

**Find Your
Future...
...Today**

ASUN

ARKANSAS STATE UNIVERSITY - NEWPORT

NEWPORT • JONESBORO • MARKED TREE

2014 - 2015 Catalog

www.asun.edu

800.976.1676



Getting Started

What to do to attend classes at ASUN...

1. **Apply Today!** Complete the online application at www.asun.edu.
2. **Submit ALL required materials to Office of Enrollment Services/Registrar.**
See the ASUN Catalog or www.asun.edu for a complete list of requirements, including:
 - Placement Test Scores (may be ACT or Compass Scores earned in the last five years)
 - High School Transcript or General Education Development Scores
 - Proof of two separate immunizations for Measles, Mumps, and Rubella (MMR)
 - Official Transcripts from ALL prior colleges or universities attended.
 - Attend New Student Summer Orientation (for first time Freshmen/Transfer students starting in the fall semester)
3. **Complete Financial Aid Paperwork** (FAFSA scholarship applications, "etc.") at www.asun.edu.
4. Meet with your Academic Advisor. Your Academic Advisor is assigned after your online application is submitted and processed, and will help you make your course schedule based on the specific degree plan you want to pursue.
5. Enroll in classes through the ASUN Portal. At www.asun.edu, follow the "My ASUN Portal" link or go directly to <https://portal.asun.edu/ics>.

ALL STUDENTS

Check out the **Beginning of Semester Checklist**
on the Inside Back Cover of the ASUN Catalog!

Further Questions?

Refer to the Quick Reference Guide on the Back Cover of the ASUN Catalog

ARKANSAS STATE UNIVERSITY-NEWPORT

Catalog & Student Handbook 2014-2015

Newport Campus
7648 Victory Blvd.
Newport, AR 72112

Jonesboro Campus
5504 Krueger Drive
Jonesboro, AR 72401

Marked Tree Campus
PO Box 280
33500 Hwy 63 East
Marked Tree, AR 72365

General Information: 800-976-1676 or 870-512-7800
website: www.asun.edu



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Mission Statement

Our Mission

is to provide
integrity of programs and services,
affordable lifelong learning, and
enhanced quality of life
in the diverse community we serve.

Board of Trustees

It is the purpose of the Board of Trustees for ASUN 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.

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 continuous 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.

Organization Of The University

Board of Trustees

	Term Expires
Mr. Dan Pierce, Chair (Jonesboro, AR)	January 2015
Mr. Charles Luter, Vice Chair (Paragould, AR)	January 2016
Mr. Howard L. Slinkard, Secretary (Rogers, AR)	January 2017
Mr. Ron Rhodes, Member (Cherokee Village, AR)	January 2018
Dr. Tim Langford, Member (Osceola, AR)	January 2019

ARKANSAS STATE UNIVERSITY SYSTEM

Dr. Charles L. Welch	ASU-System President
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ARKANSAS STATE UNIVERSITY-NEWPORT EXECUTIVE CABINET

Dr. Sandra Massey B.S., Arkansas State University M.S., Arkansas State University Ed.D., Oklahoma State University	Chancellor
Mr. Adam Adair B.S., Arkansas State University M.B.A., University of Arkansas - Little Rock	Vice Chancellor for Fiscal Affairs
Mr. Charles Appleby B.S., Trevecca Nazarene M.B.A., Arkansas State University	Vice Chancellor Economic & Workforce Development
Mr. Jeff Bookout B.S., Arkansas State University M.S., Arkansas State University	Vice Chancellor for Strategic Initiatives
Dr. Martha Shull B.A., Bowling Green University M.A., University of Dayton M.A., Bowling Green University Ph.D., Bowling Green University	Interim Vice Chancellor for Academic Affairs
Ms. Jacqueline Faulkner B.A., Jackson State University M.S., University of Memphis	Vice Chancellor for Student Affairs

Mr. Steven Furst Chief Information Officer/Institutional Effectiveness
A.A., Arkansas State University Newport
B.S., Arkansas State University

Mr. Ike Wheeler Dean for Institutional Advancement
B.A., Arkansas State University
M.A., Arkansas State University

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

National Alliance of Concurrent Enrollment Partnerships, Inc.
(NACEP)
126 Mallette Street
Chapel Hill, NC 27516
www.nacep.org

Certifications

Arkansas Department of Health and Human Services
Division of Medical Services
Office of Long Term Care Nursing Assistant Training Program
PO Box 8059; Slot S405
Little Rock, AR 72203-8059

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

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

Air Conditioning Contractors of America
2800 S Shirlington Road, Suite 300
Arlington, VA 22206

American Association of Collegiate Registrars & Admissions Officers
(AACRAO) PO Box 37097
Baltimore, MD 21297-3097

Institutional Memberships

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

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

American Welding Society
8669 Doral Blvd.
Doral, FL 33166

Amigos Library Services
14400 Midway Rd.
Dallas, TX 75244

Arkansas Association of Student Financial Aid Administrators
(AASFA)

Arkansas Association for Assessment of Collegiate Learning
(AAACL)
407 West Q Street WPN 239A
Russellville, AR 72801

Arkansas Association of Campus Law Enforcement Administrators
(AACLEA)

Arkansas Association of Chiefs of Police (AACP)
1020 W. 4th St., Ste. 400
Little Rock, AR 72201

Arkansas Association of College & University Business Officers
(AACUBO)
<http://aacubo.org>

Arkansas Association of Collegiate Registrars & Admissions Officers
(ArkACRAO)
<http://arkacrao.org>

Arkansas Association of Two-Year Colleges (AATYC)
1400 West Markham, Suite 402
Little Rock, AR 72201

Institutional Memberships, Continued

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

Arkansas College Personnel Association (ArCPA) UALR
2801 South University-Ross Hall
Little Rock, AR 72204

Arkansas Council for Women in Higher Education (ACWHE)
<http://homes.hendrix.edu/acwhe>

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

Arkansas Delta Training and Education Consortium (ADTEC)
<http://www.anc.edu/adtec>

Arkansas Economic Developers (AED)
c/o Arkansas State Chamber of Commerce
1200 W. Capitol Ave.
Little Rock, AR 72201

Arkansas Hospitality Association
PO Box 3866
Little Rock, AR 72203

Arkansas Institutional Research Organization (AIRO)
<http://orgs.atu.edu/airo/>

Arkansas State Chamber of Commerce
1200 W Capitol
PO Box 3645
Little Rock, AR 72203-3645
www.statechamber-aia.dina.org

Arkansas Trucking Association
PO Box 3476
Little Rock, AR 72203
www.arkansastrucking.com

ARKLink Library Consortium
Box 12267
Searcy, AR 72149

Institutional Memberships, Continued

Efficiency First
55 New Montgomery St. #802
San Francisco, CA 94105

Council for Higher Education Accreditation (CHEA)
PO Box 75387
Baltimore, MD 21275-7387

Crossroads Coalition Foundation
www.crossroadscoalition.org

Higher Learning Commission
230 S. LaSalle St., Ste. 7-500
Chicago, IL 60604-1413

Jackson County Farm Bureau
206 North Harwood
Newport, AR 72112

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

League for Innovation in the Community College
1333 South Spectrum Boulevard, Suite 210
Chandler, AZ 85286

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

National Alliance of Concurrent Enrollment Partnerships (NACEP)
<http://nacep.org/>

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

National College Testing Association (NCTA)
<http://www.ncta-testing.org>

Institutional Memberships, Continued

National Council for Marketing & Public Relations (NCMPR)
PO Box 336039
Greeley, CO 80633

National Institute for Staff & Organizational Development (NISOD)
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

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

Nurse Administrators of Nursing Education
National Park Community College
101 College Dr.
Hot Springs, AR 71913

POISE User's Group
125 South 2nd Street
PO Box 1147
Arkansas City, KS 67005

Skills USA
14001 Skills USA Way
Leesburg, VA 20176

Society for College and University Planning (SCUP)
1330 Eisenhower Place
Ann Arbor, MI 48108

Southwest Association of Student Financial Aid Administrators
(SWASFAA)
1101 Connecticut Avenue NW, Suite 1100
Washington, D.C. 20036-4303

Trumann Chamber of Commerce
PO Box 215
Trumann, AR 72472



Academic Calendar

Arkansas State University-Newport

ACADEMIC CALENDAR

2014-2015

FALL 2014

April 7 (M)	Fall Registration Opens
August 11 (M)	9-month Faculty Return to Campus
August 17 (Su)	Last Day to Register/Pay for 16 Week Courses
August 18 (M)	Courses Begin
August 18 (M) – October 3 (F)	*First Flex Courses
August 24 (Su)	Last Day for Schedule Adjustments for 16 Week Courses
August 24 (Su)	Last Day for Full Refund for 16 Week Courses
September 1 (M)	Labor Day Holiday
October 7 (T) – November 21 (F)	*Second Flex Courses
November 3 (M)	Spring Registration Opens
November 13 (R)	Last Day to Withdraw for 16 Week Courses
November 24-28 (M-F)	Fall Break/Thanksgiving Holidays
December 1 (M)	Last Day for 16 Week Courses
December 3-9 (W-T)	Final Exams
December 12 (F)	Grades Due in Admissions

SPRING 2015

November 3 (M)	Spring Registration Opens
January 12 (M)	9-month Faculty Return to Campus
January 18 (Su)	Last Day to Register/Pay for 16 Week Courses
January 19 (M)	Martin Luther King Day Observed (No Courses)
January 20 (T)	Courses Begin
January 20 (T) – March 6 (F)	*First Flex Courses
January 25 (Su)	Last Day for Schedule Adjustments for 16 Week Courses
January 25 (Su)	Last Day for Full Refund for 16 Week Courses
March 9 (M) – May 1 (F)	*Second Flex Courses
March 23-27 (M-F)	Spring Break
April 6 (M)	Fall/Summer Registration Opens
April 22 (W)	Last Day to Withdraw for 16 Week Courses
May 4 (M)	Last Day for 16 Week Courses
May 6-12 (W-T)	Final Exams
May 14 (R)	Grades Due in Admissions
May 15 (F) (7:00 pm)	Newport Commencement

*Questions regarding Flex Course refund schedules should be directed to the business office.

Arkansas State University-Newport

FIRST SUMMER TERM 2015

May 31 (Su)		Last Day to Register/Pay for First Summer Term Courses
June 1 (M)		Courses Begin
June 2 (T)		Last Day for Schedule Adjustments
June 2 (T)		Last Day for Full Refund
June 22 (M)		Last Day to Withdraw from Courses
July 1 (W)		Last Day of Courses
July 2 (R)		Final Exams
June 26 (F)	(7:00 pm)	Jonesboro & Marked Tree Commencement at Trumann Auditorium
July 7 (T)	by noon	Grades Due in Admissions

SECOND SUMMER TERM 2015

July 5 (Su)		Last Day to Register/Pay for Second Summer Term Courses
July 6 (M)		Courses Begin
July 7 (T)		Last Day for Schedule Adjustments
July 7 (T)		Last Day for Full Refund
July 24 (F)		Last Day to Withdraw from Courses
August 5 (W)		Last Day of Courses
August 6 (R)		Final Exams
August 7 (F)	by noon	Grades Due in Admissions

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 designated 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.



Programs of Study

TYPES OF CERTIFICATES AND DEGREES

CERTIFICATE TYPES

Certificate of General Studies - A Certificate of General Studies is awarded to those who complete a minimum of 31 semester hours of credit within a specified series of courses with a minimum cumulative grade point average of 2.0. A student must have earned at least 15 credit hours at ASUN to be eligible for a certificate.

Certificate of Proficiency - A Certificate of Proficiency is awarded to those who complete a series of specified courses in an area of study in one semester or less with a minimum cumulative grade point average of 2.0.

Technical Certificate - Technical Certificates are awarded to those who complete the courses specified in various career programs. A minimum cumulative grade point average of 2.0 is required. A student must have earned at least 15 credit hours at ASUN to be eligible for a certificate.

DEGREE TYPES

Associate of Arts Degree: The Associate of Arts (AA) is intended to provide a basic foundation for a Bachelor of Arts Degree program. A minimum of 60 credit hours with at least a 2.0 grade point average is required. A student must complete the required courses within the core curriculum as well as designated electives; a student must earn at least 15 credit hours at ASUN to be eligible for an AA degree.

Associate of Applied Science: The Associate of Applied Science (AAS) is intended to provide the preparation necessary for potential employment in an occupational specialty. A minimum of 60 credit hours with at least a 2.0 grade point average is required. Fifteen credit hours must be met in the General Education Core courses and the student must complete the courses required within the specialty. A student must have earned at least 15 credit hours at ASUN to be eligible for an AAS degree.

Associate of Science: The Associate of Science (AS) is intended to provide a basic foundation for a Bachelor of Science Degree program. A minimum of 60 credit hours with at least a 2.0 grade point average is required. The student must complete the courses required within the specialty as well as the required General Education Core courses. A student must have earned at least 15 credit hours at ASUN to be eligible for an AS degree.

DEGREE PLAN TERMS AND DEFINITIONS

Designated Elective Courses - Courses applicable toward a degree or certificate which may be selected from a specified list by the student to meet individual interests and needs.

Prerequisite - A course that is required to be completed before registering for another course.

Program Advisor - Faculty or staff member in a particular program who advises students on appropriate courses taken to complete educational objectives.

Semester Hour - Official number of hours of credit given for the course. The terms semester hours and credit hours are used interchangeably.

Degree	Newport	Marked Tree	Jonesboro
Associate of Arts	x		
Associate of Arts-Teaching	x		
Associate of Science	x		
Associate of Applied Science	x	x	x
Certificate of General Studies	x	x	x
Technical Certificate	x	x	x
Certificate of Proficiency	x	x	x

ASU-NEWPORT DEGREES & CERTIFICATES BY CAMPUS

Campus Locations:

Newport Campus (NPT); Jonesboro Campus (J); Marked Tree Campus (MT)

Degree and Certificate Abbreviations:

Associate of Arts (AA); Associate of Science (AS); Associate of Applied Science (AAS);
Technical Certificate (TC); Certificate of Proficiency (CP)

Online options- 50% or more of the program courses are available online*

ASU Newport Programs and Campus Location	AA/AS	AAS	TC	CP
Manufacturing Engineering Technology			JB	JB
Automotive Service Technology		MT	MT	
Business*		NPT/JB/MT		
Business Operations*				NPT/JB/MT
Business Technology		NPT/JB/MT	NPT/JB/MT	
General Studies*				NPT/JB/MT
Certified Nursing Assistant				NPT/JB/MT
Collision Repair & Refinishing Technology		MT	MT	
Commercial Driver Training				NPT
Computer and Network Technology		MT	MT	
Cosmetology			MT	
Cosmetology Instructor Trainee			MT	
Crime Scene Investigation		NPT	NPT	NPT
Criminal Justice*	NPT			
Diesel Technology			NPT	
Emergency Medical Technician				JB
Energy Control Technology		MT	MT	

(Continued on next page)

Campus Locations: (Continued from previous page)

Newport Campus (NPT); Jonesboro Campus (JB); Marked Tree Campus (MT)

Degree and Certificate Abbreviations:

Associate of Arts (AA); Associate of Science (AS); Associate of Applied Science (AAS);
Technical Certificate (TC); Certificate of Proficiency (CP)

Online options – 50% or more of the program courses are available online*

ASU Newport Programs and Campus Location	AA/AS	AAS	TC	CP
General Technology		NPT/JB/MT		
Culinary		JB	JB	
Food Service & Management		JB	JB	
Hospitality				NPT
High Voltage Lineman Technology*		NPT	NPT	
Industrial Maintenance		JB	JB	
Plumbing Technology Apprenticeship		JB	JB	
Renewable Energy Technology*		NPT	NPT	NPT
Law Enforcement Administration		NPT	NPT	NPT
Associate of Arts*	NPT			
Medication Assistant				NPT
Teaching*				
Middle School Language & Social Studies	NPT			
Middle School Math & Science	NPT			
Pre-School Fourth Grade Option	NPT			
Nursing (RN)*	NPT			
Phlebotomy				JB
Practical Nursing			NPT	
Practical Nursing			JB/MT	
Surgical Technology			NPT/MT	
Telecommunications			JB	
Welding			JB	JB
Welding			JB	
Manufacturing Welding			JB	
Construction Welding			JB	

**Manufacturing Engineering Technology
Jonesboro**

This program prepares the student for the skills needed to work with the highly complex production systems in today's workplace. Students will develop skills in teamwork, mechanical, electrical, electronics, fluid power, software, and proper safety procedures that are used virtually in any industrial setting.

Faculty for this program are:

Bobby Smith

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Manufacturing Engineering Technology

A. Possible Prerequisites: None required

B. General Education Core (10 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
ENG 1233	Technical Composition	_____	_____	_____	_____
MATH 1013	Mathematical Applications	_____	_____	_____	_____
PHSC 1201	Physical Science Lab	_____	_____	_____	_____
PHSC 1203	Physical Science	_____	_____	_____	_____

C. Major Technical Discipline (24 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
TECH 1023	Industrial Mechanical Maintenance	_____	_____	_____	_____
TECH 1033	Computer Aided Design	_____	_____	_____	_____
TECH 1043	Principles of Industrial Hydraulics	_____	_____	_____	_____
TECH 1053	Basic Electrical Schematics & Motor Control	_____	_____	_____	_____
TECH 1063	Principles of Industrial Automation	_____	_____	_____	_____
TECH 1073	Mechatronics	_____	_____	_____	_____
TECH 1083	Industrial Motor Controls & PLC's	_____	_____	_____	_____
TECH 1093	Industrial Process Controls	_____	_____	_____	_____

Total credit hours _____

Minimum Required Credit Hours (34)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF PROFICIENCY
Manufacturing Engineering Technology

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (12 credit hours)		Hours	Semester	Grade	Transfer (Univ. /year)
Course #	Course Title				
TECH 1023	Introduction to Manufacturing	_____	_____	_____	_____
TECH 1033	Design for Manufacturing	_____	_____	_____	_____
TECH 1043	Manufacturing Production Processes	_____	_____	_____	_____
TECH 1053	Manufacturing Power & Equipment Systems	_____	_____	_____	_____

Total credit hours _____

Minimum Required Credit Hours (12)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Revised 5/13/2014

Automotive Service Technology Marked Tree

For those students pursuing a career as a professional auto technician, the automotive industry has taken on new sophistication. It requires advanced technical training and computer literacy. ASE certified programs give 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 coursework in communications, math, computer fundamentals, and human relations provide valuable information needed to perfect the technical skills of the graduate.

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

Faculty for this program are:

Michael Nowlin

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE
Automotive Service Technology

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals

B. General Education Core: (15 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
ENG 1203	Technical Communications	_____	_____	_____	_____
ENG 1003	Freshman English I	_____	_____	_____	_____
MATH 1013	Mathematical Applications	_____	_____	_____	_____
Fundamental Computer Elective (3 credit hours)		_____	_____	_____	_____
Social Science Elective (3 credit hours)		_____	_____	_____	_____
_____		_____	_____	_____	_____

C. Major Technical Discipline: (39 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
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 & Air Conditioning	_____	_____	_____	_____
AST 2105	Automatic Transmission and Transaxles	_____	_____	_____	_____
AST 2205	Automotive Manual Drive Train & Axles	_____	_____	_____	_____

D. Directed Electives: (6 credit hours)

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit Hours (60)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
 Automotive Service Technology

A. Possible Prerequisites: None required

B. GENERAL EDUCATION: (6 credit hours)			Hours	Semester	Grade	Transfer (Univ. /year)
Course #	Course Title					
ENG 1203	Technical Communications		_____	_____	_____	_____
MATH 1013	Mathematical Applications		_____	_____	_____	_____

C. Major Technical Discipline: (39 credit hours)

Course #	Course Title					
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 & Air Conditioning		_____	_____	_____	_____
AST 2105	Automatic Transmission and Transaxles		_____	_____	_____	_____
AST 2205	Automotive Manual Drive Train & Axles		_____	_____	_____	_____

D. Directed Electives: None required

Total credit hours _____

Minimum Required Credit Hours (45)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Revised 05/02/2014

Business

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF SCIENCE
Business

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals
MATH 0053	Math Fundamentals I
MATH 0063	Math Fundamentals II
MATH 0073	Math Fundamentals III
UNIV 1001	Freshman Seminar

B. General Education Core: (35 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
ART 2503	Fine Arts Visual	_____	_____	_____	_____
MUS 2503	Fine Arts Musical	_____	_____	_____	_____
THEA 2503	Fine Arts Theatre	_____	_____	_____	_____
BIOL 1001	Biological Science Lab	_____	_____	_____	_____
BIOL 1003	Biological Science	_____	_____	_____	_____
ENG 1003	Freshman English I	_____	_____	_____	_____
ENG 1013	Freshman English II	_____	_____	_____	_____
ENG 2003	Intro to Literature of the Western World I	_____	_____	_____	_____
ENG 2013	Intro to Literature of the Western World II	_____	_____	_____	_____
HIST 2763	U.S. History to 1876	_____	_____	_____	_____
HIST 2773	U.S. History since 1876	_____	_____	_____	_____
POSC 2103	Intro to U.S. Government	_____	_____	_____	_____
MATH 1023	College Algebra	_____	_____	_____	_____
MATH 2143	Business Calculus	_____	_____	_____	_____
PHSC 1201	Physical Science Lab	_____	_____	_____	_____
PHSC 1203	Physical Science	_____	_____	_____	_____
SOC 2213	Principles of Sociology	_____	_____	_____	_____
SPCH 1203	Oral Communication	_____	_____	_____	_____

C. Business Technical Discipline: (21 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
ACCT 2003	Principles of Accounting I	_____	_____	_____	_____
ACCT 2013	Principles of Accounting II	_____	_____	_____	_____
ECON 2113	Business Statistics	_____	_____	_____	_____
ECON 2313	Principles of Macroeconomics	_____	_____	_____	_____
ECON 2323	Principles of Microeconomics	_____	_____	_____	_____
LAW 2023	Legal Environment of Business	_____	_____	_____	_____
MIS 1503	Microcomputer Applications	_____	_____	_____	_____

D. Directed Electives: (6 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
BSYS 2143	Introduction to Entrepreneurship	_____	_____	_____	_____
BSYS 2413	Word Processing I	_____	_____	_____	_____
BSYS 2563	Business Communications	_____	_____	_____	_____
MGMT 2043	Supervisory Management	_____	_____	_____	_____
MKTG 1013	Introduction to Business	_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit Hours (60)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF PROFICIENCY
Business Operations

A. Possible Prerequisites:

Course #	Course Title
MIS 1033	Introduction to Computers

B. General Education Core: None required

C. Major Technical Discipline: (12 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
BSYS 2533	Internet, Intranet, & Email App for Business	_____	_____	_____	_____
ECON 2313	Principles of Macroeconomics	_____	_____	_____	_____
MIS 1503	Microcomputer Applications	_____	_____	_____	_____
MKTG 1013	Introduction to Business	_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit Hours (12)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Business Technology

This program provides students with a solid foundation in general education and business-related courses. Individuals 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.

Faculty for this program are:

Patty DeFord

Paula Morgan

Michael Nave

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE
Business Technology

A. Possible Prerequisites:

Course # Course Title
ENG 0051 Writing Seminar
ENG 0053 English Fundamentals

B. General Education Core: (15 credit hours)

Course #	Course Title		Hours	Semester	Grade	Transfer (Univ. / year)
ENG 1203	Technical Communications		_____	_____	_____	_____
ENG 1003	Freshman English I		_____	_____	_____	_____
MATH 1013	Mathematical Applications		_____	_____	_____	_____
MIS 1033	Introduction to Computers	OR	_____	_____	_____	_____
MIS 1443	Technical Computers		_____	_____	_____	_____
PSY 1013	Human Relations	OR	_____	_____	_____	_____
PSY 2013	Intro to Psychology	OR	_____	_____	_____	_____
SOC 2213	Principles of Sociology		_____	_____	_____	_____

C. Business Technical Discipline: (30 credit hours)

Course #	Course Title		Hours	Semester	Grade	Transfer (Univ. / year)
ACCT 2003	Principles of Accounting I		_____	_____	_____	_____
BSYS 1213	Basic Word Processing Applications I	OR	_____	_____	_____	_____
BSYS 2413	Word Processing I		_____	_____	_____	_____
LAW 2023	Legal Environment of Business		_____	_____	_____	_____
MGMT 2003	Introduction to Management		_____	_____	_____	_____
MIS 1503	Microcomputer Applications		_____	_____	_____	_____
ECON 2323	Principles of Microeconomics		_____	_____	_____	_____
ECON 2313	Principles of Macroeconomics		_____	_____	_____	_____
MKTG 1013	Introduction to Business		_____	_____	_____	_____
BSYS 2563	Business Communications		_____	_____	_____	_____
MIS 1373	Data base Management	OR	_____	_____	_____	_____
MIS 2403	Data base Management		_____	_____	_____	_____

Support Courses: Choose five courses from below. (15 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
ACCT 2013	Principles of Accounting II	_____	_____	_____	_____
BSYS 2533	Internet, Intranet, & Email App for Business	_____	_____	_____	_____
BSYS 2583	Spreadsheet for Managerial Decisions	_____	_____	_____	_____
MGMT 2043	Supervisory Management	_____	_____	_____	_____
MIS 2013	Web Page Design	_____	_____	_____	_____
BSYS 1383	Spreadsheet Applications	_____	_____	_____	_____
BSYS 1563	Administrative Support Procedures	_____	_____	_____	_____
BSYS 2553	Business Machines	_____	_____	_____	_____
MIS 2813	Desktop Publishing Applications	_____	_____	_____	_____
BSYS 1223	Basic Word Processing Applications II	_____	_____	_____	_____
BSYS 2523	Machine Transcription	_____	_____	_____	_____
MIS 1323	Integrated Business Projects	_____	_____	_____	_____
MIS 1413	Multimedia Applications	_____	_____	_____	_____
BSYS 2143	Intro to Entrepreneurship	_____	_____	_____	_____

Total credit hours _____

Minimum Required Credit Hours (60)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
BUSINESS TECHNOLOGY

A. Possible Prerequisites: None required

B. General Education Core: (6 credit hours)			Hours	Semester	Grade	Transfer (Univ. /year)
Course #	Course Title					
ENG 1203	Technical Communications		_____	_____	_____	_____
MATH 1013	Mathematical Applications		_____	_____	_____	_____

C. Business Technical Discipline: (36 credit hours)

Course #	Course Title					
ACCT 2003	Principles of Accounting					
BSYS 1213	Basic Word Processing Applications I					
BSYS 2413	Word Processing I					
BSYS 2533	Internet, Intranet, & Email App for Business					
LAW 2023	Legal Environment of Business					
MGMT 2003	Introduction to Management					
MIS 1503	Microcomputer Applications					
ECON 2323	Principles of Microeconomics					
ECON 2312	Principles of Macroeconomics					
MKTG 1013	Introduction to Business					
BSYS 2563	Business Communications					
MIS 1373	Data base Management					
MIS 2403	Data base Management					
MIS 1033	Introduction to Computers					
MIS 1443	Technical Computers					

Total credit hours _____

Total Minimum Required Credit Hours (42)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Certificate of General Studies

This is a one-year award designed for the purpose 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 finished a significant number of courses in general education but does not intend to complete an Associate of Arts degree.

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF GENERAL STUDIES

A. Possible Prerequisites:

ENG 0051 Writing Seminar
ENG 0053 English Fundamentals
MATH 0053 Math Fundamentals I
MATH 0063 Math Fundamentals II
MATH 0073 Math Fundamentals III

B. General Education Core: (31 credit hours)

Course #	Course Title		Hours	Semester	Grade	Transfer (Univ. /year)
ART 2503	Fine Arts Visual	OR				
MUS 2503	Fine Arts Musical	OR				
THEA 2503	Fine Arts Theatre					
ENG 1003	Freshman English I					
ENG 1013	Freshman English II					
HIST 2763	U.S. History to 1876	OR				
HIST 2773	U.S. History since 1876	OR				
POSC 2103	Intro to U.S. Government					
MATH 1023	College Algebra					
MIS 1033	Introduction to Computers	OR				
MIS 1503	Microcomputers Applications					
PSY 2013	Intro to Psychology	OR				
SOC 2213	Principles of Sociology					
SPCH 1203	Oral Communications					

Lab Sciences (4 hours)

Select 1 course with lab:

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

Directed Electives:

Social Science (3 credit hours)

_____	_____	_____	_____	_____	_____	_____
UNIV 1001	Freshman Seminar					

Total credit hours: _____

Minimum Required Credit Hours (32)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

Collision Repair and Refinishing Technology Marked Tree

The Collision Repair and Refinishing Technology program provides each student with the knowledge and skills needed to enter and successfully advance within 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 parts.

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. Graduates are encouraged to continue their education to earn an Associate of Applied Science in Collision Repair and Refinishing Technology.

