



2020-2021

# CATALOG



University of Arkansas  
**RICH MOUNTAIN**



University of Arkansas Rich Mountain  
UARichMountain.edu | 1100 College Drive, Mena, AR 71953 | 479.394.7622



# UA RICH MOUNTAIN AT A GLANCE

## COLLEGE HISTORY



The University of Arkansas Rich Mountain is isolated on the west central edge of Arkansas. UA Rich Mountain’s main campus is located in Mena near US Highway 71, the main artery between Fort Smith and Texarkana. State highways from UA Rich Mountain’s service area to larger cities are narrow and winding. Mena is a minimum of 1.5 hours in any direction from a larger city. The closest four-year institution is the University of Arkansas at Fort Smith, which is 82 miles to the north. Henderson State University is 85 miles to the east. Traveling to Little Rock, the Arkansas capitol, is a 2.5- hour one-way trip. Students pursuing further education must conduct a dangerous commute, relocate, or look for online or hybrid options.

Tucked at the foot of Rich Mountain, Mena offers a rich abundance of untouched scenic beauty and natural resources. Rich Mountain is the second highest mountain in Arkansas and sits in the heart of the Ouachita Mountain range, the highest range

between the Appalachians and the Rockies. The 54-mile Talimena Scenic Drive includes the summit of Rich Mountain and the Queen Wilhelmina State Park and Lodge. The region features numerous crystal-clear rivers, lakes, streams, the Ouachita National Forest, and Wolf Pen Gap and other ATV trails. There are a variety of outdoor activities including canoeing/kayaking, horseback riding, fishing and boating, hunting, golfing, hiking, crystal digging, camping, and more.

The most recent College history is significant: the 2017 merger with the University of Arkansas System. University of Arkansas Rich Mountain is the result of Rich Mountain Community College (RMCC) merging into the University of Arkansas System. As outlined in the 2016 merger agreement between the University of Arkansas System’s Board of Trustees and President and RMCC’s Board of Trustees and President, Rich Mountain Community College became a system institution and was renamed to the University of Arkansas Community College Rich Mountain.

The UA System merger allowed for retention of existing mission, vision, philosophy and scope, and strategic goals. UA Rich

Mountain continues to serve the community as an open enrollment, state-supported, comprehensive, two-year community college. The College continues to provide the highest quality of instruction, services, and resources. With increased flexibility and transferability for College constituents, the ability to serve our institutional mission has never been greater. The merger gives expanded program options through transfer and articulation agreements with University of Arkansas four-year institutions. The merger includes a network for collaboration opportunities of professional development resources for faculty and staff, educational delivery processes and resources, and employee health insurance cost sharing.

UA Rich Mountain grew from the one original building to having buildings in all three counties in its service area. Multiple progressive renovations to campus buildings have taken place over the years. The College has had four presidents, two interim presidents, three names, and at least four logos and three different color schemes. What follows is a recap of our rich history.

In 1973, the Arkansas Department of Vocational Education established Rich Mountain Vocational-Technical School. The service area included Polk, Montgomery, and Scott counties. Vo-Tech classes began in 1975 with Dr. Mary Louise Spencer as president. In 1976, Henderson State University came to Polk County as an outreach program and offered residents the first two years of general education courses toward a bachelor's degree. The Polk County Committee for Higher Education formed under the direction of Rachel Goforth as chair and began work to establish a college in Mena that combined these two services.

Arkansas Act 16 of 1983, authored by State Representative Ode Maddox, established the community college system in Arkansas.

In April of that year, Polk County voters approved a 5-mill tax to establish the Polk County Community College District. With Dr. Mary Louise Spencer as its first president, Rich Mountain Community College opened July 1, 1983 with an enrollment of 290 students. The College immediately applied for candidacy for accreditation with the North Central Association.

During the tenure of Mr. Bill Abernathy, who became president in 1987, development of community college programs began in earnest. After the required number of compliance years, Rich Mountain Community College received full accreditation in 1990, as well as obtaining approval for Waldron as an off-campus site. Under Mr. Abernathy's leadership, the College received five-year reaccreditations in both 1995 and 2000.

To acknowledge the early community leaders' significant contributions for higher education in the region, the Board dedicated buildings on the Mena campus to bear the names of Mr. Ode Maddox (in 1998), Dr. Mary Louise Spencer (1986), and Mr. Bill Abernathy (1992).

By 1993, just ten years into its successful history, enrollment had increased to 766 students. Programs and offerings changed over the years to include computer programming while course offerings in the math and science fields increased substantially. During Abernathy's presidency, multiple federal grant program applications for areas with low poverty rates netted funding that ensured access to higher education and student success. Under each of the College's presidents, new and renewed federal and state grants continued to benefit service area students. In 1995, the St. John Library expansion project was completed, and the College acquired the historic National Guard Armory, also known locally as the Historic Armory.

In 2000, Dr. Janet Smith became the third RMCC president. The Fall 2001 semester enrollment reached the 1,000-student mark. The increase was primarily due to the Aalfs Manufacturing Company plant closing. Aalfs had employed about 500 people in Mena to manufacture denim jeans. NAFTA helped navigate the way for students to enroll in college for training in new fields. The College purchased the adjoining 75.97 acres laying directly behind the College property from the Watkins family during 2002. The acquisition protected the College from becoming landlocked and provided for growth and expansion of the campus footprint for decades to come.

Renovations in 2003-2004 focused on the Maddox building and converting the diesel mechanic bay into a Student Center and exercise room. The RMCC Radio/TV program moved into a dedicated space to house the equipment and editing machines. New construction included two buildings to accommodate advances in the Machine Tool Technologies program and to house the Maintenance department and staff. At the completion of the 2005 reaccreditation process, the Higher Learning Commission designated Rich Mountain as a “model rural community college” and awarded the first 10-year accreditation in the College’s history.

