greenhouses, storage facilities, irrigation, nutrition, environmental control, weed, disease, and pest control. Lecture 2 hours per week, Laboratory 2 hours per week. Prerequisite: HORT 2253 or PSSC 1303 or BOT 1103. (D)

HORT 2273 Vegetable Crops Production

Growth habits, soil and climate requirements, varietal characteristics, and pests of vegetable crops. Prerequisite: HORT 2253. (D)

HSC 1008 Medication Assistant

This is a 115 hour course, Basic Medication Administration Skills, prepares Unlicensed Assistive Personnel for the task of medication administration. The textbook content presents a comprehensive course that includes the following: introduction to medication administration including a brief history of health care, the development of the role of Unlicensed Assistive Personnel, and state and federal regulatory issues; principles of medication administration including pharmacology, medications, medication orders, prescriptions and transcription; information on medications and their effect on the body including a review of body systems; and special circumstances, such as substance abuse by the individual being cared for by Unlicensed Assistive Personnel as well as by their coworkers. (F)

HUM 2003 Introduction to Humanities

This course is a study of the history, literature, arts, and philosophy of ancient cultures. It reflects the major historical, artistic, and philosophical trends of different time periods. (D)

HVLT 1001 Introduction to Utilities

This is the beginning course for the apprentice program and contains instruction focused around electrical systems in an overview.(F)

HVLT 1102 Introduction to Pole Climbing and Groundman Procedures

This course is the foundation on which future courses build. In this course classroom, the students will be instructed in wood quality requirements, pole inspection techniques, care and fitting of climbing equipment and safety procedures related to pole climbing. This course will instruct the student on the basic expectations for the team-member stationed on the ground. It will also include topics such as ropes, knots, and rigging. This course will also include basic safety requirements, CPR, and first aid. (F)

HVLT 1401 Heavy Construction Equipment

This course is a continuance of equipment operation. Students will receive instruction in set-up procedures, vehicle inspection, hand signals, and safety issues related to the operation of equipment. (S)

HVLT 1403 DC and AC Circuit Analysis

This course will provide the student with the fundamentals of electricity. It will provide a basic understanding of formulas necessary to the field of electricity and electronics. Other topics covered will be the use of meters and how testing is accomplished. (F)

HVLT 1504 Overhead Distribution Systems and Pole Framing

The student will receive instruction in overhead line construction. This course will provide instruction in wire sagging, installing pole mounted equipment, and safety practices. This course is a laboratory course providing instruction in setting poles, materials required, and reading plans. (S)

HVLT 1701 Introduction to Transformers

This course will provide the student with the basic understanding of transformers. This will include transformer construction, operation, connections, transformer loading, and safety. (S)

HVLT 1703 Principles of Operation of High Voltage Distribution Systems

This course will include an overview to substations, transmission systems, and generation systems. Instruction will be provided in electrical devices, i.e. step-up transformers, regulators, capacitors, breakers, fusing, etc. (S)

HVLT 1801 Underground Distribution

Instruction will be provided in trenching, shoring, and tools needed to construct and maintain underground distribution systems. (S)

HVLT 1904 Electrical Capstone Experience I

An employment experience relating to the electrical utilities. An instructor will monitor the student's progress with the supervising employer. (Su)

HVLT 2003 Underground Basics

This is an entry level course for Underground Distribution. This will include underground systems, construction, maintenance, tools, material and safety. (Su)

HVLT 2103 Introduction to Power Plants

This course will instruct the student in planning, development, maintenance, operations, ecological and environmental considerations of electric power plants. There will also be instruction in power plant safety. (F)

HVLT 2113 Advanced Underground

This is an advanced course in underground maintenance, construction, troubleshooting, safety, cable locating and fault finding. (Su)

HVLT 2203 Advanced Transformers

This course will give students a fundamental understanding of transformers and transformer banking. This will include three-phase connections, transformer fusing and loading, transformer vectoring, transformer installation, and safety. (S)

HVLT 2253 Substations and Transmission

This course will give students a fundamental understanding of Electrical Substations and Transmission lines. This will include Substation Construction, Maintenance, Control Systems, and Safety. The transmission section will include construction, maintenance, and safety. (S)

HVLT 2604 Electrical Capstone II

This course is an employment experience relating to the electrical utilities. An instructor will monitor the student's progress with the supervising employer. Prerequisite: HVLT 1904 (Su)

LAW 2023 Legal Environment of Business

Introduction to the fundamental concepts of the American legal system, especially as it relates to business. Areas of concentration include contracts, torts, sales, agency, negotiable instruments, and government regulation. (F, S)

LDR 1111 Leadership Development I

This course is designed for students who want to become leaders. The course will explore the characteristics, the qualifications, and the responsibilities of leaders. A portfolio is required which will reflect the information received in the course, the characteristics of the guest speakers, and the information gleaned from the class visits to leadership events. (F)

LDR 2111 Leadership Development II

This course is designed for students who want to become leaders. The course will explore the characteristics, the qualifications, and the responsibilities of leaders. A portfolio is required which will reflect the information received in the course, the characteristics of the guest speakers, and the information gleaned from the class visits to leadership events. Prerequisite: LDR 1111. (S)

MATH 0013 College Math

An introduction to fundamental algebraic concepts. Algebraic topics include real numbers, linear equations, linear inequalities, integral exponents, polynomials, factoring, and graphing linear equations. (This is a non-credit course.) Must take if Math ACT is below 16. (F, S, Su)

MATH 0023 Developmental Mathematics

This course is designed to develop and expand basic math skills involving addition, subtraction, multiplication and division in computing of whole numbers, fractions, decimals, percentages, ratio/proportion, basic algebra and geometry. A student who successfully completing this course can enter MATH 1043, MATH 1103. (Provides institutional credit only not applicable toward a degree) (F, S)

MATH 0043 Math for Careers

This course is designed to develop advanced computation skills using a personal finance and career context for learning. This course helps develop pre-algebra skills to prepare students for college level algebra courses. This course will develop skills using measurements, graphs, and charts as applied to a career-specific context. (D)

MATH 1003 Intermediate Algebra

Review and development of fundamental concepts with additional topics including absolute value equations and inequalities, systems of linear equations, rational exponents, radical expressions, and solving quadratic equations. Prerequisite: MATH 0003 or Math ACT score between 17 - 18. (Credit earned not applicable toward Associate of Arts or Associate of Science degrees.) (F, S, Su)

MATH 1023 College Algebra

A study of quadratic equations and inequalities. Polynomial, rational, exponential, and logarithmic functions. This includes graphing functions, combining functions, inverse functions. Solving systems of linear and nonlinear equations and use of matrices and determinants are also included. Emphasis will be placed on applications and problem solving. Prerequisite: MATH 1003 or Math ACT of 19 or better. (F, S, Su)

MATH 1033 Plane Trigonometry

A study of trigonometric functions, identities, basic logarithmic and exponential functions, conic sections, and complex numbers. Prerequisite: MATH 1023 or Math ACT of 19 -36. (D)

MATH 1103 Technical Mathematics

This course is a review of arithmetic, calculator use, linear and angular measurement, use of formulas and equations, elementary applications of geometry and basic statistics. (F, S)

MATH 1043 Technical Math for Business Applications

This course is designed for all business students. The course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems. (F,S)

MATH 1053 College Mathematics for Technology –

This college level course is as sophisticated as College Algebra but does not include the traditional pre-calculus topics of College Algebra. Units of study include: Problem Solving & Algebra; Sequences, Series & Financial Management; Geometry & Measurement; and Probability & Statistics. Applications and graphing data will be stressed. A TI-83+ calculator is recommended. This course is intended for students whose degree plans do not require additional courses in mathematics. Students concerned in transferring credits from this course should consult the registrar's office at the receiving institution to confirm acceptance.

Prerequisite: MATH 1003 - Intermediate Algebra (C or better) or two years of high school algebra and compliance with State/ASUN placement test standards. (F, S, Su)

MATH 1054 Precalculus Mathematics

Selected topics from algebra, trigonometry, and analytic geometry.

Prerequisite: MATH 1023 or Math ACT of 22 or higher. (D)

MATH 1061 Technical Math (Metric Emphasis)

The Technical Math with Metric Emphasis is designed to instruct students in basic measurement using the metric system in an industrial type environment. (D)

MATH 1063 Metric Math

The Technical Math with Metric Emphasis is designed to instruct students in basic measurement using the metric system in direct measurements and calculated measurements (e.g., area, torque, speed and flow rate). This course describes the basic kinds of metric measurement, the use of prefixes (kilo, centi, milli, etc.) and how to convert between metric and English measurement. (D)

MATH 1103 Technical Mathematics

This course is a review of arithmetic, calculator use, linear and angular measurement, use of formulas and equations, elementary applications of geometry and basic statistics. (Credit earned not applicable toward an Associate of Arts degree). (F, S)

MATH 1213 Math for Nurses

Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include; interpretation of drug labels, syringe types, conversions, roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates,

drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing, and proper documentation of medications as well as the Six Rights of Med administration and military time. (LPN to RN transition program) (F, S)

MATH 2113 Mathematics for Elementary Teachers I

An introduction to the mathematical concepts underlying the traditional computational techniques for elementary school mathematics with the NCTM (National Council of Teachers of Mathematics) Curriculum and Evaluation Standards for school mathematics as a foundation and a guideline. Emphasis will be placed on applications and problem solving. Prerequisite: MATH 1023 or a higher level of mathematics. (F)

MATH 2143 Business Calculus

Topics in elementary differential and integral calculus, stressing applications in business and economics. Prerequisite: MATH 1023. (S)

MATH 2123 Mathematics for Elementary Teachers II

Probability and statistics, geometry, and concepts of measurement in elementary school mathematics, with the NCTM Curriculum and Evaluation Standards for school mathematics as a foundation and a guideline. Emphasis will be placed on applications and problem solving. Prerequisite: MATH 2113. (D)

MATH 2183 Discrete Structures

This course is recommended for the major in Mid-Level Education with the Math & Science Specialty. Topics include sets and functions, partially ordered sets, trees and graphs, algorithms, symbolic logic, Boolean algebra, combinations, and probability modeling. Prerequisite: MATH 1033. (D)

MATH 2194 Survey of Calculus

This course is recommended for the major in Mid-Level Education with the Math & Science Specialty. Survey of the basic concepts of calculus, including limits, derivatives, exponential and logarithmic functions, integrals, and series and sequences. Prerequisite: MATH 1023. (D)

MATH 2204 Calculus I

First course, includes analytic geometry, functions and limits, differentials and integrals, and transcendental functions. Prerequisites: MATH 1023 and 1033. (D)

MATH 2214 Calculus II

Second course, includes techniques of integration, sequences and series, conic sections, polar coordinates, and vectors. Prerequisite: MATH 2204. (D)

MATH 2233 Applied Statistics

A study of elementary statistics for students in the biological, physical, or social sciences. Prerequisite: MATH 1023. (D)

MATH 2254 Calculus III

This course is to provide the student with more advanced concepts in integral calculus, vectors and other topics, so that these concepts may be applied in problem-solving situations as well as used in further course work. Prerequisite: MATH 2214. (D)

MECH 1002 Blueprint Reading

This course is designed to give the student a building foundation in developing the skills needed to interpret basic engineering drawings in industry. This course is designed for someone with minimum or no prior experience, is planning to enter production work, inspector, set-up personnel, buyers and schedulers, and those planning to enter machining or construction operations. (D)

MECH 1003 Mechanical Maintenance

This course is designed to give the student a building foundation in industrial maintenance. This course is designed for someone with minimum or no experience. The Mechanical Maintenance covers the installation, maintenance, and troubleshooting as well as preventive maintenance techniques. (D)

MECH 1022 Pneumatics & Hydraulics – Fluid Power I

Pneumatics & Hydraulics course is design to give students a basic understanding of pneumatics and hydraulics in an industrial environment. Students planning on maintaining and/or operating pneumatic and hydraulic equipment will be given an overview of systems, components, compressors, controls, symbols and circuits of each type of system. (D)

MECH 1012 Geometric Dimensioning & Tolerance

The Geometric Dimensioning & Tolerance (GDT) is designed to give the student a building foundation in industrial gauging and measurement methods and how they apply to industry standards of ANSI/ASME 14.5M. This course is designed for someone with minimum or no prior

experience who is planning to enter machining or construction operations or machine parts, manufacturing or machine assemblers. (D)

MGMT 2003 Introduction to Management

Introduction to management techniques and organizational structure. Fundamentals of various approaches to managing, planning, decision making, strategic management, organizing and coordinating work, authority, delegation, and decentralization; organizational design, interpersonal skills, leadership; organizational effectiveness, control methods, and organizational change and development. (D)

MGMT 2023 Introduction to Managerial Finance

An introductory course in financial management, providing the framework with which to analyze and make decisions regarding the financial are sources of both the business firm and the individual. Topical areas include financial planning, asset management, valuation, and investment decision making. Prerequisites: ACCT 2003, ACCT 2013, and ECON 2313 or 2323 recommended. (D)

MGMT 2043 Supervisory Management

Responsibilities of first line supervisors; development of techniques and skills in employee communications, decision making, motivation, leadership and training. (Su)

MGMT 2063 Management of Marketing Organizations

An introductory survey course that examines various critical issues involved in the transfer of goods and services from the producer to the consumer. Emphasis is placed on managerial planning and execution, policy formulation, contemporary operating methods, and performance appraisal to achieve organizational effectiveness. Prerequisites: ACCT 2003 and ECON 2313 recommended. (D)

MGMT 2073 Promotions Management

A course designed to improve the student's knowledge of promotion within the larger area of marketing. Special emphasis is placed on understanding consumer behavior and how producers/sellers can effectively communicate with buyers. Advertising and sales promotion concepts are examined to demonstrate how the marketing manager approaches the task of determining basic promotional strategy and administering promotional programs. (D)

MGMT 2083 Introduction to Retail Store Management

A course designed to aid students seeking a general knowledge of contemporary issues in retailing within the larger area of marketing. Emphasis is placed on decision making relative to such integrated variables as store location and layout, sales promotion, buying, pricing, personnel management, credit and stock control. (D)

MGMT 2153 Small Business Management

Organizing and operating the small business, with emphasis on personal qualifications, small business techniques, capital requirements, forms of organization, location, and sources for assistance. (D)

MIS 1033 Introduction to Computers

A required introductory course for all degree seeking students. This course introduces the student to the components of microcomputer systems and to the application of software packages for microcomputer systems. Students will gain "hands on" experience using popular business application software including word processing, e-mail operations, spreadsheets, and presentation graphics. (F, S, Su)

MIS 1041 Basic Web Design with MS Office

Sub-Title: How to Create a Web page Using MS Office. A basic introduction to creating web pages using a program with which most individuals are familiar (Microsoft Office) (D)

MIS 1323 Integrated Business Projects (IBP)

Capstone experience designed to integrate student's abilities in word processing, spreadsheets, database, graphics and business communication in a project-based simulated work situation. Prerequisites: With consent of Instructor (F, S)

MIS 1373 Database Management

A study of database management principles including file organization, data storage, access methods, data structures, data privacy, security and integrity. Surveys current generalized database management systems. Prerequisite: MIS 1033 (F, S)

MIS 1401 Introduction to Microsoft Access

Sub-Title: What you Wanted to Know about MS Access but were Afraid to Ask. A basic introduction to Microsoft Access leading to an understanding of the functions and uses of the program. (D)

MIS 1413 Multimedia Applications

Introduces the student to various electronic means of presenting information of professional design and quality using presentation and web-page design software. Prerequisite: MIS 1033 or BSYS 1543 (F, S)

MIS 1443 Technical Computer Applications

This course will include PC basics, browsing and searching the Web, sending e-mails and attachments, writing and printing documents, spreadsheets and databases, working with graphics, and working with industry specific software. (F,S)

MIS 1503 Microcomputer Applications

An introductory course to the components of microcomputer systems and in the application of software packages for microcomputer systems. Students will gain "hands on" experience using popular business application software including word processing, e-mail operations, spreadsheets, databases, and presentation graphics. Prerequisite: MIS 1033 (F, S, Su)

MIS 1513 Microcomputer Applications II

An intermediate course in the application of software packages for microcomputers with emphasis on common business functions. Students will gain an increased level of understanding of operating systems and environments, and the integration of word processing, spreadsheet applications, databases, and presentation graphics. Prerequisite: MIS 1503. (D)

MIS 2013 Web Page Design

This course provides instruction on the development of web pages using basic HTML and web page authoring software. Students should be familiar with the internet and the World Wide Web. Students will be provided with a thorough introduction of HTML and basic web page design concepts. Prerequisite: MIS 1503 or MIS 1033. (D)

MIS 2033 Visual Basic Programming

An introduction to object oriented high level programming language. Emphasis will be on designing full featured GUI applications that exploit the key features of Microsoft Windows. Prerequisite: MIS 1503. (D)

MIS 2103 Introduction to Electronic Commerce

This course covers emerging online technologies and trends and their influence on the electronic commerce marketplace. This course will cover discussions of both business to customer and business to business commerce. It will also familiarize students with important security issues, such as spam, phishing, legal, ethical and their role in organized crime, identity theft, and online payment fraud. (D)

MIS 2203 Structured Programming Using COBOL

A study of COBOL computer language, including input/output operations, arithmetic computations, comparing, control breaks, and table processing. Emphasis is placed on typical business applications. Prerequisite: MIS 1503. (D)

MIS 2403 Introduction to Database Management

A study of database management principles including file organization, data storage, access methods, data structures, data privacy, security, and integrity. Surveys current generalized database management systems. Prerequisites: MIS 1503. (D)

MIS 2511 Special Topics in Computer Applications (D)**MIS 2512 Special Topics in Computer Applications (D)****MIS 2513 Special Topics in Computer Applications (D)****MIS 2523 Special Topics in Computer Applications (D)****MIS 2533 Special Topics in Computer Applications (D)****MIS 2813 Desktop Publishing Applications**

An introduction to desktop publishing concepts. This course concentrates on design, creation, formatting and revision of business documents using microcomputers with desktop publishing software. Students will learn terminology, layout techniques, graphics creation and manipulation, text integration and other desktop publishing principles. Prerequisites: MIS 1503. (D)

MIS 2873 Structured Programming in the C Language

Structured design in software development will be emphasized, along with usage of the many software modules available in most libraries that come with C compilers. Prerequisites: MIS 2203 and/or MIS 2033. (D)

MKTG 1013 Introduction to Business

A survey course to acquaint beginning students with the major institutions and practices in the business world and to provide the elementary concepts of business. (F, S)

MUS 1211 Elementary Piano I

This course is designed for non-music majors, but it could be a prerequisite for music majors. This is a study of different styles of piano solos that begins with the fundamentals and moves at a fast pace for adults. This course also teaches music theory and scales. (D)

MUS 1221 Elementary Piano II

This course is designed for students who have completed level one or for students who have taken piano a year or longer. This course is a continuation of piano study after the completion of level one as it teaches music theory and scales along with piano solos of different styles. (D)

MUS 1361 ASUN Singers I

Non-music majors as well as music majors may enroll in this course for credit. A performing ensemble designed to study a wide variety of music. The singers perform on campus as well as before civic organizations. Large ensemble courses may be repeated for credit. (D)

MUS 1371 ASUN Singers II

Non-music majors as well as music majors may enroll in this course for credit. A performing ensemble designed to study a wide variety of music. The singers perform on campus as well as before civic organizations. Large ensemble courses may be repeated for credit. (D)

MUS 1381 ASUN Singers III

Non-music majors as well as music majors may enroll in this course for credit. A performing ensemble designed to study a wide variety of music. The singers perform on campus as well as before civic organizations. Large ensemble courses may be repeated for credit. (D)

MUS 2371 ASUN Singers IV

Non-music majors as well as music majors may enroll in this course for credit. A performing ensemble designed to study a wide variety of music. The singers perform on campus as well as before civic organizations. Large ensemble courses may be repeated for credit. (D)

MUS 2503 Fine Arts-Musical

An introduction to music for the listener who has had no formal training. The purpose is to help the student develop criteria for appreciation of music. Three lecture hours per week. (F, S, Su)

MUS 2803 Special Topics in Music (D)**PE 1001 Recreational Games**

The course is designed for individuals who wish to be introduced to a variety of recreational games. It is designed to develop the basic skills, knowledge, and techniques of badminton, pickle ball, volleyball, table tennis, shuffleboard, racquetball, wallyball, horseshoes and various board games. (D)

PE 1011 Fitness for Life I

A course designed for students who wish to improve their personal fitness. Activities in the course will provide the student with the opportunity to develop physical strength, cardiovascular endurance, and flexibility. (D)

PE 1021 Fitness for Life II

A course designed for students who wish to enhance their personal physical fitness through the development of strength, cardiovascular endurance, and flexibility. Motivational materials provided by the instructor will be included in this study so that students can assess and select future fitness activities. This course is a continuation of Fitness for Life I and focuses on further enhancement of fitness levels. Prerequisite: PE 1011. (D)

PE 1022 Aerobics I

The purpose of this course is to provide an understanding and personal appreciation of the relationship of physical activity and fitness to health so that the individual will select an appropriate personal life-style for optimal lifelong health and wellness. The course is a conditioning class consisting of physical fitness tests, weight room activities, and cardiovascular conditioning. Emphasis is upon self-improvement as related to fitness, conditioning, strength development, weight loss or gain, and decreasing or increasing body measurements. (D)

PE 1032 Aerobics II

Aerobics II is a continuation of Aerobics I. The basic concepts of physical fitness are covered. Especially emphasized are structure and function of the musculoskeletal system, care and prevention of sports injuries and smoking. Methods and techniques of developing strength, flexibility, cardiovascular fitness, utilizing jogging, self-improvement exercises and weight training. Prerequisite: PE 1002. (D)

PE 1421 Beginning Racquetball

Designed for individuals who wish to learn the basic fundamentals of racquetball. The course includes the fundamental skills and techniques needed to play racquetball successfully. It also includes the knowledge of rules, terminology, etiquette, and strategy. (D)

PE 1461 Archery

Fundamentals, techniques, and practice in recreational archery. (D)

PE 1471 Bowling

A course designed for individuals who wish to learn the basic fundamentals of bowling. The course includes the fundamental skills and techniques of bowling. It also includes the knowledge of the rules, terminology, history, scoring, strategy, and safety practices. (D)

PE 1481 Beginning Tennis

Introduction to the basic skills, rules, and strategy of tennis. (D)

PE 1491 Badminton

Introduction to the skills, rules, and strategy of badminton. (D)

PE 1501 Beginning Golf

Introduction to the basic skills, rules, and strategy of golf. (D)

PE 1601 Soccer

Introduction to the basic skills, rules, and strategy of soccer. (D)

PE 1611 Basketball

Introduction to the skills, rules, and strategy of basketball. (D)

PE 1621 Volleyball

Introduction to the skills, rules, and strategy of volleyball. (D)

PE 1623 Concepts of Fitness

Provides knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and a quality life; provides opportunities for psychomotor development. A required course of physical education majors. (F, S, Su)

PE 1651 Softball

Introduction to the basic skills, rules, and strategies of softball. (D)

PE 1841 Ballroom Dancing

The techniques of the following dances: Foxtrot, Polka, Waltz, Basic Moves, Country Western, Swing, others. (D)

PE 1851 Hip Hop Dance

A class for teens and adults who are beginning or who wish to continue to develop vocabulary, concepts, and hip hop dance styles, while focusing on the enjoyment derived from this activity. (D)

PE 1861 Aerobics Dancing/Exercise I

The principles and concepts of exercise as related to the enhancement of personal appearance, and cardiovascular development.(D)

PE 1871 Aerobics Dancing/Exercise II

A continuation of PE 1861. Prerequisite: PE 1861. (D)

PE 1883 Foundations of Physical Education

An introductory course designed for the prospective physical education major. Areas of special emphasis are history, principles, scope of program, relationship of physical education to general education, current professional literature, and vocational opportunities. (D)

PE 2421 Intermediate Racquetball

Review of the game of racquetball: rules, etiquette, and selection of equipment. Develop racquetball skills with emphasis upon serves, backhand, and strategy. For students who have already acquired basic skills. Prerequisite: PE 1421. (D)

PE 2792 Folk and Square Dancing

The study and practice of folk dances of various countries, with emphasis on performing and calling square dances. (D)

PE 2811 American Square and Round Dance

The techniques and basics in square and round dancing. (D)

PE 2892 Fitness and Motor Development

A basic orientation and screening course for physical education majors. Motor ability and physical fitness testing will be used. (D)

PHIL 1103 Introduction to Philosophy

An examination of the basic problems of philosophy as evidenced in the major schools of philosophical thought. Includes historical and contemporary readings. (F, S)

PHL 1101 CPR & First Aid

The fundamentals of Basic First Aid and American Heart Association CPR for the Professional Rescuer, basic anatomy, physiology, and the latest techniques of CPR are taught. (F, S)

PHL 1102 Phlebotomy Clinical

Provides for experience in planning, implementing, evaluating, and participating in vein puncture and specimen collection in hospital, clinic laboratories, and health services areas. Students will work one on one with preceptor in the clinic area. Graduates of the program may work in hospital clinic or doctor's office laboratory. (F, S)

PHL 1105 Phlebotomy

Provides instruction on the fundamentals of Phlebotomy through lectures, discussion and films with return demonstration of skills. (F,S)

PHSC 1201 Physical Science Lab

Two hour per week lab (Lab fee required). Co-requisite: PHSC 1203. (F, S, Su)

PHSC 1203 Physical Science

An introduction to basic concepts of physical science for the student who has completed no college course in chemistry or physics. This course is designed to provide an understanding of the facts, methods, and significance of the physical sciences by concentrating on selected topics from physics, chemistry, earth science, and astronomy.