Faculty for the CRT program is:

David Milam

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE
Collision Repair & Refinishing Technology

A. Possible Prerequisites:

Course # Course Title
 ENG 0051 Writing Seminar
 ENG 0053 English Fundamentals

B. General Education Core: (15 credit hours)

Course #	Course Title		Hours	Semester	Grade	Transfer (Univ. / year)
ENG 1203	Technical Communications		_____	_____	_____	_____
ENG 1003	Freshman English I		_____	_____	_____	_____
MATH 1013	Mathematical Applications		_____	_____	_____	_____
MIS 1033	Introduction to Computers	OR	_____	_____	_____	_____
MIS 1443	Technical Computer Applications		_____	_____	_____	_____
PSY 1013	Human Relations	OR	_____	_____	_____	_____
PSY 2013	Intro to Psychology		_____	_____	_____	_____

C. Major Technical Discipline: (36 credit Hours)

Course #	Course Title		Hours	Semester	Grade	Transfer (Univ. / year)
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		_____	_____	_____	_____

D. Support Courses: Choose three courses from below. (9 credit hours)

Course #	Course Title		Hours	Semester	Grade	Transfer (Univ. / year)
SPCH 1203	Oral Communication		_____	_____	_____	_____
SPCH 2243	Interpersonal Communication		_____	_____	_____	_____
TEC 1703	Safety		_____	_____	_____	_____
MATH 1023	College Algebra		_____	_____	_____	_____
SOC 2213	Principles of Sociology		_____	_____	_____	_____
BSYS 2143	Intro to Entrepreneurship		_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit Hours (60)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Collision Repair & Refinishing Technology

A. Possible Prerequisites: None required

B. General Education Core: (6 credit hours)		Hours	Semester	Grade	Transfer (Univ. / year)
Course #	Course Title				
ENG 1203	Technical Communications	_____	_____	_____	_____
MATH 1013	Mathematical Applications	_____	_____	_____	_____

C. Major Technical Discipline: (36 credit Hours)					
Course #	Course Title				
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 1413	Painting Lab I	_____	_____	_____	_____
CRT 1322	Painting II	_____	_____	_____	_____
CRT 1423	Painting Lab II	_____	_____	_____	_____
CRT 2312	Basic Metal Repair I	_____	_____	_____	_____
CRT 2411	Basic Metal Repair Lab I	_____	_____	_____	_____
CRT 2322	Basic Metal Repair II	_____	_____	_____	_____
CRT 2421	Basic Metal Repair Lab II	_____	_____	_____	_____
CRT 2512	Color Matching I	_____	_____	_____	_____
CRT 2611	Color Matching Lab I	_____	_____	_____	_____
CRT 2522	Color Matching II	_____	_____	_____	_____
CRT 2621	Color Matching Lab II	_____	_____	_____	_____
CRT 2713	Related Body Repair I	_____	_____	_____	_____
CRT 2723	Related Body Repair II	_____	_____	_____	_____

Total credit hours _____

Minimum Required Credit Hours (42)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Commercial Driver Training Newport

Commercial Driver Training offers the opportunity to become a successful driver in today's growing economy. Driver training is a four-week, Monday thru Friday program. Late model tractors, 53' dry vans, and state-of-the-art simulators are used to enhance the training. Driver training begins with becoming prepared to pass the CDL written exams and culminates with testing on pre-trip inspections, backing maneuvers, and driving skills. Safety is stressed during all aspects of the training.

For drivers who already have their CDL license, ASU-Newport also offers refresher courses. These courses are offered in 1-week and 2-week sessions depending on the need of the student.

The successful completer will receive a Certificate of Proficiency and have the basic skills to enter the work force as an entry-level driver or to pursue other opportunities that obtaining a CDL license offers.

ENTRANCE REQUIREMENTS

- Must be at least 18 years of age
- Must pass the DOT physical
- Must pass a drug screen
- Must have a valid driver's license
- Other requirements depending on funding resources

Faculty for the DTI program is:

Bobby Forrester

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF PROFICIENCY
Commercial Driver Training

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline:

Course #	Course Title	Hours	Semester	Grade
DTI 1107	Commercial Driver Training	_____	_____	_____

D. Directed Electives: None required

Minimum Required Credit Hours (7)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Computer and Networking Technology Marked Tree

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.

Faculty for the CNT program are:

Daniel Adamson
Rob Burgess

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE
Computer & Networking Technology

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals

B. General Education Core: (15 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
ENG 1203	Technical Communications	_____	_____	_____	_____
ENG 1003	Freshman English I	_____	_____	_____	_____
MATH 1013	Mathematical Applications	_____	_____	_____	_____
Fundamental Computer Elective (3 credit hours)		_____	_____	_____	_____
Social Science Elective (3 credit hours)		_____	_____	_____	_____

C. Major Technical Discipline (45 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
CNT 1203	DC/AC Circuits	_____	_____	_____	_____
CNT 1403	Introduction to Networking	_____	_____	_____	_____
CNT 1503	PC Troubleshooting & Repair I	_____	_____	_____	_____
CNT 1613	Routing and Switching Essentials	_____	_____	_____	_____
CNT 1903	Cabling Standards	_____	_____	_____	_____
CNT 2103	Scaling Networks	_____	_____	_____	_____
CNT 2203	PC Troubleshooting & Repair II	_____	_____	_____	_____
CNT 2213	Fiber Optics	_____	_____	_____	_____
CNT 2223	Introduction to Network Security	_____	_____	_____	_____
CNT 2323	Special Topics in IT	_____	_____	_____	_____
CNT 2303	LAN Administration	_____	_____	_____	_____
CNT 2413	Wide Area Networking (WAN)	_____	_____	_____	_____
CNT 2313	Troubleshooting Processes	_____	_____	_____	_____
CNT 2433	Introduction to Linux	_____	_____	_____	_____
CNT 2443	Internship	_____	_____	_____	_____
(or other course with consent of CNT instructor)		_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit Hours (60)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Computer & Networking Technology

A. Possible Prerequisites: None required

B. General Education Core: (6 credit hours)			Hours	Semester	Grade	Transfer
Course #	Course Title					(Univ. /year)
ENG 1203	Technical Communications		_____	_____	_____	_____
MATH 1013	Mathematical Applications		_____	_____	_____	_____

C. Major Technical Discipline: (27 credit hours)

Course #	Course Title				
CNT 1203	DC/AC Circuits	_____	_____	_____	_____
CNT 1403	Introduction to Networking	_____	_____	_____	_____
CNT 1503	PC Troubleshooting & Repair I	_____	_____	_____	_____
CNT 1613	Routing and Switching Essentials	_____	_____	_____	_____
CNT 1903	Cabling Standards	_____	_____	_____	_____
CNT 2203	PC Troubleshooting & Repair II	_____	_____	_____	_____
CNT 2213	Fiber Optics	_____	_____	_____	_____
CNT 2223	Introduction to Network Security	_____	_____	_____	_____
Fundamental Computer Elective (3 credit hours)					

Total credit hours _____

Minimum Required Credit Hours (33)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Cosmetology Marked Tree

The Cosmetology program is designed to prepare students for professional licensing in the Cosmetology field. 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 simulated future occupational employment situations in a Cosmetology laboratory. 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 **ASUN Catalog**.
2. Minimum COMPASS score required for admission to Cosmetology:
Reading - 83.
3. Submit proof of immunization.

Complete Application File:

- Application
- Test Scores
- Official transcripts
- Essay
- Letter of Recommendation

REQUIREMENTS FOR PROGRESSING IN THE COSMETOLOGY PROGRAM:

- Students must pass all prerequisite courses during a semester to progress to the next semester.
- Students who fail a prerequisite course during a semester have failed to progress in the Cosmetology program and they may 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.

**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:

- Complete the 40 credit hour Technical Certificate of Cosmetology
- Accrue a minimum of at least 1500 classroom hours (requirement of the Arkansas State Board of Cosmetology)
- Receive program instructor recommendation

Faculty for the Cosmetology program are:

Melinda Odom

Rebekah Vinson

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Cosmetology

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (40 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
COS 1101	Hygiene & Sanitation I	_____	_____	_____	_____
COS 1112	Hairdressing Theory I	_____	_____	_____	_____
COS 1131	Manicuring I	_____	_____	_____	_____
COS 1141	Aesthetics I	_____	_____	_____	_____
COS 1151	Salesmanship, Shop Management, and Shop Department 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 1231	Manicuring II	_____	_____	_____	_____
COS 1241	Aesthetics II	_____	_____	_____	_____
COS 1251	Salesmanship, Shop Management, and Shop Department 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 2331	Manicuring III	_____	_____	_____	_____
COS 2341	Aesthetics III	_____	_____	_____	_____
COS 2351	Salesmanship, Shop Management, and Shop Department III	_____	_____	_____	_____
COS 2373	Technical Skills Lab III	_____	_____	_____	_____
COS 2393	Supervised Experience in Clinic III	_____	_____	_____	_____

Total credit hours _____

Minimum Required Credit Hours (40)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Cosmetology Instructor Trainee Marked Tree

The Arkansas State Board of Cosmetology requires an individual to successfully complete 600 additional hours of training. Applications are placed on file by date completed.

Additional admission requirements:
Present a valid Arkansas Cosmetology License.

APPLICATION REQUIREMENTS:

1. See "[Applying for Admission](#)" in this **ASUN Catalog**.
2. Minimum COMPASS score required for admission to Cosmetology:
Reading - 83.
3. Submit proof of immunization.

Complete Application File:

- Application
- Test Scores
- Official transcripts

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
 Cosmetology Instructor Trainee

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (16 credit hours)			Hours	Semester	Grade	Transfer (Univ. /year)
Course #	Course Title					
COS 2362	Preparatory Training		_____	_____	_____	_____
COS 2372	Conducting Theory Classes		_____	_____	_____	_____
COS 2379	Conducting Practical Classes in Cosmetology		_____	_____	_____	_____
COS 2383	Practice of Cosmetology		_____	_____	_____	_____
Total credit hours:			_____			

Minimum Required Credit Hours (16)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

**Crime Scene Investigation
Newport
Partnership with Criminal Justice Institute*****

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

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE
Crime Scene Investigation

Students enrolled in this program of study would obtain thirty-five to thirty-eight degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced law enforcement courses presented by ASUN. Each grouping of allowable courses meets or exceeds the requirement of a **minimum** of 45 classroom hours to receive 3 hours of credit. (Number of contact or credit hours noted in parentheses)

A. Possible Requirements:

Crime Scene Investigation Certificate of Proficiency _____
 (466 contact hours)

Crime Scene Investigation Technical Certificate _____
 (12-15 credit hours)

College/University-(24-27 credit hours)	Hours	Semester	Grade	Transfer (Univ. /year)
B. General Education Core: (9 credit hours)				
College English (3 credit hours)	_____	_____	_____	_____
College Mathematics (3 credit hours)	_____	_____	_____	_____
Computer Applications* (3 credit hours)	_____	_____	_____	_____
*May be substituted with 'Computers Applications' offered by CJI				

Additional General Education: (18 credit hours)

Select from the following courses:

American National Government (3 credit hours)	_____	_____	_____	_____
Biological Science and lab (4 credit hours)	_____	_____	_____	_____
Business English II or Technical Writing (3 credit hours)	_____	_____	_____	_____
Introduction to Speech (3 credit hours)	_____	_____	_____	_____
Psychology (3 credit hours)	_____	_____	_____	_____
Political Science (3 credit hours)	_____	_____	_____	_____
Social Science (3 credit hours) required	_____	_____	_____	_____

Criminal Justice Institute

C. Major Technical Discipline:

Advanced Crime Scene Special Topics (3 credit hours) _____
 (number of contact hours needed in parentheses; 45 total contact hours needed)

Crime Scene Interpretation and Reconstruction (28)*	_____	_____	_____	_____
Advanced Crime Scene Investigation Special Topics ** (40 maximum)	_____	_____	_____	_____
Advanced Management of Evidence and Recovered Property (14) *	_____	_____	_____	_____
Bloodstain Pattern Documentation (21)	_____	_____	_____	_____
Survival Spanish for Law Enforcement (21)	_____	_____	_____	_____
Advanced Crime Scene Technician Certificate (63)	_____	_____	_____	_____

*Offered every other fiscal year

** Courses to be approved by CJI's Degree Program Committee (Director, Assistant Director, Program Coordinators).
 Degree Program will also be reviewed by the CJI Advisory Board Annually. Courses may not be offered each fiscal year.

Student Name _____ Student ID _____ Advisor _____

2013-14

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE
Crime Scene Investigation

College/University

D. Directed Electives:

General Business (3 credit hours)	_____	_____	_____	_____
Introduction to Criminal Justice (3 credit hours)	_____	_____	_____	_____

Total credit hours: _____

This program is only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity.

Total Program Requirement (62 Credit Hours)

Comments:

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

**Crime Scene Investigation
Newport
Partnership with Criminal Justice Institute*****

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.

Student Name _____ Student ID _____ Advisor _____

2013-14

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Crime Scene Investigation

Students enrolled in this program of study would obtain thirty-five to thirty-eight degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced law enforcement courses presented by ASUN. Each grouping of allowable courses meets or exceeds the requirement of a **minimum** of 45 classroom hours to receive 3 hours of credit. (Number of contact or credit hours noted in parentheses)

A. Possible Requirements:

ENG 0053 English Fundamentals

B. General Education Core: (9 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
ENG 1003	Freshman English I				
ENG 1203	Technical Communications				
MIS 1503	Microcomputer Applications				
MATH 1013	Mathematical Applications				

C. Major Technical Discipline: (18 credit hours)

Criminal Justice Institute				
Certificate of Proficiency Crime Scene Investigation				

Special Topics: (12 credit hours)

Criminal Justice Institute				
----------------------------	--	--	--	--

Total credit hours: _____

Total Program Requirement (18 Credit Hours)

This program is only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity.

Comments:

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

**Crime Scene Investigation
Newport
Partnership with Criminal Justice Institute*****

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.

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF PROFICIENCY
 Crime Scene Investigation

A. Possible Prerequisites: None required

B. General Education Core: (3 credit hours)		Hours	Semester	Grade	Transfer (Univ. / year)
Course #	Course Title				
ENG 1003	Freshman English I	_____	_____	_____	_____
C. Major Technical Discipline:					
Criminal Justice Institute credit hours (15)		_____	_____	_____	_____
Crime Scene Technical Certificate Program (126)		_____	_____	_____	_____
Law Enforcement Certification (320)		_____	_____	_____	_____

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

D. Directed Electives: None required

This program is only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity.

Total Credit hours _____

Total Program Requirement (18 Credit Hours)

Comments:

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

Criminal Justice

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF SCIENCE
 Criminal Justice
 (Available Online)

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals
MATH 0053	Mathematical Fundamentals I
MATH 0063	Mathematical Fundamentals II
MATH 0073	Mathematical Fundamentals III

B. General Education Core: (45 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
ENG 1003	Freshman English I	_____	_____	_____	_____
ENG 1013	Freshman English II	_____	_____	_____	_____

Lab Sciences (8 credit hours)

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
MATH 1023	College Algebra	_____	_____	_____	_____
SOC 2213	Principles of Sociology	_____	_____	_____	_____
SOC 2223	Social Problems	_____	_____	_____	_____
HIST 2763	U.S. History to 1876	_____	_____	_____	_____
HIST 2773	U.S. History since 1876	_____	_____	_____	_____
POSC 2103	Intro to U.S. Government	_____	_____	_____	_____
HIST 1013	World Civilization to 1660	_____	_____	_____	_____
HIST 1023	World Civilization since 1660	_____	_____	_____	_____
MIS 1503	Microcomputer Applications	_____	_____	_____	_____
SPCH 1203	Oral Communication	_____	_____	_____	_____
ART 2503	Fine Arts Visual	_____	_____	_____	_____
MUS 2503	Fine Arts Musical	_____	_____	_____	_____
THEA 2503	Fine Arts Theatre	_____	_____	_____	_____
ENG 2003	Intro to Literature of the Western World I	_____	_____	_____	_____
ENG 2013	Intro to Literature of the Western World II	_____	_____	_____	_____
PHIL 1103	Introduction to Philosophy	_____	_____	_____	_____
PE 1623	Concepts of Fitness	_____	_____	_____	_____
UNIV 1001	Freshman Seminar	_____	_____	_____	_____

C. Major Technical Discipline: 15 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
CRIM 1023	Introduction to Criminal Justice	_____	_____	_____	_____
CRIM 2043	Community Relations	_____	_____	_____	_____
CRIM 2253	Criminal Investigation	_____	_____	_____	_____
CRIM 2263	Criminal Evidence and Procedure	_____	_____	_____	_____
CRIM 2273	Criminal Law	_____	_____	_____	_____

D. Directed Electives: None Required

Total credit hours: _____

Minimum Required Credit Hours (60)

Student Name _____ Student ID _____ Advisor _____ 2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF SCIENCE
Criminal Justice
(Available Online)

Area of emphasis (4 year major): _____

Transfer Institution: _____

Expected Semester/Year of transfer: _____

Comments:

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

**Diesel Technology
Newport**

The Diesel Technology program is designed for our students to learn the personal and technical skills required to work in a modern commercial truck and trailer maintenance facility. Our instructional lab has been equipped with state of the art equipment and tools to ensure our graduates will be competitive in a workforce that is becoming increasingly more dependent on technology.

Faculty for the DT program are:

Jerry Tracy
Johnny Powell

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE PLAN
Diesel Technology

A. Possible Prerequisites: None required

B. General Education Core: (6 credit hours)			Hours	Semester	Grade	Transfer (Univ. /year)
Course #	Course Title					
ENG 1203	Technical Communication		_____	_____	_____	_____
MATH 1013	Mathematical Applications		_____	_____	_____	_____

C. Major Technical Discipline: (36 credit hours)						
Course #	Course Title					
DT 1003	Service and Maintenance		_____	_____	_____	_____
DT 1022	Trailer Suspension and Brake Systems		_____	_____	_____	_____
DT 1032	Brakes/ Anti-lock Brake Systems		_____	_____	_____	_____
DT 1041	Introduction to Hydraulics		_____	_____	_____	_____
DT 1153	Electrical Problem Solving		_____	_____	_____	_____
DT 1203	Diesel Engines		_____	_____	_____	_____
DT 1303	Diesel Fuel Systems		_____	_____	_____	_____
DT 1412	Chassis and Steering		_____	_____	_____	_____
DT 1512	Applications Lab I		_____	_____	_____	_____
DT 1522	Applications Lab II		_____	_____	_____	_____
DT 1542	Heavy Duty Transmissions		_____	_____	_____	_____
DT 1552	HVAC Service and Diagnostics		_____	_____	_____	_____
TECH 1002	Introduction to Welding		_____	_____	_____	_____
DTI 1107	Commercial Driver Training		_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit Hours (42)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

**Energy Control Technology
Marked Tree**

The Energy Control Technology program prepares individuals to apply technical knowledge and skills to repair, install, service and maintain the operating conditions 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 the field of residential, commercial, and industrial heating and air conditioning, industrial maintenance, residential and commercial wiring.

Faculty for the ECT program are:

David Lynn
Mark Constant

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE
Energy Control Technology

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals

B. General Education Core: (15 credit hours)		Hours	Semester	Grade	Transfer (Univ. / year)
Course #	Course Title				
ENG 1203	Technical Communications	_____	_____	_____	_____
ENG 1003	Freshman English I	_____	_____	_____	_____
MATH 1013	Mathematical Applications	_____	_____	_____	_____
Fundamental Computer Elective (3 credit hours)		_____	_____	_____	_____
Social Science Elective (3 credit hours)		_____	_____	_____	_____
_____		_____	_____	_____	_____

C. Major Technical Discipline: (45 credit Hours)

Course #	Course Title				
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 1323	Preventative Maintenance Technician	_____	_____	_____	_____
ECT 1314	Residential Heat Pump Systems	_____	_____	_____	_____
ECT 2116	Refrigeration Systems	_____	_____	_____	_____
ECT 2133	Programmable Logic Controls	_____	_____	_____	_____
ECT 2234	Building Performance Analysis	_____	_____	_____	_____
ECT 2243	Advanced HVACR Systems Diagnostics	_____	_____	_____	_____
ECT 2253	Home Performance Principles	_____	_____	_____	_____

Total credit hours _____

Minimum Required Hours (60)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Energy Control Technology

A. Possible Prerequisites: None required

B. General Education Core: (6 credit hours)			Hours	Semester	Grade	Transfer (Univ. / year)
Course #	Course Title					
ENG 1203	Technical Communications		_____	_____	_____	_____
MATH 1013	Mathematical Applications		_____	_____	_____	_____

C. Major Technical Discipline: (29 credit hours)

Course #	Course Title				
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 1323	Preventative Maintenance Technician		_____	_____	_____
ECT 1314	Residential Heat Pump Systems		_____	_____	_____
ECT 2133	Programmable Logic Controls		_____	_____	_____

D. Directed Electives: None Required

Total credit hours: _____

Minimum Required Credit Hours (35)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

**General Technology
Emphasis Areas**

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE
General Technology

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals

B. GENERAL EDUCATION CORE: (15 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
ENG 1003	Freshman English I	_____	_____	_____	_____
ENG 1203	Technical Communications	_____	_____	_____	_____
MATH 1013	Mathematical Applications	_____	_____	_____	_____
MIS 1033	Introduction to Computers	_____	_____	_____	_____

Social Science (3 credit hours)

Course #	Course Title
_____	_____

C. Major Technical Discipline (24-30 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Support Area Curriculum (15-21 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit hours (60)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

**General Technology
Hospitality Services Program
Jonesboro**

The Hospitality Services Program prepares students with the necessary skills for culinary and management positions in the hospitality industry. Students may choose from two degree tracks: Culinary Services or Foodservice and Management. They can obtain Certificates of Proficiency, Technical Certificates, or Associates of Arts degrees.

"Food is our Common Ground, a universal experience."

Faculty for the HS program are:

***Jessica Wrenfrow
Lana Caudel***

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE GENERAL TECHNOLOGY
 Pathway to Culinary Service

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals

B. General Education Requirements: (15 credit hours)		Hours	Semester	Grade	Transfer (Univ. /year)
Course #	Course Title				
ENG 1003	Freshman English I	_____	_____	_____	_____
ENG 1203	Technical Communications	_____	_____	_____	_____
MATH 1093	Culinary Math	_____	_____	_____	_____
Fundamental Computer Elective (3 credit hours)					
PSY 1013	Human Relations	_____	_____	_____	_____

C. Major Technical Discipline (30 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer
HS 1003	Intro to Hospitality Services	_____	_____	_____	_____
HS 1013	Sanitation	_____	_____	_____	_____
HS 1023	Culinary Techniques	_____	_____	_____	_____
HS 1033	Table Service	_____	_____	_____	_____
HS 1043	Cost Control	_____	_____	_____	_____
HS 1113	Bakery	_____	_____	_____	_____
HS 1123	Culinary Techniques II	_____	_____	_____	_____
HS 2053	Hospitality Services Internship	_____	_____	_____	_____
HS 1233	Menu Planning	_____	_____	_____	_____
HS 2013	Intro to Food & Beverage Management	_____	_____	_____	_____

D. Support Courses (15 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer
HS 1143	Pastry/Desserts	_____	_____	_____	_____
HS 1223	Culinary Techniques III	_____	_____	_____	_____
HS 1243	International Cuisine	_____	_____	_____	_____
HS 1323	Culinary Techniques IV	_____	_____	_____	_____
HS 1253	Banquets & Catering	_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit Hours (60)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Culinary Services

A. Possible Prerequisites: None required

B. General Education Core: (9 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
ENG 1203	Technical Communications	_____	_____	_____	_____
MATH 1093	Culinary Math	_____	_____	_____	_____
PSY 1013	Human Relations	_____	_____	_____	_____

C. Major Technical Discipline: (24 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
HS 1003	Intro to Hospitality Services	_____	_____	_____	_____
HS 1013	Sanitation	_____	_____	_____	_____
HS 1023	Culinary Techniques	_____	_____	_____	_____
HS 1033	Table Service	_____	_____	_____	_____
HS 1113	Bakery	_____	_____	_____	_____
HS 1123	Culinary Techniques II	_____	_____	_____	_____
HS 1143	Pastry/Desserts	_____	_____	_____	_____
HS 2053	Hospitality Services Internship	_____	_____	_____	_____

Total credit hours _____

Minimum Required Credit Hours (33)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE GENERAL TECHNOLOGY
Pathway to Food Service & Management

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals

B. General Education Requirements: (15 credit hours)		Hours	Semester	Grade	Transfer (Univ. /year)
Course #	Course Title				
ENG 1003	Freshman English I	_____	_____	_____	_____
ENG 1203	Technical Communications	_____	_____	_____	_____
MATH 1093	Culinary Math	_____	_____	_____	_____
Fundamental Computer Elective (3 credit hours)					
_____	_____	_____	_____	_____	_____
PSY1013	Human Relations	_____	_____	_____	_____

C. Major Technical Discipline (30 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer
HS 1003	Introduction to Hospitality Services	_____	_____	_____	_____
HS 1013	Sanitation	_____	_____	_____	_____
HS 1023	Culinary Techniques	_____	_____	_____	_____
HS 1033	Table Service	_____	_____	_____	_____
HS 1043	Cost Control	_____	_____	_____	_____
HS 2013	Intro to Food & Beverage Management	_____	_____	_____	_____
HS 2023	Intro to Business in Food Service	_____	_____	_____	_____
HS 1233	Menu Planning	_____	_____	_____	_____
HS 1343	Hospitality Management	_____	_____	_____	_____
HS 2053	Hospitality Services Internship	_____	_____	_____	_____

D. Directed Elective (15 credit hours)

HS 1333	Marketing for Hospitality	_____	_____	_____	_____
HS 1253	Banquets & Catering	_____	_____	_____	_____
HS 1053	Kitchen Design	_____	_____	_____	_____
HS 1353	Purchasing	_____	_____	_____	_____
SPCH 2243	Interpersonal Communication	_____	_____	_____	_____

Total credit hours _____

Minimum Required Credit Hours (60)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Food Service & Management

A. Possible Prerequisites: None required

B. General Education Core: (9 credit hours)			Hours	Semester	Grade	Transfer (Univ. / year)
Course #	Course Title					
ENG 1203	Technical Communications		_____	_____	_____	_____
MATH 1093	Culinary Math		_____	_____	_____	_____
PSY 1013	Human Relations		_____	_____	_____	_____

C. Major Technical Discipline: (24 credit hours)

Course #	Course Title					
HS 1003	Intro to Hospitality Services		_____	_____	_____	_____
HS 1013	Sanitation		_____	_____	_____	_____
HS 1023	Culinary Techniques		_____	_____	_____	_____
HS 1033	Table Service		_____	_____	_____	_____
HS 1353	Purchasing		_____	_____	_____	_____
HS 2013	Intro to Food & Beverage Management		_____	_____	_____	_____
HS 2023	Intro to Business in Food Service		_____	_____	_____	_____
HS 2053	Hospitality Services Internship		_____	_____	_____	_____

Total credit hours _____

Minimum Required Credit Hours (33)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF PROFICIENCY
Hospitality Services

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (15 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
HS 1003	Intro to Hospitality Services	_____	_____	_____	_____
HS 1013	Sanitation	_____	_____	_____	_____
HS 1023	Culinary Techniques	_____	_____	_____	_____
HS 1033	Table Service	_____	_____	_____	_____
HS 2053	Hospitality Services Internship	_____	_____	_____	_____

Total credit hours _____

Minimum Required Credit Hours (15)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

General Technology

Emphasis in High Voltage Lineman Technology

Newport (50% or more of courses are available online)

The High Voltage Lineman Technology program prepares individuals to apply technical knowledge and skills needed to install, repair, service, and maintain electrical power lines and supporting equipment. The program includes instruction in AC/DC electrical theory, safety, transformers, tools, material, testing equipment, pole framing, and bucket and digger derrick trucks. The program also includes instruction in the construction, maintenance, and troubleshooting of underground electrical systems. Students also receive instruction in pole climbing, pole testing, equipment maintenance, and pole top rescue. Graduates may find employment in the field of electrical power line work for electric cooperatives, electric contractors, city municipalities, and investor owned power companies.

Faculty for this program are:

Clay Fulton

Kenny Browning

|

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE GENERAL TECHNOLOGY
Pathway to High Voltage Lineman Technology

A. Possible Prerequisites:

ENG 0051 Writing Seminar
 ENG 0053 English Fundamentals

B. General Education Core: (15 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
ENG 1203	Technical Communications	_____	_____	_____	_____
ENG 1003	Freshman English I	_____	_____	_____	_____
MATH 1013	Mathematical Applications	_____	_____	_____	_____
MIS 1033	Introduction to Computers	_____	_____	_____	_____
MIS 1443	Technical Computer Applications	_____	_____	_____	_____
PSY 1013	Human Relations	_____	_____	_____	_____
PSY 2013	Introduction to Psychology	_____	_____	_____	_____

C. Major Technical Discipline (30 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer
DTI 1107	Commercial Driver Training	_____	_____	_____	_____
HVLT 1001	Introduction to Utilities	_____	_____	_____	_____
HVLT 1102	Introduction to Climbing & Ground man Procedures	_____	_____	_____	_____
HVLT 1401	Heavy Construction Equipment	_____	_____	_____	_____
HVLT 1403	DC and AC Circuit Analysis	_____	_____	_____	_____
HVLT 1504	Overhead Distribution Systems & Pole Framing	_____	_____	_____	_____
HVLT 1713	Introduction to Transformers	_____	_____	_____	_____
HVLT 1711	Principles of Operation of High Voltage Distribution Systems	_____	_____	_____	_____
HVLT 1801	Underground Distribution	_____	_____	_____	_____
HVLT 1904	Electrical Capstone Experience I	_____	_____	_____	_____
HVLT 1203	Electrical Safety	_____	_____	_____	_____

D. Support Courses (16 credit hours)

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

Directed Elective: One (3 credit hour) advisor approved course

SPCH 1203	Oral Communication	_____	_____	_____	_____
SPCH 2243	Interpersonal Communication	_____	_____	_____	_____
MATH 1023	College Algebra	_____	_____	_____	_____
SOC 2213	Principles of Sociology	_____	_____	_____	_____
PE 1623	Concepts of Fitness	_____	_____	_____	_____

Total credit hours _____

Minimum Required Credit Hours (61)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
High Voltage Lineman Technology

A. Possible Prerequisites: None required

B. General Education Core: (12 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
ENG 1203	Technical Communications	_____	_____	_____	_____
MATH 1013	Mathematical Applications	_____	_____	_____	_____
MIS 1443	Technical Computer Applications	_____	_____	_____	_____
PSY 1013	Human Relations	_____	_____	_____	_____

C. Major Technical Discipline: (30 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
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 1713	Introduction to Transformers	_____	_____	_____	_____
HVLT 1711	Principles of Operation of High Voltage Distribution Systems	_____	_____	_____	_____
HVLT 1801	Underground Distribution	_____	_____	_____	_____
HVLT 1904	Electrical Capstone Experience I	_____	_____	_____	_____
HVLT 1203	Electrical Safety	_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit Hours (42)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

**General Technology
Emphasis in Industrial Maintenance
Jonesboro**

This two-year program offers broad-based skills and practical hands-on experience in welding, hydraulics, electricity, mechanical maintenance, maintenance machining, and programmable logic controller (PLC) maintenance. Learn how to troubleshoot, repair, install, and maintain industrial systems to engineering and industry standards. Apply life skills to your future success in an industrial environment.