Between 2001 and 2005, Arkansas Natural and Cultural Resources Council (ANCRC) grant funds covered renovations to the Historic Armory. Over the next few years, subsequent ANCRC grants provided funding to renovate both the upper and lower ponds and campus walking trails and to construct an outdoor amphitheater. Progress continued, in partnership with the City of Mena, with the addition of a hangar and shared offices and classrooms at the Mena Intermountain Airport for an aviation maintenance program. The hanger was converted later to house an expanded welding program.

In 2006, an RMCC Board of Trustees directive to College administrators was to expand access to education to the entire service area and to improve technology for an increase in online course offerings. By designating a portion of the budget annually to the directive, the number of online courses via a Moodle platform quickly increased from nine to over thirty per semester. Other technology improvements include electronic teaching stations and smartboards in classrooms, and the new desks in the computer technology classrooms allow monitors to be in a raised or lowered position, providing flexibility of courses taught in those classrooms. Technology and access increased further in fall 2013 when outreach expanded, and courses became available through compressed interactive video (CIV). Because of the investments in equipment in Mena and at the Waldron and Mount Ida sites, classes made that would not have in earlier years for the low enrollment numbers at each separate location. A savings in the cost of instruction was (and continues to be) an added benefit – one instructor for three locations. Equipment installed in 2014 at service area high schools further increased concurrent opportunities, which continues to increase enrollment. Computer lab equipment stays current. Wireless Internet capabilities exist campus wide. ZOOM capability offers online face-to-face contact between instructors and students. Social media outlets further expand contact with students, alumni, community members, and potential students.

RMCC formed a one-year lease partnership with the Waldron School District for two vacant classroom buildings in 2005. In 2006, a five-year lease set the stage for a dramatic increase and expansion of classes offered in Waldron. No longer were students required to make the drive to Mena for some courses needed for an associate degree. Initially, students could complete the two-year degree in three years. Within a few

years, all classes were available in Waldron, and the timeframe of two years for a degree was standard. By 2010, the lease agreement became a long-term lease. In late 2016 under President Wilson, the Waldron School District deeded the property to the RMCC Foundation. The cut rock building on site is in the process of an “historical” designation. With plans to renovate the building for community use, the College is hopeful in acquiring an ANCRC grant to make it a reality. Other long-range plans include renovation to the classroom building and a consolidation of administrator spaces into the same space.

The College established an active presence in Montgomery County in 1994 after being funded with the first Educational Opportunity Center (EOC) grant for the service area. An EOC representative worked in Montgomery County two days per week. In the next few years, class development began, and, by 1996, a limited number of general education classes were offered at night at the Mount Ida High School. In 1997, the College partnered with Adult Education, JTPA, and EOC to establish a bigger presence in Montgomery County by renting a building on Elder Street in Mount Ida. Signage on the building informed constituents of the College presence. During the 1999-2000 academic year, a lease was signed with a local businessman for classroom facilities on Main Street, and the College moved. Computer classes and night classes were offered on site. In 2002-2003, due to increases enrollment, the College entered into an agreement with Montgomery County to lease space at the County Annex where additional classes could be offered instead of using the high school facilities. Enrollment continued to increase in the years to follow. While focusing on the 2006 Board of Trustees expansion of outreach facilities directive, the search began for a location for a stand-alone building. In 2009, acreage with an existing structure in Mount Ida was

purchased by the College Foundation with plans for the College to renovate over the next year. In 2011, the College entered into a long-term lease partnership with the RMCC Foundation for the Mount Ida property. Today’s technology continues expanding educational opportunities for Montgomery County residents.

In 2006, the College collaborated with the DeQueen-Mena Educational Cooperative (DMEC) and Mena Regional Health Systems (MRHS) to establish an ABC Preschool program on campus. The preschool provided services to students, employees of MRHS, and other qualifying residents and was located in a modular building on campus. In 2011, at the end of the five-year agreement, DMEC decided to move the program to another facility. The modular building became property of the College as part of the original agreement. This building has served the College in various ways including as a temporary food service facility and as office spaces. Additional collaboration with local governmental units provided opportunities to develop athletic fields for the soccer, baseball, and softball teams.

By 2008, the RMCC Strategic Plan included renovations to accommodate growth and floorplans to centralize the admissions process. In 2009, during the tenure of President Wayne Hatcher, the timeline drastically changed after an EF3 tornado destroyed parts of the campus in Mena. Damage totaled \$3.6 million. Although every College building in Mena was impacted, credit classes and student services were never interrupted. Credit goes to the community for helping provide temporary spaces to house the displaced departments and to the area high schools for providing space for the end of semester work and the summer sessions. When the rebuilding and repairs were complete, the Tower Room housed the one-stop admissions center.

In 2010, a greenhouse construction project added new opportunities for botany students. Propagation and germination education also benefit the College. Within a few years, students began growing some bedding plants from seed for college use instead of Physical Plant staff purchasing all the annuals each spring. Long-range goals are to add more perennials to the landscape each year, further reducing recurring facility and labor costs. Cost savings continue to grow.

UA Rich Mountain demonstrates a true dedication to the concept of lifelong learning with programs ranging from Kids College to 55+ program. Throughout its history, the College has offered enrichment opportunities for its residents. Kids College is a popular summer day camp for students in kindergarten through sixth grade. An assortment of sessions addresses the interests of children, ranging from fishing and gardening to digital photography/newsletters, art, and dance. What used to be the 60+ program is now 55+/Double Nickel. Numerous history and exercise classes are offered tuition free to qualifying senior citizens. Lifelong Learning (LLL) schedules short courses in subjects like QuickBooks, Computer Basics, digital photography, and quilting. Culinary classes range from cake decorating and candy making to puffed pastry and turkey carving knife skills. Approximately 75 LLL classes are offered each year.