Prerequisite: MATH 1003. (F, S, Su)

PHT 1101 Basic Photography I

Elements of composition, camera and digital techniques. Practical experience in application of digital photography and printing/output theories. (D)

PHT 1201 Personal Digital Darkroom

Student will learn to manipulate, store, and print digital photos. Emphasis will be placed on using Photoshop Pro Software as the enhancement tool for the digital photographs. (D)

PHT 1801 Advanced Photography

Advanced topics in the field of photography. Subjects will include such things as lighting, subject selection, aperture selection, computer and software. Prerequisite: Instructor consent (D)

PHYS 1101 Introduction to Space Science Laboratory

Special course fees may apply. To be taken concurrently with PHYS 1103 (D)

PHYS 1103 Introduction to Space Science

A survey of the basic principles of science with emphasis on physics through their application to study about our place in the cosmos. Lecture three hours. This course will meet the general education requirements for physical science if taken with PHYS 1101. Special

course fees may apply. Prerequisite: MATH 1013 or Math score of 16 (D)

PHYS 2054 General Physics I

The essentials of mechanics, heat, materials and simple harmonic motion. Prerequisite: MATH 1033 (D)

PHYS 2064 General Physics II

A continuation of PHYS 2054. The essentials of electricity, magnetism, wave motion, light and modern physics. Prerequisite: PHYS 2054. (D)

PHYS 2133 Survey of Physics for the Health Professions

A survey for introductory mechanics, waves, electricity, magnetism, optics, and modern physics with applications for students of the health professions. Prerequisite: MATH 1023 (F, S)

PLB 1114 Plumbing Technology I

The course encompasses the fundamentals of trade math, basic sketching and specifications of rough plumbing systems, basic knowledge in the techniques of pipe joining, pipe cutting and pipe threading and the basics of single fixture and water heater installations. (F)

PLB 1124 Plumbing Technology II

The course continues the fundamentals of trade math, basic sketching and specifications of rough plumbing systems, basic gas piping procedures and vent sizing and the basics needed for the installation and maintenance of hot water heating systems. (S)

PLB 1214 Plumbing Technology III

The course continues the fundamentals of trade math, basic drawing and specifications of plumbing systems, more advanced skills for drainage piping and fittings including brazing and soldering, and basic troubleshooting of plumbing systems. (F)

PLB 1224 Plumbing Technology IV

The course continues the fundamentals of trade math, drawing and specifications of plumbing systems, basic skills for selecting, measuring, cutting, threading pipe, joints, leaks, and venting according to code for gas system appliances. (S)

PLB 1314 Plumbing Technology V

The course continues the fundamentals of trade math, with angle drawing and specifications of plumbing systems, estimations of labor and materials for minor plumbing installations and repair, advanced pip-

ing for water supply and distribution, sanitary and storm drainage and advanced venting requirements. (S)

PLB 1324 Plumbing Technology VI

The course provides a review of all training concepts. In depth study of the Code book, completion of all apprenticeship requirements and preparation for the state required exam. (S)

PN 1012 Body Structure & Function

Covers anatomy and physiology of the human body in all its systems, a foundation for understanding the principles of maintaining positive health as well as understanding the deviations from normal. The effects of IV medication on specific body systems will be integrated into this course. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree (F, S)

PN 1022 Nutrition

Covers the principles of good nutrition for all age groups. The food pyramid guide, vitamins, carbohydrates, fats and proteins are taught, as well as calorie food values and energy needs. The use of special diet therapy in specific diseases and the application of this diet therapy through planning menus for specific modified diets. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree (F,S)

PN 1101 Nursing of the Geriatric Patient

Includes normal aging process, characteristics of aging, special problems associated with aging and experience in the care of the aging patient. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree (F, S)

PN 1113 Pharmacology I

Provides instruction in basic math fundamentals as well as dosage calculation. Topics include; metric system, apothecaries system, household system, conversions including temperature conversions, fractions, decimals, percentages, interpretation of drug labels, syringe types, Roman numerals, reconstitution and mixing of medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing medications, and proper documentation of medications as well as the Six Rights of Medication administration and military time. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree (F, S)

PN 1122 Nursing of Children

Covers the nursing of infant through adolescence, the behavior of well & sick children. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree . (F,S)

PN 1206 Basic Nursing Principles and Skills

This includes the fundamental principles, skills and attitudes needed to give nursing care and prevent the spread of disease; common procedures used in the care of the sick and the development of the ability to adapt them to various situations with the skill, safety and comfort for the patient; first aid and CPR; and the development of an awareness of responsibility to make, report and record observations. This course will also include professional development, ethical and legal responsibilities and communication skills. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree (F, S)

PN 1404 Clinical I

Provides supervised experience in performing common procedures learned in basic nursing theory. Also provides for experience in planning and implementing, giving and evaluating care of the geriatric client in a long-term facility. Rotations are provided in a variety of clinical settings. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree . (F, S)

PN 2101 IV Therapy

Provides the student with instruction of administration and monitoring of the client with an IV as allowed in the Nurse Practice Act. Prerequisite: Also must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404; Co-requisite: PN 2113 (S, Su)

PN 2113 Pharmacology II

Includes medication administration and basic forms of medications. Topics include; purposes, properties, actions, and reactions associated with specific drugs as they affect various body systems and the different effects seen with various routes including intravenous. Prerequisite: must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404 (S, Su)

PN 2122 Nursing of Mother & Infant

Covers the modern aspects of maternity nursing with emphasis on normal obstetrics. The components of maternity nursing are anatomy, physiology, communication skills, prenatal care, labor & delivery, post-partum care, family planning and care of the newborn. Prerequisite: must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404; Co-requisite: PN 2113 (S, Su)

PN 2131 Mental Health

Covers common conditions of mental illness, prevention, care, and treatment of patients suffering from abnormal and normal responses. Prerequisite: Also must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404 (Su)

PN 2206 Medical/Surgical Nursing I

Covers the introduction to and common conditions of illness and nursing care of patients in acute, sub-acute or convalescent stages of both short and long-term duration, including nutrition and administration of drugs to cancer patients, skin, muscular skeletal, GI, nervous and respiratory system disorders and other related systems. Prerequisite: must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404; Co-requisites: PN 2113 (S, Su)

PN 2212 Medical/Surgical Nursing II

A continuation of the study of common conditions of illness and nursing care of patients in acute, sub-acute or convalescent stages of illness and other related medical and surgical conditions. Prerequisite: PN 2206 Also must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404 Co-requisite: PN 2206 (Su)

PN 2406 Clinical III

Provides for clinical experiences in the care of patients with Medical/Surgical conditions learned in Medical/Surgical Nursing II and the care of the client with mental health difficulties. Additional experience with OB and Pediatric patients may be included. Prerequisites: must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404, Co-requisites: PN 2131; PN 2206 (F, Su)

PN 2407 Clinical II

Provides for clinical experience in the care patients with medical/surgical conditions learned in Medical Surgical Procedures as well as obtaining experience in the care of the OB client and the newborn during the labor and delivery process and the postpartum period. Clinical experience will also include care of the pediatric client. Prerequisite: must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404; Co-requisite: PN 2122 (F, S)

PN 2700 Supervised Experience in Practical Nursing

Provides supervised experience in a variety of approved nursing situations. Students contract for the number of clock hours and type of experiences to be completed. Variable number(s) of credit hours available. Prerequisite: Enrollment in approved number of credit hours by departmental approval only. (D)

POSC 2103 Introduction to United States Government

A survey of the structure and process of American national government. Focus on the constitution, government, and politics of the United States. (F, S)

POSC 2203 State and Local Government

An examination of the basic principles and problems with state and local governments and the administration of their programs.(D)

POSC 2323 Principles of International Relations

A survey of contemporary international problems and issues as they relate to the foreign policies of the major powers. (D)

PSSC 1301 Plant Science Laboratory

Introduction to agronomic and horticultural concepts related to crop anatomy, growth/development, physiology, and pest identification and management. (D)

PSSC 1303 Introduction to Plant Science

Agronomic and horticultural cropping systems including crop growth and development, crop physiology, crop ecology, environmental considerations, and production and protection practices. (D)

PSSC 2323 Agricultural Chemicals

Introduction to the types and uses of agricultural pesticides, fungicides, and herbicides. Application technology, calibration, safety issues, and pest management tactics are examined. Prerequisites: CHEM 1013 and CHEM 1011. (D)

PSSC 2803 Field Crops

Field crops, types and varieties. Lecture two hours, laboratory two hours per week. (D)

PSSC 2811 Soils Laboratory

Prerequisite or Corequisite: PSSC 2813. (D)

PSSC 2813 Soils

Origin, classification, physical and chemical properties of soil and environmental considerations. Prerequisite: CHEM 1013 and CHEM 1011. (D)

PSY 1013 Human Relations

This course will cover basic psychology concepts and specific concepts that relate to industry specific skills necessary for the workplace. Customer relations issues will be a focus of the course. (S)

PSY 2013 Introduction to Psychology

A scientific study of behavior and cognitive processes. This course covers a wide range of human behavior. (F, S, Su)

PSY 2023 Contemporary Psychology

Study of the nature of modern scientific psychology and its application to selected topics and issues of contemporary interest. Prerequisite: PSY 2013. (D)

PSY 2533 Lifespan Development

A study of the transformation in human development from pre-birth to death. Usually required for nursing, psychology, and social work majors. (F, S)

QM 2113 Business Statistics

Statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, linear regression and correlation. Prerequisite: MATH 1023 or MATH 2143. (F, S)

READ 0023 Developmental Reading

A course designed to help students improve reading, vocabulary and comprehension skills as well as reading habits. Students with ACT reading scores below 19 must take this course. (This is a non-credit course.) (F, S, Su)

RET 1003 Introduction to Renewable Energy Technology

This course introduces the concepts, methodologies and sources of renewable energy. Energy production and the environmental impacts from the use of fossil fuels will be compared with alternative forms of energy, including hydro-electric, solar, wind, geothermal, tidal, and nuclear energies. Upon completion, students should have a thorough understanding of renewable energy technology and its impact on humans and the environment.

RET 1013 Biofuels

History of biodiesel and early applications. Understanding biochemical methods involved in the generation of biodiesel from feedstocks, animal fats, and waste vegetable oil. Social, environmental, and economical aspects of the production and usage of biodiesel, as well as the structure and function of ethanol, and uses. Defines the fundamental processes involved in ethanol production. Identifies social, environmental, and economical effects of using ethanol as a fuel source.

RET 1024 Process instrumentation

Intensive combined lecture/lab course designed to expose students to the spectrum of analytical instruments utilized in modern biofuels production.

RET 1035 Bioprocess Practices and Lab

Involves in-depth examination of the methods utilized in the production of biofuel throughout the plant manufacturing process. The laboratory provides a hands-on experience of producing and testing biofuel. Prerequisite: CHEM 1011; CHEM 1013

RET 1114 Biomass and Feedstocks

This course is designed to provide students with content related to the sources, properties, and production of biomass feedstock; harvesting, transportation, storage, and processing. The course includes a detailed study of the form, structure, function, and reproduction of plants and the production, handling, and maintenance of biomass in the alternative fuels industry. Emphasis is placed on the study of types of biomass (i.e., annual crops, forestry byproducts, organic waste, landfill gas, etc.) economic costs, sustainability, waste products, and employment issues. Students will investigate photosynthesis, be introduced to biomass gasification by generating biomass gases, convert energy and mass from one form to another, examine the conditions that produce the highest conversion yields, discover the most efficient manners of producing biodiesel, and identify and conduct experiments with other potential catalysts. (D)

RET 1713 Safety

This course emphasizes the importance of safety and sanitation in the industrial plant setting. Attention is focused on meeting federal safety regulations, setting up safety programs, and training in the concepts and practices used in industries. (D)

RET 1804 Internship

This course is a cooperative internship between industry and education and is designed to integrate the students' technical studies with industrial experience. Students work with their faculty advisor and internship employer to develop an education plan with meaningful learning objectives based on their program of study. A minimum of 150 contact hours required for RET internship. Prerequisites: 45 credit hours toward graduation in the A.A.S.G.T. Renewable Energy Technology program, registration for the internship during the preregistration period prior to the semester of enrollment and completion of an Internship Agreement. (D)

RNSG 2119 Nursing Process I (9 hrs credit, 9 hrs/wk lecture)

This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to ARNEC's goals, philosophy, and learning objectives. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. The student's fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. This course also explores the legal, ethical, and social issues related to the Registered Nursing role. Basic pharmacology and fundamental nursing theory, skills, and medical math will be reviewed to prepare students for subsequent semesters.

This course also provides lecture content for the age group involving the newborn through adolescence (pediatrics). The student will be provided a longitudinal view of the child as an individual on a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content. Prerequisite: Admission to the ARNEC program Co-requisite: RNSG 2123 (S)

RNSG 2123 Nursing Practicum I (3 hrs credit, 9 hrs/wk practicum)

This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNSG 2119. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, medication administration, pediatric client care, and medical/surgical client care. Students are introduced to the role of the Registered Nurse by applying new skills in the assessment, planning, intervention, and evaluation of their clients. Curriculum concepts and comprehension are carried out per clinical application. Prerequisite: Admission to the ARNEC program Co-requisites: RNSG 2119 (S)

RNSG 2216 Nursing Process II (6 hrs credit, 8 hrs/wk lecture)

This first part of this course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the child-bearing family, newborn, and women's health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, family planning, female cancers, and general women's health care. The second part of this course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness/illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas. Prerequisite: RNSG 2119, RNSG 2123 Co-requisite: RNSG 2413 (Su)

RNSG 2413 Nursing Practicum II (3 hrs credit, 9 hrs/wk practicum)

This clinical experience allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women's health. Students also use their skills in assessing and caring for children and adults with genetic abnormalities. This course also provides students with the opportunity to provide nursing care to adolescent, adult, and geriatric clients with mental illness. Students will observe and participate in treatment modalities for common mental illnesses, including therapeutic communication and safety planning. Students will engage in the clinical application of con-

cepts covered in RNSG 2216, demonstrating progressive mastery and independence in Registered Nursing practice. Prerequisite: RNSG 2119, RNSG 2133 Co-requisite: RNSG 2216 (Su)

RNSG 2511 NCLEX-RN Preparation (1 hr credit, 1 hr/wk lecture)

This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nurse. Prerequisites: RNSG 2119, RNSG 2123, RNSG 2216, RNSG 2413 Co-requisite: RNSG 2518, RNSG 2523 (F)

RNSG 2518 Nursing Process III (8 hrs credit, 8 hrs/wk lecture)

This course builds upon the previous instruction and incorporates higher level nursing care, critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The student will experience basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, surgical care, and acute care and long-term care settings. Advanced pharmacological concepts are also integrated into this course. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated. Prerequisites: RNSG 2216, RNSG 2413, RNSG 2119, RNSG 2123 Co-requisite: RNSG 2511, RNSG 2523 (F)

RNSG 2523 Nursing Practicum III (3 hrs credit, 9 hrs/wk practicum)

This clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Team leading and care of critically-ill clients are major components of this course. Students will engage in the clinical application of concepts covered in RNSG 2318, demonstrating independence and mastery of the role of an entry level Registered Nurse. Prerequisites: RNSG 2216, RNSG 2413, RNSG 2119, RNSG 2123 Co-requisite: RNSG 2518, RNSG 2511 (F)

SE 1003 Introduction to Solar Energy

This course provides an introduction to electricity using solar/photo-voltaic technologies. The course begins with a basic history of solar

technology, solar technology advancements over the last 100 years and an overview of solar energy that culminates with hands on photovoltaic array installation. Topics also include basic residential and commercial solar electric and thermal system design and installation, markets and applications, and emerging technologies. (S)

SCED 2514 Introduction to Secondary Teaching

Introduces prospective educators to the historical, philosophical, legal, political, and technological factors affecting American education. Includes thirty clock hours of field/campus-based secondary teaching experiences. Prerequisites: 15 hours, praxis and portfolio.(F, S)

SOC 2213 Principles of Sociology

A survey of origin, development, structure, and functioning of human relationships, and the factors influencing group life. (F, S, Su)

SOC 2223 Social Problems

Application of sociological concepts and methods of the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and inter-group relations. Prerequisite: SOC 2213. (D)

SOC 2233 Introduction to Cultural Anthropology

Students will examine the concept of culture, cultural processes and several anthropological theories. Topics will include Introduction to Anthropology, Culture and Communications, Economic Systems, Kinship and Descent, Sex, Marriage and the Family, Religious Beliefs, Behavior, and Symbolism. (D)

SPAN 1013 Elementary Spanish I

Elementary Spanish I is designed to teach Spanish language and culture as complementary facets of a single reality. Students will learn authentic, simplified Spanish and use it in the context of actual communication. Elementary Spanish I is designed as a foundation course for students who intend to focus on careers based on either a primary or secondary use of the language. There is no prerequisite for Elementary Spanish I. (D)

SPAN 1023 Elementary Spanish II

Elementary Spanish II is a continuation of Elementary Spanish I. The prerequisite for Elementary Spanish II is SPAN 1013 or at least one year of high school Spanish. (D)

SPAN 2013 Intermediate Spanish I

Intermediate Spanish I is a continuation of Elementary Spanish II. The prerequisite for Intermediate Spanish I is SPAN 1023 or two years of high school Spanish. (D)

SPAN 2023 Intermediate Spanish II

Intermediate Spanish II is a continuation of Intermediate Spanish. The prerequisite for Intermediate Spanish II is SPAN 2013. (D)

SPAN 2103 Spanish for the Healthcare Profession

Instruction in Spanish related to health care professions including basic written and oral vocabulary and composition, dialogues, and cultural information relevant to health care professionals. (D)

SPCH 1203 Oral Communication

A basic speech course in which an understanding of the fundamentals of communication theory and a proficiency in the use of oral communication skills are developed. (F, S, Su)

SPCH 2233 Oral Interpretation

The theory and practice of reading aloud, with emphasis on the emotional and intellectual content of literature. (D)

SPCH 2243 Interpersonal Communication

The primary aim of this course is to introduce the student to the basic concepts and theories necessary for the study of interpersonal communications and to provide the student with the opportunity to gain and practice new interpersonal skills in an open, helpful, accepting environment. (D)

SPED 2613 Introduction to Exceptional Children

An introduction to the characteristics of exceptional individuals and the field of special education. Course requires an outside observation. (D)

SPN 1103 Clinic I

This clinical will emphasize basic nursing principles in conjunction with the geriatric patient and the medical/surgical patient. This clinical will be taught in the nursing home and the hospitals. Co-requisite: SPN 1107 and SPN 1203. (F)

SPN 1107 Basic Concepts of Nursing I

This is an introductory course that teaches the basic fundamentals of nursing including basic skills, delegation, and attitudes needed to give

basic nursing care. Critical thinking skills are introduced in caring for clients during procedures and care. Vocational, legal, and ethical concepts are taught. Competency is demonstrated both in the academic and clinical setting. Disease prevention, safety and comfort measures are introduced. The student is instructed on proper documentation using the nursing process. (F)

SPN 1203 Medical/Surgical Nursing I

Course offers instruction on common conditions affecting adults. Special considerations are introduced as they apply to the geriatric population. Nursing care is discussed as it applies to clients in acute, subacute and recuperative stages of illness and recovery. Both short term and long term care are introduced along with nutritional considerations as it applies to nursing care and pharmacotherapeutics in relation to various disease processes. Co-requisite: SPN 1107. (F)

SPN 1207 Clinic II

This clinical will continue to build on basic nursing principles. However, the emphasis will be placed on medical/surgical nursing of the adult patient. Medical/surgical nursing of children will be initiated. This clinical will include administration of medication. Co-requisites: SPN 1702, SPN 1304, SPN 2603 and SPN 1405. Prerequisite: SPN 1103. (S)

SPN 1304 Basic Concepts of Nursing II

Continuation of SPN 1107. Prerequisite: SPN 1107. (S)

SPN 1306 Clinic III

This clinical is aimed at refining those skills for medical/surgical nursing of the adult and children. Basic nursing principles will be applied in the process. This clinical will also include nursing of mother and infants. Co-requisite: SPN 1801 and SPN 2503. Prerequisites: SPN 1207 (Su)

SPN 1405 Medical/Surgical Nursing II

Continuation of the study of common conditions of illness and nursing care of adult patients in acute, subacute or convalescent stages of illness, including administration of drugs. Prerequisite: SPN 1203. Co-requisite: SPN 1304. (S)

SPN 1507 Nursing Assistant Certification

Upon successful completion of this course plus additional required on-the-job training, a student can become a certified nurse assistant in the State of Arkansas. The program is designed to help students learn information, skills, and critical procedures necessary to improve the

quality of life of clients in long-term care and other health care facilities and prepare them for the certification exam. This course will include a lab. (D)