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE GENERAL TECHNOLOGY
 Pathway to Industrial Maintenance

A. Possible Prerequisites:**Course # Course Title**

ENG 0051 Writing Seminar

ENG 0053 English Fundamentals

B. General Education Core: (16 credit hours)**Course # Course Title**

ENG 1003 Freshman English I

ENG 1203 Technical Communications

MATH 1013 Mathematical Applications

PHSC 1201 Physical Science Lab

PHSC 1203 Physical Science

Social Science Elective (3 credit hours)

Hours**Semester****Grade****Transfer
(Univ. / year)****C. Major Technical Discipline: (16 credit hours)****Course # Course Title**

MIS 1033 Introduction to Computers

TECH 1033 Design for Manufacturing

TECH 1043 Manufacturing Production Processes

WELD 1403 Manufacturing Safety

WELD 1504 Maintenance Welding

D. Directed Electives: (Choose one of the emphasis options below)**Maintenance Option: (15 credit hours)****Course # Course Title**

TECH 1023 Introduction to Manufacturing

TECH 1053 Manufacturing Power & Equipment Systems

TECH 1063 Manufacturing Materials

TECH 1073 The Manufacturing Enterprise

TECH 1093 Manufacturing Engineering

Design/Problem Solving

Technology Electives: (13 credit hours)

Welding Option: (18 credit hours)**Course # Course Title**

WELD 1304 Intro to Shielded Metal Arc Welding (SMAW)

WELD 1404 Intro to Tungsten Inert Gas Welding (TIG)
WeldingWELD 2204 Advanced Gas Metal Arc Welding (MIG)
Welding

WELD 2413 Welding Fabrication

WELD 2513 Blueprint Reading

Technology Electives: (10 credit hours)

Information Technology Option: (14 credit hours)**Course # Course Title**

MIS 1443 Technical Comp Applications

TCOM 1012 Security / Alarm

TCOM 1103 Introduction to Networking

TCOM 1233 Personal Computers (PCs) for Telecom I

TCOM 1303 Personal Computers (PCs) for Telecom II

Technology Electives: (14 credit hours)

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE GENERAL TECHNOLOGY
 Pathway to Industrial Maintenance

E. Technology Electives:**Course # Course Title: (10-14 credit hours)**

MIS 1443	Technical Computer Applications	_____	_____	_____	_____
TCOM 1003	Installer	_____	_____	_____	_____
TCOM 1012	Security and Alarm Systems	_____	_____	_____	_____
TCOM 1103	Introduction to Networking	_____	_____	_____	_____
TCOM 1233	Personal Computers (PCs) for Telecom I	_____	_____	_____	_____
TCOM 1303	Personal Computers (PCs) for Telecom II	_____	_____	_____	_____
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	Intro to Shielded Metal Arc Welding (SMAW)	_____	_____	_____	_____
WELD 1404	Intro to Tungsten Inert Gas Welding (TIG) Welding	_____	_____	_____	_____
WELD 2204	Advanced Gas Metal Arc Welding (MIG) Welding	_____	_____	_____	_____
WELD 2304	Advanced Shielded Metal Arc Welding (SMAW)	_____	_____	_____	_____
WELD 2413	Welding Fabrication	_____	_____	_____	_____
WELD 2513	Blueprint Reading	_____	_____	_____	_____
WELD 2613	Welding Technology	_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit Hours (60)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Industrial Maintenance

A. Possible Prerequisites: None required

B. General Education Requirements (6 credit hours)

Course #	Course Title	ours	Semester	Grade	Transfer (Univ. / year)
ENG 1203	Technical Communications	_____	_____	_____	_____
MATH 1013	Mathematical Applications	_____	_____	_____	_____

C. Major Technical Discipline: (33 credit hours)

Course #	Course Title				
MIS 1033	Introduction to Computers	_____	_____	_____	_____
TCOM 1012	Security and Alarm Systems	_____	_____	_____	_____
TCOM 1103	Introduction to Networking	_____	_____	_____	_____
TECH 1023	Introduction to Manufacturing	_____	_____	_____	_____
TECH 1033	Design for Manufacturing	_____	_____	_____	_____
TECH 1043	Manufacturing Production Processes	_____	_____	_____	_____
TECH 1053	Manufacturing Power & Equipment Systems	_____	_____	_____	_____
WELD 1403	Manufacturing Safety	_____	_____	_____	_____
WELD 1504	Maintenance Welding	_____	_____	_____	_____
WELD 2413	Welding Fabrication	_____	_____	_____	_____
WELD 2513	Blueprint Reading	_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit Hours (39)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

**General Technology
Emphasis in Plumbing Technology
Jonesboro**

This program will provide advanced educational opportunity for individuals participating in the four year apprenticeship program of coursework required by the state to qualify to test for a professional career and license in plumbing.

Additional admission requirements:

Successful completion of the first year of the plumbing apprenticeship coursework and field experience as determined by a regional plumbing apprenticeship program.

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY NEWPORT
JONESBORO CAMPUS
 ASSOCIATE OF APPLIED SCIENCE GENERAL TECHNOLOGY
 Pathway to Plumbing Technology

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals

B. General Education Requirements (16 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
ENG 1003	Freshman English I	_____	_____	_____	_____
ENG 1203	Technical Communications	_____	_____	_____	_____
MATH 1013	Mathematical Applications	_____	_____	_____	_____
MIS 1033	Intro to Computers	_____	_____	_____	_____
PHSC 1201	Physical Science Lab	_____	_____	_____	_____
PHSC 1203	Physical Science	_____	_____	_____	_____

C. Major Technical Requirements (24 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
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	_____	_____	_____	_____

D. Directed Electives: (20 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
BIOL 1053	Environmental Science	_____	_____	_____	_____
BSYS 1383	Spreadsheets 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	_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit Hours (60)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Plumbing Technology

A. Possible Prerequisites: None required

General Education Requirements: (6 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
ENG 1203	Technical Communications	_____	_____	_____	_____
MATH 1013	Mathematical Applications	_____	_____	_____	_____

B. Major Technical Discipline: (24 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
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	_____	_____	_____	_____

Total credit hours

Minimum Required Credit Hours (30)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Renewable Energy Technology

About Our Program

Arkansas State University – Newport’s campus is located in the heart of the agricultural sector of Northeast Arkansas. ASUN’s Renewable Energy program offers you several choices, from individual courses of your choice to a fast-track path toward a Bachelor of Applied Science from Arkansas State University. Along the way you can earn a Certificate of Proficiency, a Technical Certificate, or an Associate of Applied Science in Renewable Energy Technology.

Courses

Some of the courses you can expect to take include Introduction to Renewable Energy Technology, Biofuels, Process Instrumentation, and Industrial Safety. In the Introduction to Renewable Energy Technology course, students learn about renewable energy technologies such as wind, solar, geothermal, hydropower, and biomass. In Biofuels, students learn to convert biomass resources into fuels such as methane, ethanol, and biodiesel. More advanced courses include Biomass and Feedstocks, Bioprocess Practices, and an industry related Internship completed by each student.

Research

Renewable Energy Technology students are also introduced to applied research in many different areas. Currently, students are active in research concerning hydropower, energy crop production, biofuels, and solar power. This research experience prepares graduates for entry into the workforce in the rapidly emerging field of alternative energy. Upon graduation, students have many career options. Dependent upon their interest, they can enter the field as operators, analysts, or technicians.

Faculty for the RET program is:

Jack Osier

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE-GENERAL TECHNOLOGY
Emphasis in Renewable Energy Technology

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals
MATH 0053	Math Fundamentals I
MATH 0063	Math Fundamentals II
MATH 0073	Math Fundamentals III
UNIV 1001	Freshman Seminar

B. General Education Core: (15 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
ENG 1003	Freshman English I	_____	_____	_____	_____
ENG 1013	Freshman English II	_____	_____	_____	_____
MATH 1023	College Algebra	_____	_____	_____	_____
MIS 1033	Introduction to Computers	_____	_____	_____	_____
MIS 1503	Microcomputer Applications	_____	_____	_____	_____
PSY 1013	Human Relations	_____	_____	_____	_____
PSY 2013	Introduction to Psychology	_____	_____	_____	_____

C. Major Technical Discipline: (23 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
BOT 1101	Biology of Plants Lab	_____	_____	_____	_____
BOT 1103	Biology of Plants	_____	_____	_____	_____
RET 1114	Biomass and Feed stocks	_____	_____	_____	_____
CHEM 1011	General Chemistry I Lab	_____	_____	_____	_____
CHEM 1013	General Chemistry I	_____	_____	_____	_____
RET 1003	Introduction to Renewable Energy Technology	_____	_____	_____	_____
RET 1013	Biofuels	_____	_____	_____	_____
RET 1024	Process Instrumentation	_____	_____	_____	_____
RET 1035	Bioprocess Practices	_____	_____	_____	_____

D. Directed Electives: (22 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
PSSC 1303	Introduction to Plant Science	_____	_____	_____	_____
PSSC 2803	Field Crops	_____	_____	_____	_____
RET 1804	Internship	_____	_____	_____	_____
RET 1713	Safety	_____	_____	_____	_____
TEC 1753	Basic Mechanics	_____	_____	_____	_____
TEC 1763	Basic Electricity I	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Credit hours: _____

Minimum Required Credit Hours (60)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Renewable Energy Technology

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals

B. General Education Core: (9 credit hours)		Hours	Semester	Grade	Transfer (Univ. / year)
Course #	Course Title				
ENG 1003	Freshman English I	_____	_____	_____	_____
MATH 1013	Mathematical Application	_____	_____	_____	_____
MIS 1033	Introduction to Computers	_____	_____	_____	_____
MIS 1503	Microcomputer Applications	_____	_____	_____	_____

OR

C. Major Technical Discipline: (19 credit hours)		Hours	Semester	Grade	Transfer (Univ. / year)
Course #	Course Title				
RET 1003	Introduction to Renewable Energy Technology	_____	_____	_____	_____
RET 1013	Biofuels	_____	_____	_____	_____
RET 1024	Process Instrumentation	_____	_____	_____	_____
RET 1713	Safety	_____	_____	_____	_____
TEC 1753	Basic Mechanics	_____	_____	_____	_____
TEC 1763	Basic Electricity I	_____	_____	_____	_____

D. Directed Electives: (3 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
_____	_____	_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit Hours (31)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF PROFICIENCY
Renewable Energy Technology

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (12 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
RET 1003	Introduction to Renewable Energy Technology	_____	_____	_____	_____
RET 1013	Biofuels	_____	_____	_____	_____
RET 1713	Safety	_____	_____	_____	_____
TEC 1753	Basic Mechanics	_____	_____	_____	_____

D. Designated Electives: None required

Total credit hours: _____

Minimum Required Credit Hours (12)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Law Enforcement Administration

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE
Law Enforcement Administration

Students enrolled in this program of study would obtain twenty-one degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced law enforcement courses presented by ASUN. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit. (Number of contact or credit hours noted in parentheses)

Officers enrolled in this program of study would obtain up to thirty-six degree hours by attending advanced courses presented by the Criminal Justice Institute and completing basic law enforcement training at an ACLEST accredited academy. 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: (36 credit hours)

A. Possible Requirements:

Law Enforcement Administration Certificate of Proficiency _____

Law Enforcement Administration Technical Certificate _____

B. General Education Core:

	Hours	Semester	Grade	Transfer (Univ. / year)
Technical Communication/ English	_____	_____	_____	_____
Intermediate Math or higher	_____	_____	_____	_____
Computer Applications*	_____	_____	_____	_____
Social Science	_____	_____	_____	_____
Speech	_____	_____	_____	_____
Introduction to Sociology	_____	_____	_____	_____
American National Government	_____	_____	_____	_____
*May be substituted with 'Computers Applications' offered by CJI				

C. Major Technical Discipline:

School of Law Enforcement Supervision _____
(140 contact hours)

Legal Aspects of Law Enforcement

(Number of contact hours noted in parentheses; 45 contact hours needed)

Warrantless Search/Seizure (6)	_____	_____	_____	_____
Courtroom Testimony (6)	_____	_____	_____	_____
Search Warrant Update (6)	_____	_____	_____	_____
Update Arkansas Legal Decisions (6)	_____	_____	_____	_____
Use of Force (6)	_____	_____	_____	_____
Case File Preparation (6)	_____	_____	_____	_____
Racial Profiling (3-6)	_____	_____	_____	_____
Managing Informants and Cooperative Witnesses (6)	_____	_____	_____	_____
Civil Process (7)	_____	_____	_____	_____
Identity Theft (7)	_____	_____	_____	_____
Policing Emotionally Disturbed and Developmentally Disabled Persons (7-14)	_____	_____	_____	_____

Integrity in Law Enforcement

(Number of contact hours noted in parentheses)

Police Internal Affairs (40)	_____	_____	_____	_____
Ethics and Public Integrity (7)	_____	_____	_____	_____
Public Integrity (7)	_____	_____	_____	_____
Early Intervention Programs (7)	_____	_____	_____	_____
Background Investigations of Police Applicants (12)	_____	_____	_____	_____

Student Name _____ Student ID _____ Advisor _____ 2013-14

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE
Law Enforcement Administration

College/University (27 credit hours)

D. Directed Electives:

Introduction to Criminal Justice (3 credit hours) _____

Total credit hours: _____

Total Program Requirement (63 Credit Hours)

This program is only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity.

Comments:

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Law Enforcement Administration

A. Possible Requirements: None required

B. General Education Core: (12 credit hours)			Hours	Semester	Grade	Transfer
Course #	Course Title					(Univ. / year)
ENG 1203	Technical Communications		_____	_____	_____	_____
MATH 1013	Mathematical Applications		_____	_____	_____	_____
MIS 1033	Introduction to Computers		_____	_____	_____	_____
SPCH 1203	Oral Communication		_____	_____	_____	_____

C. Major Technical Discipline:

Criminal Justice Institute: (21 credit hour)

Certificate of Proficiency in Law Enforcement Administration	_____	_____	_____	_____	_____
--	-------	-------	-------	-------	-------

(Number of contact hours noted in parentheses)

Advanced Law Enforcement Special Topics	_____	_____	_____	_____	_____
---	-------	-------	-------	-------	-------

Law Enforcement Administration and Management

Advanced Supervision (21)	_____	_____	_____	_____	_____
---------------------------	-------	-------	-------	-------	-------

Principles of Supervision (14)	_____	_____	_____	_____	_____
--------------------------------	-------	-------	-------	-------	-------

Leadership (8)	_____	_____	_____	_____	_____
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Managing Media Relations (6)	_____	_____	_____	_____	_____
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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	_____	_____	_____	_____	_____
---	-------	-------	-------	-------	-------

D. Directed Electives: Business (3 credit Hours)

General Business	_____	_____	_____	_____	_____
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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 requirements from a participating college or university of their choosing.

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

Total credit hours: _____

Total Program Requirement (36 Credit Hours)

Student Name _____ Student ID _____ Advisor _____

2013-14

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Law Enforcement Administration

Comments:

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

Student Name _____ Student ID _____ Advisor _____

2013-14

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF PROFICIENCY
Law Enforcement Administration

A. Possible Requirements: None required

B. General Education Core: (3 credit hours)		Hours	Semester	Grade	Transfer (Univ./ year)
Course #	Course Title				
ENG 1203	Technical Communications (or higher)	_____	_____	_____	_____

C. Major Technical Discipline:

Criminal Justice Institute: (15 credit hour)

Law Enforcement Administration (6 credit hours)	_____	_____	_____	_____
Law Enforcement Certifications (6 credit hours)	_____	_____	_____	_____
Law Enforcement Communications (3 credit hours)	_____	_____	_____	_____

D. Directed Electives: None required

This program is only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity.

Total Program Requirement (18 Credit Hours)

Total Credit Hours: _____

Comments:

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF ARTS DEGREE

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals
MATH 0053	Math Fundamentals I
MATH 0063	Math Fundamentals II
MATH 0073	Math Fundamentals III

B. GENERAL EDUCATION CORE: (35 hours)				Hours	Semester	Grade	Transfer (Univ. /year)
Course #	Course Title						
ART 2503	Fine Arts Visual	OR					
MUS 2503	Fine Arts Musical	OR					
THEA 2503	Fine Arts Theatre						
ENG 1003	Freshman English I						
ENG 1013	Freshman English II						
ENG 2003	Intro to Literature of the Western World I	OR					
ENG 2013	Intro to Literature of the Western World II	OR					
PHIL 1103	Introduction to Philosophy						
HIST 1013	World Civilization to 1660	OR					
HIST 1023	World Civilization since 1660						
HIST 2763	U.S. History to 1876	OR					
HIST 2773	U.S. History since 1876	OR					
POSC 2103	Intro to U.S. Government						
MATH 1023	College Algebra	OR					
MATH 1113	Quantitative Literacy						

Lab Sciences (8 hours)

Select 2 courses with labs:

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

Select 2 courses (6 hours)

[Courses taken to satisfy the General Education core requirements cannot fulfill this requirement.]

Course #	Course Title						
ART 2503	Fine Arts Visual						
ECON 2313	Principles of Macroeconomic						
ECON 2323	Principles of Microeconomics						
ENG 2033	American Literature II						
ENG 2053	American Literature I						
ENG 2003	Introduction to Literature of the Western World I						
ENG 2013	Introduction to Literature of the Western World II						
GEOG 2603	World Regional Geography						
GEOG 2613	Introduction to Geography						

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF ARTS DEGREE

HIST	1013	World Civilization to 1660	_____	_____	_____	_____
HIST	1023	World Civilization since 1660	_____	_____	_____	_____
HIST	2083	Arkansas History	_____	_____	_____	_____
HIST	2763	United States History to 1876	_____	_____	_____	_____
HIST	2773	United States History since 1876	_____	_____	_____	_____
MUS	2503	Fine Arts Musical	_____	_____	_____	_____
PHIL	1103	Introduction to Philosophy	_____	_____	_____	_____
POSC	2103	Introduction to United States Government	_____	_____	_____	_____
PSY	2013	Introduction to Psychology	_____	_____	_____	_____
SOC	2223	Social Problems	_____	_____	_____	_____
SOC	2213	Principles of Sociology	_____	_____	_____	_____
SOC	2233	Introduction to Cultural Anthropology	_____	_____	_____	_____
THEA	2503	Fine Arts Theatre	_____	_____	_____	_____

C. DIRECTED ELECTIVES (15 credit hours)

[Courses taken to satisfy General Education Core cannot fulfill the Directed Electives requirement.]

Select 5 courses (15 hours)

Course #	Course Title	Hours	Semester	Grade	Transfer
ANSC 1613	Introduction to Animal Science	_____	_____	_____	_____
ANSC 1621	Introduction to Animal Science Lab	_____	_____	_____	_____
ART 2503	Fine Arts Visual	_____	_____	_____	_____
BIOL 1001	Biological Science Lab	_____	_____	_____	_____
BIOL 1003	Biological Science	_____	_____	_____	_____
BIOL 2013	Introduction to Nutrition	_____	_____	_____	_____
BIOL 2101	Microbiology Lab	_____	_____	_____	_____
BIOL 2103	Microbiology	_____	_____	_____	_____
BOT 1101	Biology of Plants Lab	_____	_____	_____	_____
BOT 1103	Biology of Plants	_____	_____	_____	_____
CHEM 1011	General Chemistry I Lab	_____	_____	_____	_____
CHEM 1013	General Chemistry	_____	_____	_____	_____
CHEM 1021	General Chemistry II Lab	_____	_____	_____	_____
CHEM 1023	General Chemistry II	_____	_____	_____	_____
CHEM 1031	Introduction to Organic & Biochemistry Lab	_____	_____	_____	_____
CHEM 1033	Introduction to Organic & Biochemistry	_____	_____	_____	_____
CHEM 1052	Fundamental Concepts of Chemistry II	_____	_____	_____	_____
ECON 2313	Principles of Macroeconomics	_____	_____	_____	_____
ECON 2323	Principles of Microeconomics	_____	_____	_____	_____
ENG 2033	American Literature II	_____	_____	_____	_____
ENG 2053	American Literature I	_____	_____	_____	_____
ENG 2003	Introduction to Literature of the Western World I	_____	_____	_____	_____
ENG 2013	Introduction to Literature of the Western World II	_____	_____	_____	_____
GEOG 2603	World Regional Geography	_____	_____	_____	_____
GEOG 2613	Introduction to Geography	_____	_____	_____	_____
GEOL 1001	Environmental Geology Lab	_____	_____	_____	_____
GEOL 1003	Environmental Geology	_____	_____	_____	_____
HIST 1013	World Civilization to 1660	_____	_____	_____	_____
HIST 1023	World Civilization since 1660	_____	_____	_____	_____
HIST 2083	Arkansas History	_____	_____	_____	_____
HIST 2763	United States History to 1876	_____	_____	_____	_____
HIST 2773	United States History since 1876	_____	_____	_____	_____

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ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF ARTS DEGREE

MATH	1033	Plane Trigonometry	_____	_____	_____	_____
MATH	1054	Pre-calculus Mathematics	_____	_____	_____	_____
MATH	2194	Survey of Calculus	_____	_____	_____	_____
MATH	2204	Calculus I	_____	_____	_____	_____
MATH	2214	Calculus II	_____	_____	_____	_____
MUS	2503	Fine Arts Musical	_____	_____	_____	_____
PHIL	1103	Introduction to Philosophy	_____	_____	_____	_____
PHSC	1201	Physical Science Lab	_____	_____	_____	_____
PHSC	1203	Physical Science	_____	_____	_____	_____
PHYS	1101	Introduction to Space Science Lab	_____	_____	_____	_____
PHYS	1103	Introduction to Space Science	_____	_____	_____	_____
PHYS	2054	General Physics I	_____	_____	_____	_____
PHYS	2064	General Physics II	_____	_____	_____	_____
POSC	2103	Introduction to United States Government	_____	_____	_____	_____
PSSC	1301	Introduction to Plant Science Lab	_____	_____	_____	_____
PSSC	1303	Introduction to Plant Science	_____	_____	_____	_____
PSSC	2811	Soils Lab	_____	_____	_____	_____
PSSC	2813	Soils	_____	_____	_____	_____
PSY	2013	Introduction to Psychology	_____	_____	_____	_____
PSY	2533	Lifespan Development	_____	_____	_____	_____
SOC	2223	Social Problems	_____	_____	_____	_____
SOC	2213	Principles of Sociology	_____	_____	_____	_____
SOC	2233	Introduction to Cultural Anthropology	_____	_____	_____	_____
SPAN	1013	Elementary Spanish I	_____	_____	_____	_____
SPAN	1023	Elementary Spanish II	_____	_____	_____	_____
SPAN	2013	Intermediate Spanish I	_____	_____	_____	_____
SPAN	2023	Intermediate Spanish II	_____	_____	_____	_____
THEA	2503	Fine Arts Theatre	_____	_____	_____	_____
ZOOL	1041	Biology of Animals Lab	_____	_____	_____	_____
ZOOL	1043	Biology of Animals	_____	_____	_____	_____
ZOOL	2001	Human Anatomy & Physiology I Lab	_____	_____	_____	_____
ZOOL	2003	Human Anatomy & Physiology I	_____	_____	_____	_____
ZOOL	2011	Human Anatomy & Physiology II Lab	_____	_____	_____	_____
ZOOL	2013	Human Anatomy & Physiology II	_____	_____	_____	_____

D. Institutional Requirements/Approved Electives (10 hours)

Course #	Course Title	Hours	Semester	Grade	Transfer
MIS 1033	Introduction to Computers/Advisor approved	_____	_____	_____	_____
PE 1623	Concepts of Fitness/Advisor approved	_____	_____	_____	_____
SPCH 1203	Oral Communication	_____	_____	_____	_____
UNIV 1001	Freshman Seminar	_____	_____	_____	_____

Total credit hours: _____

Minimum Required Credit Hours (60)

Emphasis Area: _____

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

ASUN Teacher Education

The goal of the teacher education program at ASUN is to prepare future educators who are knowledgeable about the issues that directly affect the American education system in the 21st century. The teacher education program builds a foundation for future teachers by exposing them to fundamental beliefs about schools and society through knowledge, performance, and ideas that have been deemed relevant to quality teaching by P-12 professionals, the academic community of higher education, and national and state standards for the profession. ASUN is committed to the initial phase of the preparation of teachers who possess the knowledge and skills necessary to meet the learning needs of students in culturally diverse American schools. The teacher education program of study is designed to provide an integrated series of studies of general education, pre-professional studies and field experiences. The mission of the teacher education program is to enable those students who are committed to pursuing a career in teaching a seamless transition from the two-year college into a four-year program of study at any of Arkansas' bachelor's degree granting universities.

The present AAT in education is being reviewed by Arkansas Department of Education, and no new students may be enrolled in this particular program until the conclusion of the review. Those students already in the program may complete under the catalog in which they enrolled. New students interested in pursuing a degree in teacher education should consult with their advisors and consider enrolling in the AGS.

Faculty for the Education program is:

Stacy Mooneyhan

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF ARTS IN TEACHING
 Middle School Language Arts/Social Studies Emphasis

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals
MATH 0053	Math Fundamentals I
MATH 0063	Math Fundamentals II
MATH 0073	Math Fundamentals III
UNIV 1001	Freshman Seminar

B. General Education Core: (53 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
ART 2503	Fine Arts Visual	OR			
MUS 2503	Fine Arts Musical	OR			
THEA 2503	Fine Arts Theatre				
BIOL 1001	Biological Science Lab				
BIOL 1003	Biological Science				
ENG 1003	Freshman English I				
ENG 1013	Freshman English II				
ENG 2003	Intro to Literature of the Western World I	OR			
ENG 2013	Intro to Literature of the Western World II				
ENG 2053	American Literature I	OR			
ENG 2033	American Literature II				
GEOG 2613	Introduction to Geography				
HIST 1013	World Civilization to 1660	OR			
HIST 1023	World Civilization since 1660				
HIST 2083	History of Arkansas				
HIST 2763	U.S. History to 1876	OR			
HIST 2773	U.S. History since 1876				
MATH 1023	College Algebra (or higher)				
MATH 2113	Math for Teachers I				
MATH 2123	Math for Teachers II				
PHSC 1201	Physical Science Lab				
PHSC 1203	Physical Science				
POSC 2103	Intro to U S Government				
PSY 2013	Intro to Psychology				
SPCH 1203	Oral Communication				

C. Major Technical Discipline: (6 credit hours)

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

D. Directed Electives: Social Science (3 credit hours)

_____	_____	_____	_____	_____	_____
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Total credit hours: _____

Minimum Required Credit Hours (62)

Student Name _____ Student ID _____ Advisor _____ 2013-14

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF ARTS IN TEACHING
Middle School Language Arts/Social Studies Emphasis

Area of emphasis (4 year major): _____

Transfer Institution: _____

Expected Semester/Year of transfer: _____

Comments:

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

ARKANSAS STATE UNIVERSITY-NEWPORT

ASSOCIATE OF ARTS IN TEACHING

Middle School Math/Science Emphasis

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals
MATH 0053	Math Fundamentals I
MATH 0063	Math Fundamentals II
MATH 0073	Math Fundamentals III
UNIV 1001	Freshman Seminar

B. General Education Core: (53 credit hours)

Course#	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
ART 2503	Fine Arts Visual	OR			
MUS 2503	Fine Arts Musical	OR			
THEA 2503	Fine Arts Theatre				
BIOL 1003	Biological Science				
BIOL 1001	Biological Science Lab				
ENG 1003	Freshman English I				
ENG 1013	Freshman English II				
ENG 2003	Intro to Literature of the Western World I	OR			
ENG 2013	Intro to Literature of the Western World II				
GEOL 1003	Environmental Geology				
GEOL 1001	Environmental Geology Lab				
HIST 1013	World Civilization to 1660	OR			
HIST 1023	World Civilization since 1660				
HIST 2083	History of Arkansas				
HIST 2763	U.S. History to 1876	OR			
HIST 2773	U.S. History since 1876				
MATH 1023	College Algebra				
MATH 1033	Plane Trigonometry	OR			
MATH 1054	Pre-calculus Mathematics	OR			
MATH 2194	Survey of Calculus				
MATH 2113	Math for Teachers I				
MATH 2123	Math for Teachers II				
PHSC 1203	Physical Science				
PHSC 1201	Physical Science Lab				
POSC 2103	Intro to US Government				
PSY 2013	Introduction to Psychology				
SPCH 1203	Oral Communication				

C. Education Courses: (6 credit hours)

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

D. Directed Electives:

Social Science (3 credit hours)

_____	_____	_____	_____	_____	_____
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Total credit hours: _____

Minimum Required Credit Hours (63)

Student Name _____ Student ID _____ Advisor _____ 2013-14

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF ARTS IN TEACHING
Middle School Math/Science Emphasis

Area of emphasis (4 year major): _____

Transfer Institution: _____

Expected Semester/Year of transfer: _____

Comments:

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF ARTS IN TEACHING
Teaching P-4

A. Possible Prerequisites:

Course #	Course Title
ENG 0051	Writing Seminar
ENG 0053	English Fundamentals
MATH 0053	Math Fundamentals I
MATH 0063	Math Fundamentals II
MATH 0073	Math Fundamentals III
UNIV 1001	Freshman Seminar

B. General Education Core: (50 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
ART 2503	Fine Arts Visual				
MUS 2503	Fine Arts Musical				
THEA 2503	Fine Arts Theatre				
BIOL 1003	Biological Science				
BIOL 1001	Biological Science Lab				
ENG 1003	Freshman English I				
ENG 1013	Freshman English II				
ENG 2003	Intro to Literature of the Western World I				
ENG 2013	Intro to Literature of the Western World II				
GEOG 2613	Introduction to Geography				
HIST 1013	World Civilization to 1660				
HIST 1023	World Civilization since 1660				
HIST 2083	History of Arkansas				
HIST 2763	U.S. History to 1876				
HIST 2773	U.S. History since 1876				
MATH 1023	College Algebra				
MATH 2113	Math for Teachers I				
MATH 2123	Math for Teachers II				
PHSC 1203	Physical Science				
PHSC 1201	Physical Science Lab				
POSC 2103	Intro to US Government				
PSY 2013	Introduction to Psychology				
SPCH 1203	Oral Communication				

C. Major Technical Discipline: (12 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
EDU 2013	K-12 Educational Technology				
EDU 2023	Introduction to Education				
ECH 2103	Child Growth and Development				
ECH 2013	Survey of Early Childhood Education				

D. Directed Electives: (1 credit hour)

Physical Education					

Total credit hours: _____

Student Name _____ Student ID _____ Advisor _____ 2013-14

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF ARTS IN TEACHING
Teaching: P-4

Minimum Required Credit Hours (63)

Area of emphasis (4 year major): _____

Transfer Institution: _____

Expected Semester/Year of transfer: _____

Comments:

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

Certified Nursing Assistant (CNA)

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, laboratory, and clinical experience. Individuals have the option to 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.