On the Workforce side of lifelong learning opportunities, EMT, welding, CNA, and culinary are among the courses taught each year. Each are on career ladders to other courses. Statewide efforts are working to further develop several trades' apprenticeship programs. Currently, only the plumbing program exists in the service area. The Medical Billing and Coding certificate and degrees were initially developed by the LLL/Workforce team to address community

needs.

What started as a Lifelong Learning cooking and baking classes taught in the Historic Armory kitchen evolved into Culinary Arts certificate programs with the first credit courses offered in Spring 2010. A need for an expanded space was obvious. By 2012, due to creative planning, property across from the front NE corner of campus (originally purchased in 2007 primarily for expanded parking) was identified as an ideal spot to relocate the existing modular building from another area of the College property. The city formally annexed the property into city limits for the needed access to the water infrastructure. The state-of-the-art Culinary Arts building opened its doors for credit classes in Spring 2013. Soon after, the certificate of proficiency was expanded into a technical certificate. Both credit and non-credit culinary classes are currently offered each semester. The Foundation's Supper Club uses the facility each year to prepare seven course meals with proceeds in support of scholarships, campus special projects, and/or the culinary arts program fund.

In 2013, the existing library footprint was expanded to create the Edward and Deedie Johnson Learning Commons by adding Student Support Services (SSS) staff for a centralized location for studying, tutoring, and advising. SSS staff includes full- and part-time tutors plus a dedicated computer lab among other services available to students. The library space still contains the St. John Library book collection and an open computer lab with extended hours of operation. New study rooms are equipped with Wi-Fi and large wall-mounted monitors for presentation practice or group study. Other new amenities include student/public access to a document scanner, academic databases that have gone through the vetting process, and the Coogan Special Collections, an archival documents storage

room designed to house relevant historical documents.

The creation of the Student Union involved relocating the bookstore and student activities meeting room and building in-house food service for the Mountain Range Grill. The Grill is open for breakfast and lunch with the bookstore providing convenience store items into the evening hours. The Student Union became a collegiate space for students to recharge or study. With the addition of campus housing, the Student Union was expanded to include a full service cafeteria available to anyone.

Lifelong Learning took over the space vacated by the bookstore. LLL is not only a centralized space to advertise courses, there is also a computer lab with the latest computers for community members to learn the latest software programs and operating systems through short courses instead of semester-long classes. The department continues to offer a variety of workforce and continuing education offerings. A small business/entrepreneurial program provided by the Arkansas Small Business and Technology Development Center from Henderson State University and grant funded by WinRock offered multi-year programs for start-up businesses.

The Ouachita Center opened its doors August 2014. The Ouachita Center (OC) provides a 13K square foot flexible space, outfitted with retractable dividing walls and retractable seating for 219, or 700-800 chair theatre-style seating for larger groups. Equipped with a catering kitchen and dining tables, the OC can accommodate banquets for 350-400 seated guests. Examples of events held in the OC include faculty/staff meetings (Inservice), student meetings (Senior Day, Junior Day), Honors Evening, graduation ceremonies, Theatre department performances, the annual science fair, and banquets. An art hanging system is used

for exhibits and shows. The building design includes a geothermal HVAC system, providing comfort more economically than a traditional system.

The College opened four town house style campus housing units to include 152 beds for resident students. The Bucks Training Facility, open to students and employees alike, opened in the Fall 2020 semester.

From inception through the May 2017 graduation, 3878 degrees and certificates in various fields of endeavor have been awarded to students. Under the direction of Chancellor Wilson, plans are to build on the past and continue developing programs that meet community needs. In the last decade, new programs include cosmetology, massage therapy, culinary arts, welding, and advanced manufacturing, advanced nursing, healthcare billing and coding, database design, and online delivery of entire degrees. New program plans include expanded trades apprenticeships. Delivery methods continue to evolve from the traditional on-site classes and currently include online courses via Moodle, ZOOM, and compressed interactive video (CIV) from/to/between all three College locations and to some service area high schools for concurrent classes, plus hybrid courses that include multiple methods of access by students.

## VISION, MISSION, AND VALUES

### VISION

UA Rich Mountain, as a gateway of opportunity, respects the worth and dignity of each person.

### MISSION

UA Rich Mountain provides transformative education to all learners.

## VALUES

UA Rich Mountain seeks to provide an excellent learning environment based upon the following core values:

- All who engage UA Rich Mountain resources are treated with respect and challenged to maximize their potential.
- All students are encouraged to grow as citizens and individuals who accept responsibility for learning.
- The College commits to providing an atmosphere of respect and cooperation where diversity, ideas, inquiry, and the continued pursuit of self-development are emphasized.
- The College is dedicated to responsible stewardship and continued sustainability of human, fiscal, and natural resources.
- The use of data-driven, responsible decision-making not only maintains, but also expands the impact the college has on its service area.

## STRATEGIC GOALS

### GOAL 1: MISSION DRIVEN

UA Rich Mountain's mission, as a guide to all operations, is clear and articulated publicly.

### GOAL 2: ETHICALLY BASED

UA Rich Mountain acts with integrity in its operations.

### GOAL 3: PROVIDING ACCESS TO EDUCATION

UA Rich Mountain provides high quality education, wherever and however its services are delivered.

## GOAL 4: QUALITY OF STUDENT LEARNING

UA Rich Mountain evaluates the effectiveness and quality of student learning; its processes promote continuous improvement.

## GOAL 5: RESOURCE DEVELOPMENT

UA Rich Mountain is effective and efficient within its operations and infrastructure.

## DRUG-FREE WORKPLACE POLICY

It is unlawful for employees of University of Arkansas Rich Mountain (UA Rich Mountain) to manufacture, distribute, dispense, possess, or use a controlled substance on the premises of the institution.

Any employee must notify the UA Rich Mountain Chancellor in writing of any criminal drug statute conviction for a violation occurring on the premises no later than five (5) calendar days after such conviction. Within thirty (30) calendar days of receiving notice with respect to any employee who is so convicted, the institution will take appropriate personnel action against such an employee, up to and including termination.