SPN 1602 Pharmacology I

Covers the development of skills in converting measurements between household-apothecary-metric systems; figuring dosages of drugs with instruction in formulas for calculation of dosages for infants and children. Also covers intravenous infusion rate calculation, temperature conversion from Celsius to Fahrenheit. Prerequisite: MATH 0003 or higher. (F)

SPN 1702 Pharmacology II

Pharmaceuticals presented as they affect the various body systems. The student is given instruction in the administration of drugs that includes usual dosage, expected actions, side effects, contra-indications, and appropriate observations. The student is provided adequate practice in learning correct techniques. Prerequisite: SPN 1602. (S)

SPN 1801 Mental Health

Includes an introduction of common conditions of mental illness, prevention of such conditions, and the care of patients suffering from abnormal mental and emotional responses. (Su)

SPN 1902 Nursing of Children

This includes the principles of growth and development; nursing the infant through adolescence; the behavior of well and sick children. (F)

SPN 2503 Medical/Surgical Nursing III

Continuation of SPN 1405. Prerequisite: SPN 1405. (Su)

SPN 2603 Nursing of Mothers and Infants

Covers the expected physiologic changes during the antepartum, intrapartum and postpartum periods, as well as unexpected physiologic changes in these periods. The students are instructed in nursing care of the expectant mother and the newborn infant. (S)

SUR 1001 Basic Operating Room Techniques Lab

Fundamental procedures of perioperative patient care. Guided practice prior to clinical experience. (F)

SUR 1003 Basic Operating Room Techniques

Orientation to surgical techniques with emphasis on basic patient care concepts, asepsis, and the surgical environment, and case preparation and procedures before, during, and after surgical procedures. (F)

SUR 1005 Wound Care

Promoting successful wound care with emphasis on aseptic technique. Applying actual wound care components which include cleaning, dressing, determining frequency of dressing changes, and reevaluation of wound. Prerequisite: SUR 1003 and SUR 1001 (F)

SUR 1202 Clinical Practicum I

Supervised clinical experience. Observation of patient care procedures, beginning skills of sterilization/disinfection and aseptic techniques. (F)

SUR 1303 Medical Terminology

Introduction to commonly used medical abbreviations and terminology used in the health care setting. (F)

SUR 2002 Perioperative Practice

Overview of surgical technology as a profession. Explores standards of care, criteria for professional growth and ethical and legal issues surrounding the profession. (S)

SUR 2003 Advanced Operating Room Techniques Lab

Guided practice on specialty procedures with emphasis on functioning independently during clinical experience. Prerequisite: SUR 2001 (S)

SUR 2005 Advanced Operating Room Techniques

Emphasis placed on specialty procedures and instrumentation. Prerequisite: SUR 1003 and SUR 1001 (S)

SUR 2204 Clinical Practicum II

Supervised clinical experience and the application of advanced techniques in aseptic and surgical procedures. Prerequisite: SUR 1202 (S)

SUR 2302 Pharmacology for Surgical Technology

Introduction to the classification, actions, and uses of drugs. Calculations of dosages and drug preparation with emphasis on varying surgical procedures. (S)

SUR 2518 Clinical Practicum III

Supervised clinical experience. Four (4) week rotation of clinical experiences on an advance level. (Su)

SUR 2702 Seminar

Preparation for the Certification Examination for the Surgical Technology Profession. (Su)

SW 2203 Introduction to Social Work

This is the required introductory course for social work majors. Students will examine the emerging profession of social work and its role in various social programs. A history of social welfare events and philosophies will be given in order to assess present services. This is a basic overview course and not an in-depth study of social work. This course is not intended to teach how to interview, how to be a counselor, or how to conduct case management. This course will, however, teach assessment of adequacy/inadequacy of resources, prevailing attitudes and influences, and trends during various periods of history. (D)

TCOM 1003 Installer

This course focuses on the fundamentals of basic electricity and DC/AC, data, voice and video cabling methods, techniques and standards, and safety procedures including climbing ladders and electrical poles. (F)

TCOM 1012 Security and Alarm

This course will prepare students for entry level careers in security and alarm system installation and repair. Emphasis will be placed on hands on training with common security and alarm system equipment. (Su)

TCOM 1013 Installer Technician

This course will prepare the student for a career in the Telecommunications field. The majority of this course will consist of hands on activities that mimic the tasks the student will use on the job on a day to day basis. Prerequisite: TCOM 1003 (S)

TCOM 1103 Introduction to Networking

The course teaches the fundamentals of networking and data communications and outlines how the all-digital network transports voice, video, and data. This is the first networking course offered in the Telecommunications program that helps prepare the student to sit for the

Cisco Certified Entry level Networking Technician (CCENT) certification exam. (F)

TCOM 1133 Fiber Optics - Outside Plant

An introduction to fiber optics as a telecommunications medium. Emphasis will be placed on the outside plant including aerial and underground installations. Students will learn correct fiber optic cable installation procedures, fusion splicing and measurement techniques. Students will also learn correct procedures to test and troubleshoot the fiber plant with an OTDR. (F)

TCOM 1143 Internetworking/ TCP/IP

This course is designed to teach networking concepts by applying them to a type of network you might encounter on the job in a small-to-medium business or ISP. The course introduces the student to the help desk and emphasizes soft-skills. The course also educates students in device configuration, routing, ISP services and responsibilities
Prerequisite: TCOM 1103; TCOM 1113 (S)

TCOM 1233 PCs for Telecommunications I

Introduces the student to PC hardware fundamentals and basic troubleshooting of components in a personal computer. Extensive hands on labs will prepare students to troubleshoot and maintain modern computer systems. This course maps directly to and prepares the student to sit for the 2009 CompTIA A+ Essentials exam. (F)

TCOM 1303 PCs for Telecommunications II

The PCs for Telecommunications II course continues the study of personal computers for use as interface devices and focuses on operating systems used by personal computers and advanced troubleshooting techniques. Prerequisite: TCOM 1233 (S)

TCOM 1803 Service Technician

This course teaches the basic characteristics and functions of the feeder line system, active and passive devices, the fundamentals of cable powering, basic test equipment operation, signal leakage basics, coaxial cable and connectorization, and an overview of fiber optics.
Prerequisite: TCOM 1003 (S)

TCOM 1853 Troubleshooting Advanced Services

Describes advanced services problems, instructing the student in the isolation and resolution of those problems including troubleshooting digital channels, remote control problems, picture and audio quality prob-

lems, verifying digital set-top terminal configuration and operation and using digital set-top terminal diagnostic screen. Prerequisite: TCOM 1003 (S)

TCOM 2953 Internship: Telecom Engineering Planning

Provides students with an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor will work with the student to select an appropriate work site, establishing learning objectives and to coordinate learning activities with employer or work site supervisor.

Prerequisite: Completion of 36 hours toward the Technical Certificated in Telecommunications. (Su)

TEC 1753 Basic Mechanics

This course introduces the principles involved in the performance of mechanical work. Various drive types, gears belts, pumps, pipes and other mechanisms will be included.

TEC 1764 Basic Electricity I

An introduction to basic electrical terminology, units, symbols, concepts, notation, basic measurement techniques and equipment usage. Topics include charge, AC/DC current and voltage, resistance, Ohm's Law, power, series and parallel circuits, and basic troubleshooting techniques.

TECH 1002 Introduction to Welding

This is an introductory course into welding technology. In this course students will be instructed in proper welding techniques, safety, material selection, and testing practices for welded structures. Co-requisites: DT 1002; DT 1032; DT 1042; DT 1153; DT 1512 (F, S)

TECH 1012 Welding II

A continuation of the topics in TECH 1002. (F, S)

TECH 1023 Introduction to Manufacturing

This course is designed to introduce the student to the world of advanced manufacturing and establish a foundation upon which further studies in manufacturing might rest. Students will explore the basic fundamentals of mechanical transmission systems used in industrial manufacturing applications and processes. Students will learn industry-relevant skills including how to operate, install, maintain, analyze performance, and design basic mechanical transmission systems using chains, v-belts, spur gears, bearings and couplings. (D)

TECH 1033 Design for Manufacturing

This course is designed to expand on the introductory manufacturing course and expose the student to basic design concepts, computer skills, and drawing skills used in product and process design within the field of manufacturing. The course teaches the fundamentals of AC and DC electrical systems used for power and control in industrial and commercial applications. Students learn industry-relevant skills including how to operate, install, design and troubleshoot basic AC / DC electrical circuits for various applications. Additionally, the course is designed to expose students to a number of interpersonal skills and competencies necessary for a sustained career in manufacturing. (D)

TECH 1043 Manufacturing Production Processes

This course is designed to provide the student with hands-on learning experience with the basic tools, equipment, and operations of advanced manufacturing industrial equipment. Students learn the fundamentals of hydraulic systems used in the industrial manufacturing environment. Students will learn industry-relevant skills including how to operate, install, maintain, analyze performance and design basic industrial hydraulic systems. The course also teaches hydraulic safety and the basic hydraulic principles used in troubleshooting. Students will examine good troubleshooting practices such as gathering data, analyzing the problem, testing possibilities and looking for underlying causes. (D)

TECH 1053 Manufacturing Power and Equipment Systems

This course is designed to expand upon previous courses and allow students the opportunity to demonstrate knowledge of power systems and use the advanced tools of manufacturing production. Students will plan, design, implement, use, and troubleshoot manufacturing power systems, equipment systems, and control systems. The course teaches electrical relay control used for control of electric motors and fluid power applications as well as the fundamental building block of other industrial automation systems such as programmable controllers, PLC ladder logic and industrial motor control. (D)

TECH 1063 Manufacturing Materials

This course will introduce students to industrial manufacturing fluid power materials, systems and how fluid power technology is utilized in manufacturing. Additionally, this course will introduce primary and secondary processing and manufacturing processes and equipment used in the manufacture of plastic, metal and metal forming, food processing and material handling industries. The course is designed to give the students a practical overview of pneumatic formulas, principles and function of typical pneumatic system components.(D)

TECH 1073 The Manufacturing Enterprise

This course is designed to expand upon concepts learned in introductory courses while allowing students to explore how manufacturing enterprises are established, how they maintain control, how they plan, how they produce, package, and market products. Students will learn a broad array of applications across a balance of mechanical, electrical, electronic, fluid power and software which will enable them to work effectively in virtually any industrial setting. The Manufacturing Enterprise course creates the industrial environment in the classroom where the students will learn standard industrial practices and methods while they manufacture industrial quality working directional control valves. Students develop skills needed to enable industrial processes to work together and leverage technology so that the Mechatronics equipment will utilize robotic technology to assemble up to four different variations of control valves. (D)

TECH 1083 Manufacturing Equipment Maintenance & Operation

This course is designed to provide the student with a comprehensive knowledge of manufacturing equipment safety, maintenance and operation procedures, control systems, as well as leadership abilities in the field. Students learn the “systems thinking” required to operate, program and problem solve sophisticated industrial production systems which integrate mechanical, electrical, electronic and software. Students will learn articulated arm servo robotics and their industrial application as well as the powerful programming language MCL (Manufacturing Control Language). (D)

TECH 1093 Manufacturing, Engineering, Design & Problem Solving

This course will be to serve as a venue for students to place all previous learning into a manufacturing context. Students will solve a given manufacturing challenge that requires the use of advanced manufacturing technology systems, design skills, communication skills, and a thorough understanding of manufacturing materials, processes, and techniques. Students will learn the two most common types of Process Control, flow and liquid level. They will learn to calibrate, adjust, install, operate and connect these industrial process control systems. (D)

TECH 2091 Mechatronics III

The Mechatronics course is design to give a field of study that focuses on the integration of mechanical, electrical, fluid and computer technologies to control machine movement. Focus areas are all areas combine together to operate, maintain and trouble shoot a manufacturing scenario. This course will give instruction on how to step up, maintain and troubleshoot machinery found in a manufacturing environment. (Su)

TECH 2093 Mechatronics I

The Mechatronics course is design to give a field of study that focuses on the intergration of mechanical, electrical, fluid and computer technologies to control machine movement. Focus areas in Mechatronics I are pick and place feeding, gauging, orientation processing and sorting and buffering machinery in a manufacturing area. This course will give instruction on how to step up, maintain and troubleshoot machinery found in a manufacturing environment. (F)

TECH 2193 Mechatronics II

The Mechatronics course is design to give a field of study that focuses on the integration of mechanical, electrical, fluid and computer technologies to control machine movement. Focus areas in Mechatronics II are Servo Robotics, Mechanical Torque and Automated Inventory Storage type systems found in a manufacturing area. This course will give instruction on how to step up, maintain and troubleshoot machinery found in a manufacturing environment. (S)

THEA 1203 Introduction to Theatre

A study of basic principles and techniques of drama with emphasis on analytic reading of representative traditional and contemporary plays and the theatrical traditions, terminology, and techniques for the production of dramatic works. Prerequisite: ENG 1003. (D)

THEA 1213 Beginning Acting

Study of theories and styles of acting. Group and individual projects in different types and periods of roles and plays. (D)

THEA 2251 Theatre Workshop I

Open to all interested students. Major plays will be produced; students will work both on stage and backstage. (D)

THEA 2261 Theatre Workshop II

Continuation of THEA 2251 Prerequisite: THEA 2251 (D)

THEA 2223 Fundamentals of Stagecraft

Basic construction, painting, and rigging of scenic units. Fundamentals of backstage organization. Classroom theory is supplemented by laboratory sessions in the scene shop and by assignment in production crews. (D)

THEA 2233 Stage Makeup

Basic principles of stage makeup application and design. Emphasis will be placed on the design of makeup for characters in shows as well as introduction into prosthetics and special effects makeup. (D)

THEA 2243 Stage Costume Construction

The exploration of the history and design of costumes through a variety of projects. Prerequisite: THEA 2223. (D)

THEA 2271 Theatre Workshop III

The second year in the workshop sequence. Open to all interested students by permission of the instructor. Prerequisite: THEA 2261. (D)

THEA 2281 Theatre Workshop IV

Continuation of THEA 2271 Prerequisite: THEA 2271. (D)

THEA 2503 Fine Arts-Theatre

Introduction to the creative process and history of theatre. Provides students with an appreciation of how various artistic elements combine to produce theatrical presentations. Students will explore the human experience through the theatre arts. Attendance at theatre presentations is required. (F, S, Su)

UNIV 1001 Freshman Seminar

Designed to assist students in obtaining information and skills necessary to succeed in college. University programs, policies, and resources will be presented along with a special emphasis on study skills.

Freshman seminar is to be taken by all first time entering students with less than fifteen (15) hours. (Full-time students must take this course during the first semester and part-time students need to take this course within the first two (2) semesters.) (F, S, Su)

WE 1003 Introduction to Wind Energy

Students will be exposed to the many facets of the wind industry. This course will cover the history and development of the wind industry, terminology used in the wind industry setting, types and uses of various wind turbines and technologies associated with them, environmental, ecological, and economic issues of the wind industry, the future endeavors of the wind industry. This course will also provide students with direct contact with producers, managers, laborers, regulators, planners, and others in the field. (F)

WELD 1002 Welding Fundamentals

A study of the application of Gas Metal Arc Welding (MIG). This course covers proper operation of equipment and welding of steel in the flat position. Safety is emphasized. (F, S)

WELD 1204 Introduction to MIG Welding

A study of basic Gas Metal Arc Welding (MIG). This course covers proper operation of equipment, shop safety, and welding of steel in flat and horizontal positions. (S)

WELD 1304 Introduction to SMAW

A study of basic Shielded Metal Arc Welding (SMAW) (stick) process. This course covers proper operation of equipment, shop safety, and welding of steel in the flat and horizontal positions. (F)

WELD 1403 Manufacturing Safety

This course will cover health and safety guidelines used in today's Industrial settings. Material covered will include safe work practices for use of electrical, mechanical, and fire safety as well as the laws governing them. Occupational health precautions will also be covered. (F, Su)

WELD 1404 Introduction to TIG Welding Course will study tungsten inert gas welding, and will consist of the study of equipment, safe practices, different uses and advantages of TIG welding, and the general practice of inert gas welding. (S)

WELD 2204 Advanced MIG Welding

Advance study of the application of Gas Metal Arc Welding (MIG) process. This course will include welds made in the overhead and vertical positions. Welding experience is required for successful completion of this course and will include WELD 1204 or an equivalency exam. Prerequisite: WELD 1304 or equivalency exam (S)

WELD 2304 Advanced SMAW

An advanced study of the application of Shielded Metal Arc Welding (stick) process. This course will include welds made in the overhead and vertical positions. Prerequisite: WELD 1304 or an equivalency exam. (F)

WELD 2314 SMAW-- Pipe Welding

A study of the application of pipe welding using the Shielded Metal Arc Welding (stick) process. This course will include welds made on carbon steel pipe in the 1G, 3G, and 5G positions. Prerequisites: WELD 1304; WELD 2304 or proficiency on an equivalency exam. (F, S)

WELD 2413 Welding Fabrications

This course will cover the use of tools and procedures used in the design and fabrication of metallic products. Skills will include measurement, geometric layout, and use of specialized tools. (F,S)

WELD 2513 Blueprint Reading

This course covers prints and drawings used in the welding industry. The material will cover various types of prints, dimensioning, and symbols. (F,S)

WELD 2613 Welding Technology

A study of technologies and concepts associated with the welding and metalworking processes. Materials covered will include welding processes, equipment, codes, and heat treatments of various metals. (F, S)

WELD 2800 Special Projects

This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit (1-3 credit hours). Prerequisite: Enroll by permission of instructor (F, S)

WELD 3304 SMAW - PIPE WELDING

A study of the application of pipe welding using the Shielded Metal Arc Welding (stick) process. This course will include welds made on carbon steel pipe in the 1G, 3G, and 5G positions. Welding experience will include the prerequisite of WELD 1304 (Introduction to SMAW) and WELD 2304 (Advanced SMAW), or proficiency on an equivalency exam. (F, S)

ZOOL 1004 Basic Human Anatomy and Physiology

A course in physiology wherein the functions of each of the organ systems are studied. Emphasis will be placed on the nervous, musculoskeletal, cardiovascular, respiratory, excretory, and endocrine systems. Designed for majors in medical technology, radiology, home economics, physical education, psychology, and secondary education with teaching emphasis in biology. Lecture three hours. Laboratory three hours. Prerequisites: BIOL 1003. (Lab fee required) (D)

ZOOL 1041 Biology of Animals Lab

Taken concurrently with ZOOL 1043. Two hours per week (Lab fee required). (D)

ZOOL 1043 Biology of Animals

Fundamentals of modern zoology and a survey of the phyla. Lecture three hours per week. (D)

ZOOL 2001 Human Anatomy and Physiology I Lab

Laboratory two hours per week. Co-requisite: ZOOL 2003. (Lab fee required) (F, S)

ZOOL 2003 Human Anatomy and Physiology I

Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. Lecture three hours. (F, S)

ZOOL 2011 Human Anatomy and Physiology II Lab

Laboratory two hours per week. Co-requisite: ZOOL 2013. (Lab fee required) (F, S)

ZOOL 2013 Human Anatomy and Physiology II

Structure and function of special senses, endocrine, circulatory, digestive, respiratory, excretory and reproductive systems, acid base balance, and fluid balance. Lecture three hours. Prerequisite: ZOOL 2003. (F, S)

Continuing Education/ Business Outreach



CONTINUING EDUCATION/ BUSINESS OUTREACH

The Office of Continuing Education/Business Outreach is the starting place of many campus activities.

Continuing Education courses for personal enrichment are offered through the department. Yoga, American Sign Language, Conversational Spanish, scrap booking, fly fishing, drawing, photography, holiday cooking, computer and business classes are some of the many courses that have been offered to the public at a nominal fee.

For those looking to improve job skills, computer courses such as Microsoft Word, Excel, Access, and PowerPoint are offered throughout the year. Courses can also be customized for area business and industry to meet the needs of their particular operations.

Marketing and public relations for all campus courses and activities are handled through Continuing Education/Business Outreach, including the writing of a weekly newspaper column and hometown news releases, the production of radio and television ads, billboards, and print advertising.

Affordable, educational, and fun family entertainment is the goal of two separate series offered at ASU-Newport through the Office of Continuing Education. The Concert~Lecture Series is presented six times per year in the Center for the Arts. The program brings in entertainers and experts to perform in concert or to speak on topical issues.

The Patron Series is a three times per year series of top name entertainment, also presented in the ASU-Newport Center for the Arts. Past performers include Mary Steenburgen and Ted Danson performing "Love Letters", the Arkansas Symphony Orchestra with Broadway singer Lawrence Hamilton, the Memphis Symphony Orchestra with Terry Mike Jeffries performing Elvis hits, musicals featuring the songs of Irving Berlin and George and Ira Gershwin, and some very high energy shows straight from Branson, MO. Tickets for this series are sold at the ASU-Newport Bookstore and are affordably priced.

A major function of the Continuing Education/Business Outreach office is the booking of campus facilities for use by the community. ASU-Newport is proud of its facilities and makes meeting rooms and banquet facilities available for a nominal fee. Many state, county, and municipal meetings and training sessions are held on the ASU-Newport campus.

CONTINUING EDUCATION UNITS (CEU)

Participants of seminars and other noncredit programs earn one CEU for each ten clock hours of classroom instruction attended.

ADULT EDUCATION NEWPORT



The Newport Adult Education program is offered on-campus and at various locations off-campus as a convenience for students wishing to obtain an Arkansas High School Diploma. The program is designed to improve and refine the academic skills of the students, as well as enable them to attain the life skills needed to improve the quality of their lives. Instructors are available to assess the educational needs and prepare the students for completion of the GED Tests. The Adult Education program is designed to allow the students to set their own pace in order to accomplish their goals as quickly as possible. In addition to the various locations, the program may be entered at any time to facilitate the students' participation. There is no charge for tuition or books for this program. For more information, please call the Newport Coordinator of Adult Education at 870-512-7824.



ADULT EDUCATION MARKED TREE

The ASU-Newport Technical Center Marked Tree campus and satellite locations offer services for students wishing to obtain an GED Diploma. The program is designed to improve and refine the academic skills of the students, as well as enable them to attain the life skills needed to improve the quality of their lives. Instructors are available to assess the educational needs and prepare the students for completion of the GED Tests. The Adult Education program is designed to allow the students to set their own pace in order to accomplish their goals as quickly as possible. In addition to the various locations, the program may be entered at any time to facilitate the students' participation. There is no charge for tuition or books for this program. For more information, please call the Director of Student Services at 870-358-2117.

Fiscal Affairs





**Marked Tree
Business Office and Purchasing**

Newport Bookstore



Marked Tree Bookstore



Grant Management

TUITION AND FEES

Student fees are payable at the time of registration. Students are expected to pay all applicable fees before attending classes. Payment of tuition may be made with cash, check, or bankcard (VISA or MasterCard) in the Business Office. The University reserves the right to change the amount of fees or to add new ones at any time such action is deemed necessary.

The current tuition and fees are:

Tuition Per Credit Hour.....	\$78
Tuition Per Credit Hour (out-of-state).....	\$131
Off Campus (prison and concurrent).....	\$85
Quality Improvement Fee (per credit hour).....	\$ 7
Lab Fee (per lab).....	\$20
Additional Online Class Fee (per credit hour).....	\$15
Allied Health Fee (per semester).....	\$70
TEAS-V Test	\$30
ACT Fee.....	\$30
COMPASS Fee.....	\$30
GAP-RN pre-entrance Exam.....	\$30

NOTICE: The STUDENT is responsible for all tuition and fee charges whether they attend class or not. Non-attendance of classes does not automatically drop/withdraw you from classes. Proper procedures for drop/withdrawal must be followed. Please see drop/withdrawal section on page 33 of the 2011-2012 catalog for instructions on withdrawing from a class.