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF PROFICIENCY
Certified Nursing Assistant

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline:

Course #	Course Title	Hours	Semester	Grade
SPN 1507	Nursing Assistant Certification	_____	_____	_____

D. Directed Electives: None required

Minimum Required Credit Hours (7)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Emergency Medical Technician (EMT)
Jonesboro

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.

Additional Admissions Requirements:

1. Minimum COMPASS score required: Reading - 83
2. Current TB Test
3. Tetanus shot within the last ten (10) years
4. Proof of two separate immunizations for Measles, Mumps, and Rubella (MMR)
5. Students must have a negative drug screen.(administered at ASUN by an independent lab)

Faculty for the EMT program are:

Todd Carr
Michael Shreve

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF PROFICIENCY
Emergency Medical Technician (EMT)

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (10 credit hours)			Hours	Semester	Grade	Transfer (Univ. /year)
Course #	Course Title					
EMT 1104	Pre-Hospital		_____	_____	_____	_____
EMT 1302	Trauma Management		_____	_____	_____	_____
EMT 1402	Medical Emergencies & Transport		_____	_____	_____	_____
EMT 1502	Basic EMT Clinical Rotation/Lab		_____	_____	_____	_____

D. Directed Electives: None required

Total credit hours _____

Minimum Required Credit Hours (10)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed _____

MEDICATION ASSISTANT Newport

This 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:

- A. Be admitted to Arkansas State University –Newport.
- B. Be currently listed in good standing on Arkansas' certified nurse aide registry.
- C. Maintain registration on Arkansas' certified nurse aide registry continuously for a minimum of one (1) year.
- D. Complete at least one (1) continuous year of full-time experience as a certified nurse aide in Arkansas.
- E. Be currently employed at a long term care facility.
- F. Reading skills placement test score 82 or above on the Compass.
- G. Proof of two separate immunizations for Measles, Mumps, and Rubella (MMR) and Tuberculosis (TB) skin testing.
- H. Be enrolled in or have completed Introduction to Computers.

Student Name _____ Student ID _____ Advisor _____

2013-14

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF PROFICIENCY
Medication Assistant

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline:

Course #	Course Title	Hours	Semester	Grade
HSC 1008	Medication Assistant	_____	_____	_____

Minimum Required Credit Hours (8)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Phlebotomy Jonesboro

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.

Additional Admission requirements:

- Minimum COMPASS score required: Reading—70
- Current Tuberculosis (TB) Test
- Tetanus Shot within the last ten (10) years
- Proof of two separate immunizations for Measles, Mumps, and Rubella (MMR)
- Students must have a negative drug screen. (administered at ASUN Jonesboro campus by an independent lab)

Faculty for the Phlebotomy program is:

Janet Baxter

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF PROFICIENCY
Phlebotomy

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (8 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
PHL 1101	CPR & First Aid	_____	_____	_____	_____
PHL 1102	Phlebotomy Clinical	_____	_____	_____	_____
PHL 1105	Phlebotomy	_____	_____	_____	_____

D. Directed Electives: None required

Total credit hours _____

Minimum Required Credit Hours (8)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Practical Nursing Option 1 Newport

[Application and program requirements](#) or contact Director of Nursing and Allied Health at 870-512-7833.

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

Program Admission 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 Tuberculosis (TB) Test
- Hepatitis B started or waiver form signed (attach form to application)
- Current Tetanus Vaccination (within 10 years)
- Two separate vaccinations for Measles, Mumps, Rubella (MMR)
- Students must have a negative drug screen. Screening will be conducted at ASUN by an independent lab.

NOTE: Students in the Technical Certificate program in Practical Nursing must achieve a grade of “C” or better in each course for progression in the program.

All of the nursing programs undergo a survey by the Arkansas State Board of Nursing every five years. Each one has current unconditional approval.

The Arkansas State University Practical Nursing Programs on the Newport, Jonesboro and Marked Tree Campus’ are currently working on a proposed curriculum revision which will provide continuity among the campuses. The proposed curriculum revision will be presented to the University Curriculum Committee and the Arkansas State Board of Nursing for approval in 2015

Faculty for the SPN program are:

***Nancy Weaver
Cindy Smith***

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Practical Nursing

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (48 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
SPN 1012	Body Structure & Function	_____	_____	_____	_____
SPN 1022	Nutrition	_____	_____	_____	_____
SPN 1103	Clinic I	_____	_____	_____	_____
SPN 1105	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	_____	_____	_____	_____

D. Directed Electives: None required

Total credit hours: _____

Minimum Required Credit Hours (48)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

**Practical Nursing Option II
Jonesboro/Marked Tree**

[Application Procedure](#) and [Application and program requirements](#)

The Marked Tree and Jonesboro Campuses offer a one-year program combining classroom instruction with clinical experience. Students meeting all departmental requirements are qualified to challenge the NCLEX administered by the Arkansas State Board of Nursing to become a Licensed Practical Nurse (LPN).

Note: Persons convicted of a crime may not be eligible to take the NCLEX- PN. See the program chair for details. Information on testing and other rules and regulations can also be obtained from the following website: [Arkansas State Board of Nursing](#)

Additional Admission requirements

- Minimum COMPASS scores required for PN: Writing—38; Reading—83; Algebra—24.
- TEAS-V minimum score required: Adjusted Individual TotalScore-52
- Current Tuberculosis (TB) Test
- Tetanus Shot within the last ten (10) years
- Two separate vaccinations for Measles, Mumps, Rubella (MMR)
- Students must have a negative drug screen. (administered at ASUN by an independent lab)

NOTE: Students in the Technical Certificate program in Practical Nursing must achieve a grade of “C” or better in each course for progression in the program.

All of the nursing programs undergo a survey by the Arkansas State Board of Nursing every five years. Each one has current unconditional approval.

The Arkansas State University Practical Nursing Programs on the Newport, Jonesboro and Marked Tree Campus’ are currently working on a proposed curriculum revision which will provide continuity among the campuses. The proposed curriculum revision will be presented to the University Curriculum Committee and the Arkansas State Board of Nursing for approval in 2015

Faculty for the PN program are:

***Sherri Smith
Tammy Hargett
Kim Heeb
Daphene Heern
Crystalline Schwartz
Jennifer Kelley***

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Practical Nursing

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Core: (48 hours)			Hours	Semester	Grade	Transfer (Univ. / year)
Course #	Course Title					
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	IV Therapy		_____	_____	_____	_____
PN 2113	Pharmacology II		_____	_____	_____	_____
PN 2122	Nursing of Mothers and Infants		_____	_____	_____	_____
PN 2131	Mental Health		_____	_____	_____	_____
PN 2206	Medical/Surgical Nursing I		_____	_____	_____	_____
PN 2212	Medical/Surgical Nursing II		_____	_____	_____	_____
PN 2407	Clinical II		_____	_____	_____	_____
PN 2406	Clinical III		_____	_____	_____	_____

D. Directed Electives: None required

Total credit hours: _____

Minimum Required Credit Hours (48)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

AFFILIATED CLINICAL FACILITIES

Harris Hospital, Inc. - Newport, AR

Lindley Healthcare - Newport, AR

St. Michaels Place - Newport, AR

St. Bernards Medical Center - Jonesboro, AR

Woodruff County Nursing Home - McCrory, AR

White River Medical Center - Batesville, AR

Craighead Nursing Center - Jonesboro

Children's Clinic Jonesboro

NEA Baptist Medical Campus

Apache Drive Children's Clinic-Jonesboro

NEA Wound Care Center-Jonesboro

Jonesboro Church Health Center

Three Rivers Nursing Center-Marked Tree

Nursing LPN/LPTN to RN Newport RN Newport

This 12-month program combines classroom instruction with clinical experiences. 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 nontraditional delivery format of nursing theory by interactive video.

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). 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.

For more information go to: www.asun.edu/nursing

ARKANSAS STATE UNIVERSITY-NEWPORT
ASSOCIATE OF APPLIED SCIENCE
Nursing (AASN)

A. Possible Prerequisites:

Course # Course Title
ENG 0051 Writing Seminar
ENG 0053 English Fundamentals

B. General Education Courses: (33 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. /year)
BIOL 2013	Introduction to Nutrition	_____	_____	_____	_____
BIOL 2101	Microbiology Lab	_____	_____	_____	_____
BIOL 2103	Microbiology	_____	_____	_____	_____
ENG 1003	Freshman English I	_____	_____	_____	_____
ENG 1013	Freshman English II	_____	_____	_____	_____
MATH 1213	Math for Nurses	_____	_____	_____	_____
MIS 1033	Introduction to Computers	_____	_____	_____	_____
MIS 1503	Microcomputer Applications	_____	_____	_____	_____
PSY 2013	Introduction to Psychology	_____	_____	_____	_____
PSY 2533	Lifespan Development	_____	_____	_____	_____
	Human Growth and Development	_____	_____	_____	_____
PSY 2103	Developmental 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	_____	_____	_____	_____

***All RN students must have all, or all but one of the General Education Requirements completed by the August 31 deadline.**

C. Nursing Course Curriculum: (33 credit hours)

Course # Course Title

Spring Semester

RNSG 2119	Nursing Process I	_____	_____	_____	_____
RNSG 2123	Nursing Practicum I	_____	_____	_____	_____

Summer Semester

RNSG 2216	Nursing Process II	_____	_____	_____	_____
RNSG 2413	Nursing Practicum II	_____	_____	_____	_____

Fall Semester

RNSG 2518	Nursing Process III	_____	_____	_____	_____
RNSG 2511	NCLEX-RN Preparation	_____	_____	_____	_____
RNSG 2523	Nursing Practicum III	_____	_____	_____	_____

D. Directed Electives: None required

Total credit hours: _____

Minimum Required Credit Hours (66)

Comments:

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Degree Completed: _____

Revised 6/09/14

Notice to Potential Nursing School Applicants

The Arkansas State Board of Nursing determines whether a graduate of a state approved nursing school may sit for boards after completion of a program. Completion of a nursing program does not guarantee eligibility to sit for either the NCLEX-PN examination or the NCLEX-RN examination. The following is the relevant statute that governs who is eligible to take the NCLEX-PN and the NCLEX-RN examination. All students interested in a career in nursing should read the following statute when considering a career in the nursing profession. In addition, certain criminal charges will bar a student from attending some clinic sites and may prevent them from completing a nursing program. The following statute is made available for all potential nursing school applicants at ASU-Newport. Further information is available on the Arkansas State Board of Nursing website and other official sources for updates or changes in the statute that may occur after the publication of the ASU-Newport 2014-2015 catalog.

[Arkansas State Board of Nursing §17-87-312.](#) Criminal background checks.

- (a) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.
- (e) Except as provided in subdivision (l)(1) of this section, no person shall be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to, or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:
 - 1. Capital murder as prohibited in § 5-10-101;
 - 2. Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 510-103;
 - 3. Manslaughter as prohibited in § 5-10-104;
 - 4. Negligent homicide as prohibited in § 5-10-105;
 - 5. Kidnapping as prohibited in § 5-11-102;
 - 6. False imprisonment in the first degree as prohibited in § 5-11-103;
 - 7. Permanent detention or restraint as prohibited in § 5- 11-106;
 - 8. Robbery as prohibited in § 5-12-102;
 - 9. Aggravated robbery as prohibited in § 5-12-103
 - 10. Battery in the first degree as prohibited in § 5-13-201;

11. Aggravated assault as prohibited in § 5-13-204;
 12. Introduction of controlled substance into the body of another person as prohibited in § 5-13-210;
 13. Terroristic threatening in the first degree as prohibited in §5-13-301;
 14. Rape as prohibited in §§ 5-14-103;
 15. Sexual indecency with a child as prohibited in § 5-14-110;
 16. Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124–5-14-127;
 17. Incest as prohibited in § 5-26-202;
 18. Offenses against the family as prohibited in §§ 5-26- 303 - 5-26-306;
 19. Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 20. Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 21. Permitting abuse of a child as prohibited in § 5-27-221(a)(1) and (3);
 22. Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§5-27-303 - 5-27-305, 5-27-402, and 5-27-403;
 23. Felony adult abuse as prohibited in § 5-28-103;
 24. Theft of property as prohibited in § 5-36-103;
 25. Theft by receiving as prohibited in § 5-36-106;
 26. Arson as prohibited in § 5-38-301;
 27. Burglary as prohibited in § 5-39-201;
 28. Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608 as prohibited in § 5-64-401;
 29. Promotion of prostitution in the first degree as prohibited in § 5-70-104;
 30. Stalking as prohibited in § 5-71-229;
 31. Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in §§ 5-32-01, 5-3-202, 5-3-301, and 5-3-401 to commit any of the offenses listed in this subsection;
 32. Computer child pornography as prohibited in §5-27-603; and
 33. Computer exploitation of a child in the first degree as prohibited in § 5-27-605.
- (f)(1)(A).** The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
- (B).** The permit shall be valid for no more than six (6) months.
- (2)** Except as provided in subdivision (l)(1) of this section, upon receipt of information from the Identification Bureau of the

Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.

(g)(1). The provisions of subsections (e) and subdivision (f)(2) of this section may be waived by the board upon the request of:

(A) An affected applicant for licensure; or

(B) The person holding a license subject to revocation

(2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:

(A) The age at which the crime was committed;

(B) The circumstances surrounding the crime;

(C) The length of time since the crime;

(D) Subsequent work history;

(E) Employment references;

(F) Character references; and

(G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.

(h)(1) Any information received by the board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by:

(A) The affected applicant for licensure, or his authorized representative; or

(B) The person whose license is subject to revocation or his or her authorized representative.

(2) No record, file, or document shall be removed from the custody of the Department of Arkansas State Police.

(i) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.

(j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.

(k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.

(l)(1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (l)(2) of this section.

(2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:

A. Capital murder as prohibited in § 5-10-101;

- B.** Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in §5-10-103;
- C.** Kidnapping as prohibited in § 5-11-102;
- D.** Rape as prohibited in § 5-14-103;
- E.** Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
- F.** Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in §5-27-206;
- G.** Incest as prohibited in § 5-26-202;
- H.** Arson as prohibited in § 5-38-301
- I.** Endangering the welfare of incompetent person in the first degree as prohibited in § 527-201; and
- J.** Adult abuse that constitutes a felony as prohibited in§ 5-28-103

**Surgical Technology
Newport & Marked Tree**

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. This course of study requires significant travel to clinic sites in surrounding areas to meet program requirements. For more information go to www.asun.edu/nursing

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

Faculty for the SUR program is:

Christopher Madden

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Surgical Technology

A. Possible Prerequisites:

Course #	Course Title	
ZOOL 1004	Basic Anatomy and Physiology	OR
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	

B. General Education Core: None required

C. Major Technical Discipline (40 credit hours)

Courses (underline or circle selections where applicable)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
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 Techniques 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	_____	_____	_____	_____

D. Directed Electives: None required

Total credit hours: _____

Minimum Required Credit Hours (40)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

**Telecommunications
Jonesboro**

Telecommunications is the future of electronics communications. Fiber optics, telephone, cable television, internet, computer networking, fire and security systems are some of the types of electronic communications included in this program. Including knowledge of how communications systems work, students will learn job safety, PC repair, and how to create the infrastructure of cable, telephone and computer network systems.

Faculty for the TCOM program is:

Nick Devereux

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Telecommunications

A. Possible Prerequisites: None required

B. General Education Core: (6 credit hours)			Hours	Semester	Grade	Transfer (Univ. / year)
Course #	Course Title					
ENG 1233	Technical Composition		_____	_____	_____	_____
MATH 1013	Mathematical Applications		_____	_____	_____	_____

C. Major Technical Discipline: (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		_____	_____	_____	_____

*Internship should be approved by advisor.

Total credit hours: _____

Minimum Required Credit Hours (39)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Welding Jonesboro

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.

Faculty for the WELD program is:

Ken Beach

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
Welding

A. Possible Prerequisites: None required

B. General Education Core: (6 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
ENG 1203	Technical Communications	_____	_____	_____	_____
MATH 1013	Mathematical Applications	_____	_____	_____	_____

C. Major Technical Discipline: (24 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
WELD 1204	Introduction to MIG Welding	_____	_____	_____	_____
WELD 1304	Introduction to SMAW	_____	_____	_____	_____
WELD 1403	Manufacturing Safety	_____	_____	_____	_____
WELD 1404	Introduction to TIG Welding	_____	_____	_____	_____
WELD 2413	Welding Fabrication	_____	_____	_____	_____
WELD 2513	Blueprints Reading	_____	_____	_____	_____
WELD 2613	Welding Technology	_____	_____	_____	_____

D. Directed Electives: (8 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
WELD 2204	Advanced MIG Welding	_____	_____	_____	_____
WELD 2304	Advanced SMAW	_____	_____	_____	_____

Total credit hours _____

Minimum Required Credit Hours (38)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF PROFICIENCY
Manufacturing Welding

A. Possible Prerequisites: None required

B. General Education Core: (3 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
MATH 1013	Mathematical Applications	_____	_____	_____	_____

C. Major Technical Discipline: (11 credit hours)

Course #	Course Title	Hours	Semester	Grade	Transfer (Univ. / year)
WELD 1204	Introduction to MIG Welding	_____	_____	_____	_____
WELD 2204	Advanced MIG Welding	_____	_____	_____	_____
WELD 2513	Blueprints Reading	_____	_____	_____	_____

D. Directed Electives: None required

Total credit hours _____

Minimum Required Credit Hours (14)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____

Student Name _____ Student ID _____ Advisor _____

2014-15

ARKANSAS STATE UNIVERSITY-NEWPORT
CERTIFICATE OF PROFICIENCY
Construction Welding

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (14 credit hours)		Hours	Semester	Grade	Transfer (Univ. / year)
Course #	Course Title				
MATH 1013	Mathematical Applications	_____	_____	_____	_____
WELD 1304	Introduction to SMAW	_____	_____	_____	_____
WELD 2304	Advanced SMAW	_____	_____	_____	_____
WELD 2613	Welding Technology	_____	_____	_____	_____

Total credit hours _____

Minimum Required Credit Hours (14)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____



Course Descriptions

COURSE ABBREVIATIONS BY DEPARTMENT

- **AGRICULTURAL**
 - Agriculture (AGED, AGRI)
 - Aquaculture (AQFI)
 - Horticulture (HORT)
 - Plant Science (PSSC)
- **ARTS**
 - Art (ART)
 - Music (MUS)
 - Photography (PHT)
 - Theatre (THEA)
- **AUTOMOTIVE**
 - Automotive Service Technology (AST)
 - Collision Repair Technology (CRT)
 - Diesel Technology (DT, DTI)
- **BUSINESS**
 - Accounting (ACCT)
 - Business (BSYS, BUAD)
 - Economics (ECON)
 - Leadership (LDR)
 - Management Information Systems (MIS)
 - Management (MGMT) Marketing (MKTG)
 - Qualitative Mathematics (QM)
- **COMPUTERS**
 - Computer Network Technology (CNT)
 - Management Information Systems (MIS)
 - Telecommunications (TCOM)
- **COSMETOLOGY**
 - Cosmetology (COS)
- **CRIMINAL JUSTICE**
 - Criminal Justice (CRIM)
 - Legal (LAW)
- **EDUCATION**
 - Early Childhood (ECH)
 - Education (EDU)
 - Secondary Teaching Education (SCED)
 - Special Education (SPED)
- **ENERGY**
 - Energy Control Technology (ECT)
 - High Voltage Lineman (HVLT)
 - Renewable Energy Technology (RET)
 - Solar Energy (SE)
 - Wind Energy (WE)

COURSE ABBREVIATIONS BY DEPARTMENT (continued)

- **ENGLISH & READING**
 - English (ENG)
 - Reading (READ)
 - Speech (SPCH)
- **FOOD SCIENCE**
 - Food Science (FDST)
- **HOSPITALITY**
 - Culinary Service (HS)
 - Food Service & Management (HS)
 - Hospitality Service (HS)
- **HISTORY**
 - Geography (GEOG)
 - Geology (GEOL)
 - History (HIST)
 - Political Science (POSC)
- **SOCIAL SCIENCE**
 - Psychology (PSY)
 - Sociology (SOC)
 - Social Work (SW)
- **LANGUAGE**
 - American Sign Language (ASL)
 - French (FR)
 - Spanish (SPAN)
- **MATH**
 - Mathematical Applications (MATH)
 - Mathematics (MATH)
 - Mathematics Fundamentals (MATH)
 - Mathematics for Hospitality Services (MATH)
- **MEDICAL**
 - Certified Nursing Assistant (CNA)
 - Emergency Medical Technician (EMT)
 - Health Information Technology (HIT)
 - Medication Assistant (HSC)
 - Phlebotomy (PHL)
 - Practical Nursing (PN) (SPN)
 - Registered Nursing (RNSG)
 - Surgical Technician (SUR)
- **PHYSICAL EDUCATION & HEALTH**
 - Health (HLTH)
 - Physical Education (PE)

COURSE ABBREVIATIONS BY DEPARTMENT (continued)

- **SCIENCE**
 - Biology (BIOL, BOT)
 - Chemistry (CHEM)
 - Physics (PHYS)
 - Physical Science (PHSC)
 - Zoology (ZOOL)
- **MECHANICAL & TECHNICAL**
 - Electrical (ELEC)
 - Mechanical (MECH)
 - Plumbing (PLB)
 - Telecommunications (TCOM)
 - Technical (TEC & TECH)
 - Welding (WELD)
- **TRUCK DRIVING**
 - Commercial Driver Training (DTI)
- **UNIVERSITY**
 - Freshman Seminar (UNIV)

**Course Abbreviation Codes
(in alphabetical order)**

Accounting (ACCT)
Agriculture (AGED, AGRI)
American Sign Language (ASL)
Aquaculture (AQFI)
Art (ART)
Automotive Service Technology (AST)
Biology (BIOL, BOT)
Business (BSYS, BUAD)
Certified Nursing Assistant (CNA)
Chemistry (CHEM)
Collision Repair Technology (CRT)
Commercial Driver Training (DTI)
Computer Network Technology (CNT)
Cosmetology (COS)
Criminal Justice (CRIM)
Diesel Technology (DT)
Early Childhood (ECH)
Economics (ECON)
Education (EDU)
Electrical (ELEC)
Emergency Medical Technician (EMT)
Energy Control Technology (ECT)
English (ENG)
Food Science (FDST)
French (FR)
General Engineering (GENG)
Geography (GEOG)
Geology (GEOL)
Health Information Technology (HIT)
Health (HLTH)
High Voltage Lineman (HVLT)
History (HIST)
Horticulture (HORT)
Hospitality (HS)
Leadership (LDR)
Legal (LAW)
Mathematics (MATH)
Management (MGMT)
Management Information Systems (MIS)
Marketing (MKTG)
Mechanical (MECH)
Medication Assistant (HSC)
Music (MUS)

Course Abbreviation Codes (continued)
(in alphabetical order)

Phlebotomy (PHL)
Physical Education (PE)
Physical Science (PHSC)
Physics (PHYS)
Photography (PHT)
Plant Science (PSSC)
Plumbing (PLB)
Political Science (POSC)
Practical Nursing (PN)
Practical Nursing (SPN)
Psychology (PSY)
Qualitative Mathematics (QM)
Reading (READ)
Registered Nursing (RNSG)
Renewable Energy Technology (RET)
Secondary Teaching Education (SCED)
Social Work (SW)
Sociology (SOC)
Solar Energy (SE)
Spanish (SPAN)
Special Education (SPED)
Speech (SPCH)
Surgical Technician (SUR)
Technical (TEC & TECH)
Telecommunications (TCOM)
Theatre (THEA)
University (UNIV)
Wind Energy (WE)
Welding (WELD)
Zoology (ZOOL)

Course Descriptions

F-Fall; S-Spring; Su-Summer; D-Demand,
ACTS-Arkansas Course Transfer System
Not all courses have an ACTS number

Accounting (ACCT)

ACCT 1113 Concepts in Applied Accounting I - Students will gain knowledge of corporate accounting enabling them to gain the crucial decision making and problem solving skills needed in the workplace. (D)

ACCT 1153 Concepts in Applied Accounting II - Prerequisite: ACCT 1113. This course is a continuation of Concepts in Applied Accounting I. Students will gain a more advanced knowledge of corporate accounting enabling them to gain advanced decision making and problem solving skills needed in the workplace. (D)

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) ACTS Equivalent Course Number = ACCT2003

ACCT 2013 Principles of Accounting II - Prerequisite: ACCT 2003 with a grade of "C" or better. 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. (F, S) ACTS Equivalent Course Number = ACCT2013

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 - Prerequisite: ACCT 2003. 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. (D)

ACCT 280X Special Topics in Accounting - Variable credit course for special topics in accounting. (D)

Agriculture (AGED, AGRI, AGECE)

AGECE 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. The 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 arc 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 their implications to society. (D)

AGED 2433 Principles of Agricultural Power Electricity and Internal Combustion Engines - Prerequisite AGED 1403. 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. (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 complete with 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)

American Sign Language (ASL)

ASL 1003 American Sign Language - This is an introductory course in conversational ASL. Participants will be introduced to ASL and ASL History, Deaf Culture, and finger spelling, as well as basic signs for simple conversation. This class will focus on practical everyday communication skills for beginners. (D)

Art (ART)

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

ART 2063 Painting I - Prerequisite: ART 1033. 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. (D)

ART 2073 Painting II - Prerequisite: ART 2063. A continuation of 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 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) ACTS Equivalent
Course Number = ARTA1003

Automotive Service Technology (AST)

AST 1003 Hybrid, Electric and Fuel Cell Vehicle Technologies Prerequisite: AST 1106. 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 - Prerequisite: AST 1103. 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. (D)

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. (D)

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 incorporated 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)

Biology (BIOL, BOT)

BIOL 1001 Biological Science Lab - Co-requisite: BIOL 1003. Two hours per week. (Lab fee required). (F, S, Su) ACTS Equivalent Course Number = BIOL1004

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 BIOL and ZOOL courses. (F, S, Su) ACTS Equivalent Course Number = BIOL1004

BIOL 1051 Environmental Science Lab - Co-requisite: 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 - Co-requisite: BIOL 2103. Laboratory two hours per week. (Lab fee required). (F, S, Su) ACTS Equivalent Course Number = BIOL2004

BIOL 2103 Microbiology - Prerequisite: BIOL 1003 or ZOOL 2003. A study of microorganisms, in particular, bacteria, involving their structure and function at the molecular level, and interaction of these organisms with humans and their environment. Knowledge of basic chemistry strongly recommended. Lecture three hours. (F, S, Su) ACTS Equivalent Course Number = BIOL2004

BIOL 2401 Special Problems in Biological Sciences (D)

BIOL 2402 Special Problems in Biological Sciences (D)

BIOL 2403 Special Problems in Biological Sciences (D)

BIOL 2404 Special Problems in Biological Sciences (D)

BOT 1101 Biology of Plants Lab - Co-requisite: BOT 1103. Two hours per week. (Lab fee required). (D) ACTS Equivalent Course Number = BIOL1034

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) ACTS Equivalent Course Number = BIOL1034

Business (BSYS, BUAD)

BSYS 1213 Basic Word Processing Application 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 - Prerequisite: MIS 1033. 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, S)

BSYS 1213 Basic Word Processing Application 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 - Prerequisite: MIS 1033. 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, S)

BSYS 1503 Document Formatting - This course is designed for persons with some keyboarding skill. The major emphasis is on skill development. Instruction is provided on microcomputers. (D)

BSYS 1563 Administrative Support Procedures - Prerequisite/Corequisite: BSYS 1543 OR MIS 1033. 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. (F, S)

BSYS 2143 Introduction to Entrepreneurship - Perquisites: MIS 1033 or MIS 1503. 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. (D)

BSYS 2413 Word Processing I - Prerequisite: MIS 1033. Instruction in use of word processing software on microcomputers. Familiarization with word processing procedures and terminology. Three hours per week plus laboratory time. (D)

BSYS 2503 Business Office Skills - Prerequisite: Keyboarding ability. 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. (F)

BSYS 2523 Machine Transcription - Prerequisite or Corequisite: BSYS 1543 and MIS 1033. Includes training in transcribing office documents using transcription equipment. Stresses skills required to produce respective documents. (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 - Prerequisite: MATH 1043. Instruction and practice in the operation of electronic display and printing calculators, and computerized spreadsheets, with emphasis on business application problems. (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. (F, S, Su) ACTS Equivalent Course Number = BUSI2013

BSYS 2573 Medical Transcription - Prerequisite: Knowledge of medical terminology and keyboarding speed of at least 40 words per minute. 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. (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)

Certified Nursing Assistant (CNA)

CNA 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)

Chemistry (CHEM)

CHEM 1003 Introduction to Chemistry - Prerequisite: MATH 1003 or equivalent. 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. (D)

CHEM 1011 General Chemistry I Lab - Corequisite: CHEM 1013. Three hours per week lab. (Lab fee required). (F, S, Su) ACTS Equivalent Course Number = CHEM1414

CHEM 1013 General Chemistry I - Co-requisite: MATH 1023. Fundamental laws and theories of chemistry. Lecture three hours. (F, S, Su) ACTS Equivalent Course Number = CHEM1414

CHEM 1021 General Chemistry II Lab - Co-requisite: CHEM 1023. Three hours per week lab. (Lab fee required). (D) ACTS Equivalent Course Number = CHEM1424

CHEM 1023 General Chemistry II - Prerequisite: CHEM 1013. Continuation of CHEM 1013. Lecture three hours. (D) ACTS Equivalent Course Number = CHEM1424

CHEM 1031 Introduction to Organic and Biochemistry Lab - Co-requisite: CHEM 1033. Three hours per week lab. (Lab fee required). (S, Su) ACTS Equivalent Course Number = CHEM1224

CHEM 1033 Introduction to Organic and Biochemistry - Prerequisite: CHEM 1013. A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. An introduction to reaction mechanisms, stereochemistry, and spectroscopy (S, Su) ACTS Equivalent Course Number = CHEM1224

CHEM 1041 Fundamental Concepts of Chemistry I Lab - Co-requisite: Chem 1043 Fundamental Concepts of Chemistry I. Fundamental concepts and theories of chemistry. Lab, 1 hours per week. (Lab fee required). (D)

CHEM 1043 Fundamental Concepts of Chemistry I – Co-requisite: Chem 1041 Fundamental Concepts of Chemistry I Lab. A one semester chemistry survey course introducing selected fundamental concepts including dimensional analysis, mole concept, atomic and molecular structure, nomenclature, chemical reactions, thermochemistry, intermolecular interactions, gases, mixtures, kinetics, equilibrium and acid base chemistry. Lecture three hours per week. (D)

CHEM 1052 Fundamental Concepts of Organic & Biochemistry II - Prerequisite: CHEM 1013. 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. (S, Su)

CHEM 2051 Investigations in Chemistry - Prerequisite: CHEM 1013. 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. (D)

CHEM 2052 Investigations in Chemistry - Prerequisite: CHEM 1013. 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. (D)

CHEM 2053 Investigations in Chemistry - Prerequisite: CHEM 1013. 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. (D)

Commercial Driver Training

DTI 1101 Professional Driver Refresher Course I - This one (1) student semester credit hour course combines classroom, computer lab, and simulator lab time to provide refresher training for students that have already earned a Class A Commercial Driver's License. The course is designed for students that have taken a break from professional truck driving and are seeking to hone their skills to reenter the work force or for experienced drivers that are required to take refresher training for insurance purposes. (D)

DTI 1102 Professional Driver Refresher Course II - This two (2) student semester credit hour course combines classroom, computer lab, and simulator lab time to provide refresher training for students that have already earned a Class A Commercial Driver's License. The course is designed for students that have taken a break from professional truck driving and are seeking to hone their skills to reenter the work force or for experienced drivers that are required to take refresher training for insurance purposes. Practical application is provided through field exercises and road trips. (D)

DTI 1103 Professional Driver Refresher Course III - This three (3) student semester credit hour course combines classroom, computer lab, and simulator lab time to provide refresher training for students that have already earned a Class A Commercial Driver's License. The course is designed for students that have taken a break from professional truck driving and are seeking to hone their skills to reenter the work force or for experienced drivers that are required to take refresher training for insurance purposes. Practical application is provided through field exercises and road trips. (D)

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)

Computer Network Technology (CNT)

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 Introduction to Networks – Introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Basic configurations for routers and switches and IP addressing schemes will also be introduced. (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 troubleshooting techniques. (F, S)

CNT 1613 Routing and Switching Essentials - Prerequisite: CNT 1403. Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will learn to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. (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 Scaling Networks - Prerequisite: CNT 1613. Describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. Students will learn to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, VTP and both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. (F, S)

CNT 2203 PC Trouble-shooting and Repair II - Prerequisite: CNT 1503. 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 troubleshooting techniques. (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 2223 Introduction to Network Security – This course offers/provides an introduction to the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. The course covers new topics in network security as well, including psychological approaches to social engineering attacks, Web application attacks, penetration testing, data loss prevention, cloud computing security, and application programming development security. (Su)

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 2313 Troubleshooting Processes – Prerequisites MIS 1503, CNT 2103, and CNT 2203. This course is the study of installation and troubleshooting of LAN devices. The course will include the design and installation of a local area network, testing and troubleshooting techniques, and preventative maintenance. Emphasis will be placed on activities and processes technicians will encounter in a work environment. (F, S)

CNT 2323 Special Topics IT – Prerequisites MIS 1503, and CNT 2203. This course gives the student the opportunity to study emerging trends and technologies in the field of IT. Projects, expert speakers, and field trips are used to help explore selected course topics. Course content will vary based on new and emerging technologies selected by the instructor. (S)

CNT 2413 Connecting Networks - Discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. . (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 appropriate 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)

Cosmetology (COS)

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 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 make-up, 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 - Prerequisites: COS 1101. 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. (F, S)

COS 1212 Hairdressing Theory II - Prerequisites: COS 1112. Continued study of the properties of the hair and scalp; principles of hair care and design. (F, S)

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

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

COS 1251 Salesmanship, Shop Management, and Shop Department II - Prerequisites: 1151. Continued 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 1273 Technical Skills Lab II - Prerequisites: COS 1173. Continued application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring, and aesthetics. (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 - Prerequisites: COS 1193. Continued instruction and supervised experience in all aspects of cosmetology. (F, S)

COS 2301 Hygiene and Sanitation III - Prerequisites: COS 1101, COS 1201.