To maintain a drug-free workplace, UA Rich Mountain will provide its employees with an ongoing, drug-free awareness program consisting of providing current information about the dangers of drug abuse in the workplace; any changes in the UA Rich Mountain drug-free workplace policy, available drug counseling, rehabilitation, and employee assistance programs; and penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. Information will



be distributed to employees by the Director of Human Resources and copies of such material will be retained in that office for employee use.

## ARKANSAS CLEAN AIR ACT

Effective August 1, 2010, University of Arkansas Rich Mountain is a tobacco-free campus. In compliance with the Arkansas Clean Air on Campus Act 8, the use of any tobacco product, including electronic cigarettes, is strictly prohibited. This tobacco-free environment includes all College property, which according the State Statute 25-17-301, "...shall include all highways, streets, alleys, and rights-of-way that are contiguous or adjacent to property owned or controlled by the institution." For details on Act 8, please refer to the Arkansas State Legislature website.

TABLE OF CONTENTS

## ACCREDITATION

### University of Arkansas Rich Mountain is accredited by

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
(800) 612-7440 / (312) 263-0456  
www.ncahlc.org

### Statement of Affiliation Status

Chief Executive Office: Dr. Phillip Wilson  
HLC Institution ID: 2023  
Current Accreditation Status: Accredited  
Candidacy Date(s): 06/22/1984 - 08/23/1990  
Accreditation Date(s): 08/24/1990

## APPROVED BY

- The Arkansas Department of Higher Education

- The Arkansas Department of Workforce Education
- Arkansas State Board of Nursing
- Arkansas Department of Health, Cosmetology
- Arkansas Department of Health, Massage Therapy
- Arkansas Department of Health, Emergency Medical Technician
- U.S. Department of Education
- State Approving Agency for Veterans Training

## EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION

UA Rich Mountain is an Equal Opportunity/Affirmative Action Institution. The College, in compliance with the Higher Education Act of 1965 (including all amendments through reauthorization up to 2008) and other Civil Rights laws, offers equal opportunity for admission and employment. Additionally, all programs and activities of the College are provided to all students without regard to race, color, national origin, religion, age, disability, Vietnam era veteran or special disabled veteran status, or sex. Questions or concerns regarding affirmative action or disabilities can be directed to the Vice Chancellor of Student Affairs, 1100 College Drive, Mena, AR 71953, 479-394-7622, ext. 1400. Faculty and students are responsible for keeping informed regarding the information contained in this Catalog and other official communications issued by the College regarding regulations, policies and requirements affecting the employee and student status at the College.

# COLLEGE CALENDAR

2020 - 2021 Academic Calendar

*Dates on calendar are subject to change.*

Notification of changes will be announced on [www.uarichmountain.edu](http://www.uarichmountain.edu)

| Session/Date                        | Week Day<br>(M,T,W,R,F) |   |
|-------------------------------------|-------------------------|---|
| <b>Summer I 2020 (M-R)</b>          |                         |   |
| May 21, 26                          | R, T                    | Registration  |
| May 25                              | M                       | Memorial Day Holiday                                |
| May 26                              | T                       | Classes begin                                       |
| May 26                              | T                       | Late Registration ends and last day to add classes  |
| June 1                              | M                       | Last day to drop with a refund                      |
| June 2                              | T                       | ADHE Snapshot (11th day equivalent)                 |
| June 23                             | T                       | Last day to drop class with a W                     |
| June 24                             | W                       | Finals/Classes end                                  |
| <b>Summer II 2020 (M-R)</b>         |                         |   |
| June 24-25                          | W-R                     | Registration  |
| June 25                             | R                       | Classes begin                                       |
| June 25                             | R                       | Late Registration ends and last day to add classes  |
| July 1                              | W                       | Last day to drop with a refund                      |
| July 6                              | M                       | ADHE Snapshot (11th day equivalent)                 |
| July 27                             | M                       | Last day to drop class with a W                     |
| July 28                             | T                       | Finals/Classes end                                  |
| <b>Fall 2020</b>                    |                         |   |
| June 4, June 18,<br>July 9, July 23 | R                       | Summer Registration for Fall (Faculty work one day) |
| August 7                            | F                       | Professional Development                            |
| August 10-14                        | M-F                     | Registration (no late night)                        |
| August 15                           | S                       | Faculty Meeting                                     |
| August 24                           | M                       | Classes begin                                       |
| August 27                           | R                       | Last day to drop with a refund for 8-week courses   |
| August 27                           | F                       | Last day to add classes for registered students     |
| September 4                         | F                       | Last day to drop with a refund                      |
| September 4                         | F                       | Last day to change from audit to credit             |
| September 7                         | M                       | Labor Day holiday (no classes, campus closed)       |