TUITION WAIVER FOR SENIOR CITIZENS

Arkansas residents who are 60 years of age or older are entitled to attend college credit classes at ASU-Newport without a tuition charge.

This waiver does NOT apply to non-credit course tuition, bookstore items, or any fees collected by the University.

Proof of age must be presented at the time of registration.

OUTSTANDING ACCOUNT BALANCE PROCEDURES

Students are responsible for all tuition and fees which are due and payable upon registration of classes unless a student has qualified for financial aid. Monthly statements are mailed to all students who have an outstanding account balance. Students with any balance on their account at the end of the term are placed on financial hold by the business office. This hold prevents the student from registering for another term until they can resolve their current balance.

If the student plans to graduate and they owe on their account, the registrar's office will contact the student and request that they contact the business office in regard to their account before they graduate.

If any student continues to have an outstanding balance after a term, the balance will be considered delinquent, and unpaid charges may be subject to collection agency costs, attorney fees, credit bureau reporting, or state income tax attachment (ACT 372 of 1986 as amended).

Financial Aid

Newport



Deana Tims

Sue Henderson



Pam Smith

Andrea Jones



The Financial Aid Office is part of the Student Affairs division and is located in the Student Community Center in the Student Services/Financial Aid Office. Trained professional staff is available to assist students by providing guidance through the financial aid process. Federal, state, institutional, and private financial aid including Pell grants, student loans, scholarships, and others are available to students who apply and qualify. Please visit the Financial Aid webpage at www.asun.edu/FinancialAid/index.htm for more information.

Marked Tree and Jonesboro **Ronda McGrew**



The Financial Aid Office is part of the Student Services division and is located on the Marked Tree Campus in Building A in the Student Services Office. Trained professional staff is available to assist students by providing guidance through the financial aid process. Federal, state, institutional, and private financial aid including Pell grants, student loans and scholarships are available to students who apply and qualify. Please visit the Financial Aid webpage at www.asun.edu/FinancialAid/index.htm for more information.

VETERANS ADMINISTRATION BENEFITS

ASU-Newport is an approved institution for veterans, veterans' dependents and survivors, and service person(s) education training. Veterans of recent military service, dependents or survivors of veterans, and reservists/guard members may be entitled to educational assistance payments from the Veterans Administration.

Veterans of recent military service, dependents or survivors of veterans who lost their life in service or who are now totally disabled as a result of service should contact the nearest Veterans Administration regional office as far in advance of their enrollment date as possible for assistance in securing Veterans Administration benefits. Students may also call 1-888-442-4551(1-888-GI-BILL 1) or go online to www.gibill.va.gov. Information on campus regarding this program may be secured from the Office of Admissions/Registrar located in the Student Community Center. You may also call 870-512-7877 or e-mail sblackburn@asun.edu or rsummers@asun.edu.

Active Reservists or National Guard members may be eligible for monthly educational benefits.

VOCATIONAL REHABILITATION

Persons who have a substantial employment handicap as a result of a permanent disability may receive, at no cost to themselves, vocational counseling and financial assistance toward the cost of their college training when the vocational objective of the disabled person is approved by a vocational rehabilitation counselor.

These services are available through the Division of Vocational Rehabilitation, State Department of Education, Little Rock, Arkansas, 72201. Information relative to the program may be obtained from the Office of Admissions/Registrar.

MILITARY CREDIT

Military evaluation credits may be awarded to ASU-Newport degree-seeking students who are properly admitted and have earned credit at ASU-Newport. Credits will be awarded for comparable ASU-Newport courses in accordance with the most recent American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. A maximum of 15 hours of non-comparable courses to be counted as electives can be accepted. If elective course work exceeds 15 hours, the student must select the 15 hours to be used. Original certificates or copies certified by an appropriate military official are required prior to document evaluation. All requests must be made in person or in writing to the Director of Admissions/Registrar.

Student Activated for Military Service

Arkansas code 6-61-112 provides the following for students called into full-time military duty during an academic semester.

(a) When any person is activated from full-time military service during a time of national crisis and therefore is required to cease attending a state-supported postsecondary educational institution without completing and receiving a grade in one or more courses, the following assistance shall be required with regard to courses not completed.

(1) Such student shall receive a complete refund of tuition and such general fees as are assessed against all students at the institution.

(A) Proportionate refunds of room, board, and other fees which were paid to the institution shall be provided to the student, based on the date of withdrawal.

(B) If an institution contracts for services covered by fees which have been paid by and refunded to the student, the contractor shall provide a like refund to the institution.

(2) If the institution has a policy of repurchasing textbooks, students shall be offered the maximum price, based on condition, for the textbooks associated with such courses.

(b) When a student is required to cease attendance because of such military activation without completing and receiving a grade in one or more courses, the institution shall provide a reasonable opportunity for completion of the courses after deactivation.

(c) A student activated during the course of a semester shall be entitled, within a period of two years following deactivation, to free tuition for one semester at the institution where attendance had been interrupted unless federal aid is made available for the same purpose.

To prevent students who are receiving veteran's benefits from being penalized and having to repay such benefits, students activated during an academic semester who have not completed sufficient course requirements for the awarding of a grade must withdraw from the university. Students should contact the VA representative in the office of Admissions/ Registrar immediately upon notification of activation to initiate the withdrawal process.

COURSE REPETITION FOR VA STUDENTS

G. I. Bill recipients may repeat a course only if the previous grade is not accepted by the school or program. However, if the school or program accepts the previous grade as passing, then repeating the course will be paid by the student.

Career Facilitators

The Career Facilitator program is a grant funded program that is designed to support and assist high school students and adults to obtain the education and skills required for employment opportunities. Career Facilitators provide information about the importance of postsecondary education, facilitate the development of individual career plans and portfolios, assist students with enrolling in education or training programs, provide information about career options, career pathways, and educational requirements, provide opportunities for job shadowing, mentoring, internships, and other career awareness activities, provide or connect low-income students to support services that will ease the transition to postsecondary education, connect students to academic enrichment activities such as study groups, tutoring, and workshops on effective study skills, connect high school students to early college programs, the Smart Core curriculum, Advanced Placement classes, and academic and career and technical education programs and concurrent-credit enrollment.

Career Facilitators were placed in high schools in 21 of Arkansas's most economically challenged counties for the next three years as a pilot program. ASU-Newport received four positions to work in public school systems in Jackson, Poinsett, and Woodruff counties. For more information, contact the Vice Chancellor on the Marked Tree campus at 870.358.8614 or email jeff_book-out@asun.edu or the Vice Chancellor for Student Affairs on the ASU-Newport campus at 870.512.7812 or email mrobertson@asun.edu.

**Joey Walter:**

Career Facilitator- Jackson County High School and McCrory High School

Mary Williams:

Career Facilitator- Marked Tree High School, and East Poinsett County High School

**Will Scoggins:**

Career Facilitator- Newport High School

Stacy Harvey:

Career Facilitator-Trumann High School, Harrisburg High School, and Weiner High School



CAREER PATHWAYS INITIATIVE

Arkansas Career Pathways is a grant funded program that provides assistance to qualified Arkansas parents and/or legal guardians who want to complete training and education to improve their employment opportunities. For eligible individuals, student support services include academic and career counseling, as well as possible financial support services for tuition, books, testing, childcare and transportation. Application and documentation of eligibility, including but not limited to income and family size, are required for the program. Participation opportunities in the ASU-Newport Career Pathways program are available for both credit and non-credit students at the ASU-Newport (870-512-7856), ASU-Newport Technical Center/Jonesboro and ASU-Newport Technical Center/Marked Tree campuses (870-336-3020).

For more information, contact Career Pathways at 1-866-454-4686 (toll-free) or email Career_Pathways@asun.edu.

The funds for this project are provided by Temporary Assistance to Needy Families (TANF) funds from the U.S. Department of Health and Human Services.



**Newport Office
7648 Victory Blvd.
Newport, AR 72112
870-512-7856**

**Jonesboro Office
2510 East Nettleton
Jonesboro, AR 72401
870-336-3020**



COMPUTER SERVICES



Marked Tree Campus

Newport
Campus



COMPUTER AND NETWORK USE POLICY

PREAMBLE

ASU-Newport makes every reasonable effort to protect the rights of the users of its computing facilities while balancing those rights against the needs of the entire user community. Computing and networking resources are provided to support the academic instruction, research, and service components of this campus. These resources are for the sole use of ASU-Newport students, faculty, staff, and other authorized users to accomplish the mission of the university. In accordance with the college mission and the Code of Conduct, it is assumed that expectations established for behavior will also be applied to the world of cyberspace.

RIGHTS AND RESPONSIBILITIES

ASU-Newport expects that users of campus computing and network facilities will respect the rights of other users as well as the integrity of the systems and related physical resources. Since electronic information is volatile and easily

reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws. Because ASU-Newport is a state agency, all information stored in computers owned or operated by ASU-Newport is presumed to be a public record and subject to disclosure under the Arkansas Freedom of Information Act unless exempt under the law.

Users do not own accounts on college computers, but are granted the privilege of exclusive use. While users are entitled to privacy regarding information contained on these accounts, the Electronic Communications Privacy Act authorizes system administrators and other university employees to access user files. By utilizing ASU-Newport computing and network resources, you give consent to accessing and monitoring by system administrators and other university employees of any electronic communications, including stored communications, in order to enforce this policy or to protect the integrity of computer systems or the rights or property of the university. System administrators may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged. User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law. In addition, student files on university computer facilities are considered education records under the Family Educational Rights and Privacy Act of 1974 (Title 20 U.S.C. Section 1232(g)).

ENFORCEMENT

Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the person administering the accounts or network. This may be done through electronic mail or in-person discussion and education.

Repeated minor infractions or misconduct that is more serious may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to, unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software, repeated harassment, or threatening behavior. In addition, offenders may be referred to their sponsoring advisor, department, employer, or other appropriate college office for further action. If the individual is a student, the matter may be referred to the Office of Student Services/Financial Aid for disciplinary action.

Any offense that violates local, state, or federal laws may result in the immediate loss of all college computing privileges and will be referred to appropriate university offices and/or other law enforcement authorities.

STANDARDS

Conduct that violates this policy includes, but is not limited to, the activities in the following list:

- Unauthorized use of a computer account.
- Using the campus network to gain unauthorized access to any computer systems.
- Connecting unauthorized equipment to the campus network.
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage, or to place excessive load on a computer system or network. This includes, but not limited to, programs known as computer viruses, Trojan Horses, and worms.
- Deliberately wasting/overloading computer resources, such as printing too many copies of a document, using the Internet, radio, playing games, watching movies, or using file sharing applications (Peer-to-Peer) for personal use.
- Violating terms of applicable software licensing agreements or copyright laws.
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- Using university resources for commercial activity such as creating products or services for sale.
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailing. This includes multiple mailings to news groups, mailing lists, or individuals, e.g. (spamming, flooding, or bombing).
- Forging the identity of a user or machine in an electronic communication.
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or university regulations.
- Displaying obscene, lewd, or sexually harassing images or text in a public computer facility or location that can be in view of others.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

LIBRARY



LIBRARY

The Harryette M. Hodges and Kaneaster Hodges, Sr. Library serves as a center of learning for the institution. Library services are available to students, faculty, staff, and community patrons.

Students have access to books, the Internet, online databases, and E-books. For remote access of databases, contact library staff for login and password information. Interlibrary loan is available to students, faculty, and staff. This service allows users to borrow materials that are not owned by the ASU-Newport Library.

Many textbooks are in our Reserve Collection. These books are available for in-library use. Students can checkout Microsoft Office disks in the library. Students must present a valid ASUN Student ID and copy of current schedule to check out Microsoft Office disks.

There are 12 computers in the Newport Library commons area, plus an additional 73 computers in the 3 Learning Center Computer Labs. The Library also has laptop computers that students can borrow and use in the library.

Students must have a Student ID to borrow materials.

DISTANCE EDUCATION LIBRARY SERVICES

Some of the library's online databases can be accessed with a password, and the online catalog is Internet accessible. The library staff will answer reference questions submitted by telephone or email. If possible, distance education students should visit the library in person to take full advantage of the library's materials and services.

THE LEARNING CENTER

The Learning Center provides free tutoring services to any ASU-Newport student who wants help. Full-time staff members, as well as tutors and computer programs are available to provide assistance. Students may use the Learning Center's word processing programs as well as other software (electronic spreadsheets, PowerPoint, etc.) to prepare papers.

Appointments are not necessary, but computers are available on a first come, first serve basis. The Learning Center is open during library hours that are posted for each academic term.

MARKED TREE LIBRARY

The ASU-Newport Technical Center Marked Tree Library serves as a center of learning for the institution. Library services are available to students, faculty, staff, and community patrons. Students have access to books, the Internet, online databases, and E-books. For remote access of databases, contact library staff for login and password information. Interlibrary loan is available to students, faculty, and staff. This service allows users to borrow materials that are not owned by the ASU-Newport Technical Center Marked Tree Library. Many textbooks are in our Reserve Collection. These books are available for in-library use. There are 8 computers in the Marked Tree Library commons area, plus an additional 12 computers in the Learning Center Computer Lab.

Students must have a Student ID to borrow materials.

IDENTIFICATION CARDS

Students may get an ASU-Newport Student ID at the Newport, Marked Tree, or Jonesboro Campus Library. This card must be shown for check cashing, for identification purposes, and to check out library materials. Student ID Cards are property of the college and are subject to being revoked in the case of abuse. Students must present a valid driver's license or other official form of identification in order to obtain an ID, and must be enrolled in the current semester.



Newport Counselor
Amber Grady

STUDENT COUNSELING SERVICES

The Counselor provides assistance to students to help them maximize their personal, career, and academic competencies. Services offered include personal, career, and academic counseling. The Counselor provides consultation, educational programming, screenings, and a variety of academic or emotional skills building and enhancing seminars.

The Counseling office is located in Walton Hall room A. The business hours are 8:00 a.m. to 4:30 p.m. Students can walk in for services, but appointments are preferred. Appointments may be made by calling 512-7890. The last appointment of the day is 4:00 p.m. Persons having questions may call or come by the office.

Services offered include:

1. Counseling Services. Adjustment to college life is a prerequisite to academic success. A student who has the necessary academic skills may find adjustment problems are the major reason for college failure. A counselor is available to assist students who seek increased understanding and insight into academic, career, and personal problems.

An excellent relationship is maintained with mental health providers in the community. Students with special needs that would be better served in another setting may receive a referral to community based services.

2. Career Counseling and Development. Students are offered the opportunity to investigate and define educational/career/life goals. The Counselor assists students to better understand their interests, abilities, aptitudes, and personality traits in relation to career goals and academic major. Various interests, ability, and personality instruments are used in this process. In addition, the Counselor subscribes to the "Discover" career database. The Counselor will assist in identifying the individual student's needs in order to provide a comprehensive assessment. This assessment serves as a starting point for the career counseling process.

3. Student Development Programming. Workshops designed for students are offered throughout the year that focus on such issues as student leadership, communication skills, alcohol and drug abuse, self-esteem, assertiveness training, study skills, time management, and various other topics.

CAREER SERVICES

Newport or Marked Tree Student Services/Financial Aid and the Counseling Center offer a wide range of services to current students and alumni to assist them in career decision making, the job search process, and career advisement. Services include:



Greg DeFord
Career Counselor

- **Workshops:** Resume Writing, Interviewing Skills, Business Etiquette, Job Search
- **Special Programs:** Job Search Counseling
- **Job Referrals:** Full-time and part-time positions for students and alumni all are posted on the bulletin board outside Student Services/Financial Aid Office. In addition, students may view job postings on the ASUN web site at www.asun.edu and scroll to Career Services or go to www.asun.edu and then go to student services and click on Career Services.
 - Computerized matching of employers and registrants on the web.
 - The Newport Counseling office is located in Walton Hall room A. Student Services/Financial Aid is located in the Student/Community Center. You may telephone the counseling office at 870-512-7890 or Student Services/Financial Aid at 870-512-7838 or email ccross@asun.edu. The Marked Tree Student Services Office is located in the Building A. You may telephone the counseling office at 870-358-2117 or email ashley_buchman@asun.edu. Both are open 8:00 a.m.-4:30 p.m., Monday through Friday.

DISABILITY

GRIEVANCE PROCEDURE

ASU-Newport has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging an action prohibited by the U.S. Department of Justice regulations while implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely due to such disability, be excluded from the participation in, be denied the benefits for, or be subjected to discrimination in programs or activities sponsored by a public entity."

Complaints should be addressed to the Vice Chancellor for Student Affairs, coordinator of ADA and 504 compliance efforts for students using the following guidelines:

1. A complaint should be filed in writing or verbally, contain the name and address of the complainant, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 35 school days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)

3. An investigation, if deemed appropriate, shall follow upon the filing of a complaint. The ADA and 504 coordinator shall conduct the investigation. This process contemplates informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to validity of the complaint and a description of the resolution, if any, shall be issued by the investigating official and a copy forwarded to the complainant no later than 25 days after its filing.
5. The ADA coordinator shall maintain the files and records of ASU-Newport relating to the complaints filed.
6. The complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for the reconsideration should be made within 15 school days of receipt of the complaint to the Disability Services Committee. The Disability Services Committee must submit a written response to the complainant within 15 days of receipt of the complaint.
7. If complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution determined by the Disability Services Committee, a written request for reconsideration should be submitted to the Chancellor within 10 days following receipt of the Disability Services Committee response. The decision of the Chancellor will be made within 10 days and will be final.
8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of the grievance procedure is not a prerequisite to the pursuit of other remedies.
9. The entire process shall be constituted to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Arkansas State University-Newport complies with the ADA and implementing regulations.
10. Any retaliatory acts on behalf of the ASUN are prohibited.

TESTING SERVICES

Administration of the American College Testing (ACT) program is coordinated through the Counselor's Office. Other tests, including Compass, the Nursing Entrance TEAS V Test, and WorkKeys assessment is coordinated through the Resource Learning Center.

ACT test schedules and additional information may be obtained in the Counselor's office located in Walton Hall or by calling 870- 512-7890 in Newport. Other tests should be registered through the office of Admissions/Registrar located in the Student/Community Center or by calling 870-512-7842. Information may also be obtained by visiting ASU-Newport's web page at www.asun.edu.

Administration of standardized tests, including Compass and the TEAS V program is coordinated Student Services Office.

TEAS V Test Fee: \$30

Note: Students may test twice during the calendar year and must wait one month between testing.

COMPASS Test Fee: \$30

Note: Students may test three times during the calendar year and must wait one month between testing.

Test schedules and additional information may be obtained in the following locations:

- 1) ASUN Technical Center Marked Tree -Student Services office located in Building A or by calling 870-358-2117
 - 2) ASUN Technical Center Jonesboro- Main office or by calling 870-932-2176.
- Information may also be obtained by visiting ASU-Newport's web page at www.asun.edu.

HEALTH INSURANCE

The university offers each student the opportunity to purchase an accident and hospitalization insurance policy as part of a group consisting of ASUN students and students enrolled in other colleges across the state. Membership in the group is voluntary. Students may receive an application in the Student Services/Financial Aid office located in the Student/ Community Center on the Newport Campus or Student Services office located in Building A on the Marked Tree campus.

A reputable insurance company provides this insurance and the college assumes no responsibility for collecting premiums or for paying claims.

Unless a student has insurance coverage under a family policy, it is recommended that this policy be considered.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is one way to be involved in the creation, planning, and implementation of student activities for the campus. SGA provides cultural, educational, recreational, and social programs for the college community, while giving student leaders a place to develop sound leadership skills through the process of programming. For more information, contact the Counselor at 870-512-7890 or visit the office located in Walton Hall, room A.

COLLEGE COMMITTEES

Student involvement is vital to the governance structure at ASU-Newport. University committees provide many opportunities for individuals to serve the academic community in leadership roles by serving as a voice for all students. Eligibility for membership--only full-time students who are not on academic or disciplinary probation may hold positions on college committees. Also, membership will consist of students who have attained a 2.00 or higher grade point average (semester and cumulative) and/or have no current pending conflict with assigned committee.

STUDENT ORGANIZATIONS AND ACTIVITIES

Student organizations, representing many fields of interest, attempt to provide additional experiences that will aid in developing the individual. These groups offer opportunities for leadership, recognize scholarship, encourage citizenship, and provide social experiences.

GENERAL POLICIES CONCERNING STUDENT ORGANIZATIONS

1. Eligibility for Membership- Only ASU-Newport students and professional staff may serve as active, voting members of a campus organization. A student who is on academic or disciplinary suspension may not serve as an active member of any campus organization.

2. Eligibility to Hold Office- Only full-time students who are not on academic disciplinary warning or suspension and meet the GPA requirements may hold office in any organization.

3. Financial Records- Campus organizations that do not have financial records audited by their national office must keep their funds in the Business Office of the university subject to annual audit.

4. Organizational Requirements- Organizations will be recognized by the college upon completion of all requirements set by the Vice Chancellor for Student Affairs on the Newport Campus. Technical center students must set up their organization through the Student Services office on the Marked Tree campus.

5. Formation of New Organizations- New organizations may be formed at the university by approval of the Vice Chancellor for Student Affairs on the Newport campus and the Director of Student Services for the Technical Centers.

6. Appeals- The Student Affairs Committee will hear appeals to the decision of the Vice Chancellor for Student Affairs on the Newport campus and the Director of Student Services for the Technical Centers.

SPECIAL INTEREST STUDENT ORGANIZATIONS

Baptist Collegiate Ministry

Baptist Collegiate Ministry (BCM) mission is to encourage fellowship, develop leadership skills, provide opportunities for study of the Bible, organize collegians for service and ministry projects, assist in searching for personal faith and offer guidance in times of crises. The BCM is open to all students, faculty, and staff.

Physical Education Majors Club

Physical Education Majors Club (PEM Club) mission is to broaden students' interest in health, physical education, recreation, and dance and advance the standards of a physical education profession.

Student Nurses' Association

The Student Nurses' Association's philosophy is to promote the educational needs of a Licensed Practical Nurse as an important member of the health care team and concerned with health care standards for all people.

STUDENT ORGANIZATIONS

A student organization may be subject to the disciplinary process in the following situations:

1. An alleged offense was committed by one or more members of an organization and an executive member or advisor encouraged, sanctioned or was complicit while it occurred.
2. An alleged offense was committed by one or more members of an organization, and organization funds were used to finance the venture.
3. An alleged offense was committed by one or more members of an organization and was supported by a majority of the organization's membership.
4. An organization has chosen to protect one or more individual offenders who were members or guests of the organization.
5. After hearing the case, the hearing officer/body deems that the offense, by its nature, was an organization offense and not the actions of the individual members.
6. An alleged offense occurred as a result of an organization sponsored function.
7. A pattern of individual violations found to have existed without proper and appropriate group control, remedy, and sanction.

HONORARY ORGANIZATIONS

Phi Theta Kappa

ASU-Newport chapter Beta Nu Gamma of the Phi Theta Kappa national organization's mission is to recognize and encourage the academic achievement of two-year college students and to provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship.