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. (F, S)

COS 2312 Hairdressing Theory III - Prerequisites: COS 1112, COS 1212.

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

COS 2331 Manicuring III - Prerequisites: COS 1131, COS 1231. Advanced study of skin and nails, which includes manicuring, pedicuring, and massage. (F, S)

COS 2341 Aesthetics III - Prerequisites: COS 1141, COS 1241. Advanced study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching. (F, S)

COS 2351 Salesmanship, Shop Management, and Shop Department III -

Prerequisites: COS 1151, COS 1251. Advanced 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 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 2372 Conducting Theory Classes in Cosmetology - The instructor trainee conducts theory classes in Cosmetology under the supervision of a licensed bacteriology, osteology, mycology, neurology, angiology, dermatology, trichology, unguiology, cosmeticity, canities and permanent waving. Consent of instructor. (D)

COS 2373 Technical Skills Lab III - Prerequisites: COS 1173, COS 1273. Advanced application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring, and aesthetics. (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 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 - Prerequisites: COS 1193, COS 1293. Advanced instruction and supervised experience in all aspects of cosmetology. (F, S)

Criminal Justice (CRIM)

CRIM 1023 Introduction to Criminal Justice - This course is intended to expose the student to the workings of criminal justice systems. It explores 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) ACTS Equivalent Course Number = CRJU1023

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)

Collision Repair Technology (CRT)

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. (S)

CRT 1122 Basic Welding II - Prerequisite: CRT 1112. 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. (F)

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. (S)

CRT 1222 Body and Frame Alignment II - Prerequisite: CRT 1212. 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. (F)

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. (S)

CRT 1322 Painting II - Prerequisite: CRT 1312. 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. (F)

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. (S)

CRT 1423 Painting Lab II - Prerequisite: CRT 1413. 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. (F)

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. (S)

CRT 2322 Basic Metal Repair II - Prerequisite: CRT 2312. The course offers instruction in the removal and replacement of auto body parts and non-structural parts along with repair. Safety measures are emphasized. (F)

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. (S)

CRT 2421 Basic Metal Repair Lab II - Prerequisite: CRT 2411. 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. (F)

CRT 2512 Color Matching I - Co-requisite: CRT 1312. A continuation of auto painting with emphasis on spraying techniques and the blending of paints to achieve color match. (S)

CRT 2522 Color Matching II - Prerequisites: CRT 1312, CRT 2512; Co-requisite CRT 1322. Advanced auto painting with emphasis on spraying techniques and the tinting of paints to achieve color match. (F)

CRT 2611 Color Matching Lab I - Co-requisite: CRT 1312, CRT 2512. The practical application of spraying techniques and blending of paints to achieve color match. (S)

CRT 2621 Color Matching Lab II - Prerequisite CTR 1312; CRT 2512; CRT 2611 Co-requisite: CRT 2522. The practical application of spraying techniques of paints to achieve color match: (F)

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 glass, trim, and electrical wiring, and the repair of plastic. (Su)

Diesel Technology (DT)

DT 1003 Service & Maintenance – Co-requisites: DT 1032; DT 1153; DT 1512; TECH 1002. 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. (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. (F)

DT 1032 Brakes/ABS – Co-requisites: DT 1002; DT 1042; DT 1153; DT 1512; TECH 1002. 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. (F)

DT 1041 Introduction to Hydraulics - Prerequisites: DT 1002; DT 1032; DT 1153; DT 1512; TECH 1002. 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. (F)

DT 1153 Electrical Problem Solving - Prerequisites: DT 1032; DT 1512; TECH 1002. 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. (F)

DT 1203 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 1303 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. (F)

DT 1512 Applications Lab I – Prerequisites: DT 1002; DT 1032; DT 1153; DT 1512; TECH 1002. 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. (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 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)

Early Childhood (ECH)

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 in deciding whether a career in Early Childhood Education is a proper career fit 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)

Economics (ECON)

ECON 2113 Business Statistics - Prerequisite: MATH 1023 or MATH 2143. 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. (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) ACTS Equivalent Course Number = ECON2103

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) ACTS Equivalent Course Number = ECON2203

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)

Energy Control Technology (ECT)

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 1323 Preventive Maintenance Technician – The content of this course will supply information and service practices needed to effectively extend the operating life of vapor-compression equipment, typically utilized in the HVAC/R industry. This course is to help the technician obtain optimum performance, reliability, and long life from the systems they service which are related to preventative maintenance with proper service and repair while maintaining air conditioning, refrigeration, and heat pump systems. Students taking this course will be eligible to test for their Apprentice Preventative Maintenance Technician Certification. (F)

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 ex-filtration 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 2243 Advanced HVACR Systems Diagnostics – This course will allow students to develop skills needed to properly diagnose high efficiency heating and air conditioning equipment. System diagnostics will be discussed and calculated on the advanced electrical wiring schematics and achieving optimum efficiency ratings of various types of equipment. Students will be trained to use diagnostic tools that pinpoint precise system refrigerant calculations and airflow to increase SEER Ratings of the equipment. (S)

ECT 2253 Home Performance Principles - This course will allow students to examine the heating and cooling loads of residential homes along with health and safety standards. Students will study the mechanical systems, insulation techniques, air sealing, moisture control, and conservation strategies involved in home efficiency. Procedures for proper duct and equipment sizing will also be part of the course content. (D)

Education (EDU)

EDU 0033 Praxis I preparation course - This course is designed for both elementary and secondary education teacher candidates preparing to take the Praxis I exams. This course focuses on skills necessary to pass the Praxis I: Pre-Professional Skills Test in reading, writing, and mathematics. Students will learn test taking strategies and practice taking the Praxis I exams.

EDU 2013 K-12 Educational Technology - Co-requisite: EDU 2023. An introduction to the use of technology for the classroom teacher. Emphasis will be on the computer as an instructional, administrative, and information-gathering tool. (F, S)

EDU 2023 Introduction to Education - Prerequisite: 15 hours, praxis and portfolio. Co-requisite: EDU 2013. 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. (F, S)

Electrical (ELEC)

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 - Prerequisite: ECT 1002. 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. (D)

Emergency Medical Technician (EMT)

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 the majority of runs a 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)

English (ENG)

ENG 0013 Communications for Careers - This course is designed to develop a 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 0051 Writing Seminar - This course provides instruction in expository essay form, structure, and style. Students with an ACT score no lower than 17 or 18 in English and Reading who would like to enroll in ENG 1003 Freshman English I simultaneously should see an advisor about enrolling in this class. (This is a non-credit course.) (F, S, SU)

ENG 0053 English Fundamentals - This course focuses on intensive work on the basic strategies, organization, diction, and grammar of the collegiate essay through use of readings to improve vocabulary, comprehension skills, critical thinking skills, and writing competency. Students with an ACT score of 18 or lower in English or Reading must take this course before enrolling in ENGL 1003 Freshman English I. (This is a non-credit course). (F, S, Su)

ENG 1003 Freshman English I - Prerequisite: ACT score of 19 or better in both English and Reading or successful completion of ENG 0053 English Fundamentals. Instruction in expository essay form, structure, and style. (F, S, Su) ACTS Equivalent Course Number = ENGL1013

ENG 1013 Freshman English II - Prerequisite: ENG 1003. A continuation of ENG 1003 with the addition of research papers and literary genres. (F, S, Su) ACTS Equivalent Course Number = ENGL1023

ENG 1023 Business English - Prerequisite: ENG 0053 or results of English placement test. 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. (D)

ENG 1203 Technical Communications – This course provides instruction in the preparation of a resume and in the skills needed for successful employment interviews. Skills needed for successful employment, such as techniques of persuasion through written communication, will be developed by writing essays and reports. (F, S, Su)

ENG 1213 Technical Communications for Emergency Personnel - This course provides instruction in the preparation of technical documents. Techniques of persuasion through written communications for successful employment will be developed by writing essays and reports. (D)

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. (F, S, SU)

ENG 1243 Technical Composition for 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) ACTS Equivalent Course Number = ENGL2213

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) ACTS Equivalent Course Number = ENGL2223

ENG 2023 Creative Writing - Instruction and practice in writing poetry and fiction. Prerequisite: ENG 1003 or consent of instructor. (D) ACTS Equivalent Course Number = ENGL2013

ENG 2033 American Literature II - Survey of major authors in American Literature from the time of the Civil War to the present. (S) ACTS Equivalent Course Number = ENGL2663

ENG 2053 American Literature I - Survey of major authors in American Literature prior to the Civil War. (F) ACTS Equivalent Course Number = ENGL2653

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 -- Prerequisite: ENG 1013. 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. (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)

Food Science (FDST)

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 - Prerequisite: CHEM 1013 or equivalent. 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. (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)

French (FR)

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 – Prerequisite: FR 1013 or at least one year of high school French. Elementary French II is a continuation of FR 1013. (D)

FR 2013 Intermediate French I - Prerequisite: FR 1023 or two years of high school French. Intermediate French I is a continuation of FR 1023. (D)

FR 2023 Intermediate French II - Prerequisite: FR 2013. Intermediate French II is a continuation of FR 2013. (D)

General Engineering (GENG)

GENG 1103 General Engineering – This introductory course for undergraduates introduces the fields of engineering and many of the modeling and problem solving techniques used by engineers. It also introduces the students to the engineering profession and some of the computer tools necessary for pursuing a degree in engineering.

Geography (GEOG)

GEOG 2603 World Regional Geography - A general survey of geographic regions of the world emphasizing culture, demography, and economic and social patterns. (D) ACTS Equivalent Course Number = GEOG2103

GEOG 2613 Introduction to Geography - Emphasizes the physical and cultural patterns of the world. (F, S, Su) ACTS Equivalent Course Number = GEOG1103

GEOG 2621 Physical Geography Lab - Two hours per week. To be taken concurrently with GEOG2623. (D)

GEOG 2623 Physical Geography - Co-requisite: GEOG 2621. This course examines the nature and character of various components of the physical environment including basic weather elements, climate, landforms, soil and natural vegetation. (D) ACTS Equivalent Course Number = GEOG2223

Geology (GEOL)

GEOL 1001 Environmental Geology Lab - Co-requisite: GEOL 1003. Two hour per week lab (lab fee required). (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)

History (HIST)

HIST 1013 World Civilization to 1660 - A survey of world civilizations from prehistory to 1660. (F, S, Su) ACTS Equivalent Course Number = HIST1113

HIST 1023 World Civilization Since 1660 - A survey of world civilizations from 1660 to present. (F, S, Su) ACTS Equivalent Course Number = HIST1123

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) ACTS Equivalent Course Number = HIST2113

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) ACTS Equivalent Course Number = HIST2123

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)

Health Information Technology (HIT)

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)

Medical Terminology (HP)

HP 2013 Medical Terminology – Covers basic language to medical science and the health professions. It includes word analysis, word construction, spelling and definitions.

Health (HLTH)

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) ACTS Equivalent Course Number = HEAL1003

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)

Horticulture (HORT)

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 - Prerequisite: HORT 2253 or PSSC 1303 or BOT 1103. 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. (D)

HORT 2273 Vegetable Crops Production - Prerequisite: HORT 2253. Growth habits, soil and climate requirements, varietal characteristics, and pests of vegetable crops. (D)

Hospitality Services (HS)

HS 1003 Introduction to Hospitality Services - Introduces the students to an overview of hospitality services including restaurant services. The course will emphasize employee responsibilities and interpersonal relationships as it relates to customer relations and service.

HS 1013 Sanitation - Introduces basic food safety for ServSafe® Food Handler certification. The five sections are Basic Food Safety, Personal Hygiene, Cross-contamination and Allergens, Time and Temperature, and Cleaning and Sanitation.

HS 1023 Culinary Techniques I – Introduces students to the kitchen or "back of the house" operations. Students gain competence in culinary terms, equipment, and utensil use. The focus is also on basic cooking methods (dry, moist, and combination), soups, stocks, and sauces.

HS 1033 Table Service - Introduces students to the dining room or "front-of-the-house" operations. By performing duties in the dining restaurant, students gain competence in dining room operations and table service techniques.

HS 1042 Practical Experience - Students will be placed to assist in a hospitality services industry to gain practical experience in various aspects of the industry. Student goals and evaluation of performance will be a cooperative effort between the businesses and a supervising faculty member.

HS 1043 Cost Control - This course relates principles of calculation to the food service industry. Recipe computations, food cost estimates, cash procedures, and payroll practices are studied.

HS 1113 Bakery - This course is an introduction to the theory and technique of baking and pastry arts. Included will be basic concepts, units of measure, tools and materials, techniques and formulas. Discussions/demonstrations will cover basic baking to advanced techniques. Breads, sweet doughs, choux paste, pies, mousses, etc. will be covered.

HS 1123 Culinary Techniques II – Continuation of Culinary Techniques giving students a basic understanding of "back of the house" operations. Emphasis on building a strong culinary foundation of skills and reinforcing positive employability traits. Students focus on preparing potato, grains, and pasta (fresh and dry) in various applications. It teaches the processing and preparation methods of meats, poultry, and seafood.

HS 1133 Hospitality Human Relations - Beginning with a foundation in the hospitality industry, employment law, and HR policies, the course includes recruitment, training, compensation, performance appraisal, environmental and safety concerns, ethics, social responsibility, and special issues.

HS 1143 Pastry/Desserts - This course gives students an overall appreciation and understanding of fine pastries. Students learn to effectively produce a variety of specialty doughs, pastries, and desserts such as flans, tarts, individual and miniature pastries, soufflés, chocolates, plated desserts, ice cream and sugar work, tortes and mousse tortes.

HS 1153 Culinary Administration Internship - Students will be placed to assist in a hospitality services industry to gain practical experience in various aspects of the industry. Student goals and evaluation of performance will be a cooperative effort between the businesses and a supervising faculty member.

HS 1223 Culinary Techniques III - Continuation of Culinary Techniques giving students a basic understanding of "back of the house" operations. Emphasis on building a strong culinary foundation of skills and reinforcing positive employability traits. Students focus on preparing potato, grains, and pasta (fresh and dry) in various applications. It teaches the processing and preparation methods of meats, poultry, and seafood.

HS 1233 Menu Planning – This course emphasizes the importance of a menu in various food operations. The menu is considered to be the controlling factor in both commercial and noncommercial operations. Using a menu as a management tool in every area of operation from planning the facility, purchasing food items, promoting items to customers, and providing excellent service - can help ensure success. Students plan and write a variety of menus.

HS 1243 International Cuisine - Prepare, taste, serve, and evaluate traditional, regional dishes of Europe. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines of the Middle East, Spain, France, and Eastern Europe.

HS 1253 Banquets & Catering - This course gives students an overview of banquets and catering by highlighting and emphasizing the management and organizational responsibilities of a catered event.

HS 1323 Culinary Techniques IV - The focus of this course will be quantity food preparation and calculating food amounts for large groups, institutions, or care facilities.

HS 1333 Marketing for Hospitality - The course is designed to provide students with a solid background in hospitality sales, especially the principles and practices of marketing the services of the hospitality industry. Emphasizes the marketing concept with applications leading to customer satisfaction and reviews methods of external and internal stimulation of sales.

HS 1343 Hospitality Management – This course will have an in- depth focus on the everyday operations of hospitality facilities. Primary focus will be the organization, communication, and leadership in restaurant operations.

HS 1353 Purchasing - The course acquaints students with aspects of food and non-food purchasing for a quantity food operation.

HS 1363 Kitchen Design - This course is designed to be a capstone course considering the entire dining experience in situations ranging for formal to casual.

HS 2013 Intro to Food & Beverage Management - Students will learn to identify and evaluate food service and beverage products. Emphasis will be placed on the selection and specification requirements for purchasing the major types of foods, beverages and non-food items. Principles of product identification, proper receiving methods, storing, issuing of inventory items and inventory control will be covered.

HS 2023 Introduction to Business in Food Services - The course presents the fundamental concepts and analytical techniques that are necessary to take control of real world accounting systems, evaluating current and past operations, and effectively managing finances toward increased profits within the hospitality industry.

HS 2033 Food Service & Management Internship – Students will be placed to assist in a hospitality services industry to gain practical experience in various aspects of the industry. Student goals and evaluation of performance will be a cooperative effort between the businesses and a supervising faculty member.

HS 2043 Hospitality Administration Internship - Students will be placed to assist in a hospitality services industry to gain practical experience in various aspects of the industry. Student goals and evaluation of performance will be a cooperative effort between the businesses and a supervising faculty member.

HS 2053 Hospitality Services Internship- Students will be placed in a hospitality services industry business as an intern. Students will to gain practical experiences in the management and foodservice industry. Student's goals and evaluation of performance will be a cooperative effort between the businesses and a supervising faculty member.

Medication Assistant (HSC)

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)

Humanities (HUM)

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)

High Voltage Lineman (HVLT)

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 - This course is the foundation on which future courses build. In this course class room, 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 1203 Electrical Safety - This course will provide instruction in safety practices related to electrical utilities. Students will be instructed in NESC, NEC as well as OSHA requirements. (F)

HVLT 1401 Heavy Construction Equipment - This course is a continuance of equipment operation. Students will receive instruction in setup 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 1711 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 1713 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 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 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 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 Experience II - Prerequisite: HVLT 1904. This course is an employment experience relating to the electrical utilities. An instructor will monitor the student's progress with the supervising employer. (Su)

Legal (LAW)

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) ACTS Equivalent Course Number = BLAW2003

Leadership (LDR)

LDR 1111 Leadership Development I - This course is designed for students who want to become leaders. The characteristics, qualifications, and responsibilities of leaders will be explored. A portfolio is required which will reflect the information received in the course, characteristics of the guest speakers, and the information gleaned from the class visits to leadership events. (F)

LDR 2111 Leadership Development II - Prerequisite: LDR 1111. 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. (S)

Mathematics (MATH)

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.) (D)

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 0053 Mathematical Fundamentals I - This course is designed to develop and expand basic math skills involving addition, subtraction, multiplication, and division in computing whole numbers, fractions, decimals, ratio and proportions, and introduction to geometry. Using modular, mastery-based approach, this course will prepare a student for Mathematical Fundamentals II. (F, S)

MATH 0063 Mathematical Fundamentals II - This course is designed to develop and expand basic math skills involving addition, subtraction, multiplication, and division in computing of real numbers, variables and expressions, and polynomials. Other topics include solving and graphing linear equations and factoring polynomials. Using modular, mastery-based approach, this course will prepare a student for Mathematical Fundamentals III. (F, S)

MATH 0073 Mathematical Fundamentals III- This course is designed to develop and expand basic math skills involving addition, subtraction, multiplication, and division in computing of rational and radical expressions. Other topics include solving quadratic equations and complex numbers. Using modular, mastery-based approach, this course will prepare a student for College Algebra. (F, S)

MATH 1003 Intermediate Algebra - Prerequisite: MATH 0013 or Math ACT score between 17- 18. 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 (Credit earned not applicable toward Associate of Arts or Associate of Science degrees.) (D)

MATH 1013 Mathematical Applications - Math Applications reviews basic mathematical concepts and builds mathematical concepts in the context of technical areas and builds on those skills to include applications in measurement, using formulas, applied geometry, basic statistics and graphing. Using modular, mastery-based approach, those majoring in certain AAS or TC programs will complete a subset of the modules, completing only the mathematics needed for that major. (F, S)

MATH 1023 College Algebra - Prerequisite: MATH 0073 or Math ACT of 19 or better. 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. (F, S, Su) ACTS Equivalent Course Number = MATH1103

MATH 1033 Plane Trigonometry - Prerequisite: MATH 1023 or Math ACT of 19-36. A study of trigonometric functions, identities, basic logarithmic and exponential functions, conic sections, and complex numbers. (D) ACTS Equivalent Course Number = MATH1203

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 1054 Pre-calculus Mathematics - Prerequisite: MATH 1023 or Math ACT of 22 or higher. Selected topics from algebra, trigonometry, and analytic geometry. (D) ACTS Equivalent Course Number = MATH1305

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 1083 Quantitative Literacy – Prerequisite: ACT math subscore of 19 or higher, compass algebra subscore of 41 or higher. Course includes topics including but not limited to mathematics of contemporary applications used to identify, analyze, generalize, and communicate quantitative and mathematical relationships. (Satisfies state minimum core general education mathematics for non-STEM majors).

MATH 1093 Math for Hospitality Services - An exploration of standard units of measure and unit conversion, estimation, percent's, ratios, yield tests, recipe scaling, and recipe costing as they relate to the food industry. Students will develop projections and analyze costs in yield tests and recipe pre-costing.

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 - Sets, logics, and numbers with emphasis on the axiomatic development of the real numbers. For elementary education majors only. Prerequisite, with a C or better in Math 1023. This course may not be used to satisfy general education mathematics requirement. (F)

MATH 2123 Mathematics for Elementary Teachers II - Prerequisite: MATH 2113. 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. (D)

MATH 2143 Business Calculus - Prerequisite: MATH 1023. Topics in elementary differential and integral calculus, stressing applications in business and economics. (S) ACTS Equivalent Course Number = MATH2203

MATH 2183 Discrete Structures - Prerequisite: MATH 1033. 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. (D)

MATH 2194 Survey of Calculus - Prerequisite: MATH 1023. 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. (D) ACTS Equivalent Course Number = MATH2203

MATH 2204 Calculus I - Prerequisites: MATH 1023 and 1033. First course includes analytic geometry, functions and limits, differentials and integrals, and transcendental functions. (D) ACTS Equivalent Course Number = MATH2405

MATH 2214 Calculus II - Prerequisite: MATH 2204. Second course, includes techniques of integration, sequences and series, conic sections, polar coordinates, and vectors. (D) ACTS Equivalent Course Number = MATH2505

MATH 2233 Applied Statistics - Prerequisite: MATH 1023. A study of elementary statistics for students in the biological, physical, or social sciences. (D)

MATH 2254 Calculus III - Prerequisite: MATH 2214. 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. (D) ACTS Equivalent Course Number = MATH2603

Mechanical (MECH)

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 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)

MECH 1022 Pneumatics & Hydraulics – Fluid Power I – Pneumatics & Hydraulics course is designed 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)

Management (MGMT)

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 - Prerequisites: ACCT 2003, ACCT 2013, and ECON 2313 or ECON 2323 recommended. 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. (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 - Prerequisites: ACCT 2003 and ECON 2313 recommended. 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. (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)

Management Information Systems (MIS)

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) ACTS Equivalent Course Number = CPSI 1003

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 (D)

MIS 1373 Database Management - Prerequisite: MIS 1033 or MIS 1503. 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. (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 - Prerequisite: MIS 1033 or BSYS 1543.

Introduces the student to various electronic means of presenting information of professional design and quality using presentation and web-page design software. (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 - Prerequisite: MIS 1033. 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. (F, S, Su)

MIS 1513 Microcomputer Applications II - Prerequisite: MIS 1503. 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. (D)

MIS 2013 Web Page Design - Prerequisite: MIS 1503 or MIS 1033. 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. (D)

MIS 2033 Visual Basic Programming - Prerequisite: MIS 1503. 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. (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 - Prerequisite: MIS 1503. 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. (D)

MIS 2403 Introduction to Database Management - Prerequisites: MIS 1503. 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. (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 - Prerequisites: MIS 1503. 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. (D)

MIS 2873 Structured Programming in the C Language - Prerequisites: MIS 2203 and/or MIS 2033. 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. (D)

Marketing (MKTG)

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) ACTS Equivalent Course Number = BUSI1013

Music (MUS)

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. It 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) ACTS Equivalent Course Number = MUSC1003

MUS 2803 Special Topics in Music (D)

Physical Education (PE)

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 - Prerequisite: PE 1011. 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. (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 - Prerequisite: PE 1002. 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. (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 strategies of badminton. (D)

PE 1501 Beginning Golf - Introduction to the basic skills, rules, and strategies of golf. (D)

PE 1601 Soccer - Introduction to the basic skills, rules, and strategies of soccer. (D)

PE 1611 Basketball - Introduction to the skills, rules, and strategies of basketball. (D)

PE 1621 Volleyball - Introduction to the skills, rules, and strategies of volleyball. (D)

PE 1623 Concepts of Fitness - Provides knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and a life quality; 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 - Prerequisite: PE 1861. A continuation of 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 - Prerequisite: PE 1421. 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. (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 of 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)

Philosophy (PHIL)

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) ACTS Equivalent Course Number = PHIL1103

Phlebotomy (PHL)

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 - Prerequisite: A grade "C" or better in PHL 1101, PHL 1105. 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 a 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)

Photography (PHT)

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 - Prerequisite: Instructor consent. Advanced topics in the field of photography. Subjects will include such things as lighting, subject selection, aperture selection, computer and software. (D)

Physical Science (PHSC)

PHSC 1201 Physical Science Lab - Corequisite: PHSC 1203. Two hour per week lab (Lab fee required). (F, S, Su) ACTS Equivalent Course Number = PHSC 1004

PHSC 1203 Physical Science - Prerequisite: MATH 1003. 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. (F, S, Su) ACTS Equivalent Course Number = PHSC1004

Physics (PHYS)

PHYS 1101 Introduction to Space Science Laboratory - Corequisite: PHYS 1103
Special course fees may apply. (D)

PHYS 1103 Introduction to Space Science - Prerequisite: MATH 1013 or Math score of 16. 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. (D)

PHYS 2034 University Physics I – Corequisite: Math 2204. Introduction to the principles of mechanics, wave motion, temperature and heat, with calculus. Lecture three hours per week and practicum two hours a week.

PHYS 2044 University Physics II – A continuation of PHYS 2034. Prerequisite PHYS 2034. Corequisite MATH 2214. Topics covered include electricity magnetism, light and geometric optics. Lecture three hours per week and practicum two hours a week.