| <b>Session/Date</b>   | <b>Week Day<br/>(M,T,W,R,F)</b> |   |
|-----------------------|---------------------------------|---|
| September 8           | T                               | 11th Class Day  |
| September 21          | M                               | Four-week risk reports due to AVCSA                                     |
| October 12-16         | M-F                             | Priority Registration for Spring  |
| October 9             | F                               | First eight-week classes end  |
| October 12            | M                               | Mid-semester/first 8-week classes final grades due                      |
| October 12            | M                               | Second 8-week classes begin   |
| October 12            | M                               | Last day to change from credit to audit for 2nd 8-week courses          |
| October 15            | R                               | Last day to drop with a refund for 8-week courses beginning October 12. |
| November 9            | M                               | Twelve week risk reports due to AVCSA                                   |
| November 25-27        | W-F                             | Thanksgiving holidays begin (no classes, offices open W)                |
| December 4            | F                               | Classes end/Last day to drop a class with a W                           |
| December 7-10         | M-R                             | Final exams (16th week)   |
| December 11           | F                               | Grades due  |
| December 18           | F                               | Offices close at end of day   |
| December 21-January 1 | M-F                             | Campus offices closed   |
| <b>Spring 2021</b>    |                                 |   |
| January 4             | M                               | Campus offices open   |
| January 8             | F                               | Afternoon Professional Development                                      |
| January 5-8           | T-F                             | Registration  |
| January 9             | S                               | Faculty Meeting   |
| January 11            | M                               | First day of classes  |
| January 14            | R                               | Last day to drop 8-week classes with a refund                           |
| January 15            | F                               | Last day to add classes for registered students                         |
| January 22            | F                               | Last day to drop with a refund  |
| January 22            | F                               | Last day to change from audit to credit                                 |
| January 25            | M                               | 11th Class day  |
| February 8            | M                               | 4-week risk reports due to AVCSA  |
| February 15           | M                               | Winter Break (no classes/offices open)                                  |
| March 1-5             | M-F                             | Priority Registration for Summer and Fall                               |
| March 5               | F                               | End of 1st eight-week classes   |
| March 8               | M                               | Begin 2nd eight-week classes  |
| March 8               | M                               | Mid-semester grades due, final grades for 1st week classes              |
| March 8               | M                               | Last day to change from credit to audit                                 |

| <b>Session/Date</b>            | <b>Week Day<br/>(M,T,W,R,F)</b> |   |
|--------------------------------|---------------------------------|---|
| March 11                       | R                               | Last day to drop 2nd 8-week classes with a refund   |
| March 22 - 26                  | M-F                             | Spring Holidays (no classes/offices open)           |
| April 12                       | M                               | Twelve-week risk reports due to AVCSA               |
| April 28                       | W                               | Honors Evening                                      |
| April 30                       | F                               | Last day of classes/Last day to drop with a W       |
| April 30                       | F                               | End of year faculty/staff luncheon                  |
| May 3-6                        | M-R                             | Final exams   |
| May 6                          | R                               | Grades due by 4:30 p.m.                             |
| May 6                          | R                               | Graduation  |
| <b>Summer I 2021<br/>(M-R)</b> |                                 |   |
| May 20                         | R                               | Registration  |
| May 24                         | M                               | Classes begin                                       |
| May 24                         | M                               | Late Registration ends and last day to add classes  |
| May 26                         | W                               | Last day to drop with a refund                      |
| May 31                         | M                               | Memorial Day Holiday                                |
| June 1                         | T                               | ADHE Snapshot (11th day equivalent)                 |
| June 22                        | T                               | Last day to drop class with a W                     |
| June 23                        | W                               | Finals/Classes end & Grades Due for SMR I           |
| <b>Summer II 2021 (M-R)</b>    |                                 |   |
| June 23                        | W                               | Registration  |
| June 24                        | R                               | Classes begin                                       |
| June 24                        | R                               | Late Registration ends and last day to add classes  |
| June 30                        | W                               | Last day to drop with a refund                      |
| July 5                         | M                               | July 4th Holiday observed no class; offices closed  |
| July 6                         | T                               | ADHE Snapshot (11th day equivalent)                 |
| July 26                        | M                               | Last day to drop class with a W                     |
| July 27                        | T                               | Finals/Classes end                                  |
| <b>Fall 2021</b>               |                                 |   |
| June 3 and 17                  | R                               | Summer Registration for Fall (Faculty work one day) |
| July 8 and 22                  |                                 |   |
| August 6                       | F                               | F Professional Development/Inservice                |
| August 9-13                    | M-F                             | Registration  |
| August 14                      | S                               | Faculty meeting                                     |
| August 16                      | M                               | Classes begin                                       |