For more information, contact the Counselor's Office at 870-512-7890, or Anna Westman at 870-512-7836, awestman@asun.edu.

INTRAMURAL ACTIVITIES

The PE Department offers a broad intramural activity program for male and female students. Co-ed intramural activities are also offered. Specific information may be obtained through the Physical Education Department or by calling 870-512-7890. Each semester a calendar is published on the web page and posted on various campus bulletin boards.

ASU-Newport Wellness Center



ASU-Newport Wellness Center

ASU-Newport's Wellness Center offers students, faculty, and staff the opportunity to maintain a healthy lifestyle by utilizing facilities and equipment that can lead to improved physical fitness and wellness. Facilities include a gymnasium (used for basketball, volleyball, and other indoor activities), a weight workout room, a softball field, and soccer/football fields. A locker room and showers are also available and lockers may be assigned each semester to those requesting a locker from the wellness center director. Anyone using the facility should sign in prior to participating in an activity on the ASU-Newport campus.

Various types of equipment are available for checkout by students, faculty, and staff of ASU-Newport. This equipment includes balls, bats, gloves, nets, and other items needed for use to participate in activities occurring on the ASU-Newport campus. Additionally, wellness center hours are posted each semester so that students know when the wellness center is open to them. Finally, safety is the primary concern and the center is closed unless a staff member is present.

The Wellness center may not be used by students, faculty, or staff while it is being used by students participating in a course.

No drinks or food should be in the wellness center and participants should always wear white-soled shoes.

For more information please see a staff member in the wellness center gymnasium located in Walton Hall.

STUDENT SERVICES

Newport Student Services



Dr. Mary Robertson
Vice Chancellor for Student Affairs



Cheryl Cross
Student Services

Marked Tree Student Services



Ashley Buchman
Director

Student Rights, Freedoms, and Responsibilities **at Arkansas State University-Newport** **Student Handbook**

ASU-Newport is a community of scholars whose members include its faculty, students, and administrators. It is a forum where ideas are discovered, discussed, and tested and not a market place where statistics are auctioned, nor a podium for the dissemination of propaganda. The basic purposes of the college

are the enlargement, dissemination, and application of knowledge. These are achieved through classroom instruction, research, special lectures, concerts, discussion groups, seminars, experimentation, out-of-class activities, and leadership development.

The basis for achievement of these purposes is freedom of expression and assembly. Without this freedom, effective testing of ideas cease and teaching, learning, and research are rendered ineffective. Yet absolute freedom in all aspects of life leads to anarchy, just as absolute order leads to tyranny. Both anarchy and tyranny are antithetical to the purposes and necessities of the college. Therefore, the college always must strive for that balance between maximum freedom and necessary order, which promotes its basic purposes by providing an environment most conducive to many faceted activities of teaching, learning, and research.

The student, as a member of the academic community, has both rights and responsibilities. The most essential right is the right to learn, and the college has a duty to provide for the student those privileges, opportunities, and protections that best promote the learning process. The student has a responsibility to other members of the academic community, the most important being to refrain from interference with the rights of others, which are equally essential to the purposes and processes of the college.

Regulations governing the activities and conduct of student groups and individual students are not comprehensive codes of desirable conduct; rather, they are limited to meeting the practical, routine necessities of a complex community and to the prohibition or limitation of behavior, which cannot be condoned because it interferes with the basic purpose, necessities and processes of the academic community, or with rights essential to other members of that community. The student is not only a member of the academic community, but also he/she is also a citizen of the larger society. The college will use every method at its disposal to ensure that the campus environment is conducive to the learning process. It cannot condone those activities designed to disrupt and destroy the basic functions of the university.

Each student has an obligation to the larger society, which is the responsibility of the legal and judicial authorities of the city, county, and state. The college cannot be expected to shelter a student from the reality of this obligation. The university, in its relationship to each student, recognizes rights of freedom of speech and due process when the student's right to continue as a student is in question. A student who feels that his/her constitutional rights have been violated and who has not found satisfactory relief within the college structure has access to the judicial process of the civil courts.

In order to protect student rights, to facilitate the definition of student responsibilities, to preserve necessary order, and to provide avenues through which students may seek to effect change, the guidelines in the following pages are established.

ACADEMIC RIGHTS AND RESPONSIBILITIES

The freedom and effectiveness of the educational process depend upon the provision of satisfactory conditions and opportunities for learning. The responsibility to secure, respect, and protect such opportunities and conditions must be shared by all members of the academic community. The faculty has the central role in the educational process and has the primary responsibility for the intellectual content and integrity of the college.

It is the faculty's role to encourage discussion, inquiry, and expression among students and to act as an intellectual guide and counselor. They should foster honest academic conduct and evaluate students fairly and accurately. They should not exploit students for private advantage, and they should respect the faculty/student fiduciary relationship.

The establishment and maintenance of the proper faculty and student relationships are basic to the college's function. This relationship should be founded on mutual respect and understanding and assumes a common dedication to the educational discussions between well-intentioned and reasonable persons.

The Academic Responsibilities of the Student

1. The student is responsible for being informed about academic requirements, both general and specific, for completing a degree program.
2. The student is responsible for learning the content of a course of study according to standards of performance established by the faculty.
3. The student's behavior in the classroom shall be conducive to the learning process for all concerned.

The Academic Rights of the Student

1. The student shall be free to take reasonable exception to data and views offered in the classroom, and to express differences of opinion without fear of penalty.
2. The student has a right to protection against improper disclosure of information concerning grades, health, or character that an instructor acquires in the course of his/her professional relationship with the student.
3. The student has a right to a course grade that represents the instructor's professional judgment of the student's performance in the course.
4. The student has the right to accurate and clearly stated information in order to determine:
 - (a) the general requirements for establishing and maintaining an acceptable academic standing;
 - (b) his/her overall academic relationship with the university and any

special conditions that apply;

(c) the graduation requirements for a particular curriculum and major.

The student has a right to be governed by educationally justifiable academic regulations.

NON-ACADEMIC STUDENT GRIEVANCE PROCEDURE

Prologue

A grievance is a complaint alleging that one or more of the student's rights has been violated. Arkansas State University-Newport will not and is prohibited from discriminating against any person who has filed a complaint.

These procedures do not apply to student complaints involving alleged sexual harassment. In such cases, the student should contact the Director of Human Resources or the Vice Chancellor for Student Services for direction on appropriate steps to follow.

In cases where the alleged grievance is based upon a complaint involving discrimination because of race, color, religion, age, disability, sex, or national origin, the following deadlines and procedures do apply. In addition, the student shall notify the Director of Human Resources.

In any case of grievance involving a grade, the student must first accept the disputed grade for the course in order to be eligible to grieve the grade.

Procedure

Step 1. Since the faculty has the primary responsibility for course development, course delivery, and the assessment of student achievement, any student who has a complaint related to a course should first consult with the instructor within 10 working days of the complaint issue/incident and try to resolve the complaint. If the grievance involves a faculty member who is no longer employed at the college, they should move to step two of this process. (For issues or complaints that are not course-specific, the student should seek resolution within 10 working days of the issue/incident with the college employee involved with the complaint.) If the complaint is resolved, the grievance process ends.

Step 2. If the complaint is not resolved by the student consulting with the instructor (or other person involved), and if the student wishes to pursue the complaint further, the student shall consult with the division chair within 15 working days of the complaint issue/incident. The appropriate chair shall attempt to resolve the complaint, and shall notify the student in writing, copying the individual against whom the complaint has been filed, of the resolution or lack thereof within 10 working days of the student's first consultation with the chair. If the complaint is resolved, the grievance process ends.

Step 3. If the complaint is not resolved in step two and if the student wishes to pursue the complaint further, the student shall file a written complaint with the division chair within 35 working days from the complaint issue/incident. The written complaint must specify the academic right(s) the student alleges has (have) been violated and must include:

- Date and details of the alleged violation;
- Any available evidence of the alleged violation;
- Names, addresses, and phone numbers of witnesses to the violation;
- The requested remedy to the alleged violation.

Step 4. If either party believes that the complaint has not been resolved in step three, that party may appeal to the Vice Chancellor for Academic Affairs. The appeal must be filed within 10 working days of the date of notification in step three, shall be in writing, shall address the recommendation in step three, and shall address why that recommendation is not acceptable; e.g., that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evident, and/or a significant procedural error took place. The written appeal shall not normally present new evidence regarding the grievance. All previous written materials regarding the grievance shall be forwarded to the Vice Chancellor for Academic Affairs by the division chair upon request of either party. The Vice Chancellor for Academic Affairs may resolve the complaint to the mutual satisfaction of both parties, in which case the grievance process ends with a written statement of resolution signed by the student and the individual against whom the complaint has been filed. If the complaint has been resolved at this point, the Vice Chancellor for Academic Affairs retains the written records of the process for five calendar years.

Step 5. If the complaint in step four is not resolved within ten working days of receipt by the Vice Chancellor for Academic Affairs, then the Vice Chancellor for Academic Affairs shall appoint, within ten working days of completion of the step four process, a student hearing committee.

COLLEGE HEARING COMMITTEE

The College Hearing Committee shall be organized in the following manner. At the beginning of each fall semester, two faculty members and one student will be appointed.

When a hearing committee must be convened, the hearing shall take place no sooner than five, and no later than 10 working days after the hearing committee is appointed, unless there is a compelling reason why another time must be selected. At a prearranged time prior to the hearing, the members of the hearing committee will meet with the Vice Chancellor for Academic Affairs to receive its

charge and all relevant background materials. The individual against whom the complaint has been filed and the student may attend this meeting as observers. The individual against whom the complaint is made and the student will then withdraw and the hearing committee will elect a chair to preside at the subsequent hearing. The hearing will be conducted in private. Participants will be admitted for their participation only, and then asked to leave. The proceedings will be tape-recorded, but the final deliberations of the committee will not be recorded. The student and the individual against whom the complaint has been filed each may have one person present during the hearing to advise them.

Those persons may not address the hearing committee, speak on behalf of the student or individual against whom the complaint has been filed, question witnesses, or otherwise actively participate in the hearing. A university attorney may also attend the hearing and may advise the committee but may not question witnesses or otherwise actively participate in the hearing.

The student and the individual against whom the complaint has been filed must appear in person and answer questions from members of the hearing committee. The student and the person against whom the complaint has been filed may make an oral statement and/or submit sworn written statements and other exhibits and witnesses in their behalf. The student and the individual against whom the complaint has been filed may hear and question all those appearing before the hearing committee. Neither the student nor the individual against whom the complaint has been filed may be present during the deliberations of the hearing committee.

The hearing committee shall conduct its deliberations based upon the information presented at the hearing that is relevant to the issue or issues before the committee. The hearing committee shall present to the Vice Chancellor for Academic Affairs a written report detailing its findings and its recommendations relative to the complaint within five working days following conclusion of the hearing. Member(s) of the hearing committee may file a minority opinion, which shall be appended to the committee report. After receipt of the hearing the Vice-Chancellor for Academic Affairs may accept it, reverse it, or refer it back to the hearing committee for reconsideration.

The Vice Chancellor for Academic Affairs shall make the final decision and there shall be no further student appeal. The Vice Chancellor for Academic Affairs shall provide written notification of the decision to the student and to the individual against whom the complaint was filed and to the chair of the hearing committee within 10 working days of receiving the recommendation of the hearing

committee. All records of the grievance procedure shall be retained by the Vice Chancellor for Academic Affairs for five calendar years and then destroyed if the individual against whom the complaint was filed refuses to accept a remedy recommended by the hearing committee and accepted by the Vice-Chancellor for Academic Affairs, the individual may appeal to the Chancellor. The decision of the Chancellor to accept or reject the recommended remedy is final.

ASU-NEWPORT STUDENT CONDUCT SYSTEMS **AND** **CODE OF CONDUCT**

Preamble

ASU-Newport is a tax-supported educational institution whose mission is to provide an educational opportunity to all that enroll. The enrollment of a student at the university is a voluntary entrance into the academic community. By such entrance, the student voluntarily assumes obligations of performance and behavior, which are imposed by the university relevant to its lawful missions, processes, and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law.

ASU-Newport is an interdependent learning community consisting of students, faculty, and staff. Just as any community has a culture, along with written and unwritten expectations for conduct, we too have a culture and associated expectations for behavior. The community's expectation is that conduct is marked by integrity. Any student who chooses to enroll at the university also chooses to become part of this community and constructively contributes to its culture.

The following principles are part of the collective expectation of the members of this community relative to personal conduct. We hope they serve to explain and illustrate our position.

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| Civility | Members of a learning community interact with others in a courteous and polite manner. Members of the community are expected to respect the values, opinions, and feelings of others. |
| Ethical Behavior | The pursuit of a higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy, and achievement. |

- Morality** Members of a learning community commit to the ideas of appropriate human conduct. This lifestyle seeks to harm no one and attempts to be a positive contribution in every interaction.
- Respect** Every member of this community should seek to gain and demonstrate respect. Members should hold one another in higher regard. Each individual should conduct himself or herself in a manner worthy of that regard, which is gained by decent and correct behavior.

The learning community at ASU-Newport does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed. When the conduct of any member falls outside the bounds of civil, moral, and ethical behavior, that member can expect the community of ASU-Newport to call such conduct into question.

The college reserves the right to discipline students' organizations for inappropriate actions that occur on or off the campus to secure compliance with these higher obligations. Students failing to maintain these obligations may be asked to leave the academic community. Students are expected to comply with all college policies and procedures.

Responsibility for student conduct is vested within the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs may designate the campus Student Disciplinary Committee as the Initial Judicial Officer/ Body depending upon the severity of the infraction and where it occurred.

Jurisdiction

All of the conduct regulations apply to student acts in or on college property or within the jurisdiction of the College Police. Additionally, the college reserves the right to adjudicate acts that occur one semester prior and one semester following any student's enrollment with the university. Furthermore, the college reserves the right to discipline students for extreme acts of misbehavior detrimental to the college community wherever they occur.

Inherent Authority

The college reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and its members.

Interim Suspension

An Interim Suspension is a temporary removal of the student based upon facts that show the student constitutes a direct threat to property, to self, or to others. The student immediately will be given notice of reason for the INTERIM SUSPENSION and the time, date, and place of a preliminary hearing at which he/she shall be given an opportunity to show why his/her continued presence on campus will not constitute a danger to property, self, or others. Such notice shall be given in writing and hand delivered whenever possible. When personal delivery is not possible, notice of the preliminary hearing shall be mailed at least two working days prior to the hearing.

An Interim Suspension is not based upon the presumption of the student's guilt, nor does it nullify the right to the basic fundamental of due process as previously defined in this document. The Vice-Chancellor for Student Affairs or his/her designee will conduct the preliminary hearing and make a determination regarding the threat to property, self, or others.

Student Contact Information

All students are responsible for maintaining their current address, email address, and phone number with the Registrar's Office. It is also the student's responsibility to frequently monitor campus e-mail and the university web site, as these electronic means of communication are the college's most effective and efficient ways to disseminate important information to the campus community.

Modifying the Standards of Student Conduct

The college reserves the right to amend the Standards of Student Conduct at any time. Every effort will be made to communicate any changes made to the university community at least ten days prior to policy change.

Policy Interpretation

The Vice Chancellor of Student Affairs or his/her designee is the final authority in defining and interpreting the Non-Academic Standards of Student Conduct and conduct procedures. The Vice Chancellor of Academic Affairs or his/her designee is the final authority in defining and interpreting the Academic Standards of Student Conduct.

Standards of Student Conduct

Standards of Student Conduct are divided into two categories: Non-Academic Misconduct and Academic Misconduct. The following lists are not exclusive and serve only as examples of specific actions constituting either Non-academic Misconduct or Academic Misconduct.

Non-Academic Misconduct

1. Accessory

A student commits a violation of the Standards of Student Conduct if he or she aids another student in the commission of a violation of the Non-Academic Standards of Student Conduct or is present or fails to leave immediately a situation where a violation is occurring. Typically, a student charged as an accessory will be subject to the same sanction(s) as the perpetrator of the actual violation.

2. Alcohol

- Sale, possession, manufacturing, distribution, consumption, or evidence of consumption of alcoholic beverages, on College Property or at College sponsored events.

- Use by, possession of or distribution to person(s) under twenty-one (21) years of age of any alcoholic beverage.

- Public intoxication or impairment that can be attributed to the use of alcohol.

- Activities or promotions that encourage excessive and/or rapid consumption of alcoholic beverages, including the use of common containers.

- The possession and/or use of drinking paraphernalia or products that promote the abuse of alcohol and/or put the user in a position to consume alcohol irresponsibly. This includes but is not limited to funnels, taps, and beer pong tables.

3. Bicycles, Skateboards, Skates

Potentially dangerous or damaging use to self, property or others, of skateboards, bicycles, scooters, skates or other wheeled forms of transportation.

4. Computer Misuse

Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the university or another user without permission.

5. Damage to Property

Damaging or destroying university property or the property of others, or actions that have the potential for such damage or destruction. Conduct which threatens to damage, or creates hazardous conditions.

6. Disruption of University Business

Engaging in, leading or inciting others to materially and substantially disrupt or obstruct teaching, research, administration or other University functions, operations or activities including, but not limited to, the blocking of ingress or egress to the university's physical facilities, tampering with public utilities, or prevention of freedom of movement or expression by members of the College Community.

7. Disruptive Conduct

Disrupting the regular or normal functions of the Arkansas State University-Newport Community, including behavior which breaches the peace, limits the safety or violates the rights of others. This includes high volume speech that may or may not be offensive or inflammatory in common areas of buildings such as the student union lobby or cafeteria.

8. Drugs

- Use, manufacturing, distribution, sale or illegal possession of any quantity, whether usable or not, of any drug, narcotic or controlled substance without medical prescription under medical supervision.

- Impairment that can be attributed to the use of any drug, narcotic or controlled substance.

- Possession and/or use of drug paraphernalia which includes objects used, primarily intended for use or designed for use in ingesting, inhaling, or otherwise introducing any drug, narcotic or controlled substance into the human body including, but not limited to, pipes, water pipes, bongos, hookahs, roach clips and vials without medical prescription.

- Misuse or abuse of prescription drugs.

- Misuse or abuse of any chemical substance.

9. Endangering Conduct

Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of self or others.

10. Failure to Comply

Failure to comply with directions, verbal or written, of university officials, or those appointed to act on behalf of the university in the performance of their duties.

11. False Accusations

- Knowingly, intentionally, or recklessly making false accusations of inappropriate behavior under these Standards against another individual.

- Providing false or falsified information with intent of harming another student.

- Attempting to intimidate witnesses.

- Altering or destroying information necessary to conflict resolutions pending with the University.

12. False or Fraudulent Information

- Furnishing false information to a College Official.

- Forgery, alteration, taking possession of or the unauthorized use of College documents, records, keys or identification without the consent or authorization of the appropriate University Official.

13. Fire/Emergency Threat

- Starting a fire or creating a fire hazard, including false alarms by setting off the fire alarm system, making a bomb threat or creating a false emergency of any kind.

- Tampering with, misusing or damaging fire extinguishers, sprinkler heads, alarms or other safety equipment.

14. Gambling

Gambling is prohibited on college property.

15. Guest Responsibility

Failure to inform guests, both student and non-student, of college policies.

Students are responsible for the conduct of their guests on or in college property and at functions sponsored by the university or any recognized college organization.

16. Harassment

Actions, whether physical, oral, written, electronic, through a third party or otherwise communicated, that have the purpose of creating a hostile or intimidating environment and which are directed at a specific individual or group.

17. Hazing

Any mental or physical requirement, request or obligation placed upon any person that could intentionally or unintentionally cause discomfort, pain, fright, disgrace, injury or which is personally degrading for the purpose of initiation into, admission into, affiliation with, or as a condition of continued membership in, a group or organization. A person's expressed or implied consent to hazing does not negate the standards above.

When ASUN's hazing policy is allegedly violated, the college will investigate all participants through the conduct process. A victim complaint is not necessary to initiate an investigation, as the university recognized the difficulty in coming forward in such cases. The college takes all allegations of hazing seriously and will address all allegations of hazing to the best of its ability.

18. Invasion of Privacy

Viewing, transmitting, recording, filming, photographing, producing or creating a digital electronic file of the image or voice of another person without his/her knowledge, or consent while in an environment that is considered private or where there is an expectation of privacy, such as a bathroom or office. This does not apply to the security cameras placed on campus by the College.

19. Lewd, Obscene or Indecent Behavior

Any conduct that is offensive to accepted standards of decency, including attire that exposes undergarments or does not provide adequate coverage.

20. Littering

Littering, including the improper disposal of tobacco products.

21. Non-recognized Organizations

Non-recognized and/or unregistered student groups attempting to function on the campus or in the name of Arkansas State University-Newport. Acting as an organization when a group has been removed from campus.

22. Objects Dropped or Thrown

Throwing objects or causing an object to fall from buildings or other elevated areas when such throwing or dropping creates a risk of personal injury or property damage.

23. Sexual Harassment

Unwelcomed sexual advances, requests for sexual favors or other verbal and physical conduct of a sexual nature when at least one of the following conditions is met:

- Submission to such conduct is made either explicitly or implicitly as a condition of an Individual's employment, membership or education;
- Submission to or rejection of such conduct by an individual is used as the basis for evaluation in making employment, membership or academic decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive work, academic or living environment.

24. Sexual Misconduct

Sexual conduct without consent or sexual conduct that occurs after consent has been withdrawn. To constitute sexual misconduct, the sexual conduct must meet one of the following criteria:

- the sexual conduct is not consensual;
- the sexual conduct includes force, threat(s) or intimidation;
- the sexual conduct occurs when the victim is mentally or physically impaired, such as when under the influence of alcohol or other drugs or when the victim is a minor.

25. Smoking

Smoking is prohibited on campus property.

26. Solicitation Activities

Solicitation not in accordance with federal, state or local law or without the permission as outlined in the Fundraising (Solicitation) Policy found in the Student Handbook.

27. Theft

Theft of any kind including: attempted theft, possession, sale or barter of, seizing or concealing property of the college or of a member of the college community or campus visitor.

28. Unauthorized Use

- Unauthorized or illegal entry into a building, classroom, office, room, or vehicle.
- Unauthorized use or possession of college property.
- Use or possession of any college key without proper authorization including duplication of any college key.

29. Violation of Law

Arrest or citation for violation(s) of local, state, or federal law, and/or conduct that adversely affects the student's suitability as a member of the college community.

30. Violations of Other University Regulations

Violations of any university rule or regulations outside the Standards of Student Conduct.

31. Weapons

To the fullest extent allowed by law, the use, possession or storage of weapons. Weapons include, but are not limited to, firearms, explosive devices, hazardous chemicals (other than pocket-sized sprays used for personal protection), knives with blades longer than four inches, numb chucks, brass knuckles, tasers or other electrical stun devices, bows or cross bows, arrows, objects that propel projectiles, replicas of weapons (including water or toy guns), or any device or substance designed to or used to inflict a wound, cause injury, or incapacitate.