PHYS 2054 General Physics I - Prerequisite: MATH 1033. The essentials of mechanics, heat, materials and simple harmonic motion. (D) ACTS Equivalent Course Number = PHYS2014

PHYS 2064 General Physics II - A continuation of PHYS 2054. Prerequisite PHYS2054. The essentials of electricity, magnetism, wave motion, light and modern physics. : (D) ACTS Equivalent Course Number = PHSY2024

PHYS 2133 Survey of Physics for the Health Professions - Prerequisite: MATH 1023. A survey for introductory mechanics, waves, electricity, magnetism, optics, and modern physics with applications for students of the health professions. (F, S)

Plumbing (PLB)

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 piping 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)

Practical Nursing (PN)

PN 1012 Body Structure & Function - Prerequisite: Admission to Practical Nursing Program. 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. (F, S)

PN 1022 Nutrition - Prerequisite: Admission to Practical Nursing Program. 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. (F, S)

PN 1101 Nursing of the Geriatric Patient - Prerequisite: Admission to Practical Nursing Program. Includes normal aging process, characteristics of aging, special problems associated with aging and experience in the care of the aging patient. (F, S)

PN 1113 Pharmacology I - Prerequisite: Admission to Practical Nursing Program. 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. (F, S)

PN 1122 Nursing of Children - Prerequisite: Admission to Practical Nursing Program. Covers the nursing of infant through adolescence, the behavior of well & sick children. (F,S)

PN 1206 Basic Nursing Principles and Skills - Prerequisite: Admission to Practical Nursing Program. 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. (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 - 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. Provides the student with instruction of administration and monitoring of the client with an IV as allowed in the Nurse Practice Act. (S, Su)

PN 2113 Pharmacology II - Prerequisite: must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404. 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. (S, Su)

PN 2122 Nursing of Mother & Infant - 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. 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, postpartum care, family planning and care of the newborn. (S, Su)

PN 2131 Mental Health - Prerequisite: Also must have a “C” or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404. Covers common conditions of mental illness, prevention, care, and treatment of patients suffering from abnormal and normal responses. (Su)

PN 2206 Medical/Surgical Nursing I - 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. 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. (S, Su)

PN 2212 Medical/Surgical Nursing II - 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. 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. (Su)

PN 2406 Clinical III - 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. 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. (F, Su)

PN 2407 Clinical II - 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. 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. (F, S)

PN 2700 Supervised Experience in Practical Nursing - Prerequisite: Enrollment in approved number of credit hours by departmental approval only. 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. (D)

Political Science (POSC)

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) ACTS Equivalent Course Number = PLSC2003

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) ACTS Equivalent Course Number = PLSC2103

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)

Plant Science (PSSC)

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. (F, S)

PSSC 2323 Agricultural Chemicals - Prerequisites: CHEM 1013 and CHEM 1011. Introduction to the types and uses of agricultural pesticides, fungicides, and herbicides. Application technology, calibration, safety issues, and pest management tactics are examined. (D)

PSSC 2803 Field Crops - Field crops, types and varieties. Lecture two hours, laboratory two hours per week. (F, S)

PSSC 2811 Soils Laboratory - Corequisite: PSSC 2813. (D)

PSSC 2813 Soils - Prerequisite: CHEM 1013 and CHEM 1011. Origin, classification, physical and chemical properties of soil and environmental considerations. (D)

Psychology (PSY)

PSY 1013 Human Relations - This course will cover basic psychological 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) ACTS Equivalent Course Number = PSYC 1103

PSY 2023 Contemporary Psychology - Prerequisite: PSY 2013. Study of the nature of modern scientific psychology and its application to selected topics and issues of contemporary interest. (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) ACTS Equivalent Course Number = PSYC 2103

Renewable Energy Technology (RET)

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. (F, S, Su)

RET 1013 Biofuels – History of biodiesel and early applications. Understanding biochemical methods involved in the generation of biodiesel from feed stocks, 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. (F, S, Su)

RET 1024 Process Instrumentation - Intensive combined lecture/lab course designed to expose students to the spectrum of analytical instruments utilized in modern biofuels production. (S)

RET 1035 Bioprocess Practices - Prerequisite: CHEM 1011; CHEM 1013. 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. (F)

RET 1114 Biomass and Feedstocks - This course is designed to provide students with content related to the sources, properties, and production of bio- mass 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. (S, Su)

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. (F, S)

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. (F, S, Su)

Registered Nursing (RNSG)

RNSG 2119 Nursing Process I - (9 hrs credit, 9 hrs/wk lecture) Pre- requisite: Admission to the ARNEC program Co-requisite: RNSG 2123. 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. (S)

RNSG 2123 Nursing Practicum I - Prerequisite: Admission to the ARNEC program Co-requisites: RNSG 2119 (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. (S)

RNSG 2216 Nursing Process - Prerequisite: RNSG 2119, RNSG 2123 Co-requisite: RNSG 2413 (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 childbearing 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. (Su)

RNSG 2413 Nursing Practicum II - Prerequisite: RNSG 2119, RNSG 2133 Co-requisite: RNSG 2216 (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 concepts covered in RNSG 2216, demonstrating progressive mastery and independence in Registered Nursing practice. (Su)

RNSG 2511 NCLEX-RN Preparation - Prerequisites: RNSG 2119, RNSG 2123, RNSG 2216, RNSG 2413 Co-requisite: RNSG 2518, RNSG 2523 - (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. (F)

RNSG 2518 Nursing Process III - . Prerequisites: RNSG 2216, RNSG 2413, RNSG 2119, RNSG 2123 Co-requisite: RNSG 2511, RNSG 2523 (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. (F)

RNSG 2523 Nursing Practicum III - Prerequisites: RNSG 2216, RNSG 2413, RNSG 2119, RNSG 2123 Co-requisite: RNSG 2518, RNSG 2511 (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. (F)

Secondary Teaching Education (SCED)

SCED 2514 Introduction to Secondary Teaching - Prerequisites: 15 hours, praxis and portfolio. 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. (F, S)

Solar Energy (SE)

SE 1003 Introduction to Solar Energy - This course provides an introduction to electricity using solar/photovoltaic 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)

Sociology (SOC)

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)
ACTS Equivalent Course Number = SOCI1013

SOC 2223 Social Problems - Prerequisite: SOC 2213. 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 intergroup relations. (D) ACTS Equivalent Course Number = SOCI2013

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) ACTS Equivalent Course Number = ANTH2013

Spanish (SPAN)

SPAN 1013 Elementary Spanish I - Elementary Spanish I is designed to teach Spanish language and culture as complementary topics of study. 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) ACTS Equivalent Course Number = SPAN1013

SPAN 1023 Elementary Spanish II - Prerequisite: SPAN 1013 or at least one year of high school Spanish. Elementary Spanish II is a continuation of Elementary Spanish I. (D) ACTS Equivalent Course Number = SPAN1023

SPAN 2013 Intermediate Spanish I – Prerequisite: SPAN 1023 or two years of high school Spanish. Intermediate Spanish I is a continuation of Elementary Spanish II. (D) ACTS Equivalent Course Number = SPAN2013

SPAN 2023 Intermediate Spanish II – Prerequisite: SPAN 2013. Intermediate Spanish II is a continuation of Intermediate Spanish. (D) ACTS Equivalent Course Number = SPAN2023

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)

Speech (SPCH)

SPCH 1203 Oral Communication - A basic speech course in which an understanding of the fundamentals of communication theory and proficiency in the use of oral communication skills are developed. (F, S, Su) ACTS Equivalent Course Number = SPCH1003

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 learner with the opportunity to gain and practice new interpersonal skills in an open, helpful, accepting environment. (D)

Practical Nursing (SPN)

SPN 1012 Body Structure & Function - Prerequisite: Admission to Practical Nursing Program. 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. (F)

SPN 1022 Nutrition - Prerequisite: Admission to Practical Nursing Program. 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. (F)

SPN 1103 Clinic I – Prerequisite: SPN 1012, SPN 1602, SPN 1702, SPN 1105. Co-requisite: SPN1304, SPN 1022. This course provides supervised experience in performing common procedures learned in basic nursing theory. It also provides for experience in planning and implementing, giving and evaluating care of the geriatric client in a long-term facility. Rotations may be provided for alternate geriatric care settings. The student will develop the ability to adapt nursing procedures, incorporating critical thinking to give holistic individualized patient care. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. (F)

SPN 1105 Basic Concepts of Nursing I – Prerequisite: Admission to Practical Nursing Program. This course 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; growth and development throughout the lifespan; and awareness of responsibility to make, report and record observations. This course also includes professional development, ethical and legal responsibilities and communication skills. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. (F)

SPN 1203 Medical/Surgical Nursing I – Prerequisites: SPN 1801, SPN 2603. Co-Requisite: SPN 1207, SPN 1902. This course 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. The course is arranged by body system with symptoms and specific diseases. Pharmacological, nutritional needs, communication and critical thinking aspects will be integrated into the course. Systems to be discussed are Endocrine, Respiratory, Integumentary, and Gastrointestinal. The Nursing Process is better enhanced by correlating assessment, planning, and intervention of the necessary skills, and understanding how nutrition and pharmacological aspects enhance the holistic nursing care of the patient throughout the life span. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. (S)

SPN 1207 Clinical II – Prerequisite: SPN 1801, SPN 2603. Co-requisites: SPN 1902, SPN 1203, SPN 1403. This course provides for clinical experience with an emphasis on the medical and surgical conditions of patients throughout the lifespan which includes experience in the care of the Obstetrical, Newborn, Pediatric and Mental Health client. Nursing care is delivered with focus on specific standards of care for the diagnosis and age of the patient. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. (S)

SPN 1304 Basic Concepts of Nursing II – Prerequisite: SPN 1602, SPN 1105, SPN 1012. Co-requisite: SPN 1103, SPN 1022, SPN 1702. This course is a continuation of Basic Concepts of Nursing I. It is a study of increasingly complex skills and principles beginning with basic skills and progressing to the complex skills, incorporating critical thinking to give safe, skillful holistic nursing care to patients of all ages using the nursing process. The student will learn basic Intravenous Therapy including administration and monitoring of the patient receiving IV fluids and/or medications within the Practical Nurses Scope of Practice. The student will develop the ability to adapt nursing procedures to various situations with skill, safety, and concern for the patient in a variety of clinical settings. Concepts related to the geriatric population will be integrated into this course; these include the characteristics of the aging process, special problems associated with aging, and the nursing care of the geriatric patients. An introduction of common geriatric disorders along with related medications and nursing care is included. The course will also cover an 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 along with an emphasis on an introduction to medical surgical nursing, emergency and immunity conditions. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. (F)

SPN 1306 Clinical III – Prerequisite: SPN 2503. This course provides for clinical experience with an emphasis on increasing complexity of the medical and surgical conditions of patients throughout the lifespan. Additional experience with Obstetrical, Newborn, Pediatric and Mental Health may be included. Nursing care is delivered with focus on specific standards of care for the diagnosis and age of the patient. This clinical experience will include leadership training and transition into the Practical Nursing role. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. (SU)

SPN 1405 Medical/Surgical Nursing II – Prerequisite: SPN 1902, SPN 1203. Co-requisite: SPN 1207. This course is a continuation of Medical Surgical Nursing I and includes 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. The course is arranged by body system with symptoms and specific diseases. Nutritional needs, communication and critical thinking aspects will be integrated into the course. Systems to be discussed are Nervous, Cardiovascular and Musculoskeletal. The pharmacological theory is integrated to assist the student to have an understanding of medications used to treat medical-surgical disorders and nursing assessments required to evaluate whether an expected or unexpected effect has occurred. The course will also assist the student in understanding his/her role in assessing needs, planning and implementing nursing care for patients with specific illnesses. Using critical thinking skills, students will utilize the nursing process to learn the holistic nursing care of the patient throughout the lifespan. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. (S)

SPN 1602 Pharmacology I – Prerequisite: Admission to Practical Nursing Program. This course 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 along with the introduction to the Ten Rights of Medication Administration. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. (F)

SPN 1702 Pharmacology II – Prerequisite: SPN 1602. This course is a continuation of Pharmacology I. It provides continued instruction on the evaluation and use of Medication Administration Records; it also covers dispensing medications, proper documentation of medications as well as the Ten Rights of Medication Administration. Basic forms of medication are covered as well as administration techniques for enteral and parenteral medications, including IV medication considerations, within the scope of practice for the Practical Nurse. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. (F)

SPN 1801 Mental Health – Prerequisites: SPN 1304, SPN 1103. This course is designed to include common conditions of mental health and mental illness, prevention of such conditions, and the diagnosis, treatment, and nursing care of patients suffering from abnormal mental and emotional responses. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. (S)

SPN 1902 Nursing of Children – Prerequisites: SPN 1801, SPN 2603. Co-Requisite: SPN 1203, SPN 1207. This course covers nursing of infancy through adolescence. It provides the opportunity to build on basic concepts of nursing principles to meet the needs of pediatric patients and their caregiver(s) as well as the behavior of well and sick children. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. (S)

SPN 2503 Medical/Surgical Nursing III – Prerequisites: SPN 1403, SPN 1207. This course is a continuation of Medical Surgical Nursing II and includes 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. The course is arranged by body system with symptoms and specific diseases. Nutritional needs, communication and critical thinking aspects will be integrated into the course. Systems to be discussed are Neoplastic conditions, Urinary, Reproductive and Eye/Ear. The pharmacological theory is integrated to assist the student to have an understanding of medications used to treat medical-surgical disorders and nursing assessments required to evaluate whether an expected or unexpected effect has occurred. The course will also assist the student in understanding his/her role in assessing needs, planning and implementing nursing care for patients with specific illnesses. Using critical thinking skills, students will utilize the nursing process to learn the holistic nursing care of the patient throughout the lifespan. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. (SU)

SPN 2603 Nursing of Mother and Infant: Prerequisites: SPN 1304, SPN 1103. This course 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, postpartum care, family planning and care of the newborn. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. (S)

Special Education (SPED)

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)

Surgical Technician (SUR)

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 - Prerequisite: SUR 1003 and SUR 1001. 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. (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 - Prerequisite: SUR 1001. Guided practice on specialty procedures with emphasis on functioning independently during clinical experience. (S)

SUR 2005 Advanced Operating Room Techniques - Prerequisite: SUR 1003 and SUR 1001. Emphasis placed on specialty procedures and instrumentation. (S)

SUR 2204 Clinical Practicum II - Prerequisite: SUR 1202. Supervised clinical experience and the application of advanced techniques in aseptic and surgical procedures. (S)

SUR 2302 Pharmacology for Surgical Technology - Introduction to the classifications, 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 advanced level. (Su)

SUR 2702 Seminar - Review of major theoretical and technical concepts of the surgical technician profession. (Su)

Social Work (SW)

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)

Telecommunications (TCOM)

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 - Prerequisite: TCOM 1003. 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. (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 - Prerequisite: TCOM 1103; TCOM 1113. 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. (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 a student to sit for the 2009 CompTIA A+ Essentials exam. (F)

TCOM 1303 PCs for Telecommunications II - Prerequisite: TCOM 1233. 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. (S)

TCOM 1803 Service Technician - Prerequisite: TCOM 1003. 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. (S)

TCOM 1853 Troubleshooting Advanced Services - Prerequisite: TCOM 1003. 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 problems, verifying digital set-top terminal configuration and operation and using digital set-top terminal diagnostic screen. (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 coordinate learning activities with employer or work site supervisor. Prerequisite: Completion of 36 hours toward the Technical Certificated in Telecommunications. (Su)

Technical (TEC & TECH)

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. (S)

TEC 1763 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. (S)

TECH 1002 Introduction to Welding - Corequisites: DT 1002; DT 1032; DT 1042; DT 1153; DT 1512. 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. (F, S)

TECH 1012 Welding II - A continuation of the topics in TECH 1002. (F, S)

TECH 1023 Industrial Mechanical Maintenance - 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 basic manufacturing materials and processes, tools, techniques, and produce some simple products. (D)

TECH 1033 Computer Aided Design - 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. 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 Principles of Industrial Hydraulic - This course is designed to provide the student with a hands-on learning experience with the basic tools, equipment, and operations of manufacturing industries. The student will also understand the relationship between a manufacturing need, a design, materials, processes, as well as tools and equipment. During this course, the student will utilize many of these basic manufacturing processes to produce primary and secondary materials for manufacturing. (D)

TECH 1053 Basic Electrical Schematics & Motor Controls- 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. (D)

TECH 1063 Principles of Industrial Automation - This course will introduce students to manufacturing materials, materials testing, and materials science. Additionally, this course will introduce primary and secondary processing and manufacturing and allow the students to instruct and conduct experiments on various manufacturing materials. (D)

TECH 1073 Mechatronics - 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. As a component of a product development team, students will analyze customer needs and market requirements, conceptualize a design, and develop a prototype, production tooling and other procedures. (D)

TECH 1083 Industrial Motor Controls & PLC's - This course is designed to provide the students with a comprehensive knowledge of manufacturing equipment safety, maintenance and operations procedures, control systems, as well as leadership abilities in the field. (D)

TECH 1093 Industrial Process Controls- This course will introduce new concepts related to engineering and design and problem solving, however, the primary function of this course will be to serve as a venue for student 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. (D)

TECH 2091 Mechatronics III - The Mechatronics course is designed 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 designed 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 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 designed 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)

Theatre (THEA)

THEA 1203 Introduction to Theatre - Prerequisite: ENG 1003. 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. (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 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 – Prerequisite: THEA 2223. The exploration of the history and design of costumes through a variety of projects. (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 2271 Theatre Workshop III - Prerequisite: THEA 2261. The second year in the workshop sequence. Open to all interested students by permission of the instructor. (D)

THEA 2281 Theatre Workshop IV - Prerequisite: THEA 2271. Continuation of 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 dramatic presentations is required. (F, S, Su) ACTS Equivalent Course Number = DRAM1003

University (UNIV)

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)

Wind Energy (WE)

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 as well as the future endeavors of this revolutionary field. This course will also provide students with direct contact with producers, managers, laborers, regulators, planners, and others in the field. (F)

Welding (WELD)

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 Gas Metal Arc Welding (GMAW). This course covers welding of carbon steel using the GMAW short circuit process, weld joints and positions, set up and operation of welding equipment, and shop safety. (S)

WELD 1304 Introduction to SMAW - A study of Shielded Metal Arc Welding (stick) process. This course covers welding of carbon steel using the SMAW process, weld joints and positions, proper set up and operation of equipment, and shop safety. (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 - A study of Gas Tungsten Arc Welding (GTAW). This course covers welds made using the GTAW (TIG) process, weld joints and positions, set up and operation of welding equipment, and shop safety. Carbon steel, Stainless Steel, and Aluminum welding will be covered. (F)

WELD 1504 Maintenance Welding – A study of welding processes and procedures used by maintenance personnel. This course will introduce welding of carbon steel and stainless steel using GMAW, SMAW, and GMAW welding processes. Material will include set up and operation of equipment, process selections, and weld quality. (S)

WELD 2204 Advanced MIG Welding - Prerequisite or Corequisite: WELD 1204 or proficiency on an equivalency exam. An advance study of the application of Gas Metal Arc Welding (GMAW) process. This course will cover the theory and practice of welding transfer modes and nonferrous metals. Safety will be emphasized. Welding experience is required for successful completion of this course. (S)

WELD 2304 Advanced SMAW - Prerequisite or Corequisite: WELD 1304 or proficiency on an equivalency exam. A continuation of the study of the application of Shielded Metal Arc Welding (stick) process. This course will cover welding of carbon steel using various rod groups, and structural shapes. Safety will be emphasized. Welding experience will be required. (F)

WELD 2314 SMAW - Pipe Welding - Prerequisites: WELD 1304; WELD 2304 or proficiency on an equivalency exam. 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 (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 - Prerequisite: Enroll by permission of instructor. This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit (1-3 credit hours). (F, S)

WELD 3304 SMAW - PIPE WELDING – Prerequisite: WELD 1304 and WELD 2304, or proficiency on an equivalency exam. 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. (F, S)

Zoology (ZOOL)

ZOOL 1004 Basic Human Anatomy and Physiology - Prerequisites: BIOL 1003. 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. (Lab fee required) (D)

ZOOL 1041 Biology of Animals Lab - Co-requisite: ZOOL 1043. Two hours per week (Lab fee required). (D) ACTS Equivalent Course Number = BIOL1054

ZOOL 1043 Biology of Animals - Fundamentals of modern zoology and a survey of the phyla. Lecture three hours per week. (D) ACTS Equivalent Course Number = BIOL1054

ZOOL 2001 Human Anatomy and Physiology I Lab - Corequisite: ZOOL 2003. Laboratory two hours per week. (Lab fee required) (F, S) ACTS Equivalent Course Number = BIOL2404

ZOOL 2003 Human Anatomy Physiology I - Corequisite: ZOOL 2001. Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. Lecture three hours. (F, S) ACTS Equivalent Course Number = BIOL2404

ZOOL 2011 Human Anatomy and Physiology II Lab - Prerequisite: ZOOL 2001; ZOOL 2003. Corequisite: ZOOL 2013. Laboratory two hours per week. (Lab fee required) (F, S) ACTS Equivalent Course Number = BIOL2414

ZOOL 2013 Human Anatomy Physiology II - Prerequisite: ZOOL 2003 or Corequisite: ZOOL 2011. Structure and function of special senses, endocrine, circulatory, digestive, respiratory, excretory and reproductive systems, acid base balance, and fluid balance. Lecture three hours. (F, S) ACTS Equivalent Course Number = BIOL2414



General Information

An open letter to all students from ASUN faculty:

Course Policies and Expectations for Face-to-Face Courses

Please note: This document is considered a part of every course syllabus. Students will be responsible to comply with the policies and expectations outlined in this document.

Students can expect the following behaviors and conduct from instructors:

1. To conduct ourselves in a professional manner and maintain a professional appearance.
2. To provide information about requirements for the course and for assignments.
3. To provide instruction in the skills needed to successfully complete the course and course assignments.
4. To be transparent concerning expectations, standards, and grading.
5. To share our knowledge and expertise about the subject matter of the course.
6. To display a genuine interest in the subject matter of the course.
7. To display a genuine interest in student learning.
8. To maintain a learning environment that is safe, fair, and conducive to learning.
9. To reply to student communications promptly during normal business hours. In general, emails and phone calls will be returned Monday through Friday from 8:30 a.m. until 4:30 p.m., and emails or phone calls received after 4:30 p.m. on Fridays will be returned the following Monday.
10. To provide prompt grading and feedback for assignments. Assignments will usually be graded within one week, unless circumstances require a longer period of time.
11. To follow the policies and procedures outlined in the course syllabus and in the ASUN Student Handbook.
12. To uphold and maintain college-level standards and expectations for students.

Instructors will expect the following behaviors and conduct from students:

1. Students should conduct themselves in a professional manner, whether in class or online, and maintain an appearance that is acceptable for a learning environment.
2. Students should be courteous and respectful to the instructor and to other students.
3. Students should follow the instructor's cellphone policy in class. Generally, this means that cellphones must be turned off or on silent and be put away so that they do not distract the class.
4. Students should conduct themselves in an ethical manner.
5. Students should carefully read the syllabus for each course so that they will be aware of course requirements and policies.
6. Students should actively participate in class activities and discussions.
7. Students should pay close attention in class. If a student does not understand certain material or concepts, it is the student's responsibility to ask questions at the appropriate time.

8. Students should diligently study assignment instructions and expectations. If a student has questions about an assignment, it is the student's responsibility to ask for clarification.
9. Students should attend class regularly. Attendance is especially critical for night classes and during summer terms. Excessive absences may result in lower grades or failure of the course.
10. Students should submit assignments on time. Late work, if accepted, may incur a late penalty.
11. Students who miss a class are still responsible to turn in any assignments due for that class. They should arrange to turn in these assignments by means of another student, a relative, email, or some other method that is acceptable to their instructor.
12. Students who miss a class should obtain missed information or assignments from the instructor, from the Portal, or from another reliable student. (Find out which method your instructor recommends for your particular class.) Students who miss a class should also obtain information about upcoming assignments and activities so that they can be prepared for the next class.
13. Students should be on time for class. Students who are not present at the time role is taken may be recorded as absent.
14. Students who are unavoidably late should enter the classroom quietly and avoid being disruptive to the instructor or the class. They should not expect the instructor to interrupt the class to repeat material they have missed, but should obtain missed information as described above.
15. If a student experiences extenuating circumstances, such as a house fire, the death of a close relative, or a sudden, severe illness, that student should contact all of his or her instructors as soon as possible.
16. Students should consider exchanging contact information with each other or forming study groups with other students in the class. Such arrangements can be very helpful when problems arise.
17. Students should check their grades on a regular basis. Grades are available on the Portal.
18. Students should keep their graded work in a safe place. Some assignments may require students to use their graded work.
19. Students should carefully review feedback and comments given on graded work so that they can learn how to improve their work.
20. Students should not expect instructors to interrupt or delay class in order to discuss personal concerns or grades. Such topics should be addressed with the instructor during office hours or by email.
21. Students should carefully read the ASUN Student Handbook in the ASUN Catalogue, located online at www.asun.edu.

One final note: Each faculty member is here to provide knowledge and to help students grow and achieve their goals, *but the responsibility for learning rests on each student*. As a college student, you have chosen to pursue a course of study, and you will determine whether you will succeed in your course, in college, and in life.

Course Policies and Expectations for Online Courses

Please note: This document is considered a part of every online course syllabus. Students will be responsible to comply with the policies and expectations outlined in this document.

Students can expect the following behaviors and conduct from instructors:

1. To conduct ourselves in a professional manner and maintain a professional appearance.
2. To provide information about requirements for the course and for assignments.
3. To provide instruction in the skills needed to successfully complete the course and course assignments.
4. To be transparent concerning expectations, standards, and grading.
5. To share our knowledge and expertise about the subject matter of the course.
6. To display a genuine interest in the subject matter of the course.
7. To display a genuine interest in student learning.
8. To maintain a learning environment that is safe, fair, and conducive to learning.
9. To reply to student communications promptly during normal business hours. In general, emails and phone calls will be returned Monday through Friday from 8:30 a.m. until 4:30 p.m., and emails or phone calls received after 4:30 p.m. on Fridays will be returned the following Monday.
10. To provide prompt grading and feedback for assignments. Assignments will usually be graded within one week, unless circumstances require a longer period of time.
11. To follow the policies and procedures outlined in the course syllabus and in the ASUN Student Handbook.
12. To uphold and maintain college-level standards and expectations for students.

Instructors will expect the following behaviors and conduct from students:

1. Students should maintain a professional tone and style when communicating with the instructor or other students in discussion forums or by email.
2. Students should be courteous and respectful to the instructor and to other students.
3. Students should conduct themselves in an ethical manner.
4. Students should carefully read the syllabus for each course so that they will be aware of course requirements and policies.
5. Students should actively participate in course activities and discussions.
6. Students should diligently study assignment materials, instructions, and expectations. If a student has questions about an assignment, it is the student's responsibility to ask for clarification.
7. Students should log in regularly to each course. Depending on the length and type of course, this may mean logging in 4 or 5 times a week or daily. (Through a tool called *Usage Statistics*, instructors can check online activity for each student, including which pages students visit, when they log on, and for how long.)

8. Students should submit assignments on time. Late work, if accepted, may incur a late penalty.
9. If a student experiences extenuating circumstances, such as a house fire, the death of a close relative, or a sudden, severe illness, that student should contact all of his or her instructors as soon as possible.
10. Students should check their grades regularly by using the *Gradebook* feature.
11. Students who have concerns about grades or personal issues should email
12. their instructors directly. Do not use the *Feedback* feature on the assignments to address these types of concerns.
13. Students should carefully review any feedback or comments given on graded work so that they can learn how to improve their work.
14. Students should carefully read the ASUN Student Handbook in the ASUN Catalogue, located online at www.asun.edu.

One final note: Each faculty member is here to provide knowledge and to help students grow and achieve their goals, *but the responsibility for learning rests on each student*. As a college student, you have chosen to pursue a course of study, and you will determine whether you will succeed in your course, in college, and in life.

General Information (in alphabetical order)

ADMISSIONS/REGISTRATION

ADMISSIONS STATEMENT

ASU-Newport's admission 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 Dean of Enrollment Services/Registrar, ASU-Newport, 7648 Victory Blvd., Newport, AR 72112.

Persons wishing to telephone the Office of Enrollment Services/Registrar may call 870-512-7800 or 1-800-976-1676. The fax number is 870-512-7825 and the website is www.asun.edu.

GETTING STARTED

1. Apply

- A. **Complete an online application at www.asun.edu.** Students who misrepresent facts on applications for admission may be immediately dropped from the College and their admission cancelled.
- B. **For questions**, call the Office of Enrollment Services/Registrar at 870-512-7725 or Toll-Free at 800-976-1676.
- C. **Additional requirements** may be needed for acceptance into specific programs of study that include Cosmetology, High Voltage Lineman Technology, Nursing, and Allied Health.

2. Submit your items to complete the admissions process. Prospective students should submit the following required credentials prior to the date of desired enrollment:

- A. **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.
- B. **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. Students seeking a degree must meet institutional score requirements. Scores cannot be older than five years.
- C. All students must provide proof of immunization in accordance with

directives from the Arkansas State Board of Health: proof of two separate injections for Measles, Mumps, and Rubella (MMR).

D. Transfer students must submit official copies of transcripts from each college or university attended and two current immunizations for measles, mumps, and rubella (MMR).

E. All Admissions documents should be submitted to:
Arkansas State University-Newport
ATTN: Dean of Enrollment/Registrar
7648 Victory Boulevard
Newport, AR 72112

3. Plan

A. **Review the Financial Aid site at www.asun.edu** to find information on scholarships, PELL grants, and student loan possibilities. Complete FASFA as soon as possible. Refer to the Financial Aid/Scholarship section and the ASUN website, www.asun.edu, for further details.

B. **Veterans: Contact our VA representative at 870-512-7877 to discuss GI Bill Benefits.** Refer to the Veterans section for further details.

C. **Activate your ASUN Login/Student email:**

- i. Go to www.asun.edu
- ii. Click "Student E-Mail" under the Current Students heading
- iii. Click the "Aphrodite3" link on the new page
- iv. Click "I Accept" and "Submit" for ASUN's acceptable use policy
- v. Complete the form and submit

D. **Contact your advisor.** An academic advisor is assigned to each student to help ensure student success. Your advisor and contact information will be identified in correspondence from the Office of the Dean of Enrollment Services/Registrar. Refer to the Academic Advising section for further details.