TABLE OF CONTENTS

UA RICH MOUNTAIN AT A GLANCE ..... 2

    COLLEGE HISTORY..... 2

    STRATEGIC GOALS..... 8

    DRUG-FREE WORKPLACE POLICY..... 8

    ARKANSAS CLEAN AIR ACT ..... 9

    ACCREDITATION ..... 9

    APPROVED BY..... 9

    EQUAL OPPORTUNITY/AFFIRMATIVE ACTION ..... 9

COLLEGE CALENDAR..... 10

ADMISSIONS ..... 15

    ADMISSION INFORMATION ..... 15

PLACEMENT SCORE CHART..... 25

GENERAL RECORDS INFORMATION..... 27

STUDENT SERVICES ..... 33

    ADVISING ..... 33

    ARKANSAS STATE TRANSFER SYSTEM..... 34

    ACT, SAT, AND PRAXIS PARAPRO ..... 35

    BOOKSTORE..... 35

FINANCIAL AID ..... 44

    FINANCIAL AID ELIGIBILITY REQUIREMENTS ..... 44

    UNACCOMPANIED YOUTH ..... 45

    HOW TO APPLY FOR FINANCIAL AID..... 46

    DEADLINES FOR FINANCIAL AID APPLICATIONS ..... 46

    STUDENTS RECEIVING TITLE IV FUNDING..... 46

    FACTS TUITION MANAGEMENT ..... 47

    FEDERAL AND STATE PROGRAMS ..... 47

    INSTITUTIONAL PROGRAMS AND SCHOLARSHIPS..... 50

    REVISIONS IN AID ..... 50

    VERIFICATION ..... 51

    UNUSUAL ENROLLMENT ..... 51

    INELIGIBILITY..... 51

    SATISFACTORY PROGRESS ..... 51

    NF GRADES ..... 53

    FINANCIAL AID APPEAL PROCESS..... 53

    REINSTATE FUNDS ..... 53

    MAXIMUM FEDERAL PELL GRANT ELIGIBILITY ..... 53

    REPEATED COURSES ..... 53

    CHANGE OF MAJORS OR ADDITIONAL DEGREES..... 54

    NF GRADE POLICY – HOW DOES IT AFFECT FINANCIAL AID? ..... 54

    REFUND POLICY ..... 54

    OVERPAYMENT POLICY ..... 55

    SCHOLARSHIP STACKING POLICY ..... 55

    EDUCATIONAL TAX CREDITS..... 55

    OTHER FEDERAL PROGRAMS ..... 56

    STATE PROGRAMS ..... 58

TUITION AND FEES ..... 60

    TUITION..... 60

TABLE OF CONTENTS

|  |     |
|--|-----|
| RESIDENCY REQUIREMENTS .....   | 63  |
| TUITION REFUND POLICY .....  | 63  |
| TUITION WAIVER POLICY .....  | 63  |
| ACADEMIC INFORMATION.....  | 65  |
| GENERAL EDUCATION .....  | 65  |
| COMMUNITY OUTREACH .....   | 80  |
| LIFELONG LEARNING PROGRAM.....   | 80  |
| GENERAL ADULT EDUCATION .....  | 80  |
| KIDS COLLEGE .....   | 81  |
| OUTREACH CENTERS .....   | 81  |
| UA RICH MOUNTAIN FOUNDATION .....  | 82  |
| JOHNSON LEARNING COMMONS .....   | 82  |
| TRIO PROGRAMS.....   | 83  |
| DEPARTMENT OF LIFELONG LEARNING.....   | 87  |
| CAREER CENTER.....   | 88  |
| STUDENT CODE OF CONDUCT .....  | 90  |
| DEFINITIONS.....   | 90  |
| PROHIBITED CONDUCT.....  | 91  |
| DISCIPLINARY PROCEDURES .....  | 94  |
| FREE SPEECH AND EXPRESSIVE ACTIVITIES .....  | 99  |
| STUDENT RIGHTS .....   | 104 |
| STUDENT APPEALS .....  | 104 |
| AFFIRMATIVE ACTION POLICY AND PROCEDURE .....  | 107 |
| NONDISCRIMINATION POLICY.....  | 108 |
| TITLE VI OF THE CIVIL RIGHTS ACT OF 1964.....  | 108 |
| TITLE IX, EDUCATION AMENDMENTS OF 1972.....  | 108 |
| AMERICANS WITH DISABILITIES ACT OF 1990 AND REHABILITATION ACT OF 1973<br>POLICY AND PROCEDURE ..... | 109 |
| CLASSROOM EXPRESSION .....   | 110 |
| CAMPUS SECURITY ACT OF 1990 .....  | 111 |
| DEGREES AND CERTIFICATES AWARDED .....   | 112 |
| EARNING MORE THAN ONE DEGREE OR CERTIFICATE.....   | 112 |
| COURSE SUBSTITUTION POLICY .....   | 112 |
| DEGREE PLANS .....   | 114 |
| COURSE DESCRIPTIONS .....  | 151 |
| COURSE SYMBOLS.....  | 151 |
| COURSES OFFERED ON DEMAND .....  | 151 |
| DEFINITIONS.....   | 151 |
| COURSE DESCRIPTIONS .....  | 152 |
| PERSONNEL DIRECTORY .....  | 191 |
| UNIVERSITY OF ARKANSAS BOARD OF TRUSTEES.....  | 191 |
| UNIVERSITY OF ARKANSAS PRESIDENT .....   | 191 |
| UA RICH MOUNTAIN BOARD OF VISITORS .....   | 191 |
| UA RICH MOUNTAIN BOARD OF VISITORS .....   | 192 |
| FOUNDATION BOARD OF DIRECTORS .....  | 192 |
| ADMINISTRATION .....   | 192 |
| FACULTY.....   | 192 |
| FREQUENTLY USED TELEPHONE NUMBERS.....   | 196 |



# ADMISSIONS

## TABLE OF CONTENTS

### ADMISSION INFORMATION

The mission of UA Rich Mountain is to provide transformative education to all learners. One of the ways the College meets this mission is to remain an open admissions institution. Each student's educational goal, previous academic experience, placement test scores, and interview evaluation will serve as the basis for development of his/her educational plan. The College may require students to successfully complete prerequisites, developmental courses, English as a Second Language courses, Adult Basic Skills courses and/or GED courses before enrolling in credit classes.

Admission to the College does not ensure admittance to a particular course or program of study. Certain programs, such as Cosmetology or Practical and Registered Nursing, have special admission requirements and enrollment limitations in addition to the regular admission requirements of the College. The courses of study list special requirements, where appropriate.

UA Rich Mountain may also apply special

policies governing admissions in instances of statutory requirements and/or requirements by a licensing, registering, or certifying board.

The College reserves the right to deny admission, readmission, or registration for a violation of the Student Code of Conduct, failure to make academic progress as outlined in the college catalog, or for the inability of the college to provide services, courses or programs needed to meet educational objectives. If UA Rich Mountain is unable to provide services, UA Rich Mountain will provide assistance in finding an appropriate learning environment. For other types of admissions information, check the appropriate section in the catalog on the pages that follow.

### **UNCONDITIONAL AND CONDITIONAL ADMISSION – ACT 520 OF 1999**

*In accordance with Act 1290 of 1997, as amended by Act 520 of 1999, UA Rich Mountain will evaluate all students graduating after May 1, 2002, from Arkansas public high schools, out-of-state*

*high schools, home schooling, private high schools and GED recipients for the purpose of being granted conditional or unconditional admission status.*

## **UNCONDITIONAL ADMISSION STATUS**

Any student who graduated after May 1, 2002, and has successfully completed the academic or technical core curriculum with a cumulative grade point average of 2.0 or higher and a score of 16 or greater composite on the ACT, corresponding Accuplacer/SAT score as recommended by the Arkansas Higher Education Coordinating Board will receive **unconditional** admission to public colleges and universities in Arkansas.