Procedures for Resolving Non-Academic Conduct Charges for Violations of the Standards of Student Conduct.**1. Informal Case Resolution:**

The initial hearing officer may offer an alleged violator a case resolution. The initial hearing officer will meet with the alleged violator to review the charges and the options they have available to them to resolve the matter. The alleged

violator can have 48 hours to decide which option he/she would like to utilize to resolve the charges.

a. If an alleged violator accepts responsibility for the alleged offense, then the initial hearing officer will assign the sanction. If the alleged violator does not agree with the sanction(s), he/she may request that the appropriate designee review the sanction(s) to determine appropriateness. Requests for review of sanction(s) must be delivered in writing to the Vice Chancellor for Student Affairs within 48 hours of being assigned the sanction(s) or by 9:00 a.m. on the next university business day if the deadline falls on a weekend or after 5:00 p.m. on a weekday. This is the only appeal available through the Case Resolution Process.

b. If the alleged violator does not accept responsibility for the alleged offense, then the case will be referred back to the Vice Chancellor for Student Affairs. A Formal Conduct Hearing will then be conducted to determine if the alleged violator is responsible for the charges and if so to determine the sanction(s).

c. Any student who fails to attend a scheduled Case Resolution meeting will have a hold placed on their registration until they have met with the university representative and reached a resolution or until a Formal Conduct Hearing has been completed.

2. Formal Conduct Hearing:

If an alleged violator does not accept responsibility, does not attend the Case Resolution or if the initial hearing officer does not feel that a Case Resolution is appropriate, then a Formal Conduct Hearing will be convened. There are three types of Formal Conduct Hearings that an alleged violator may choose from or be remanded to: Administrative, Student Hearing Board, or the College Disciplinary Committee Hearing depending on the severity of the case and the alleged violator's prior history. All Formal Conduct Hearings are recorded.

Types of Formal Conduct Hearings

Administrative:

Administrative hearings are assigned in cases where there is little discrepancy in a case, where there is a need to expedite the conduct process (such as cases of safety or when interim action has been taken), or when there is a request for one by the alleged violator. Administrative hearings are heard by the Vice Chancellor for Student Affairs or designee.

Student Hearing Board

Student Hearing Boards are assigned in cases where the alleged violator would benefit from a decision put forward by his/her peers. Student Hearing Boards consist of 4-9 Arkansas State University-Newport students who have been selected and trained to participate in the conduct process.

College Disciplinary Committee

College Disciplinary Committee hearings are assigned in cases where the student requests such a hearing or the hearing is assigned. A University Disciplinary Committee Hearing consist of 5-9 students and faculty or staff members from an appointed pool of hearing board members.

Student Organizations

Cases involving Student organizations will follow the same procedure noted for students.

A student organization may be subject to the conduct process in the following situations:

- An alleged offense was committed by one or more members of an organization and an executive member or advisor encouraged, sanctioned or was complicit while it occurred.
- An alleged offense was committed by one or more members of an organization and organization funds were used to finance the venture.
- An alleged offense was committed by one or more members of an organization and was supported by a majority of the organization's membership.
- An organization has chosen to protect one or more individual offenders who were members or guests of the organization.
- After hearing the case, the hearing officer/body deems that the offense, by its nature, was an organization offense and not the actions of the individual members.
- An alleged offense occurred as a result of an organization sponsored function.
- A pattern of individual violations is found to have existed without proper and appropriate group control, remedy or sanction.

Formal Conduct Hearing Guiding Principles:

- An alleged violator may request a pre-hearing conference prior to his/her Formal Conduct Hearing.
- An alleged violator will have at least 48 hours notice of a hearing or the notice will be posted five University business days prior to the hearing.
- An alleged violator may choose to not attend a scheduled hearing, however, if properly notified it will proceed in his/her absence.
- An alleged violator may choose to not answer a question at any time or to not speak during his/her hearing or present information to a hearing body, if he/she feels it is in his/her best interest.
- A complete witness list must be turned into the Vice Chancellor for Student Affairs two university business days prior to the hearing.
- Students may request, in writing, a list of all witnesses and access to all information. All information requests must be done in writing and allow 24 hours for the information to be compiled.
- Determination of responsibility will be based upon a preponderance of the evidence or if it is "more likely than not" that a violation did occur.

- No character witnesses or irrelevant information will be considered in a hearing.
- An alleged violator may select an advisor to be present at the hearing that may confer and give advice to the student in a quiet, confidential and non-disruptive manner. A list of trained student advisors is available in the Office of Student Conduct.
- An actively participating alleged victim may select an advisor to be present at the hearing that may confer and give advice to the student in a quiet, confidential and non-disruptive manner.
- No recordings or tapes of hearings shall be made by any person other than the Chair of the Hearing. The hearing recording will be maintained by the Vice Chancellor for Student Affairs or designee for the appeal process only. If an appeal is made, the recording will be destroyed ten (10) college business days after the appeal date has past. A student will be given reasonable access to their hearing recording for the purposes of review, with the understanding that no duplication of the recording shall be permitted. Requests for access to hearing recordings must be made in writing and provided to the Vice Chancellor for Student Affairs or designee at least 24 hours notice to make the appropriate arrangements.

CODE OF CONDUCT

It is understood that a regulation concerning every possible act of misconduct cannot be specifically stated. However, the following acts of misconduct apply whether they are performed singly, in groups, or at a function of an organization. These acts of misconduct could result in arrest and charges being filed under local, state, or federal laws.

By allowing the existence of behaviors or items that violate Arkansas State University-Newport policy, procedures, or Code(s) of Conduct, students have demonstrated an implied consent for the violation(s) and thus may be equally charged for the violation(s). In addition, students will be considered in violation if they fail to remove themselves from incriminating situations and/or report the incident to proper authorities. Finally, the university reserves the right to discipline students for acts of misconduct whenever they occur.

Acts of violence, weapons possession, and possession of illegal drugs will not be tolerated and will result in separation from the college.

1. Possession, use and/or distribution of alcoholic beverages, in any form, in or about college grounds, instructional buildings, or at any university approved activity on or off campus;
2. Use, manufacturing, distribution or possession of drugs, narcotics, chemicals and/or drug paraphernalia without medical prescription under medical supervision;
3. Gambling on or about college property;
4. Disorderly conduct, such as, but not limited to, acts that are against the public peace, order, or safety, and/or lewd, indecent, obscene conduct or expression on or off the campus;
5. Unauthorized or illegal entry into a building, classroom, office, room, vehicle, and/or unauthorized use or possession of college property;
6. Dishonesty, such as academic cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of college documents, or identification;
7. Physical assault (including rape/sexual assault) or harassment (including sexual harassment/verbal abuse), threat of physical harm of any person or self, and/or conduct which threatens or endangers the health, safety, or welfare of any such person(s);
8. Non-recognized student groups attempting to function on the campus or in the name of ASU-Newport;
9. Failure to comply with directions, verbal or written, of college officials, law enforcement agents while performing their duties. Refusing to respond to an official request related to an alleged violation of university policy or regulations or giving false testimony or fraudulent evidence in college disciplinary proceedings;
10. Failure to fulfill obligations associated with an official disciplinary sanction;
11. Theft, attempted theft, possession, sale, or barter of, or damage to, property of the college or of a member of the college community or campus visitor;
12. Failure to register a motor vehicle operated on the campus and abide by the stated rules of the college regulating the use of such vehicles;
13. Engaging in overt physical acts that interfere with the normal or sponsored activities of the college on or off the campus, including, but not limited to, the blocking of ingress or egress to the college's physical facilities, tampering with public utilities, or prevention of freedom of movement or expression by other students, college officials, law enforcement agents, faculty members, employees and invited guests;
14. The instigation of false fire/explosion, or emergency alarms, bomb threats, tampering/misusing or damaging fire extinguishers, alarms or other safety equipment;

15. All forms of hazing such as any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, ridicule, or possibly cause to respond to an official request related to an alleged violation of college policy or regulations or giving false testimony or fraudulent evidence in university disciplinary proceedings; mental or physical harm or injury to any person on or off the college campus (NOTE: Arkansas Act 75 of 1983 states: No students of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other students in the commission of this offense);

16. Violation of policies, procedures or regulations included in official publications of the College such as, but not limited to, the bulletins, the traffic brochures, posted notices, or other departmental publications;

17. Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the college or another user without permission;

18. Arrest for violation of local, state, or federal law, and/or conduct that adversely affects the student's suitability as a member of the college community.

19. Students are responsible for the conduct of their guests on or in college property and at functions sponsored by the college or any recognized college organization.

Conduct Information and Procedures

1. Any individual may refer a student to the Vice Chancellor for Student Affairs. Conduct Referrals should be delivered to the appropriate vice chancellor within ten (10) college business days after the student has been identified as the alleged violator, whenever possible

2. Upon the receipt of a Conduct Referral, the Vice Chancellor or designee will determine if sufficient information is present for charges to be filed against the alleged violator. If charges are filed, then the alleged violator will be delivered or e-mailed the charges and an initial meeting will be scheduled.

3. The Vice Chancellor or designee will determine the initial hearing officer depending upon the severity of the alleged infraction and where it occurred.

Conduct Information and Procedures

Alleged violations of the Standards of Conduct should be reported to the Vice Chancellor for Student Affairs.

Procedures for Handling Conduct Charges for Violations of the Standards of Student Conduct

1. Any individual may refer a student to the Vice Chancellor for Student Affairs or the Director of Student Services for conduct charges. Conduct Referrals should be delivered to the Vice Chancellor for Student Affairs within ten (10) college business days after the student has been identified as the alleged violator, whenever possible.

2. Upon the receipt of a Conduct Referral, the Vice Chancellor for Student Affairs, Director of Student Services, or his/her designee will determine if sufficient information is present for charges to be filed against the alleged violator. If charges are filed, then the alleged violator will be delivered or emailed the charges and an initial meeting will be scheduled.

3. The Vice Chancellor for Student Affairs, Director of Student Services, or his/her designee will determine an initial hearing officer depending upon the severity of the alleged infraction and where it occurred. The initial hearing officer may be one of the following: Vice Chancellor for Student Affairs, Director of Student Services, or Student Disciplinary Committee.

Procedures for Resolving Conduct Charges for Violations of the Standards of Student Conduct.

1. Informal Case Resolution:

The initial hearing officer may offer an alleged violator a case resolution. The initial hearing officer will meet with the alleged violator to review the charges and the options they have available to them to resolve the matter. The alleged violator can have 48 hours to decide which option he/she would like to utilize to resolve the charges.

a. If an alleged violator accepts responsibility for the alleged offense, then the initial hearing officer will assign the sanction. If the alleged violator does not agree with the sanction(s), he/she may request that the appropriate designee review the sanction(s) to determine appropriateness. Requests for review of sanction(s) must be delivered in writing to the Vice Chancellor for Student Affairs within 48 hours of being assigned the sanction(s) or by 9:00 a.m. on the next college business day, if the deadline falls on a weekend or after 5:00 p.m. on a weekday. This is the only appeal available through the Case Resolution Process.

b. If the alleged violator does not accept responsibility for the alleged offense, then the case will be referred to the Student Disciplinary Committee. A Formal Conduct Hearing will then be conducted to determine if the alleged violator is responsible for the charges and if so to determine the sanction(s).

c. Any student who fails to attend a scheduled resolution meeting will have a hold placed on their registration until they have met with the college representative and reached a resolution or until a Formal Conduct Hearing has been completed.

2. Formal Conduct Hearing:

If an alleged violator does not accept the responsibility, does not attend the Resolution or if the initial hearing officer does not think that a Resolution is appropriate, then a Formal Conduct Hearing will be convened. There are two types of Formal Conduct Hearings that an alleged violator may choose from or be remanded to: Administrative or Student Disciplinary Committee, depending on the severity of the case and the alleged violator's prior history. All Formal Conduct Hearings are recorded.

Types of Formal Conduct Hearings

Administrative

Administrative hearings are assigned in cases where there is little discrepancy in a case, where there is a need to expedite the conduct process (such as cases of safety or when interim action has been taken), or when there is a request for one by the alleged violator. Administrative hearings are heard by the Vice Chancellor for Student Affairs or designee.

Student Hearing Board

Student Hearing Boards are assigned in cases where the alleged violator would benefit from a decision put forward by his/hers peers. Student Hearing Boards consist of 5-9 Arkansas State University-Newport students who have been selected and trained to participate in the conduct process.

Formal Conduct Hearing Guiding Principles:

- An alleged violator may request a pre-hearing conference prior to his/her Formal Conduct Hearing.
- An alleged violator will have at least 48 hours notice of a hearing or the notice will be posted five College business days prior to the hearing.
- An alleged violator may choose to not attend a scheduled hearing, however, if properly notified it will proceed in his/her absence.
- An alleged violator may choose to not answer a question at any time or to not speak during his/her hearing or present information to a hearing body, if he/she thinks it is in his/her best interest.
- A complete witness list must be turned into the Vice Chancellor of Student Affairs or designee two business days prior to the hearing.
- Students may request, in writing, a list of all witnesses and access to all information. All information requests must be done in writing and allow 24 hours for the information to be compiled.
- Determination of responsibility will be based upon a preponderance of the evidence or if it is "more likely than not" that a violation did occur.
- No character witnesses or irrelevant information will be considered in a hearing.
- An alleged violator may select an advisor to be present at the hearing that may confer and give advice to the student in a quiet, confidential and non-disruptive manner.

- An actively participating alleged victim may select an advisor to be present at the hearing that may confer and give advice to the student in a quiet, confidential and non-disruptive manner.

- No recordings or tapes of hearings shall be made by any person other than the Chair of the Hearing. The Hearing recording will be maintained by the Vice Chancellor for Student Affairs for the appeal process only. If an appeal is not made, the recording will be destroyed 10 college business days after the appeal date is past. If an appeal is made, the recording will be destroyed 10 college business days after the final appeal decision. A student will be given reasonable access to their hearing recording for the purposes of review, with the understanding that no duplication or transcribing of the recording shall be permitted. Requests for access to hearing recordings must be made in writing and provide the Vice Chancellor for Student Affairs at least 24 hours notice to make the appropriate arrangements.

Appeal Process

Informal Case Resolution Appeal

A student or organization found responsible for a violation of college policy in an Informal Case Resolution may request a sanction review for the following reason:

- Sanction unreasonably harsh or inappropriate for the circumstances of the violation.

Requests for review of sanction(s) must be delivered in writing to the Vice Chancellor for Student Affairs or designee within 48 hours of being assigned the sanction(s) or by 9:00 a.m. on the next college business day if the deadline falls on a weekend or after 5:00 p.m. on a weekday. This is the only appeal available through the Informal Case Resolution Process. The sanction review will be heard by the Vice Chancellor for Student Affairs Office or Designee and the decision is final.

Student Organization Council Hearing Appeal

A student organization found responsible for a violation of college/council policy during a council hearing may request and appeal for one of the following reasons:

- Insufficient information that a policy was violated;
- A serious procedural error in resolving the case;
- Sanction unreasonably harsh or inappropriate for the circumstances for the violation.

Requests for appeal must be delivered in writing to the Vice Chancellor for Student Affairs within 72 hours, of receipt of the original written decision, or by 9:00 a.m. on the next college business day, if the deadline falls on a weekend or after 5:00 p.m. on a weekday. Typically a decision will be rendered within

five (5) to ten (10) college business days, unless the sanction includes suspension or dismissal. After review, the Vice Chancellor for Student Affairs or designee may:

- Affirm the finding(s) of the original hearing authority;
- Reverse finding(s) of the original hearing authority
- Alter the sanction(s) of the original hearing authority;
- Refer the case to the Vice Chancellor for Student Affairs for a new hearing including the new information shared in the appeal.

The decision of the Appeal Officer is final.

Formal Conduct Hearing Appeal

A student found responsible for a violation of university policy during a Formal Conduct Hearing may request an appeal for one of the following reasons:

- Insufficient information that a policy was violated;
- A serious procedural error in resolving the case;
- Sanction unreasonably harsh or inappropriate for the circumstances for the violation.

Requests for appeal must be delivered in writing to the Vice Chancellor for Student Affairs within 72 hours, of receipt of the original written decision, or by 9:00 a.m. on the next college business day if the deadline falls on a weekend or after 5:00 p.m. on a weekday. Typically a decision will be rendered within five (5) to ten (10) university business days, unless the sanction includes suspension or dismissal. After review, the Vice Chancellor of Student Affairs or designee may:

- Affirm the finding(s) of the original hearing authority;
- Reverse finding(s) of the original hearing authority;
- Alter the sanction(s) of the original hearing authority;
- Refer the case for a new hearing including the new information shared in the appeal.

The decision of the Appeal Officer is final.

Non-Academic Conduct Sanctions

College Student Conduct Process sanctions for individuals, groups, or organizations include:

- Sanctions for Non-Academic Misconduct
- Sanctions for Non-Academic Misconduct will be imposed by the Vice Chancellor of Student Affairs or his/her designee. The following sanctions may be imposed for Non-Academic Misconduct.

Misconduct:

- Educational Task – Completion of a task which educates the student about and allows the student to learn from the misconduct.

- Written Warning – Official record that a student has been warned about behavior.

- Removal of Property – Required removal of property.

- Restitution – Reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property.

- Restriction of Activities or Privileges – Restriction of active status or participation in any and/or all organized university activities other than required academic endeavors for a designated period of time.

- Fees – Monetary requirements based on the resolution of a case.

- Conduct Probation – A period of self reflection, during which a student is on official warning that subsequent violations of college rules, regulations or policies are likely to result in a more severe sanction including suspension or expulsion from the college.

- Conduct Suspension – Temporarily canceling a student's enrollment at Arkansas State University- Newport. A student cannot graduate while suspended. Once assigned this sanction, students are immediately removed from their classes and banned from college property. A student cannot enter college property during his/her term of suspension without prior permission from the Vice-Chancellor for Student Services or designee. Any classes taken at another institution during this period of suspension cannot be transferred to Arkansas State University-Newport.

- Expulsion – Permanently canceling a student's enrollment at Arkansas State University – Newport. A dismissed student cannot re-enroll or graduate. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter College property once dismissed without prior permission from the Vice Chancellor for Student Affairs or designee.

- Revocation or Denial of Degree – The College reserves the right to revoke or refuse to confer a degree on the basis of a violation of the Standards of Student Conduct that occurred while the student was enrolled, given that the violation(s) would have resulted in expulsion.

Student Contact Information

All students are responsible for maintaining their current address, email address, and phone number with the Registrar's Office. It is also the student's responsibility to frequently monitor campus e-mail and the college web site, as these electronic means of communication are the college's most effective and efficient ways to disseminate important information to the campus community.

Modifying the Standards of Student Conduct

The College reserves the right to amend the Standards of Student Conduct at any time. Every effort will be made to communicate any changes made to the college community at least ten days prior to policy change.

Policy Interpretation

The Vice Chancellor of Student Affairs or his/her designee is the final authority in defining and interpreting the Standards of Student Conduct and conduct procedures.

DISCIPLINARY RECORDS

While student disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the student's consent. ASUN may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. ASUN may disclose to anyone - not just the victim - the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies (34 CFR §99.31(a)(13) and (14).

Conduct Sanctions

College Student Conduct Process sanctions for individuals, groups, or organizations include:

1. **Educative Sanctions** - Papers, counseling, alcohol/drug evaluations, tasks or series of tasks that are educational in nature and/or serve to benefit the group or community at large
2. **Reprimand** - (a) Oral reprimand - An oral disapproval issued to the student by a person designated in the decision; (b) Written reprimand - A statement of disapproval prepared by a designated person and delivered to the student in writing.
3. **Restrictions** - (a) Identification card privileges; (b) parking privileges; (c) visitation/inter-visitation privileges in residence halls; (d) removal from a particular room, floor, or residence hall; (e) or as appropriate to the violation.
4. **Restitution** - Compensation for loss or damage incurred to the college residence hall, or a member/guest of the college community.
5. **Probated Suspension** - Notice that further convictions of major offenses, as specified, may result in suspension. The period of probation shall be specified in the decision.
6. ***Suspension** - Temporary severance of the student's relationship with college for a specified period of time. The period of time is to be specified in the decision.
7. **Probated Expulsion** - Notice that further convictions of major offenses, as specified in the decision, may result in expulsion.
8. **Expulsion** - Permanent severance of the student's relationship with the college.

***NOTE: THE COLLEGE WILL NOT ACCEPT FOR TRANSFER ANY CREDIT EARNED AT OTHER INSTITUTIONS DURING THE PERIOD A STUDENT IS ON SUSPENSION FOR DISCIPLINARY REASONS FROM THE COLLEGE.**

STUDENT APPEAL PROCESS

1. The Vice Chancellor for Student Affairs will receive a report regarding an incident where a student's conduct may have violated College conduct regulations.

2. The Vice Chancellor for Student Affairs will determine who will function as the Initial Hearing Officer/Body depending upon the severity of the alleged infraction and where it occurred. Cases of student misconduct will be referred to the College Student Conduct Process (stated under Disciplinary Sanctions.)

3. Students will be notified, in writing, of the specific allegations against them, who the Initial Hearing Officer/Body will be, and the time and place of the hearing. Such notification will be delivered at least two working days in advance of the hearing by: hand, certified mail with notification of acceptance or rejection, or by proof of mailing four days prior to the hearing. The date for the hearing must, if at all possible, be set within 10 working days from the date of notification to the student. A student's registration may be denied and/or transcripts withheld pending the outcome of a student conduct hearing of allegations.

4. A preliminary meeting to interview the student may be requested by the initial hearing officer/body. Failure to comply with a request (verbal or written) for a meeting will be considered a violation of the Code of Conduct.

5. Students may, upon request, receive copies of all information, incident reports, statements, etc., which will be used during their conduct hearing at least two working days prior to their hearing.

The Vice Chancellor for Student Affairs or the Student Disciplinary Committee will conduct hearings for student organizations. Depending on the nature and severity of the infraction, the college reserves the right to administratively resolve the problem.

Student Conduct Records

Retention

Student Conduct Records will be maintained for seven years from the date of the last case resolution or two years post graduation, whichever comes later. Any student record with an outstanding sanction, suspension or dismissal will be kept indefinitely.

External Release

External release of records will occur in accordance with Federal law. Records will only be released outside of the college system with the student's written consent or in cases allowed by Federal Law such as when a student is applying for transfer to another institution.

ASUN POLICES

INCLEMENT WEATHER POLICY

ASU-Newport remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the college. For the latest updates consult ASUN Portal: portal.asun.edu. Regional and local news media will also publicize the cancellations and/or delays. Students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her instructors upon return to explain the circumstances and to determine the need to complete any missed assignments.

TOBACCO POLICY

Arkansas State University-Newport is dedicated to providing a healthful, comfortable, and productive work and study environment for all faculty, staff and students. In order to maintain this environment and to comply with all federal, state and local laws, the following policy is currently in effect:

- Smoking is strictly prohibited in buildings, on the grounds and within college-owned vehicles.
- This includes all offices, hallways, waiting rooms, restrooms, dining rooms, meeting rooms, community areas, sidewalks, picnic areas, sports fields, breezeways, parking lots, and inside vehicles on college property.
- The use of tobacco products of any kind is prohibited in any college building.
- Any person in violation of the smoking prohibition is subject to a fine.



Campus Sex Crimes Prevention Act Information

The Campus Sex Crimes Prevention Act (section 1601) and {(42 U.S.C., 14071j and 20 U.S.C., 1902 (f) (1) (I)} is a federal law enacted on October 29, 2000 which provides for the tracking of sexual offenders enrolled at or employed by institutions of higher education. This federal law requires sex offenders who are required by law to register in a state, to also provide notice of each institution of higher education in that state where the person is employed, carries on a vocation, or is a student. This law further requires that institutions of higher education issue a statement advising the campus community of the availability of this information.