4. Enroll

A. Course Schedules are available online at www.asun.edu. **For those who don't have access to a computer you, can go the campus of your choice and use public access computers to access the schedules.**

B. **First-time students are required to be advised before they are able to enroll in courses.** After you meet with your advisor, you may log in to the My ASUN Portal to enroll in your classes.

C. **To enroll in courses, go to www.asun.edu. Login to the My ASUN Portal and click on the Academics Tab. --> Campus Connect Student Links--> Add/Drop Courses.**

5. Changes in Schedule

A. During the first week of classes, a course may be dropped by following the instructions listed above in 4C.

B. To withdraw from an individual course after the published 100% refund period log onto the Portal. Select academics tab. Click on class schedule. Click on the corresponding circle with a red exclamation point (!). Do this for each course from which you wish to withdraw.

C. To withdraw from all courses in a semester, follow directions above (5.B).

6. Withdrawing from the College (withdrawing from all courses in a semester) will affect the time necessary to complete a program of study and may affect a student's financial aid. ASU-Newport has professional staff trained to help students overcome problems that might negatively affect their academic goals.

A. Students considering withdrawal from the College must consult with their Academic Advisor. The Withdrawal form must be signed by the student and Academic Advisor.

B. Students receiving Financial Aid should meet with their Financial Aid Advisor prior to withdrawing from a course or from the College.

7. Payment

Payment arrangements for student account charges must be made before the first day of class.

Students who have not made arrangements may be dropped from the courses in which they are enrolled. Payment arrangements include:

- **Payment in full by cash, check, or credit card**
- **Complete arrangements with the Business Office or online through FACTS with a 25% down payment is required before classes start or students may be dropped from courses for non-payment.**
- **Proof of financial aid award**

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. Special score requirement for students seeking an associate level degree or certificate leading to a transfer degree:

- A. As mandated by Arkansas Act 1184, applicants who enroll in an Associate level degree program must meet the following minimum requirements: ACT composite score of 15 or Compass Reading score of 62.
- B. Students who do not meet the minimum requirements, but want to pursue an Associate level degree may enroll in Compass Prep Boot Camp or the Compass Bridge Program. Contact the Academic Support Center for more information about these programs.

3. 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 Dean of Enrollment Services/Registrar. A Conditional Admission form can be found under the Admissions tab in the Portal. 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 Dean of Enrollment Services/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 Enrollment Services/Registrar for details.

1. 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.

2. 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.

6. Visiting Students

A student enrolled and seeking a degree at another college or university may enroll as a "VISITING student" and upon the student's request the credits earned will be forwarded to their "home" institution. It is a visiting student's responsibility to ascertain that credits earned at ASUN will be accepted for transfer by the HOME institution. To check transferability of courses within Arkansas public colleges and universities, please access the Arkansas Course Transfer System (ACTS) matrix at acts.adhe.edu. Visiting students who wish to enroll in ENG 1003 Freshman English I and/or MATH 1023 College Algebra must demonstrate eligibility to enroll by submitting either 1) an unofficial transcript showing prerequisite courses OR 2) appropriate placement scores (Compass, ACT, or SAT). Once visiting students earn over sixteen hours, they are encouraged to visit with an advisor on one of the ASUN campuses.

7. Transfer Students

A student may transfer from another accredited college or university and seek a degree at ASUN. 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 separate 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).

8. 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 Dean of Enrollment Services/Registrar. Upon approval by the Dean of Enrollment Services/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 ASUN) 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.

9. 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)
- Proof of current negative TB tine test or clear tuberculosis chest x-ray
- 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
- All items must be complete before meeting with the registrar

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)
- Proof of current negative TB tine test or clear tuberculosis chest x-ray
- 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 Office of Enrollment Services/Registrar 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 Dean of Admissions/ Registrar.

PUBLIC INFORMATION AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (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 Dean 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 Enrollment Services/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.

ACADEMIC ADVISING

An Academic Advisor is a faculty or staff member assigned to a student for the purpose of mentoring, helping to plan a course of study, approving schedules, and approving changes of schedules.

Each student has an academic advisor. All first-time students are required to be advised before enrolling in courses. All students who select an area of major interest will be assigned an advisor 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 Enrollment

Services/Registrar. Forms are available on line in the Admissions Tab in the My ASUN Portal.

ACADEMIC DISTINCTION

The 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). The 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 receives a scholastic achievement certificate from ASU- Newport.

At Commencement, graduates who have a cumulative 3.8 GPA (at the time of commencement), and will complete an Associate's degree or Technical certificate will be awarded the Chancellor's Award for Academic Excellence.

ACADEMIC LOAD

The maximum student 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. Students who meet the following provisions are exempt from special approval: student has declared a major for which the Program of Study detailed in the catalog lists more than the maximum academic load for an individual semester or term and is enrolled in only those courses and the student has appropriate major and degree plan on file with his or her advisor.

ACADEMIC PROBATION AND SUSPENSION*

Academic Probation

Students are placed on academic probation at the close of a Fall or Spring term in which their cumulative grade point average falls below 2.00. Placement on academic probation serves as an opportunity for students to confront academic challenges before suspension. Students will be removed from academic probation at the close of the enrollment period in which the cumulative grade point average is 2.00 or above.

To raise grade point average while on probation, students are encouraged to:

- * repeat courses in which they earn a D or F
- * meet with academic advisor regarding appropriate placement in courses
- * evaluate self-discipline and time management
- * evaluate work schedule
- * consider taking 12 credit hours or less
- * arrange to visit the academic success center for tutoring
- * meet with a retention specialist

Academic Suspension

Students are placed on academic suspension at the end of a Fall or Spring semester in which they have attempted 30 semester credit hours and their cumulative grade point average is below 2.00. Students who have been academically suspended will be notified by the Registrar and dropped from future term enrollments. Suspended students are encouraged to postpone enrollment for one 16-week semester. Students who separate from ASUN for at least one 16-week semester or term will be automatically readmitted to ASUN.

A student who has been suspended for poor scholarship may petition for **immediate** readmission by submitting a completed [Petition for Immediate Readmission](#) packet, available in the ASUN Portal under the Admissions Tab, or in the Office of Enrollment Services/Registrar, to the Dean of Enrollment Services. Upon notification of decision, students who have been denied immediate readmission may appeal the decision of the Dean of Enrollment Services to the Vice Chancellor for Academic Affairs.

Visiting students must provide official transcripts showing good academic standing from the last college/university attended. Those who do not are encouraged to follow their home institution's policy with regard to academic probation and suspension. Work completed at another institution while academically suspended may not be accepted for transfer by the home institution.

ADULT EDUCATION

The Adult Education program is designed to improve and refine the academic skills of 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 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 student's participation. There is no charge for tuition or books for this program.

An option available to students who have already received a high school diploma or a GED credential is a refresher course through ASUN Adult Education. Adult Education offers flexible scheduling, multiple locations, and targeted instruction through individualized study plans. All instruction is self-paced. This is an excellent option for those who need to review and upgrade academic skills to prepare for success at the college level.

ASUN Adult Education also offers specific classes to help students prepare for both the Compass Test and the TEAS-V Test for application to nursing programs.

For more information regarding Adult Education, please call 870-512-7824.

ASSESSMENT

A fundamental purpose of our assessment plan is program and service improvement as well as to determine the extent to which the institution is fulfilling its stated mission. Assessment at ASUN (ASUN) is a shared process of intentional, systematic measurement that is used to document, reflect upon, and improve student learning. ASUN's assessment program is an ongoing process. ASUN views assessment as the collective responsibility of administration, faculty, staff and students to gather and use information which can be used to maintain and enhance the quality of ASUN's programs and services as well as facilitate student success.

Each program has established learning outcomes that center upon what ASUN believes all students should master upon completion of a particular course of study. While enrolled in a program, students will continuously be assessed regarding the extent to which they demonstrate proficiency for these outcomes. Additionally, ASUN has instituted core learning outcomes for associate level courses. These core competencies focus on four distinct categories: communication, math, critical thinking, and technology. ASUN strives to ensure that every student graduating from ASU-Newport with any Associate Degree will be proficient in these four categories of learning.

Assessment is a perpetual process and ASUN will continue to dedicate itself to developing and strengthening assessment practices that are mindful of student learning and reflective of educational values. ASUN strives to attain assessment practices that demonstrate a clear purpose and lead to effectual change.

ATTENDANCE POLICY

Faculty take attendance at all scheduled course and lab meetings. 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.

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.

BOOKSTORE

ASU-Newport is proud to offer a convenient on-campus full-service bookstore to its students. The bookstore is operated by our business partner, BBA Solutions. We offer a year-round bookstore on the Newport campus in the Student Community Center. We offer seasonal bookstore options on our Jonesboro and Marked Tree campuses. We also offer the ability to purchase textbooks and merchandise year-round online at [asun.edu](http://asun.textbooktech.com). For more specific information regarding the campus bookstores, please visit us online at <http://asun.textbooktech.com> / or call 870-512-7806.

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 Newport campus police department is staffed with two officers. Each police officer meets Act 452 of 1975 (complied Arkansas Statue Ann. 42-1009) as being certified by the State of Arkansas as a certified law enforcement officer. The department is located in Walton Hall 138.

The Newport campus telephone number is 870-512-7866 and the cell phone numbers are 870-217-1348 or 870-217-1347.

In case of an emergency, Marked Tree or Jonesboro campus students should contact the main directory phone number for the ASU-Newport campus in which they are located or local police. The Marked Tree police department can be contacted at 870-358-2024 or Jonesboro Police Department at 870-935-5553.

CAMPUS SAFETY AND YOUR RIGHT TO KNOW

An annual safety report is provided online at [Campus Police Safety pdf](#). Printed copies of the publication are available by writing to Campus Police 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.

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.

ASU-Newport received five positions to work in public school systems in Jackson, Poinsett and Craighead counties. For more information, contact the Dean of Students for Student Affairs on the ASUN campus at 870.512.7890 or email kimberely_long@asun.edu.

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.

The Career Pathways program is available for both credit and non-credit students at the ASU-Newport 870-512-7856, ASUN Jonesboro Campus 870-680-8731 and ASUN Marked Tree Campus 870-358-8615.

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.

CAREER SERVICES

The Division of Student Affairs offers 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:

- Workshops:** Resume Writing, Interviewing Skills, Business Etiquette
- Job Search**
- Job Referrals:** Full-time and part-time positions for students and alumni are posted on the bulletin board outside Student Services/Financial Aid Office. In addition, students may view job postings at www.asun.edu under Career Connect.

•**Special Programs:** Job Search Counseling

The Dean of Student Affairs Office is located in Walton Hall 121 room A., 870-512-7890.

The Student Affairs Office is located in the Student/Community Center, 870-512-7838, or email cheryl_cross@asun.edu.

Marked Tree Student Affairs Office is located in Building A. Student Affairs Office: 870-358-2117, or email bobby_buchanan@asun.edu.

Jonesboro students should contact Ashley Buchman at 870-358-2117 or email ashley_buchman@asun.edu

COMPUTER SERVICES

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.

CONTINUING AND PROFESSIONAL EDUCATION

The Continuing and Professional Education programs provide opportunities for individuals to explore training areas that not only benefit their life or career paths, but enhance leisure time activities. Most courses are non-credit but may lead to credit opportunities. Through these offerings, ASUN offers a valuable service to its community while upholding the standards of excellence.

Life-Long Learning classes focus on personal enrichment. Self-defense, Women Can Run Arkansas, Digital Photography, sewing and gardening classes are representative of the many courses offered to the public at a nominal fee. For more information call 870-512-7861.

Workforce Development classes are geared to those looking to improve job skills. Computer courses such as Excel, and PowerPoint are offered annually. Courses may also be customized for area business and industry to meet the needs of their particular operations. For more information call 870-512-7813.

CONTINUING EDUCATION UNITS (CEU)

Participants of seminars and other noncredit programs earn One CEU for each ten clock hours of classroom instruction attended.

CAREER COUNSELING

The Dean of Students provides assistance to students to help maximize their personal, career, and academic competencies. Services offered include personal, career, and academic development activities.

The Dean of Students office is located in Walton Hall 121, 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 870-512-7890. 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. Assistance & Referrals. 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. The Dean of Students 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 Dean of Students office assists students to better understand their interests, abilities, aptitudes, and personality traits in relation to career goals and academic major. Various interests, abilities, and personality instruments are used in this process. 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.

CREDIT TYPES

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 Enrollment Services/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.

NON-TRADITIONAL CREDITS (MAXIMUM 15 HOURS)

Upon successful completion of a minimum of six credit hours with ASU- Newport, a student is eligible to receive up to 15 credit hours through nontraditional 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 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.

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.

CULTURAL OUTREACH

Initiated in the fall of 2004 with the assistance of the Northeast Arkansas Higher Education Charitable Foundation, the ASUN Patron Series exists to bring high quality entertainment to the citizens of Jackson County.

With an average of three performances per year in the ASUN Center for the Arts, the Patron Series brings off-Broadway shows, performances and performers known around the world to Newport. Acts taking the stage of the ASUN Center for the Arts in the past have included B.J. Thomas, Pam Tillis, Fiddler on the Roof, The Arkansas Symphony Pops Orchestra, The Memphis Symphony and many more. The inaugural event in 2004 was a special one-act performance of "Love Letters" by Mary Steenburgen and Ted Danson.

The Patron Series is partially supported by funding from a group of over 100 patrons, who in return for their generosity to the program receive priority seating at a reduced ticket price to all of the Patron Series events. For more information about becoming a Patron, contact the ASU-Newport Marketing Department at 870-512-7898.

DISABILITY SERVICES

The Dean for Retention & Student Success 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.

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 870-358-8636 or email at disabilityservices@asun.edu.

VOCATIONAL REHABILITATION

Refer to the [Financial Aid/Scholarship](#) section for further information.

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 Dean for Retention and Student Success, 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).

DISTANCE EDUCATION (Online)

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 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).

E-MAIL ACTIVATION AND LOGGING INTO THE PORTAL

There are three ways to activate your ASUN student email account: Activate your ASUN Login:

1. Go to www.asun.edu
 1. Click on the "My ASUN Portal" link on the right side of the screen.
 2. Follow the instructions and link on the page.
2. Click on the My ASUN Portal link from www.asun.edu.
 - A. Click on the Student Account link that is on the left hand side under Quick References.
 - 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.
3. 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 <https://portal.asun.edu/ics> . or click on the 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

ENROLLMENT

Refer to the Admissions/Registration section on Getting Started section 4 for information on enrolling in courses.

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.

FINANCIAL AID AND SCHOLARSHIPS

The primary purpose of the Financial Aid Office is to provide financial resources to students who would otherwise be unable to pursue a college education. Information on available financial aid is disseminated to both currently enrolled and prospective students.

The staff in the Financial Aid Office seeks to accomplish this purpose by making every effort to meet the demonstrated financial needs to all students enrolled at ASUN. Financial aid is awarded on the basis of demonstrated need except where funds are specified for recognition of special talents or abilities. Practices and procedures followed by the Financial Aid staff ensure fair and equitable treatment for all applicants.

The director and the staff of the office compile composite financial aid packages for individual students to provide maximum grant and scholarship funds, along with part-time employment, in order to keep the necessity for loans at a minimum. They assist students in seeking, obtaining, and utilizing to the best advantage all financial resources available. The office seeks to obtain maximum funding for all aid programs-federal, institution, and state sources.

Detailed information and financial aid application forms may be obtained by visiting our website at <http://www.asun.edu/financialaid/>

All requested financial aid documents for federal student assistance must be received by the Financial Aid Office by May 1 of the award year to complete the process by the

beginning of the fall term. For students starting with the spring semester, requested documents must be received by September 15 to complete the process by the beginning of the spring term.

Federal Aid Programs

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Federal Direct Student Loan (subsidized and unsubsidized)
- Federal Work-Study Program
- Federal Direct Parent Loan for Undergraduate Students

State Programs

- Arkansas Academic Challenge/Lottery Scholarship
- Distinguished Governor's Scholarship
- Governor's Scholarship
- Higher Education Opportunities Grant (Go! Opportunities Grant)
- Law Enforcement Officer's Dependents Scholarship
- Military Dependents Scholarship Program
- State Teacher Education Program (STEP Program)
- Workforce Improvement Grant (WIG)

Detailed information and application may be obtained by visiting the Arkansas Department of Higher Education website at www.adhe.edu.

University Aid Programs:

Academic Scholarships, descriptions and guidelines for ASU-NEWPORT institutional academic scholarships may be found at <http://www.asun.edu/financialaid/scholarships/>

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, Arkansas Department of Career Education, Little Rock, Arkansas, 72201. Information relative to the program may be obtained from the Student Services/Financial Aid Office at Newport, Jonesboro, or Marked Tree campuses.

FOOD SERVICES

ASUN is proud to offer food service for both breakfast and lunch on the Newport campus.

Vending machines are available in several locations on all campuses. Food and drinks are not allowed in any classroom or lab.

GRADING SYSTEM

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 S or U 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
C	=	Satisfactory
D	=	Poor
F	=	Failure
AS	=	Advanced Standing
I	=	Incomplete
W	=	Withdrawals
S	=	Satisfactory (a C or better)
U	=	Unsatisfactory
AU	=	Audit

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 in addition to their Academic Advisor prior to repeating courses. Some benefits do not apply to repeat credit. Developmental courses are not included in this policy.

ACADEMIC DISTINCTION

The 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). The 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 receives a scholastic achievement certificate from ASU-Newport.

At Commencement, graduates who have a cumulative 3.8 GPA (at the time of commencement), and will complete an Associate's degree or Technical certificate will be awarded the Chancellor's Award for Academic Excellence.

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 form can be found at www.asun.edu under the Admissions tab under the My ASUN 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 "I" will automatically become an "F".

GRADUATION

APPLYING FOR DEGREES AND CERTIFICATES

Continuous enrollment is defined as a student being enrolled without sitting out a fall or spring semester. If continuously enrolled, students may graduate under the ASU-Newport catalog in effect when they first enrolled or the current catalog. If students re-

enroll after sitting out at least one semester, they may graduate under the catalog in effect when they re-enrolled or the current catalog.

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. Refer to the Intent to Graduate section for further information.

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 Enrollment Services/Registrar at each campus. It can be mailed, faxed, or brought to the Admissions Office. Failure to submit the form on time may cause the student's name to not be listed in the graduation program and result in delays of processing diplomas.

GRADUATION REGALIA/COMMENCEMENT

Commencement is held at the end of the spring semester for the Newport Campus and at the end of the first summer term for the Jonesboro and Marked Tree Campuses. The Office of Enrollment Services/Registrar will forward information on Academic Regalia and commencement to all graduate candidates.

IDENTIFICATION CARDS

ID cards are made at each 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. ASUN student ID cards are valid from August to August and must be renewed annually. 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.

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 the My 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.

ACADEMIC SUPPORT CENTER

The Academic Support 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 access Microsoft Office programs to prepare papers, create spreadsheets and work on PowerPoint presentations.

Appointments are not necessary, but computers are available on a first come, first serve basis. The Academic Support Center is open Monday – Friday 8am – 4:30pm. For more information call: 870-512-7867

LIBRARY

The Harryette M. Hodges and Kaneaster Hodges, Sr. Library at the Newport Campus and the libraries at the Jonesboro and Marked Tree campuses serve as centers 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. To access Library Databases remotely, students, faculty and staff must log into the Portal and click on the Library Tab, then click on Handouts. This is where Database the login information and passwords are located. 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. 870-512-7862 (Newport); 870-680-8720 (Jonesboro); 870-358-8624 (Marked Tree).

Textbooks are in our Reserve Collection. These books are available for in-library use. To download the Microsoft Office Suite, students must go to the ASUN Website, click on the Student Resources tab, then click on Information Technology Services page, then click on Software Downloads, and follow the instructions to download Microsoft Office.

STUDENT IDENTIFICATION CARDS

Students must have a valid Student ID to borrow materials. Student ID cards are made at each campus library. (See Identification Cards section)

DISTANCE EDUCATION LIBRARY SERVICES

Certain library 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. For more information call 870-512-7862 or 870-512-7861

REFUND OF TUITION AND FEES SCHEDULE

Refer to the TUITION AND FEES SECTION for specific information.

STUDENT CLASSIFICATION

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

STUDENT ACTIVITIES

Student organizations and activities, representing many fields of interest, offer experiences that will foster life skills and personal enrichment.

Examples of activities include, but are not limited to:

- Community Resource Fair
- Concert~Lecture and Patron Series
- Earth Day Celebration
- Spring Fling
- Intramural Sports
- Real Life Workshop Series
- Travel Study (Once per year)
- Welcome Week

GENERAL POLICIES CONCERNING STUDENT ORGANIZATIONS: [See Student Handbook.](#)

STUDENT LEADERSHIP/INVOLVEMENT OPPORTUNITIES

Students are strongly encouraged to enhance their overall college experience through involvement in campus groups and activities. These groups offer opportunities for leadership, recognize scholarship, encourage citizenship, and provide social experiences. Leadership, Honorary, and Special Interest Groups/Organizations include the following:

LEADERSHIP ORGANIZATIONS AND OPPORTUNITIES

STUDENT AMBASSADORS

Six Student Ambassador Scholarships are awarded every year for eligible students. Contact the Enrollment Services Office at 870-512-7894 for further information.

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 Dean of Students at 870-512-7890 or visit the office located in Walton Hall, Room A.

STUDENT PARTICIPATION IN 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 committee 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.

HONORARY ORGANIZATIONS

PHI THETA KAPPA (P.T.K.)

P.T.K. is the nationally-recognized 2 year college Honor Society. The B.N.G. Chapter at ASUN shares the national mission: "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 Dean of Students Office at 870-512-7890.

Phi Beta Lambda (PBL)

The purpose of PBL is to provide opportunities for post-secondary students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

The FBLA-PBL Mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The name of the post-secondary division of Arkansas FBLA-PBL, Inc. is "Phi Beta Lambda" and is referred to as "PBL."

PBL Goals

- Develop competent, aggressive business leadership
- Strengthen the confidence of students, in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects which contribute to the improvement of the home, of business and of the community
- Develop character, to prepare for useful citizenship, and to foster patriotism
- Encourage the practice of efficient money management
- Encourage scholarship and to promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work

ASUN PBL chapter is on all three of the ASUN campuses with advisers on each campus.

SPECIAL INTEREST STUDENT ORGANIZATIONS

BIOLOGY CLUB

The Biology Club sponsors science-related activities on and off campus, including Earth Day Celebration, Arkansas Department of Transportation Adopt-A-Highway Program, and campus Tree Planting Ceremonies. Participation is open to any interested students. Contact the Biology Department for further information.

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 PRACTICAL NURSING 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 VETERANS ORGANIZATION

The ASUN Student Veterans Organization provides student veterans and their dependents opportunities for social support, networking, and leadership development. It supports the educational mission of the college and promotes community service. Membership is open to all student veterans and their family members that are currently enrolled in a minimum of six hours at ASU-Newport, ASU-Newport Alumni, and veteran faculty/staff.

TESTING SERVICES

ASUN offers the following Tests:

- **American College Testing (ACT)**
ACT test schedules and additional information may be obtained in the Department of Academic Support and Testing Services office located in Walton Hall or by calling 870-512-7867. ACT registration is coordinated directly through the ACT test website: www.act.org.
- **Compass** Students must contact the Academic Support and Testing Services, office located in Walton Hall or by calling 870-512-7867 to schedule the COMPASS test.
- **Practical Nursing Pre-entrance TEAS V Test***
* Students may test twice during the calendar year TEAS V test schedules and additional information may be obtained in the Department of Academic Support and Testing Services office located in Walton Hall or by calling 870-512-7867
- **Distance Education Proctoring Services (DEPS)**
Test schedules and additional information may be obtained in the Department of Academic Support and Testing Services office located in Walton Hall or by calling 870-512-7867
- **Registered Nursing Pre-entrance NACE I**
*Students may test only once per calendar year. NACE I test schedules and additional information may be obtained in the Department of Academic Support and Testing Services office located in Walton Hall or by calling 870-512-7867
- **WorkKeys Assessment**
WorkKeys Testing is coordinated through the Department Of Workforce Services.
- **NBSTSA Surgical Technology Board Exam** test schedules and additional information may be obtained in the Department of Academic Support and Testing Services office located in Walton Hall or by calling 870-512-7867

For Compass and Nursing Entrance tests scheduling and additional information contact:

1. **ASUN Newport Campus:** Test registration and administration is coordinated through the Academic Support and Testing Services located in Walton Hall or by calling 870-512-7867.
2. **ASUN Jonesboro Campus:** Registration is coordinated through the Main office or by calling 870-932-2176.
3. **ASUN Marked Tree Campus:** Registration is coordinated through the Student Services office located in Building A or by calling 870-358-2117.

Testing Information may also be obtained by visiting ASU- Newport's web page at www.asun.edu.

TRANSCRIPT REQUEST

All transcript requests must be made in person or in writing to the Office of Enrollment Services/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.

TUITION AND FEES

Student tuition and fees are due in full at the time of registration. Students are expected to pay all tuition and fee charges before attending classes. Payment can be made in person at the Business Office in the Student Community Center. Payments can be made with Cash, Check, Debit or Credit Card (Visa, MasterCard, or Discover). Checks returned due to insufficient funds are subject to a returned check fee of \$30.

It is the responsibility of the student to verify with the Financial Aid office that sufficient aid is in place to cover tuition and fee charges for the semester. For students that do not have financial aid in place and are unable to pay the full amount of tuition and fees before classes begin, we offer a payment plan online. To establish a payment plan or to view details of the plan, the student should visit www.asun.edu and click on the link "Pay Online". A 25% down payment is required before classes start or students may be dropped from courses for non-payment.

Tuition and Fee Schedule		
Tuition:		
In-State		\$90 per credit hour
Out of State		\$147 per credit hour
Off Campus(Prison And Concurrent)		\$99 per credit hour
Required Fees:		
Online Course Fee		\$20 per credit hour
Quality Improvement Fee		\$7 per credit hour
Academic Excellence Fee		\$6 per credit hour
Student Activity Fee		\$2 per credit hour
Program Fees:		
Hospitality Program		\$50.00 per semester
Surgical Technology Program		\$150 per semester
Nursing Fee		\$120 per semester
Allied Health Fee		\$70 per semester
Commercial Driver Training Institute		\$1450.00 per semester
Commercial Driver Training Equipment Fee		\$300 per semester
Lab Fee		\$20 per lab course
Nursing Testing Fee		\$100
Advanced Placement Fee		\$45
TEAS-V Testing Fee		\$50
ACT Testing Fee		\$30
COMPASS Testing		\$10
Returned Check Fee		\$30
Payment Plan Fee		\$30
Welding Certification Testing Fee		\$100
NACE I		\$65
DEPS		\$25
The University reserves the right to change or add fees at any time such action is deemed necessary.		
revised 6/16/2014		

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 the Withdrawal section 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 College. 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 Office of Enrollment Services/Registrar 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).

REFUND OF TUITION AND FEES SCHEDULE

Any student who officially withdraws from the University during a semester shall be entitled to a refund, provided the withdrawal occurred during the refund period as outlined below. Refunds must be claimed at the time of withdrawal through the Office of Enrollment Services/Registrar and the Business Office. The refund applies to the total charges rather than the amount paid at the time of withdrawal. The following refund schedule does not apply to the Commercial Driver Training program students.

- | | | |
|----|--------------------------------------|---|
| 1. | Two-week up to five-week courses: | |
| | A. | First two days of class 100 % |
| | B. | After the second day of class No Refund |
| 2. | Five-week up to full term courses: | |
| | A. | First week 100 % |
| | B. | No Refund No Refund |
| 3. | Full-Term (Fall and Spring) courses: | |
| | A. | First week 100 % |
| | B. | Second or third week 60 % |
| | C. | After the third week No Refund |

Commercial Driver Training Students refund policy is: 100% refund if the student withdraws during the first 8 days of class. Thereafter, no refund will apply.

VETERANS

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 or by calling 870-512-7877 e-mail suzanne_blackburn@asun.edu.

STUDENT VETERANS' ORGANIZATION

See the Student Veterans' Organization section in Special Interest/Student Organizations for further details.

STUDENTS ACTIVATED FOR MILITARY SERVICE

Arkansas code 6-61-112 provides the following for students called into full-time military duty during an academic semester:

1. When any person is activated for 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.
 - A. Such student shall receive a complete refund of tuition and such general fees as are assessed against all students at the institution.
 - I. Proportionate refunds of room, board, and other fees which were paid the institution shall be provided to the student, based on the date of withdrawal.
 - II. 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.
 - B. 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.
2. 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.

3. 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 Enrollment Services/Registrar immediately upon notification of activation to initiate the withdrawal process.

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.

WITHDRAW

Refer to the Office of Admissions/Registration section on Getting Started section 5 for information on withdrawing from a course and section 6 for withdrawing from the College.



Student Handbook

OVERVIEW OF RIGHTS, FREEDOMS, AND RESPONSIBILITIES

ASU-Newport is a community of scholars whose members include its faculty, staff, 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 enhancement, 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 opportunities.

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. 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 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 responsibilities 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.

ACADEMIC STUDENT GRIEVANCE PROCEDURE

PROCEDURE PROLOGUE

A grievance is a complaint alleging that one or more of the student's rights has been violated. ASUN 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 Affairs 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:

- a. Date and details of the alleged violation;
- b. Any available evidence of the alleged violation;
- c. Names, addresses, and phone numbers of witnesses to the violation;
- d. 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.

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.

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 Campus 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 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 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 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, bongs, 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 ASU-Newport'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 ASUN. 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 ASUN 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 hour 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 ASUN 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.
20. Possession or use of firearms, fireworks, other weapons, or chemicals.

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 his/her designee will determine the initial hearing officer depending upon the severity of the alleged infraction and where it occurred.

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 Dean of Students 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, Dean of Students, 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, Dean of Students, 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, Dean of Students, 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 ASUN 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 ASUN. 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 Affairs or designee. Any classes taken at another institution during this period of suspension cannot be transferred to ASUN.
- Expulsion – Permanently canceling a student's enrollment at ASUN. 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, e-mail 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) or as appropriate to the violation.
4. Restitution – Compensation for loss or damage incurred to the college.
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.

POLICIES AND PROCEDURES (listed alphabetically)

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).

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.