## **CONDITIONAL ADMISSION STATUS**

Any student who graduated after May 1, 2002, and has not successfully completed the academic or technical core curriculum will receive **conditional** admission and shall be subject to the following stipulations:

- Those seeking admission to the Associate of Arts degree program must complete twelve (12) semester credit hours of the general education core and any necessary remedial courses with at least a cumulative grade point average of 2.0 within the first 30 semester credit hours.
- Those seeking admission to an Associate of Science degree or technical certificate program must complete at least six (6) semester credit hours of general education core academic courses and six (6) semester credit hours of required technical courses and any remedial courses with at least a cumulative grade point average of 2.0 within the first 34 semester credit hours.

- Those seeking admission to an Associate of General Studies degree program must complete at least twelve (12) semester credit hours of the required general education core academic courses and any necessary remedial courses with at least a cumulative grade point average of 2.0 within the first 32 semester credit hours.
- Upon successful completion of the appropriate requirements listed above, the College will change the conditional admission status to unconditional admission status. If any student admitted conditionally does not meet the above requirements, the College may place the student on academic probation for one semester. If requirements are not met at the end of the probation semester, the College may suspend the student for one semester before allowing the student to return for one more semester on probation. If the requirements are not met at the end of the second semester of probation, the student may face expulsion.

## **CONDITIONAL ADMISSION/PREP STATUS**

Beginning January 2013, UA Rich Mountain will admit any first-time associate or bachelor's degree seeking student with a high school diploma or GED and/or a score of 14-15 composite on the ACT or corresponding Accuplacer/SAT scores to the institution under the status of **conditional-prep**. Any student admitted in conditional-prep status is subject to the following stipulations:

- Sign an enrollment agreement that outlines the requirements of satisfactory progress and continued enrollment, including an individualized degree plan signed by the student and the student's academic advisor.



- Participate in a comprehensive advising/early-alert system with a hold on registration.
- Complete any necessary remedial/developmental course during the first 30 semester credit hours.
- Some college programs may accept a student with ACT scores below 14 but will require written permission from the director of the program along with any applicable aptitude test.

The policies for admissions to UA Rich Mountain are grounded in an open door philosophy with recognition of a student's ability to benefit in the academic and technical programs available. UA Rich Mountain's admission policy is in compliance with the laws of the State of Arkansas. The admission policy reflects the Mission, Vision, Values, and Philosophy and Scope of the College in providing educational opportunities for all students. Specific categories for the admission policy are developed by the Chancellor in concert with the administration and college governance structure and published in the college catalog.

## IMMUNIZATION REQUIREMENTS

*NOTE: Immunization requirements are subject to change based on Arkansas Department of Health immunization updates.*

### PROOF OF IMMUNIZATION

UA Rich Mountain complies with state law 6.60.501.504 by requiring proof of immunization against measles, mumps and Rubella by the following categories:

- Freshman (completing less than 30 semester hours of college credit) must submit proof of two (2) measles, mumps,

and Rubella immunizations no later than 30 days after classes begin during their first semester at UA Rich Mountain.

- Sophomore (completing 30 hours or more semester hours of college credit) must submit proof of one (1) measles, mumps, and Rubella immunization no later than 30 days after classes begin during their first semester at UA Rich Mountain.

## IMMUNIZATION EXEMPTIONS

Students born on or before January 1, 1957, are not required to provide proof of MMR immunizations. Students requesting an exemption for medical, philosophical or religious reasons must contact the Arkansas Department of Health (ADH) at <[immunization.section@arkansas.gov](mailto:immunization.section@arkansas.gov)> to request an exemption application. The student must submit an approved exemption letter from ADH to the UA Rich Mountain Director of Admissions and must renew this approval by ADH on an annual basis unless otherwise noted.

## FOREIGN-BORN STUDENTS

Foreign-born students must provide proof of a negative tuberculosis test AND proof of two (2) measles, mumps and Rubella immunizations. Student must complete immunizations in the U.S. For more information on the regulation, please contact the Director of Admissions.

***NOTE: IMMUNIZATION REQUIREMENTS ARE SUBJECT TO CHANGE BASED ON ARKANSAS DEPARTMENT OF HEALTH IMMUNIZATION UPDATES.***

## PRIMARY LANGUAGE REQUIREMENTS FOR ADMISSION

A student, whose primary language is other than English, must meet the following English proficiency requirement:

- 500 on the paper-based TOEFL, or
- 173 on the computer-based TOEFL, or
- 605 on the IELTS

The Vice Chancellor for Student Affairs may approve a waiver of testing based on the following criteria:

- Graduate of an accredited high school or obtaining a 470 on the Arkansas GED.
- Transfer undergraduate student with a minimum 2.0 GPA on a 4 point scale.

## **ADMISSION CLASSIFICATIONS**

### **NEW STUDENT ADMISSION**

A new student is one who has graduated from an accredited high school, OR who has successfully completed the General Education Development ® (GED), OR who has successfully completed home schooling as approved by the Vice Chancellor for Student Affairs and has never attended a college or university after completion of high school or home school or GED.

#### **Requirements for New Student Admission**

- Complete an application for admission online at [www.uarichmountain.edu](http://www.uarichmountain.edu).
- Submit or complete placement test scores (Accuplacer, ACT or SAT) prior to registration.
- Students born on or after January 1, 1957, must submit proof of immunization against measles, mumps and Rubella no later than 30 days after classes begin. (Refer to immunization requirements section)

- Submit an official complete and final high school transcript including a GPA on a 4.0 scale OR a General Education Development ® (GED) transcript with test scores OR an approved complete and final home school transcript.
- All eligible males must register with Selective Service.

*NOTE: To be considered "official," the institution where the courses were taken must mail transcripts in a sealed envelope directly or submit transcript electronically to UA Rich Mountain.*

### **TRANSFER STUDENT ADMISSION**

An applicant admitted in this category has completed a college level course or courses at another regionally accredited college or university.