Information regarding any and all registered sex offenders on the campus of ASU-Newport may be obtained from the following department:

Newport Police Department

Jonesboro Police Department

616 2nd Street

870-935-5553

Newport, AR 72112

(870) 523-2722

Marked Tree Police Department

870-358-2024

For detailed information, visit www.asun.edu and link to Student Services, then the College Police page.

TRESPASSING POLICY

Arkansas State University's mission is to promote academic freedom and discussion. However, those who are disruptive to college operations, hinder or impede the educational process for students, faculty and staff, may be prohibited from coming on campus or attending college functions. Violations of any college policy could result in arrest and criminal prosecution.

SEXUAL HARASSMENT POLICY

Arkansas State University-Newport is committed to creating and maintaining a university community that is free from all forms of sexual harassment.

ASUN shall not tolerate harassment in relation to the evaluation of employee or student performance, nor shall the college tolerate such behavior on the context of collegial and/or co-worker interaction. Such conduct is an abuse of authority and position. ASUN maintains as its official policy that sexual harassment of either employees or students will not be tolerated. The college shall act promptly to investigate all allegations of sexual harassment and to effect appropriate remedy when an allegation is determined to be valid.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to, or toleration of such conduct on or off campus is made a term or condition of instruction, employment or participation in other college activities.
- Submission to, or rejection of such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile or offensive college environment.

Supervisors and faculty members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students, respectively. Because of the inherent power difference in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and faculty members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

All members of the college community are urged to report incidents of sexual harassment to the Department of Human Resources.

So that charges of sexual harassment can be dealt with promptly and fairly, and to protect the rights and dignity of individuals in the campus community, the following grievance procedures (informal and formal) for sexual harassment complaints have been established.

Complaint Resolution Process

The following describes, in detail, the complaint resolution process afforded to students at Arkansas State University-Newport.

Further explanation about the process includes:

- the right to be accompanied by a representative of his/her choice during any testimony
- the opportunity to present witnesses and other evidence
- the timeframes and deadlines that will be used during the investigation and resolution of the Complaint
- the appeal process

Retaliatory Action Prohibited

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by the above laws and Arkansas State University-Newport.

II. GRIEVANCE PROCEDURES**1. Informal Mediation**

Prior to the filing of a formal written grievance, the complainant shall meet with the Director of the Department of Human Resources to seek resolution of the problem through informal mediation. The complainant must file the informal complaint within 30 calendar days of the alleged incident(s).

a. Department of Human Resources:

On the request of the person alleging that he/she is the victim of, or aware of, an occurrence of sexual harassment, the Human Resources director will meet with the person(s) involved and attempt to reach an informal resolution. If such resolution is reached, a memorandum to that effect may be signed by all parties. In no case will the office institute an investigation without the permission of the persons alleging sexual harassment.

2. Formal Complaint of Sexual Harassment**a. Department of Human Resources Conciliation**

If resolution of the informal complaint cannot be reached through mediation, the complainant may file a formal grievance with the Department of Human Resources. The formal grievance shall be in writing and must be filed within 60 calendar days of the alleged incident(s). The Director of Human Resources will meet with Administration and may gather information and data in furtherance of efforts to resolve the matter. If such resolution is reached, it shall be reduced to writing and signed by all parties.

In the event that the Director of Human Resources determines, in writing, following informal discussions and data gathering that insufficient credible evidence exists to support a claim of sexual harassment, the complainant shall be precluded from filing a formal complaint hereunder unless that decision is appealed and reversed in accordance with the following procedure.

The complainant shall be permitted to appeal such a decision, in writing, to the appropriate College hearing committee. The committee shall have the authority to permit the filing of a formal complaint. The appeal shall contain a detailed statement of reasons the complaint should be allowed to be filed. The committee shall render its decision of this written appeal within 15 calendar days.

Retaliation toward anyone filing a complaint is prohibited and will not be tolerated.

3. Grievance Committee Hearing Procedures

a. If the grievance cannot be conciliated and the complainant wishes to pursue the matter, the complainant shall file a formal written complaint with the committee, through the Department of Human Resources, within 10 calendar days of the unsuccessful conciliation setting forth in detail the grounds upon which the sexual harassment is alleged. The written complaint shall include the resolution/remedy sought, the name of the complainant's advisor (if applicable), the names of witnesses who will be called to testify and any other information pertinent to the complaint. Upon receipt of the complaint, the Director of Human Resources will forward a copy of the complaint to the respondent.

b. The committee shall, in confidence, hear testimony for the complainant, the respondent and any other individuals either party or the committee determines necessary to reach a decision on the validity of the accusations of sexual harassment.

c. No testimony will be received in the absence of the complainant or the respondent unless either willfully absents herself/himself from the proceedings. Each party has the right to cross-examine anyone giving testimony in the proceedings. Members of the committee may also question persons giving testimony.

d. The hearing will be recorded and upon conclusion of a hearing, the committee shall submit written findings of fact (including a decision on the validity of the accusation) to the Chancellor, with a copy to both parties. The committee's findings shall be accompanied by a recommendation for appropriate resolution of the matter.

e. Resolution of a complaint against an employee may include one or more of the following actions when there has been a finding of sexual harassment.

- A letter of warning to the offender with a copy placed in the offender's personnel file;
- A letter of reprimand to the offender with a copy in the offender's personnel file;
- Such disciplinary action as appropriate for employee's violation of college policy, taking into consideration the recommendation of the committee;
- Initiation of termination procedures (only in cases of extreme abuse of policy);
- Initiation of procedures intended to restore or rectify a loss suffered by the complainant in connection with the incident(s) of sexual harassment.

f. Upon conclusion of a hearing where the alleged harasser is a student, the committee shall submit written findings of fact, including a decision on the validity of the accusation to the Chancellor, with a copy to both parties. The committee's findings shall be accompanied by a recommendation for appropriate resolution of the matter.

g. Resolution of a complaint against a student may include one or more of the following actions when there has been a finding of sexual harassment.

- Educative Sanctions
- Reprimand
- Restrictions
- Restitution
- Probation
- Suspension
- Expulsion

II. SEXUAL HARASSMENT GRIEVANCE COMMITTEE

Each college shall establish a College Grievance Committee, consisting of five members representing all tenured and non-tenured faculty in the various departments in the college. This committee is a standing elected by the full and part-time faculty in the college. Members serve a two-year term with a portion being replaced annually. The committee elects a chairman each year.

The committee will emphasize discretion and the need for confidentiality in dealing with complaints that are brought for its consideration. The director of Human Resources will serve in an advisory capacity to the committee and will be responsible for providing technical advice on federal and state laws, college regulations and policies relating to sexual harassment, and procedural requirements for conducting a hearing.

III. SEXUAL HARASSMENT GRIEVANCE COMMITTEE II

For those employees outside of the academic college, the Chancellor shall appoint a non-academic Grievance Committee consisting of five members representing administrative, professional, clerical and service/maintenance staff. The committee will be a standing body. Members serve a two-year term with a portion of the members being replaced annually. The committee elects a chairman each year.

See II, B.

See II, C.

IV. RECORDS

No written records will be kept of informal discussions with complainant if no further investigation takes place.

If the Director of Human Resources undertakes of a signed complaint, a written report of the complaint and resolution, as well as other pertinent information and data, sealed and identified by case numbers, will be filed in the Office of Human Resources for a period of three years.

In the event that informal resolution of the complaint cannot be achieved, and the complainant(s) wish to pursue the matter, any records relating to the investigation will be forwarded to the College Grievance Committee upon their request.

Records of the hearings, recommendation of the Committee, and final resolution of the complaint identified by case number will be retained by the Department of Human Resources for five years.

1. Submission to or toleration of such conduct on or off campus is made a term or condition of instruction, employment, or participation in other college activities.
2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive college environment.

Supervisors and faculty members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students, respectively. Because of the inherent power differences in these relationships, the potential exists for the less powerful to perceive a coercive element in activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and faculty members to behave in such a manner that their words and actions cannot reasonably be perceived as coercive.

All members of the college community are urged to report incidents of sexual harassment to the Human Resources Office Director. Additional information regarding this policy and filing a grievance is available from the Department of Human Resources Office.

CAMPUS COMPLAINT LOG

In complying with the 1998 Higher Education reauthorization Amendment (34 CFR 602.26(b) 11), ASU-Newport has established a policy to maintain records of formal, written student complaints filed with the offices of the Chancellor, the Vice Chancellor for Fiscal Affairs, the Vice Chancellor for Academic Affairs, or the Vice Chancellor for Student Affairs. The records include information about the disposition of the complaint, including any referred to external agencies for final resolution. Records are available for the Higher Learning Commission which is the Commission of North Central Association of Colleges and Schools.

Complaints will be limited to those made formally in writing, signed by a student, and addressed and submitted to one of the designated Institutional Compliance Officers. Complaints from parents, employees, etc., will not be tracked for purposes of this policy. Established institutional grievance procedures will not be considered as a complaint for purposes of this policy. A comprehensive evaluation team will review all but the subjects involved (they will remain anonymous).

The Institutional Compliance Officer will use the "Student Complaint Log" for maintaining records of complaints. The information will be placed on one central log maintained in the Office of the Vice Chancellor for Academic Affairs for three (3) years after the disposition of the complaint. Questions concerning these policies should be directed to the Vice Chancellor for Academic Affairs.

MANDATORY ADMINISTRATIVE LEAVE POLICY

1. The Vice Chancellor for Student Affairs may invoke the Mandatory Administrative Leave Policy if a student engages in or exhibits behavior that:
 - a) poses a direct threat to the health, safety, or welfare of themselves or students, staff, faculty, or other members of the college community and/or college property; or
 - b) interferes with the rights of students, staff, faculty, or members of the college community, including disruption of the normal or sponsored academic and extracurricular activities of the college.
2. Proceedings for Mandatory Administrative Leave Policy are initiated by providing written information to the Vice Chancellor for Student Affairs that a student has engaged in or exhibited the above described prohibited behavior.
3. Upon receipt of written information that a student has engaged in or exhibited the above described prohibited behavior, the Vice Chancellor for Student Affairs may immediately place the student on Mandatory Administrative Leave. If Mandatory Administrative Leave is invoked, the Vice Chancellor for Student Affairs shall mail to the student no later than the next business day copies of the

written charges provided to the Vice Chancellor for Student Affairs and notice that the student has been placed on leave.

4. The Vice Chancellor for Student Affairs shall conduct a review within five business days after leave is invoked. The review shall include conferences with both the charging party and the student. The student shall have the right to present statements, witnesses, and/or information that refute the charges presented to the Vice Chancellor for Student Affairs or demonstrated that no basis for a Mandatory Administrative Leave exists. The student may be accompanied to the conference by an advisor such as a friend, relative, faculty member, or medical/mental health provider.

5. If a student placed on Mandatory Administrative Leave wishes to re-enroll at the college, they will be required to present written evidence they will not exhibit the behavior that resulted in Mandatory Administrative Leave, including a recommendation from a medical or mental health professional as to whether the student should be able to function at the college without exhibiting the behavior that resulted in the Mandatory Administrative Leave. The Vice Chancellor for Student Affairs may require an evaluation by a licensed counselor or licensed psychologist, certified alcohol and drug counselor, or other mental health professional prior to considering a student's request to be readmitted to the college following Mandatory Administrative Leave. After review of all the information obtained at the time a student previously on Mandatory Administrative Leave requests readmission, the Vice Chancellor for Student Affairs will either continue the Mandatory Administrative Leave or may readmit the student with or without qualification. Proceedings under the Mandatory Administrative Leave Policy do not preclude additional proceedings pursuant to the student **Code of Conduct**.

POLICY ON CAMPUS SIGNS, POSTERS, AND PROMOTIONAL MATERIALS

1. All notices and printed materials must carry the name of the organization responsible for distribution. Organizations are responsible for notices or printed materials bearing the names of individuals identified therein as officers or members of the organization.
2. Bulletin boards shall be available in academic buildings on campus and may be used for posting publicity materials approved by the department or office responsible for maintaining the bulletin board. Written publicity and messages should not remain up later than 24 hours after the event.
3. To avoid stains on buildings and difficulty of removal, chalk should not be used for marking on building surfaces.
4. Posters and signs should not be taped on glass or affixed to wall surfaces not specifically designated as bulletin boards. Such practices may result in unsightly tape marks, peeled paint, or irreparable holes in building surfaces.
5. Outdoor posters and signs should be prepared with waterproof materials to avoid illegibility, paint stains, and other problems in the event of rain.
6. Temporary freestanding publicity and directional signs may be used, provided they are displayed not more than one week in advance of the event being promoted. Flashing signs and similar commercial-type signs and marquees are not to be used on campus.
7. Groups desiring to place flyers on automobile windshields or distribute handbills may do so by obtaining advance approval from the Vice Chancellor for Student Affairs. (No commercial solicitation will be permitted.)
8. The rights to distribute notices and printed material shall not extend to libelous, obscene, or personally defamatory statements. Neither shall this right extend to materials encouraging and promoting violations of the public place or the regulations of the college.

CAMPUS FUND-RAISING/SOLICITATION POLICY

Commercial sales and solicitation by off-campus organizations are not allowed on campus at any time with the exception of advertising in all college sponsored media, and by invitation only to college sponsored events.

FUND-RAISING (SOLICITATION) POLICY

The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors. All faculty, staff and recognized student organizations may be permitted to hold fund-raising events on campus under the following conditions:

1. Faculty, staff, and recognized student organizations may hold fund-raising activities (solicitation) that are reasonable and appropriate given the organization's purpose. The activities are not to occur more than three times per semester per requesting organization for a period not to exceed three days per event. Fund-raising activities (solicitations) shall be defined as requesting donations, without products or services being rendered, or activities that raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of ASU-Newport or for a selected philanthropic project of the organization.
2. The president (or designee) of a student organization will submit an activity request form for each fund-raising event to the Vice Chancellor of Student Affairs at least one week prior to the requested date(s) of the fund-raising.
3. The Vice Chancellor of Student Affairs will review the request for eligibility (recognized student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization). An off-campus organization or business may not conduct the fund-raising activity and then provide the recognized ASUN organization a certain percentage of sales, income, etc.
4. Individual groups or organizations using a college facility are responsible for setup, take down, and cleaning up the area used. Promotional materials, posters, signs, etc. should be in compliance with the established policies stated in the catalog.
5. All fund-raising events must be approved before solicitation begins.

STUDENT CASH TRANSACTIONS

Students are encouraged to obtain a receipt for any financial transaction.

FREEDOM OF EXPRESSION POLICY

Arkansas State University-Newport highly regards the first amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. Because the mission of Arkansas State University is education, the campus of Arkansas State University-Newport is not a public forum open for assembly and expression of free speech as are the public streets, sidewalks, and parks. Arkansas State University-Newport remains firmly committed to affording each member of the college community the opportunity to engage in peaceful and orderly protests and demonstrations in areas designated as free expression areas. However, these activities must not disrupt the operation of the college. Additionally, such opportunities must be provided on an equal basis and adhere to the basic principle that the college will remain neutral as to the content of any public demonstration. In order to achieve this objective, while at the same time insuring that the institution fulfills its educational mission, the college has the responsibility to regulate the time, place, and manner of expression. Through such regulation, equal opportunity for all persons can be assured, order within the college community can be preserved, college property can be protected and a secure environment for individuals to exercise freedom of expression can be provided.

A. SPEECHES AND DEMONSTRATIONS- Any request for speaking, demonstrating, and other forms of expression will be scheduled through the Vice Chancellor for Student Affairs in order to accommodate all interested users. The request should be at least 72 hours in advance of the event.

B. DISTRIBUTION OF WRITTEN MATERIAL- Requests for a distribution of written material should be submitted to the Vice Chancellor for Student Affairs for approval. The College maintains a position of neutrality as to the content of any written material distributed under this policy.

The distribution of commercial materials and publications is covered by the Campus Solicitation Policy and is prohibited.

C. MARCHES- Marches may take place on streets and sidewalks of the campus. In order to ensure the safety of all individuals, the Vice Chancellor for Student Affairs must approve plans for an event of this nature at least 72 hours in advance.

D. PROVISIONS- In order that persons exercising their freedom of expression not interfere with the operation of the College or the rights of others, the following stipulations shall apply, without exception, to any form of expression and will be used to evaluate any plan requiring approval. Reasonable limitations may be placed on the time, place, and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interest of health and safety, prevent disruption of the process, and protect against invading the rights of others.

1. Events that may obstruct vehicular, pedestrian, or other traffic on streets or sidewalks must be approved at least 72 hours in advance by the Vice Chancellor for Student Affairs.
2. Use of sound amplification on campus is regulated and must be approved at least 72 hours in advance by the Vice Chancellor for Student Affairs.
3. There must be no obstruction of entrances or exits to buildings.
4. There must be no interference with educational activities inside or outside of buildings.
5. There must be no impediment to normal pedestrian or vehicular traffic, or other disruptions of university activities.
6. There must be no interference with scheduled university ceremonies, events, or activities.
7. Damage or destruction of property owned or operated by the college, or damage to property belonging to students, faculty, staff, or guests of the college is prohibited. Persons or organizations causing such damage may be held financially responsible.
8. Persons or organizations responsible for a demonstration or other freedom of expression events must remove all resulting structures, signs, and litter from the area at the end of the event. If this is not accomplished, persons, or organizations responsible for the event may be held financially responsible. There must be compliance with all applicable state and federal laws and college policies, rules, and regulations.

OTHER STUDENT FACILITIES AND SERVICES

Student Center

The Student Center is the heart of the ASU-Newport community, providing meeting, entertainment, and banquet space.

Food Services

A privately owned food vendor offers food service for both breakfast and lunch. Vending machines are available in several locations. (Food and drinks are not to be taken into any classroom or lab.)

ARKANSAS STATE UNIVERSITY-NEWPORT **SAFETY GUIDELINES**

It is the intention of ASU-Newport's administration to provide a safe and healthy environment that is conducive to learning. Safety will take precedence over expediency of shortcuts. ASU-Newport will work toward risk prevention while improving safety policies and procedures. Every attempt will be made to reduce the possibility of accident occurrences. Protection of students, employees, the public, college property and operations are paramount. ASU-Newport considers no phase of the operation more important than the health and safety of the student body. ASU-Newport's buildings, streets, and grounds are constructed according to the rules and laws of the State of Arkansas. ASU-Newport also complies with the provisions, as appropriate, of the National Fire Protection Association, the NFPA Life Safety Codes, Southern Standard Building Codes, Arkansas Department of Labor, and the Arkansas Department of Health regulations.

Timely Notification Policy

In the event of a major crime incident or other emergency situation occurring on the Arkansas State University-Newport campus or the surrounding area that will endanger or affect the campus community, the Chief of College Police, or his/her designees, will evaluate the circumstances and determine the need and manner for alerting the campus community.

The mode of notification will vary depending on the particular circumstances of the crime or other emergency. One or more of the following communication tools will be used to notify students, faculty and staff:

- Messages on telephones through the Cisco Phone System
- Alerts on the ASUN Website
- Signage placed in and around buildings
- Emails to ASUN email addresses
- Messages via the Computer Network
- Media alerts

If a problem appears to be confined to a building or group of buildings, notification will generally occur through posting flyers in the affected area.



CAMPUS POLICE

The Campus Police Department was authorized by the General Assembly of the State of Arkansas, Act 328 of 1967 and Act 498 of 2007. The Act authorizes state institutions to regulate traffic and parking and other areas of institutional property. The police department is staffed with two officers and open 16 hours a day. Each police officer meets Act 452 of 1975 (compiled Arkansas Statute Ann. 42-1009) as being certified by the State of Arkansas as a certified law enforcement officer.

The department is located in White River Hall. The telephone number is 870-512-7866 and the cell phone numbers are 870-217-1348 or 870-217-1347.

The Marked Tree or Jonesboro campus students should contact the main office or local police in case of an emergency. Call the Marked Tree police department at 870-358-2024 or Jonesboro Police Department at 870-935-5553.

CAMPUS SAFETY AND YOUR RIGHT TO KNOW

To ensure that you have the information you need, a safety guide is provided online at www.asun.edu and click on Student Services. Printed copies of the publication are available by writing to Student Services and providing an address.

HEALTH OR SAFETY EMERGENCY

In an emergency, FERPA permits school officials to disclose without student consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. (34CFR §99.31 (A)(10) AND §99.36) This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's educational records. In addition, the Department interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

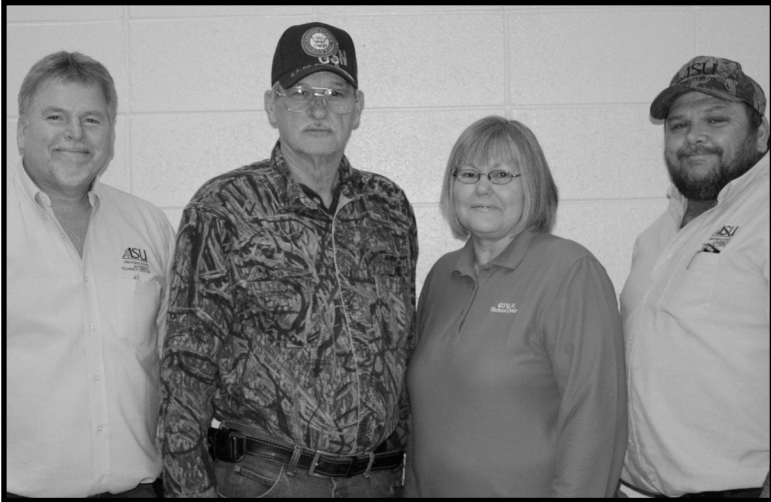
DISABILITY SERVICES

The Vice Chancellor for Student Affairs is the college's compliance coordinator for Section 504 of the Rehabilitation Act of 1972, and the Americans with Disabilities Act (ADA). Appropriate arrangements are made for qualified students with disabilities to receive Academic adjustments, auxiliary aids, and support services. Auxiliary aids provided for qualified students range from communication through the use of computers while taking exams, to the provision of special seating arrangements, and will be made freely available to those students with verified disabilities that require them. Appropriately trained services personnel will also be provided if needed. In addition, the Vice Chancellor for Student Affairs coordinates workplace accommodations, and if physical access to buildings is blocked to people with disabilities, procedures for the removal of barriers on campus will be followed.

Disability Services is a student-centered, service-oriented program that also assists students in gaining volunteer work experience. Students with or without disabilities, and those who come from a wide variety of academic majors, have found volunteer work with Disability Services to be rewarding and beneficial. Volunteer activities include, functions such as: AmeriCorps, tutoring, reading services, note taking, testing services, and technical assistance. Individuals interested in becoming a volunteer who addresses the critical need of individuals with disabilities may contact Disability Services at 870-512-7812 or visit Student Services/Financial Aid located in the Student/Community Center.

Physical Plant Division

Marked Tree Campus



Newport Campus




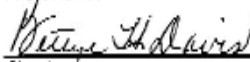
David Winston
Brenda Powell

Director of Physical Plant
Custodial Supervisor II

870-512-7829
870-512-7705

**ARKANSAS STATE UNIVERSITY-NEWPORT
COORDINATORS FOR EQUAL OPPORTUNITY
IN HIGHER EDUCATION**

In an attempt to comply with and carry out its responsibilities pursuant to Title VI of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, The Age Discrimination Act of 1975, and Civil Rights Act of 1991, Arkansas State University-Newport has designated the following to coordinate this effort.