CAMPUS SAFETY AND YOUR RIGHT TO KNOW

Federal Requirements

ASU-Newport must abide by Federal requirements that include the Campus Sex Crimes Prevention Act of October 29, 2000, the Student Right To Know and Campus Security Act of 1990 which is known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. In addition, an annual Security Report is published each year. Each of these reports may be found on the ASUN website under Campus Police. A written copy will be provided upon request.

Voter Registration Forms are available online or in the Dean of Students Office. Emergency Response information is available on the website under Student Services.

EMERGENCY ALERT SYSTEM

ASUN provides an Emergency Notification Service for faculty, staff, and students. All students are automatically enrolled. Faculty and staff university phones are automatically enrolled. Faculty and staff are encouraged to register cell phone as an added notification. ASUN has chosen SchoolReach as our method to notify in cases of emergency.

CAMPUS FUNDRAISING/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.

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 that 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

616 2nd Street
Newport, AR 72112
(870) 523-2722

Jonesboro Police Department

410 W Washington Ave
Jonesboro, AR
870-935-5553

Marked Tree Police Department

1 Elm Street
Marked Tree, AR 72365
870-358-2024

For detailed information, visit

[Sex Offender Search](#)

CAMPUS SIGNS, POSTERS, AND PROMOTIONAL MATERIALS POLICY

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.

DISABILITY SERVICES

Refer to the Disability Services section in General Information

DISABILITY GRIEVANCE PROCEDURE

Refer to the Disability Grievance Procedure section in General Information for further information.

FREEDOM OF EXPRESSION POLICY

ASUN 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 ASUN is not a public forum open for assembly and expression of free speech as are the public streets, sidewalks, and parks. ASUN 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.

FUNDRAISING 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.

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. (34 CFR §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.

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 ASU- NEWPORT 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.

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 the 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 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.
6. Proceedings under the Mandatory Administrative Leave Policy do not preclude additional proceedings pursuant to the student Code of Conduct.

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.

SEXUAL MISCONDUCT GRIEVANCE PROCEDURE

GRIEVANCE ISSUES

The Sexual Discrimination Grievance Procedure applies to all allegations of sexual

discrimination. Sexual discrimination includes Sexual Harassment, Sexual Assault, and Sexual Violence.

Sexual Harassment is defined as unwelcome gender-based verbal or physical conduct that is severe, persistent or pervasive and occurs when:

- Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other university activities;
- Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or
- Such conduct has the effect of unreasonably interfering with an individual's education or employment performance or creating an intimidating, hostile, or offensive university environment.

Sexual assault occurs when a person is subjected to an unwanted sexual act by force or threat without consent. Sexual assault includes rape, sexual contact such as touching or fondling, and the forced performance of sexual acts involving bodily contact between the parties.

Sexual violence includes sexual assault but may also consist of an attempt to obtain a sexual act or sexual advances which do not result in a completed sexual act. Sexual violence includes all acts constituting sexual assault plus other acts such as exposure of sexual organs, gender based stalking, and gender based bullying. Gender based stalking or bullying may be carried out in person or through communications systems including telephones, e-mails, and texting,

Sexual acts occur without consent when they are perpetrated against a person's will or where a person is incapable of giving consent due to minority in age, intellectual impairment, or use of mind altering substances such as drugs or alcohol.

REPORT OF SEXUAL DISCRIMINATION

Any employee, student, or visitor who believes he or she has been subjected to sexual discrimination should report the incident to the Title IX Coordinator utilizing the grievance form available on the Human Resources or Student Conduct web sites. Employees with supervisory responsibilities and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. In the event the sexual discrimination allegation is against the Title IX Coordinator, the report form should be submitted to the Office of University Counsel. In order to ensure timely investigation and remedy, a sexual discrimination grievance

should be activated within sixty (60) days from the time the events leading to the complaint occurred. All complaints are investigated; however, delay in reporting impedes the ability to achieve prompt resolution. All efforts will be made to honor a request for confidentiality but confidentiality cannot be ensured. Reports of sexual assault or sexual violence will be reported to law enforcement authorities.

Criminal investigations by any law enforcement agencies or investigations conducted under the Faculty, Staff, or Student Handbooks may occur simultaneously with a sexual discrimination grievances and do not affect the grievance process.

TITLE IX COORDINATOR'S RESPONSE

Within twenty (20) working days after receipt of a written grievance form, the Title IX Coordinator, or designee, will conduct a full and impartial investigation including interviewing the complainant, the accused, and any witnesses identified as well as reviewing any documentary evidence submitted by either party. As early as possible in the investigation, the Title IX Coordinator should determine whether temporary remedial measures are warranted such as suspension from employment with or without pay, suspension from classes, issuance of a no contact directive, reassignment of job duties, or changing class or classroom assignments. If immediate action is required to protect the complainant, the Title IX Coordinator shall work with the appropriate administrator to implement temporary remedial measures.

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or any subsequent hearing unless the party was found to be responsible, the previous incident was substantially similar to the present allegation, and the past actions indicate a pattern of behavior consistent with the current allegations.

After studying all the pertinent facts and documents, carefully examining any policies involved, and discussing the issue with the parties and witnesses, the Title IX Coordinator shall either (1) propose an informal resolution to the parties which, if accepted, shall be documented in writing and shall conclude the investigation or (2) prepare a formal written report making a finding, based on the preponderance of the evidence, as to whether sexual discrimination occurred, and if so, recommending a remedy which will end the discrimination, prevent its recurrence, and remove its effects on the complainant and the university community. The report shall be transmitted simultaneously to the complainant and the accused and implemented immediately. If both parties agree with the report, the grievance shall be closed and the remedies continued. If either party does not agree with the finding of the Title IX Coordinator and desires to appeal, that party must submit, within five (5) working days of the date of the report, a written request to the Department of Human Resources for

a hearing before the Sexual Discrimination Hearing Committee. The written request will detail the alleged error of the Title IX Coordinator and the requested remedy. The Department of Human Resources will provide the party not appealing with a copy of the request. Within five (5) working days of the date of the letter from the Human Resources Department, the party not appealing may submit a written response to the request for hearing countering any allegations in that document. Copies will be provided to the Title IX Coordinator for placement in the case file. Timelines may be extended by the Title IX Coordinator in extenuating circumstances.

SEXUAL DISCRIMINATION HEARING COMMITTEE COMPOSITION

The Sexual Discrimination Hearing Committee is composed of members selected by the Chancellor from the Academic Hearing Committee, the Student Conduct Hearing Committee, and the Staff Hearing Committee for that campus. The Sexual Discrimination Hearing Committee is composed of seven (7) members. When a student is the complainant, three (3) members of the committee shall be students, two (2) members faculty, and two (2) members staff; when the complainant is a staff member the committee shall be composed of three (3) staff members, two (2) faculty members, and two (2) students; when the complainant is a faculty member the committee shall be composed of three (3) faculty members, two (2) students, and two (2) staff. The committee elects a chair once convened. The Sexual Discrimination Hearing Committee shall have specific training on sexual discrimination

A member of Human Resources sits as an ex-officio, non-voting member of the Sexual Discrimination Hearing Committee, offering technical assistance on procedural and policy matters.

SEXUAL DISCRIMINATION HEARING COMMITTEE FUNCTIONS

The Sexual Discrimination Hearing Committee reviews the findings of the Title IX Coordinator to determine, based on the preponderance of the evidence, whether institutional error has occurred and, if so, to recommend an appropriate corrective action. Institutional error occurs when no legitimate reason exists for the action taken. Decisions which require the exercise of judgment or discretion cannot constitute institutional error. The committee has twenty (20) working days to prepare a written response after it has received a complaint. All proceedings shall be in closed session.

Because the committee will have received the entire file from the Title IX Coordinator including all witness statements, the hearing will not include the grievant, the party complained against, or other witnesses unless either (1) the Committee requests their oral testimony or (2) either party requests to testify and/or present witnesses. In the event that oral testimony is requested, the grievant and the party complained against may be present and question the witnesses. If the grievance is one alleging sexual

assault or sexual violence, the parties will not question the other. Instead, the party testifying before the committee shall be screened so that they may be heard by the other party but not seen. The non-testifying party shall have the opportunity to provide written questions to the committee to be asked of the testifying witness based on his or her testimony. The committee may also question any person testifying. Each party may have an advisor present during the testimony who may provide personal consultation but may not actively participate in the hearing. The parties must disclose to the Chair of the Sexual Discrimination Hearing Committee the identity of any testifying witness or any advisor at least two (2) working days before any hearing. The Chair shall provide the list of witnesses to each party upon receipt. No audio or video recording is permitted.

In reviewing a case two options are open to the Committee:

- It may find no institutional error has occurred and recommend that no further action be taken.
- It may find that institutional error has occurred and recommend a remedy different than that proposed by the Title IX Coordinator.

SEXUAL DISCRIMINATION HEARING COMMITTEE FINDINGS

In all instances the committee shall make a record of its findings, a statement of its conclusion, including the reason or policy criteria used in reaching a decision, and its recommendations for resolution of the grievance. The Committee decision shall be forwarded to the Chancellor of the campus for action. Copies will be filed with the Title IX Coordinator as a part of the complaint record and sent to the grievant and the accused.

Within ten (10) working days of receipt of the Committee recommendation, the Chancellor will accept or reject the Committee recommendation in writing after review of all file materials. The Chancellor's decision is final. A copy of the decision shall be provided to the Title IX Coordinator for distribution to both the complainant and the accused. The Department of Human Resources or Student Conduct (as appropriate) will coordinate the implementation of any remedies resulting from the grievance.

DOCUMENT COLLECTION

When a sexual discrimination grievance proceeding has been closed, all material relating to that case shall be retained on file by the Title IX Coordinator for seven years. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file.

Sexual discrimination grievance proceedings are considered confidential and no person involved with the grievance may make the documents public except as required by law.

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. **(For more information on ASUN student organizations refer to the general information section of the catalog.)**

STUDENT ORGANIZATIONS GENERAL POLICIES

- 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 Dean of Students.
- 5. Formation of New Organizations-** New organizations may be formed at the university by approval of the Dean of Students.
- 6. Appeals-** The Vice Chancellor for Student Affairs will hear appeals to the decision of the Dean of Students.

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.

TIMELY NOTIFICATION POLICY

In the event of a major crime incident or other emergency situation occurring on the ASUN campus or the surrounding area that will endanger or affect the campus community, the Campus 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
- Alerts on the ASU-NEWPORT Website
- Signage placed in and around buildings
- Emails to ASU-NEWPORT 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.

TOBACCO POLICY

ASUN 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.

TRESPASSING POLICY

Arkansas State University's mission is to promote academic freedom and discussion. However, those who are disruptive to college operations or 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.

VOCATIONAL REHABILITATION

Refer to the Financial Aid/Scholarship section in General Information for further information (197).



Faculty & Staff **Directory**

Faculty & Staff Directory

(in alphabetical order)

(Campus-specific directories are available online at www.asun.edu)

Adair, Adam

Vice Chancellor for Fiscal Affairs

B.S., Arkansas State University

M.B.A., University of Arkansas-Little Rock

Adams, Barbara

Student Affairs Specialist

A.A.S., Arkansas State University

Adamson, Daniel

Instructor of Computer Networking Technology

A.A.S., Arkansas State University-Newport

Allen, William

Landscape Supervisor

Appleby, Charles

Vice Chancellor for Economic and Workforce Development

B.S., Trevecca Nazarene

M.B.A., Arkansas State University

Ashcraft, Elizabeth "Betsy"

Assistant to the Dean/Assistant Professor of Life Sciences

B.S.E., Mississippi University for Women

M.S., Arkansas State University

Ballard, Jennifer

Librarian

B.A., Arkansas State University

M.L.I.S., University of Alabama

Baxter, Janet

Instructor of Phlebotomy

A.A.S.N., Arkansas State University

Arkansas Registered Nurse, Arkansas State University

Beach, Ken

Assistant to the Dean/Instructor of Welding

B.A.S., Arkansas State University-Newport

Black, Jayne

Assistant Professor of Mathematics

B.S.E., Arkansas State University

M.S., Arkansas State University

Blackburn, Suzanne

Enrollment Specialist

A.A., University of Central Arkansas

B.S., University of Central Arkansas

Bookout, Jeff

Vice Chancellor for Strategic Initiatives

B.S., Arkansas State University

M.S., Arkansas State University

CCNA, Cisco Certified Network Associate

CCAI, Cisco Certified Academy Instructor

CNA, Certified Novell Administrator

Brockway, Zandra

Assistant Professor of English

B.A., Harding University

M.Ed., Harding University

Reading Specialist

Browning, Kenny

Instructor of High Voltage Technology

A.A.S., Arkansas State University-Newport

Buchman, Ashley

Dean of Retention and Student Success

B.S., Arkansas State University

M.B.A., Arkansas State University

S.C.C.T., Arkansas State University

Ed. D., Arkansas State University

Buchanan, Bobbie

Student Affairs Specialist I

A.A.S., Arkansas State University-Newport

Burgess, Rob

Assistant to the Dean/ Instructor of Computer & Networking Technology

A.S., Arkansas State University

A.A.S., Arkansas State University

B.S.E., Arkansas State University

Burgess, Traci

Assistant to the Dean/Assistant Professor of History

B.A., Arkansas State University

M.A., Arkansas State University

Campbell, Joseph

Dean for General Education

Assistant Professor of Social Science

A.A., North Arkansas Community College

B.A., Arkansas State University

M.A., Arkansas State University

S.C.C.T., Arkansas State University

Cason, Jody

Assistant to CIO/Institutional Research

A.A., Arkansas State University-Newport

B.S., Arkansas State University

Cathey, James

Maintenance Assistant

Caudel, Lana

Instructor of Hospitality Services

B.S., University of Arkansas Medical Science

Chance, Melissa

Assistant to the Dean/Assistant Professor of English

B.A., Henderson State University

M.L.A., Henderson State University

Clairday Melissa

Career Facilitator

B.S., Arkansas State University

Clark, Larissa

Assistant Professor of Life Science

B.S., Evangel University

M.S.E., Arkansas State University

Clay, Susan

Enrollment Specialist

A.A., Arkansas State University-Newport

Coe, Brandon

Director of Administrative Services

A.A., Arkansas State University-Newport

B.S., Williams Baptist College

M.B.A., Arkansas State University

S.C.C.T., Arkansas State University

Collier, Tammy

Instructor of Nursing

A.S.N., Mississippi County Community Hospital

Arkansas Registered Nurse

National Registry of Emergency Medical Technicians/Instructors

Collins, Bridget

Assistant Professor of Speech/Theater

A.S., Panola College

B.F.A., University of Southern Mississippi

B.S., Texas A & M

M.A., Arkansas State University

Constant, Mark

Instructor of Energy Control Technology

A.S., Arkansas State University

A.S.E., Refrigerant Recovery & Recycling Certification

Class "B" HVACR Contractor's License Arkansas Air Condition/Electrician License

Universal EPA Test Proctor, ESCO Institute R-

410A Test Proctor, ESCO Institute

NOCTI Certification

Cooper, Connie

Fiscal Support Specialist

Cooper, Susan

Assistant Professor of Psychology/Sociology

B.S.E., Arkansas State University

M.S.E., Arkansas State University

S.C.C.T., Arkansas State University

Cross, Cheryl

Administrative Assistant to VC for Student Affairs

Office Occupations Certificate

A.A., Arkansas State University-Newport

B.S., Arkansas State University

Crotts, Stacey

Accounts Payable Specialist

Secretarial Certificate

A.A., Arkansas State University-Newport

Cox, Brenda

B.S.E., University of Central Arkansas

M.S., University of Central Arkansas

DeFord, Patty

Instructor of Business Education

B.S., Arkansas Tech University

Devereux, Nick

Instructor of Telecommunications

B.S., Arkansas State University

Doyle, Chris

Computer Support Technician

A.A.S., Arkansas State University-Newport

B.A.S., Arkansas State University

Doyle, Duane Dr.

Assistant Professor of Mathematics

B.S., Arkansas State University

M.S., Arkansas State University

Ed.D., University of Arkansas-Little Rock

Duncan, Linda

Assistant Professor Emeritus

A.A.S., Arkansas State University

A.A., Arkansas State University

B.S.E., Arkansas State University

M.S.E., Arkansas State University

Dunning, Jerry

Skilled Tradesmen

Ellis, Janna Kegley

Assistant Professor of Business

B.S., Arkansas State University

M.S., Arkansas State University

CCNA, Cisco Certified Networking Associate

CCAI, Cisco Certified Academy Instructor

Faulkner, Jacqueline
Vice Chancellor for Student Affairs

B.A., Jackson State University
M.S., University of Memphis

Frans, Vicki
Academic Coordinator

A.G.S., Arkansas State University
B.S., Arkansas State University

Forrester, Bobby Joe
Instructor of Commercial Driving Training

Fuentes, Tina
Assistant Professor of English/Foreign Language

B.A., Arkansas State University
M.A., Arkansas State University

Fulton, Clay
Instructor of High Voltage Technology

A.A.S., Community College of the Air Force
B.B.A., Tarleton State University

Furst, Steven
Chief Information Officer

A.A., Arkansas State University Newport
B.S., Arkansas State University

Getman, Matthew
Skilled Tradesman

R.S.E.S –Proper refrigerant usage Certification
R.S.E.S- EPA certification in Type I and Type II Refrigeration systems
Certified –Air Conditioning, Heat Pump, Gas Heat and Liquid Screw Chiller specialist

Grizzle, Jeff
Campus Police Officer

A.C.L.E, ALETA, Camden

Gross, Candace
Dean of Enrollment Services

B.A., Arkansas Tech University
M.S., Arkansas Tech University

Hagler, Tanya

Assistant Professor of Physical Science

B.S., Arkansas State University

M.S., Arkansas State University

Hargett, Tammy

Instructor of Nursing and Allied Health

LPN, Delta Vo-Tech

A.A.S.N, Arkansas Northeastern College

Heeb, Kim

Instructor of Nursing and Allied Health

A.S.N., Arkansas State University

B.S.N., University of Wisconsin

M.S.N., University of Phoenix

Heern, Daphene

Instructor of Nursing and Allied Health

A.A.S.N., Arkansas State University

Arkansas Registered Nurse, Arkansas State University

Henderson, Sue

Financial Aid Analyst

A.A., Arkansas State University-Newport

A.A. /CIS, Arkansas State University-Newport

B.S., Arkansas State University

Hicks, Bobby

Campus Police Officer

A.S., Arkansas State University

Houchin, Billy

Skilled Tradesman

Houchin, Mary

Retention Specialist II

A.G.S., Arkansas State University

B.S., Arkansas State University

Hudson, Traci

Assistant Professor of Life Science

B.S., Philander Smith College

M.S., Arkansas State University

Jernigan, Judy

Accountant

B.S., Arkansas State University

Jewell, Deborah

Library Technician

Kelley, Jennifer

Instructor of Nursing and Allied Health

A.A.S.N., Arkansas State University

Arkansas Registered Nurse

Keyton, Debbie

Information Systems Manager

B.S., Arkansas State University

King, Laura

Assistant to the Chancellor

B.S., Arkansas State University

Koros, Betty

Fiscal Support Specialist

Certificate in Secretarial Business Education, Delta Vocational Technical School

Larson, Terry

Financial Aid Assistant

Lee, Linda

Instructor of Adult Education

A.O.A., Arkansas State University

B.S.E., Arkansas State University

Loftin, Jennifer

Fiscal Support Analyst

Long, Kimberly

Dean of Students

B.A., Philander Smith College

M.A. Marketing, Webster University

M.A. Media Communications, Webster University

Lynn, David

Instructor of Energy Control Technology

A.A.S., Arkansas State University-Newport

B.S., Arkansas State University

A.S.E. Refrigerant Recovery & Recycling Certification

R.S.E.S. Universal Refrigerant Certification

Class "B" HVACR Contractor's License

Madden, Christopher

Director of Surgical Technology

Surgical Technology Diploma, Concorde Career College

Certificate in Surgical First Assisting, Meridian Institute of Surgical Assisting

Mann, Christy

Director of Academic Support Center

B.A., Arkansas State University

M.P.A., Arkansas State University

Martin, Garland

Maintenance Supervisor

Certificate in Energy Control Technology, ASU-Newport

Massey, Sandra Dr.

Chancellor

B.S., Arkansas State University

M.S., Arkansas State University

Ed.D., Oklahoma State University

McGrew, Ronda

Student Affairs Specialist

B.S., Arkansas State University

Mears, Charlene

Retention Specialist I

A.A.S., Arkansas State University

Michael, Sara

Payroll Analyst

B.S., Arkansas State University

Professional in Human Resources

Milam, David

Instructor of Collision Repair

Certificate Collision Repair

Mooneyhan, Allen Dr.

Dean for Distance Learning

B.S.E., Arkansas State University

M.S.E., Arkansas State University

S.C.C.T., Arkansas State University

Ed.D., Arkansas State University

Mooneyhan, Stacy

Assistant Professor of Early Childhood Development

B.S.E., Arkansas State University

M.S.E., Arkansas State University

S.C.C.T., Arkansas State University

Morgan, Paula

Assistant Professor of Business Education

B.S., Arkansas State University

M.S.E., Arkansas State University

Muse, Andrew

Assistant Professor of Mathematics

B.S., University of Central Arkansas

M.S., University of Central Arkansas

Nave, Michael

Assistant Professor of Business

B.S., Arkansas State University

M.B.A., University of Memphis

Neldon, Theda

Career Pathways Counselor/Student Advisor

A.A., Liberal Arts, Arkansas State University-Newport

A.A., Computer Information Systems, ASU-Newport

B.S., Arkansas State University

M.S.E., Arkansas State University

Nelson, Christopher

Administrative Analyst

A.A.T., Arkansas State University-Newport

B.S.E., Arkansas State University

Nowlin, Michael

Assistant to the Dean/Instructor of Automotive Service Technology

Automotive Service Technology Certificate, Delta Technical Institute

A.A.S., Arkansas State University

Master Certified A.S.E. Auto Service Technician

Advanced Certified A.S.E. Engine Performance Technician

Odom, Melinda

Instructor of Cosmetology

Certificate in Cosmetology, Delta Technical Institute

Arkansas Cosmetology License

Arkansas Cosmetology Instructor License

Osier, Jack

Assistant to the Dean/Assistant Professor of Renewable Energy Technology

A.S., Bluefield State College

B.S., Bluefield State College

M.S., Arkansas State University

Overbey, Geraldine

Administrative Specialist II

Pasmore, Emily

Assistant Professor of English

B.A., Arkansas State University

M.A., Arkansas State University

Person, Jeffery

Institutional Services Assistant

Phillips, Monika

Director of Grants Management

B.S.B.A., Arkansas State University

Powell, Brenda

Institutional Services Assistant

Office Occupations Certificate

Powell, Johnny

Assistant Instructor of Diesel Technology

Certified Diesel Mechanic C.D.L.

Price, Wanda

Institutional Services Assistant

Provence, Van

Director of Public Information and Community Relations

A.A., Arkansas State University-Newport

B.S., Arkansas State University

Pry, John

Maintenance Assistant

Reno, Terri

Assistant Professor of English

B.S.E., Arkansas State University

M.A., Arkansas State University

S.C.C.T., Arkansas State University

Schwartz, Crystalline

Instructor of Nursing and Allied Health

A.A.S.N, Arkansas Northeastern College

Shempert, Ronnie

Maintenance Assistant

Slayton Gregory

Assistant Professor of Mathematics

B.S., Arkansas State University

M.Ed., Pennsylvania State University

Shull, Martha Dr.

Interim Vice Chancellor of Academic Affairs

B.A., Bowling Green University

M.A., University of Dayton

M.A., Bowling Green University

Ph.D., Bowling Green University

Smart, Clara

Institutional Services Assistant

Smith, Bobby

Instructor of Manufacturing Engineering Technology

A.S., Arkansas State University

Smith, Lonnie

Institutional Services Assistant

Smith, Michael

Career Facilitator

A.A., Arkansas State University-Newport

B.S., Arkansas State University

Smith, Pam

Financial Aid Specialist

A.A., Arkansas State University-Newport

Smith, Sherri
Director of Nursing and Allied Health
R.N., Baptist Memorial Hospital

Smock, Bruce
Assistant Professor of Speech
B.A., University of West Florida
M.A., Arkansas State University

Snetzer, Debbie
Academic Coordinator
A.A., Arkansas State University-Newport

Stallings, Tamya
Director of Computer Services
B.S., Arkansas State University
M.A., University of Arkansas at Little Rock

Stapleton, Brian
Computer Support Technician
A.A., Arkansas State University Newport

Stapleton, Charlene
Enrollment Specialist

Sullivan, Stacie
Administrative Assistant for Physical Plant

Summers, Robert
Dean for Applied Science
B.A., Harding University
M.S.E., Arkansas State University

Summers, Steven
Assistant Professor of Physical Science
B.S., Arkansas Tech University
M.S., Arizona State University

Taussig, Martha
Coordinator of Adult Education
A.B., Wheaton College
M.A., Eastern Illinois University
M.A., University of Illinois, Champaign-Urbana

Taylor, Donna

Academic Coordinator

A.A., Mississippi County Community College

A.A., Faith Bible Institute

B.S.E., Arkansas State University

Taylor, Kristina

Instructor of Information Technology

B.S., Arkansas State University

B.S.E., Arkansas State University

M.S.E., Arkansas State University

Teague, Kathy

Maintenance Specialist

T.C., Arkansas State University-Newport

Thompson, Seth

Retention Specialist III

A.A., Arkansas State University-Newport

B.S., Arkansas State University

Tims, Deana

Director of Financial Aid

A.A., Arkansas State University-Newport

B.S., Arkansas State University

Tracy, Jerry

Instructor of Diesel Technology

T.C., Arkansas State University-Newport

Turner, Stephanie

Assistant Professor of History

A.A., Arkansas State University-Newport

B.S., Arkansas State University

M. S., Arkansas State University

Vinson, Rebekah

Instructor of Cosmetology

Walker, Linda

Institutional Services Assistant

Walker, Charles

Director of Human Resources

B.S., Arkansas State University

Watson, Melissa

Controller

B.S., Arkansas State University

Weaver, Nancy

Director of Nursing & Allied Health

A.S.N., Arkansas State University

B.S.N., University of Phoenix

M.S.N., University of Phoenix

Webb, Lee

Director of Procurement

Office Occupations Certificate

West, Brian

Information Systems Manager

B.S., Arkansas State University

Wheeler, Ike

Dean for Institutional Advancement

B.A., Arkansas State University

M.A., Arkansas State University

White, Amanda

Assistant Professor of Life Sciences

B.S., Arkansas State University

M.S., Arkansas State University

Williams, Larry Dr.

Chancellor Emeritus

B.S.E. East Central State University

M.S.E. East Central State University

Ed.D, Oklahoma State University

Williams, Mary

Career Facilitator

B.S.W., Arkansas State University

M.S.W, University of Arkansas

Wilmans, Lisa

Administrative Specialist II

Winston, David

Director of Physical Plant

Woodard, Carolyn
Career Pathways

Worthington, Phyllis
Enrollment Specialist
A.A., Arkansas State University-Newport

Wrenfrow, Jessica
Instructor of Hospitality Services
B.A., College of the Ozarks
M.S., University of Arkansas

Zaideman, Rachel
Assistant Professor of English/Foreign Language; Library Manager
B.A., West Texas State University
M.A., Texas Tech University
M.A., West Texas State University

**ARKANSAS STATE UNIVERSITY-NEWPORT
COORDINATOR FOR EQUAL OPPORTUNITY
IN HIGHER EDUCATION**

In an attempt to comply with and carry out its responsibilities pursuant to Title VII of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments 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 person to coordinate this effort:

Coordinator

Charles Walker
Director of Human Resources
7648 Victory Blvd.
Newport, AR 72112
(870) 512-7874

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1. **Meet with your Academic Advisor and Enroll in classes through the ASUN Portal.** At www.asun.edu, follow the “My ASUN Portal” link or go directly to <https://portal.asun.edu>. Meet with your Academic Advisor throughout the semester.
2. **Obtain your ASUN Student ID Card.** Identifications Cards are made in the Library at each ASUN Campus; a valid form of ID and proof of enrollment for the current semester are required to have an ID made. ASUN Student ID Cards are valid for one year and must be renewed each August.
3. **Obtain your ASUN Parking Permit.** ASUN Parking Permits are obtained through Campus Police or other designated locations. Permits are valid for one year and must be renewed each August.
4. **Confirm Financial Aid or other payment arrangements are finalized before the beginning of classes.** A 25% down payment is required before classes start or students may be dropped from courses for non-payment.
5. **Make advance financial arrangements to be able to purchase your textbooks by the first week of classes.**

Not yet Enrolled, but Interested in Taking Classes at ASUN?

check out the

Getting Started Guide

On the Inside Front Cover of the ASUN Catalog

Further Questions?

Refer to the Quick Reference Guide on the Back Cover of the ASUN Catalog

ASUN
Campus Department
Quick References
 Listed by Alphabetical Order



Department	All Campuses	Newport	Marked Tree	Jonesboro
General Phone	1-800-976-1676	870-512-7800	870-358-2117	870-932-2176
Enrollment Services/Registrar	870-512-7725			
Admissions Toll free	1-800-976-1676			
Admissions FAX	870.512.7825			
Admissions, Veterans	870-512-7877 870-512-7804			
Transcript Request	870-512-7894			
Adult Education	870-512-7824			
Bookstore		870-512-7806		
Business (Finance) Office		870-512-7802	870-358-8620	870-680-8720
Campus Police		870-512-7866 870-217-1347 870-217-1348		
Career Facilitators				
Melissa Clairday			870-358-8640 870-926-5433	
Michael Smith		870-253-2436		
Mary Williams			870-358-8641 870-680-2198	
Career Pathways	1-866-454-4686	870-512-7856	870-358-8615	870-680-8731
Counseling Services		870-512-7890	870-358-8636	870-680-8728
Disability Services		870-512-7812	870-358-8636	870-358-8636
Financial Aid		870-512-7835	870-358-8636	8706808728
Financial Aid FAX		870-512-7876		
Learning Center		870-512-7867	870-358-8624	
Library		870-512-7706	870-358-8624	
Student Affairs		870-512-7838	870-358-8636	
Testing Services		870-512-7867	870-358-8636	870-932-2176