COORDINATOR FOR STUDENTS:Dr. Mary Robertson*Name*Vice Chancellor for Student Services*Title*7648 Victory Blvd.*Address*Newport, AR 72112*City, State, Zip*870-512-7812*Phone Number**Signature***COORDINATOR FOR EMPLOYMENT:**Ms. Bettye Davis*Name*Director of Administrative Support Services*Title*7648 Victory Blvd.*Address*Newport, AR 72112*City, State, Zip*870-512-7874*Phone Number**Signature*

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 prohibits discrimination on the basis of race, color, or national origin.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 protect certain applicants and employees who are 40 and over from discrimination on the basis of age in hiring, promotion, discharge, compensation, or terms, conditions or privileges of employment.

TITLE IX OF THE CIVIL RIGHTS ACT OF 1972 prohibits discrimination on the basis of sex.

SECTION 504 OF THE REHABILITATION ACT OF 1973 prohibits discrimination on the basis of handicapping condition.

AGE DISCRIMINATION ACT OF 1975 prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.

CIVIL RIGHTS ACTS OF 1991 to amend the Civil Rights Act of 1964 to restore and strengthen civil rights laws that ban discrimination in employment, and for other purposes.

TITLE II of the AMERICANS with DISABILITIES ACT provides comprehensive civil rights protection for "qualified individuals with disabilities".

ORGANIZATION OF THE UNIVERSITY

Board of Trustees

Term Expires

Howard Slinkard, Rogers	January 2012
Ron Rhodes, Cherokee Village	January 2013
Mike Gibson, Osceola	January 2014
Dan Pierce, Jonesboro	January 2015
Charles Luter, Paragould	January 2016

Officers of the Board

Howard Slinkard, Rogers	Chair
Ron Rhodes, Cherokee Village	Vice Chair
Mike Gibson, Osceola	Secretary

ARKANSAS STATE UNIVERSITY

Dr. Charles L. Welch	ASU-System President
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ASU-NEWPORT ADMINISTRATIVE STAFF

Dr. Larry Williams, 2001	<i>Chancellor</i>
B.S.E., East Central State University	
M.S.E., East Central State University	
Ed.D., Oklahoma State University	
Dr. Sandra Massey, 2011	<i>Vice Chancellor for Academic Affairs</i>
B.S., Arkansas State University	
M.R.C., Arkansas State University	
Ed.D., Oklahoma State University	
Dr. Mary Robertson, 1984	<i>Vice Chancellor for Student Affairs</i>
B.S.E., Arkansas State University	
M.S.E., Arkansas State University	
Ed.D., Arkansas State University	
Bob Stiger, 1975	<i>Vice Chancellor for Fiscal Affairs</i>
B.S., Harding University	

Newport Faculty**Samantha Anderson, 2006**

A.A.S., Arkansas State University-Newport
A.S.N., Arkansas State University-Newport
B.S.N., Arkansas State University
M.S.N., Arkansas State University
Certification in ACLS

*Instructor
Nursing*

Betsy Ashcraft, 2006

B.S.E., Mississippi University for Women
M.S., Arkansas State University

*Assistant Professor
Life Science*

Jayne Black, 1988

B.S.E., Arkansas State University
M.S., Arkansas State University

*Assistant Professor
Mathematics*

Zandra Brockway, 1997

B.A., Harding University
M.Ed., Harding University

*Assistant Professor
English
Reading Specialist*

Kenny Browning, 2008

HVLT Instructor

Joseph Campbell, 1999

A.A., North Arkansas Community College
B.A., Arkansas State University
M.A., Arkansas State University
S.C.C.T., Arkansas State University

*Assistant Professor
Social Science*

Larissa Clark, 2004

B.S., Evangel University
M.S.E., Arkansas State University

*Assistant Professor
Life Science*

Bridget Collins, 1999

A.S., Panola College
B.F.A., University of Southern Mississippi
B.S., Texas A & M
M.A., Arkansas State University

*Assistant Professor
Speech/Theater*

Newport Faculty (continued)**Scott Cowell, 2009**

A.S.N., Arkansas State University
B.G.S., Arkansas State University
B.S.N., Arkansas State University
M.B.A., Arkansas State University
J.D., UALR William H. Bowen School of Law

*Director of Nursing
Asst Professor of Nursing*

Dr. Charles Davis, 2008

B.A., Indiana University
Ph.D., Oregon State University

*Assistant Professor
Life Sciences*

Duane E. Doyle, 1993

B.S., Arkansas State University
M.S., Arkansas State University

*Division Chair, Occupational Studies
and Distance Education
Assistant Professor
Mathematics*

Linda D. Duncan, 1988

A.A.S., Arkansas State University
A.A., Arkansas State University
B.S.E., Arkansas State University
M.S.E., Arkansas State University

*Assistant Professor
Business Education*

Eric Ellis, 2006

*Instructor
Diesel Technology*

Janna Ellis, 1985

B.S., Arkansas State University
M.S., Arkansas State University
Cisco Certified Network Associate, CCNA
Cisco Certified Academy Instructor, CCAI

*Assistant Professor
Business Education*

Bobby Joe Forrester, 2005

C.D.L.
A.A.S., Arkansas State University-Newport

*Instructor
Commercial Driver Training Institute*

Clay Fulton, 2004

A.A.S., Community College of the Air Force
B.B.A., Tarleton State University

*Instructor
High Voltage
Technology*

Newport Faculty (continued)**Tanya Hagler, 1994**

B.S., Arkansas State University
M.S., Arkansas State University

*Assistant Professor
Physical Science*

Christopher Madden, 2010

Surgical Technology Certificate, Concord Career College
Surgical Assisting Certificate, Meridian Institute of Surgical Asst

*Instructor
Surgical Technology*

Dale Martin, 1988

C.D.L.
A.A., Williams Baptist College

*Instructor
Commercial Driver /Training Institute*

Amber Millwee, 2007

B.F.A., Stephens College
M.A., Henderson State University

*Instructor
Career Pathways*

Linda Moon, 2001

B.S.E., Arkansas State University
Certified in Adult Education

*Instructor
Adult Education*

Dr. Allen Mooneyhan, 1997

B.S.E., Arkansas State University
M.S.E., Arkansas State University
S.C.C.T., Arkansas State University
Ed.D., Arkansas State University

*Division Chair
University Center
Assistant Professor
Health/PE
Prison Liaison
Assessment Coordinator*

Stacy Mooneyhan, 2006

B.S.E., Arkansas State University
M.S.E., Arkansas State University
S.C.C.T., Arkansas State University

*Assistant Professor
Early Childhood Education*

Jack Osier, 2009

A.S., Bluefield State College
B.S., Bluefield State College

*Instructor
Renewable Energy*

Sandra Provence, 1999

B.S.E., Arkansas State University
M.S.E., Arkansas State University

*Assistant Professor
English
Education Coordinator*

Newport Faculty (continued)**Terri Reno, 1994**

B.S.E., Arkansas State University
M.A., Arkansas State University
S.C.C.T., Arkansas State University

*Assistant Professor
English*

Gary (Gus) Robertson, 1996

C.D.L.

*Instructor
Commercial Driver Training Institute*

Debra Simmons, 2006

B.A., Columbia College
M.Ed., National-Louis University
Certification in PALS, ACLS, CEN

*Assistant Professor
Psychology/Sociology*

Bruce Smock, 1996

B.A., The University of West Florida
M.A., Arkansas State University

*Assistant Professor
Speech/Drama*

Steven Summers, 2009

B.S., Arkansas Tech University
M.S., Arizona State University

*Instructor
Math/Science*

Nancy Weaver, 2004

A.S.N., Arkansas State University
Certification in PALS and ACLS
B.S. N., University of Phoenix

*Instructor
Nursing*

Anna Westman, 2005

B.A., Arkansas State University
M.A., Arkansas State University

*Assistant Professor
English/Foreign Language*

Ike Wheeler, 1995

B.A., Arkansas State University
M.A., Arkansas State University

*Division Chair, University Studies
Assistant Professor
Social Science*

Tressa White, 2005

B.S., Arkansas State University
M.S., Arkansas State University

*Assistant Professor
Math/Science*

Marked Tree



Marked Tree Faculty

Robert Burgess, 2000*Computer & Networking Technology*

A.S., Arkansas State University

Instructor

Advanced Digital Electronics Certificate, Delta Technical Institute

Cisco Certified Network Associate

Cisco Certified Academy Instructor

Certified Fiber Optic Technician

Certified Fiber Optic Installer

B.S., Arkansas State University

Mark Constant, 1999*Energy Control Technology*

A.S., Arkansas State University

Instructor

A.S.E. Refrigerant Recovery & Recycling Certification

R.S.E.S. Type I & Type II Refrigerant Certification

Class "B" HVACR Contractor's License

Arkansas Air Condition Electrician License

NOCTI Certification

Patty DeFord, 1986*Business Education*

B.S., Arkansas Tech University

Instructor

Marked Tree Faculty (continued)**Michael Hill, 2006**

B.S.E., Illinois State University
M.A., Southern Illinois University-Edwardsville

*English
Instructor*

Tim Householder, 2010

ASE Certification

*Automotive Services
Instructor*

Huston Jones, 1981

Automotive Mechanics Certificate, Delta Technical Institute
Auto Body Repair Certificate, Delta Technical Institute
ASE Certified Structural Analysis & Damage Repair
ASE Certified Painting & Refinishing
ASE Certified, Non-Stu

Collision Repair

Shirley Kausler, 1992

B.S.E., Arkansas State University

*Adult Education
Instructor*

Allison King, 2006

Advanced Digital Electronics Certificate, Delta Technical Institute
A.A.S., Arkansas State University
Certified Fiber Optics Installer
Certified Fiber Optic Technician

Computer & Networking Technology

Linda Lee, 1987

A.A., Arkansas State University
B.S.E., Arkansas State University

*Adult Education
Instructor*

David Lynn, 2006

A.A.S., ASU-Newport
A.S.E., Refrigerant Recovery & Recycling Certification
R.S.E.S., Universal Refrigerant Certification
Class "B" HVACR Contractor's License
B.S., Arkansas State University

*Energy Control Technology
Instructor*

Paula Morgan, 1994

B.S., Arkansas State University
M.S.E., Arkansas State University

*Business Education
Instructor*

Marked Tree Faculty (continued)**Michael Nave, 2010**

B.S., Arkansas State University
M.B.A., University of Memphis

*Business/Math
Instructor*

Michael Nowlin, 2002

Master Certified A.S.E. Auto Service Technician
Advanced Certified A.S.E. Engine Performance Technician
Auto. Service Technology Certificate, Delta Technical Institute
A.A.S., Arkansas State University

*Automotive Service
Instructor*

Melinda Odom, 1988

Cosmetology Certificate, Delta Technical Institute
Arkansas Cosmetology License
Arkansas Cosmetology Instructor License

*Cosmetology
Instructor*

Brenda Pipes, 2001

B.S., Arkansas State University

*Adult Education
Instructor*

Kathy Proctor, 2011

A.D.N., Central Florida Community College

*Practical Nursing
Instructor*

Angela Tucker, 2004

B.S.E., Arkansas State University

*Related Studies
Reading Instructor*

Jonesboro



Jonesboro Faculty

Chris Adams, 2002

A.A.S., Arkansas State University
ETA Certified Exam Administrator
Certified Fiber Optic Installer
Certified Fiber Optic Technician
NCTI Installer & Technician
Comp TIA A

*Instructor
Telecommunications*

Janet Baxter, 2002

A.A.S.N., Arkansas State University
PBT (ASPC)
BLS for HCP Instructor Certification

*Instructor
Phlebotomy*

Ken Beach, 2008

T.C., Cotton Boll Technical Center
A.A.S., Arkansas State University-Newport

*Instructor
Welding*

Jonesboro Faculty (continued)**Tammy Collier, 1992**

A.A.S.N., Arkansas Northeastern College
EMT Instructor Certification
BLS Instructor Certification

Instructor
Practical Nursing

Jennifer DeBruce, 2007

A.A.S.N., Arkansas Northeastern College

Instructor
Practical Nursing

Tammy Hargett, 2010

A.A.S.N., Arkansas Northeastern College
LPN, Delta Vo-Tech

Practical Nursing
Instructor

Margaret Daphene Heern, 1990

A.A.S.N., Arkansas State University

Instructor
Practical Nursing

Bobby Smith, 2009

A.S., Arkansas State University

Instructor
Advanced Manufacturing

Sherri Smith, 1979

A.S., Baptist Memorial Hosp., School Nursing

Coordinator

Practical Nursing

Newport Staff**Terry Adams***Public Safety Officer*

G.C.L.E., ALETA, Camden

A.A., Arkansas State University-Newport

Jan Bailey*Administrative Specialist III*

Clerical Certificate, White River Vo-Tech

A.A.S., Arkansas State University-Newport

A.A., Arkansas State University-Newport

B.S., Arkansas State University

Jennifer Ballard*Librarian*

B.A., Arkansas State University

M.L.I.S., University of Alabama

Alma Barber*Administrative Specialist I***Suzanne Blackburn***Administrative Specialist II*

A.A., University of Central Arkansas

B.S., University of Central Arkansas

Gary Breckenridge, III*Computer Support Technician*

B.S., Arkansas State University

Patricia Keeter-Calhoun*Director of Continuing Education/*

A.A., Arkansas State University

Business Outreach

B.S., Arkansas State University

Susan Clay*Administrative Specialist II*

A.A., Arkansas State University-Newport

Brandon Coe*Accountant I*

A.A., Arkansas State University-Newport

B.S., Williams Baptist College

M.B.A., Arkansas State University

Connie Cooper*Fiscal Support Specialist*

Newport Staff (continued)

Wanda Copeland	<i>Institutional Services Assistant</i>
Cheryl Cross A.A., Arkansas State University-Newport	<i>Administrative Specialist III</i>
Stacey Crotts Secretarial Certificate A.A., Arkansas State University-Newport	<i>Accounts Payable Specialist</i>
Bettye Davis B.S., Arkansas State University	<i>Director of Human Resources</i>
Greg DeFord B.S.E., Arkansas State University	<i>Career Counselor</i>
Debbie Fisher A.A., Arkansas State University–Newport B.S., John Brown University	<i>Bookstore Manager</i>
Willie Foust	<i>Maintenance Assistant</i>
Tina Fuentes B.A., Arkansas State University M.A., Arkansas State University	<i>Student Advisor</i> <i>Career Pathways</i>
Otis George	<i>Maintenance Assistant</i>
Amber Grady B.A., Williams Baptist College M.S., Arkansas State University	<i>Counselor</i>
Jeff Grizzle S.C.L.E., ALETA, Camden	<i>Public Safety Officer</i>
Sue Henderson A.G.E., Arkansas State University-Newport A.A., Arkansas State University-Newport A.A., CIS, Arkansas State University-Newport B.S., Arkansas State University	<i>Financial Aid Analyst</i>

Newport Staff (continued)

Carolyn Hohn	<i>Administrative Specialist I</i>
Tonia Hutchinson	<i>Fiscal Support Specialist</i>
Andrea Jones A.A.T., Arkansas State University-Newport A.A., Arkansas State University-Newport	<i>Administrative Specialist II</i>
Debbie Keyton B.S., Arkansas State University	<i>Information Systems Manager</i>
Laura King B.S., Arkansas State University	<i>Assistant to the Chancellor</i>
Virginia King A.A., Phillips Community College B.S., University of Arkansas M.A., University of Arkansas	<i>Student Advisor Career Pathway</i>
Terry Larson	<i>Administrative Specialist II</i>
Jennifer Loftin	<i>CBJT ADTEP Grant Specialist</i>
Kimberly Long B.A., Philander Smith College M.A., Webster University	<i>Director Career Pathways</i>
Christy Mann B.A., Arkansas State University M.P.A., Arkansas State University	<i>Director Learning Resource Center</i>
Theda Neldon A.A., Arkansas State University-Newport A.A., CIS, Arkansas State University-Newport B.S., Arkansas State University M.S.E., Arkansas State University	<i>Counselor/Student Advisor Career Pathways</i>

Newport Staff (continued)

Kermeta Overland A.A.T., Arkansas State University-Newport A.A., Arkansas State University-Newport	<i>Library Technician</i>
Jeffery Person	<i>Institutional Services Assistant</i>
Monika Phillips B.S.B.A., Arkansas State University	<i>Director of Grants Management</i>
Brenda Powell Office Occupation Certificate	<i>Institutional Services Supervisor</i>
Johnny Powell	<i>Skilled Tradesman</i>
Teresa Robinson B.S., Arkansas State University	<i>Human Resource Analyst</i>
Will Scoggins B.A., University of Arkansas at Fayetteville	<i>Career Facilitator</i>
Clara Smart	<i>Institutional Services Assistant</i>
Lonnie Smith	<i>Institutional Services Assistant</i>
Pam Smith A.A., Arkansas State University-Newport	<i>Financial Aid Specialist</i>
Debbie Snetzer	<i>Administrative Specialist II</i>
Tamya Stallings B.S., Arkansas State University M.A., University of Arkansas	<i>Director of Computer Services</i>
Charlene Stapleton	<i>Administrative Specialist II</i>
Wanda Steen	<i>Institutional Services Assistant</i>
Stacey Sullivan	<i>Administrative Specialist III</i>

Newport Staff (continued)

- Robert Summers** *Director of Admissions/Registrar*
B.A., Harding University
M.S.E., Arkansas State University
- Martha Taussig** *Adult Education Coordinator*
B.A., Wheaton College
M.A., Eastern Illinois University
M.A., University of Illinois
- Deana Tims** *Director of Financial Aid*
A.A., Arkansas State University-Newport
B.S., Arkansas State University
- Kathleen Turner** *Institutional Services Assistant*
- Linda Walker** *Institutional Services Assistant*
- Bentley Wallace** *Director Business & Transportation Technology*
B.S., Arkansas State University
M.S.E., Arkansas State University
- Joey Walter** *Career Facilitator*
B.S., University of Arkansas
M.S.E., University of Arkansas
- Melissa Watson** *Business Manager*
B.S., Arkansas State University
- Lee Webb** *Director of Procurement*
Office Occupations Certificate
- David Winston** *Director of Physical Plant*
HVAC & Industrial Electrical Certifications
Master Brick Mason
- Carolyn Woodard** *Intake/Data Assistant*
A.A.S., Arkansas State University-Newport *Career Pathways*
T.C., Office Skills-Arkansas State University- Newport
- Phyllis Worthington** *Administrative Specialist II*
A.A., ASU-Newport



Marked Tree Staff

Barbara Adams

Assistant Bookstore Manager

A.A.S., Arkansas State University

William Allen

Landscape Supervisor

T.C., Energy Control, ASUTC-Marked Tree

A.A.S., Energy Control, ASU-Newport

Jeff Bookout, Vice Chancellor

B.S., Arkansas State University

M.S., Arkansas State University

Cisco Certified Network Associate, CCNA

Cisco Certified Academy Instructor, CCAI

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INDEX

Academic Administration.....	12,17,19
Academic Advisors.....	29
Academic Affairs.....	23
Academic Calendar.....	21-22
Academic Clemency.....	26
Academic Distinction.....	41
Academic Integrity Policy.....	37-39
Academic Probation & Suspension.....	32
Academic Rights & Responsibilities.....	221-222
Accreditation.....	6
Administrative Staff.....	263
Admission Categories.....	24
Admission/Enrollment of International Students.....	26
Admissions Statement.....	23
Adult Education.....	196
Advanced Placement.....	37
Affirmative Action.....	4
Applying for Admission.....	24
Applying for Degrees and Certificates.....	40
Articulation Agreements.....	40
Attendance Policy.....	30
Auditing Courses.....	32
Board of Trustees.....	5
Campus Complaint Log.....	252
Campus Fund Raising Policy.....	254
Campus Police.....	259
Campus Sex Crimes and Prevention Act.....	246
Career Facilitators.....	203
Career Pathways.....	205
Career Services.....	211-212
Certifications.....	6
Change in Schedule/Withdrawal.....	33
Code of Conduct.....	225
College Hearing Committee.....	223-225
College Committees.....	215
Commercial Driver Training.....	81,102
Computer Services.....	206
Computer & Network Use Policy.....	206
Concurrent Enrollment.....	25
Conditional Admission.....	24-25
Continuing Education/Community Outreach.....	194
Continuing Education Units.....	195
Coordinator for Equal Opportunity Form.....	262
Course Descriptions.....	117-193
Course Repetition for VA Students.....	202

Credit by Examination.....	36
Degrees and Certificates.....	14-20
Diesel Technology.....	60
Disability Grievance Procedure.....	212
Disability Services.....	260
Disciplinary Records.....	243
Disciplinary Sanctions.....	243
Distance Education (Online).....	34
Distance Education Library Services.....	209
Faculty.....	264-272
Financial Aid	200
Fiscal Affairs.....	196
Food Services.....	257
Freedom of Expression Policy.....	256
Fund Raising Policy.....	255
Grade Points.....	31
Grading System.....	31
Health Insurance.....	214
High School Student Admission.....	25
High Voltage Lineman Technology.....	62
Honorary Organizations.....	216
Identification Cards.....	210
Inclement Weather Policy.....	245
Incomplete Grade Policy.....	27
Institutional Memberships.....	7-11
Intent to Graduate.....	39
Interim Suspension.....	227
Intramural Activities.....	217
Learning Center.....	210
Library.....	209
Mandatory Administrative Leave Policy.....	252-253
Military Credit.....	201
Mission Statement.....	4
Non-Academic Student Grievance Procedure.....	222
Non-traditional Credits.....	36
Nursing.....	66
Organization of the University.....	263
Outstanding Account Balances.....	199
Physical Plant.....	261
Policy Regarding Signs, Posters & Promotions.....	254
Policy Statement.....	4
Practical Nursing.....	66;111
Program Accreditation.....	6
Programs Offered.....	42-117
Public Information and Ferpa.....	30

Refunds of Fees.....	34
Registered Nursing.....	73
Registration.....	29
Repetition of Courses.....	31
Requesting a Transcript.....	28
Safety Guidelines.....	258
Sexual Harassment Policy.....	247
Special Interest Student Organizations.....	216
Special Students.....	25
Staff.....	273-280
Student Academic Load.....	29
Student Activated for Military Service.....	202
Student Appeal Process.....	244
Student Cash Transaction Policy.....	255
Student Center.....	257
Student Classification.....	28
Student Counseling Services.....	211
Student Government Association.....	214
Student Grievance Procedure.....	222
Student Handbook.....	219
Student Organizations & Activities.....	215
Student Rights, Freedoms & Responsibilities.....	219-220
Student Services.....	219
Testing Services.....	213-214
Tobacco Policy.....	245
Transfer Credit Policy.....	28
Transfer Student.....	26
Transient Student.....	25
Trespassing Policy.....	246
Tuition and Fees.....	198
Tuition Waiver for Seniors.....	199
Unconditional Admission.....	24
Veteran's Benefits.....	201
Vocational Rehabilitation.....	201
Wellness Center.....	217-218
Withdrawal from ASUN.....	33
Withdrawal/Change in Course.....	33