#### **Requirements for Transfer Student Admission**

- Complete an application for admission online at [www.uarichmountain.edu](http://www.uarichmountain.edu).
- Submit an official complete and final high school transcript OR a General Education Development ® (GED) transcript with test scores OR an approved complete and final home school transcript.
- Submit an official college transcript(s) from transfer institution(s) prior to registration.
- The College may or may not require placement test scores for admission. The College requires students who have not taken college level math, reading or English, and have not submitted appropriate placement test scores to provide placement test scores before registration. The Director of Admissions and Vice Chancellor for Student Affairs or the Associate Vice Chancellor for Student Affairs must review official college transcript(s) prior to registration

to determine if placement scores are required.

*NOTE: Placement score requirements are subject to change based on Arkansas Department of Higher Education updates.*

- Students born on or after January 1, 1957, must submit proof of measles, mumps, and Rubella immunizations no later than 30 days after classes begin. (Refer to immunization requirements section)
- All males must register with Selective Service.
- Students registering for courses which require proof of prerequisites must bring the appropriate documentation to registration.

*NOTE: To be considered "official," the institution where the courses were taken must mail transcripts in a sealed envelope directly or submit transcript electronically to UA Rich Mountain.*

### **Conditions for Acceptance of Transfer Credit**

- UA Rich Mountain will accept, for transfer only, college level credits earned at a regionally accredited college or university and only those courses with earned credit of a grade C (2.0 GPA) or higher will be accepted. The College may require students to supply college catalogs with descriptions of courses being transferred from out-of-state institutions.
- The College will not calculate credits earned at other institutions in the GPA used for graduation at UA Rich Mountain.
- UA Rich Mountain will accept transfer credit for only college level courses for which UA Rich Mountain offers equivalent courses. UA Rich Mountain will evaluate transfer courses for which UA Rich Mountain offers no equivalent courses for possible general elective credit.

- UA Rich Mountain will not grant credit for work that is remedial in course content towards degree requirements.
- Students who wish to appeal acceptance of a transfer course may do so by completing an appeal form. The Vice Chancellor for Student Affairs will review the appeal. The decision of the Vice Chancellor is final.

## **RETURNING STUDENT ADMISSION**

An applicant admitted in this category is one who has successfully completed a college level course or courses with UA Rich Mountain previously but was not enrolled in the semester prior to the current semester. Returning students have not attended another college or university since their last semester at UA Rich Mountain.

### **Requirements for Returning Student Admission - if not previously submitted:**

- Complete an application for admission online at [www.uarichmountain.edu](http://www.uarichmountain.edu).
- Submit an official complete and final high school transcript OR a General Education Development ® (GED) transcript with test scores OR an approved complete and final home school transcript. Official college transcript(s) from transfer institution(s) is required prior to registration. These documents are required if not provided from previous enrollment at UA Rich Mountain.
- The College may or may not require placement test scores for admission. The College will require students who have not taken college level math, reading or English, and have not submitted appropriate placement test scores to provide placement test scores before registration.
- Students born on or after January 1, 1957, must submit proof of measles,

mumps and Rubella immunization no later than 30 days after classes begin.

- All eligible males must register with Selective Service.
- Returning students registering for courses which require proof of prerequisites must bring the appropriate documentation to registration.

*NOTE: To be considered “official,” the institution where the courses were taken must mail transcripts in a sealed envelope directly or submit transcript electronically to UA Rich Mountain.*

## **CONCURRENT OR DUAL ENROLLMENT STUDENT ADMISSION**

An applicant admitted in this category is one who is currently enrolled in high school (grades 9-12) and is enrolled in college credit courses for both high school and college credit purposes.

### **Requirements for Concurrent or Dual Enrollment Student Admission**

- Complete an application for admission online at [www.uarichmountain.edu](http://www.uarichmountain.edu).
- Complete the UA Rich Mountain Concurrent forms and obtain all required signatures prior to registration.
- Provide an official, current high school transcript or approved home school transcript prior to registration.
- For ninth grade students, transcripts must reflect previous two years of school.
- Prior to registration, UA Rich Mountain requires college level placement test scores (ACT, Accuplacer, SAT). UA Rich Mountain requires an ACT score of 19 or higher on the relevant sub-scores for math, reading and English. UA Rich Mountain offers students the Accuplacer placement test in the subject area(s)

through UA Rich Mountain’s testing program and requires the ACT equivalent of a 19 in the appropriate subject area(s).

- Students born on or after January 1, 1957, must submit proof of measles, mumps, and Rubella immunizations no later than 30 days after classes begin. (Refer to immunization requirements section)

### **Conditions for Concurrent or Dual Enrollment Student Admission**

- Students are not eligible to participate in institutionally or federally funded financial aid programs.
- Effective 2014, high school seniors with an ACT or 17 or 18 will be permitted to enroll in developmental education courses.

## **INTERNATIONAL STUDENT ADMISSION**

International students interested in enrolling should contact the Director of Admissions for information regarding admission requirements. A student admitted as an “International Student” is one who is not a citizen or permanent resident of the United States and is applying for an I-20 from UA Rich Mountain to obtain a student (F-1 or M-1) visa.

### **Requirements for International Student Admission**

The following items must all be submitted to UA Rich Mountain before an I-20 is issued:

- A completed application for admission online at [www.uarichmountain.edu](http://www.uarichmountain.edu).
- Authenticated translated copies of all academic records. UA Rich Mountain requires international transcripts to be translated in English with a GPA calculated on a 4.0 scale through the following UA Rich Mountain approved service – World Education Services at [www.wes.org](http://www.wes.org). UA Rich Mountain

requires international students to access this service, and the student is responsible for all fees related to transcript authentication services.

- Students must submit a TOEFL score of at least 500 paper-based, 173 computer-based, 61 internet based or an IELTS score of at least 5.0 or graduation from a US High School.
- Applications and all required documents are due as soon as possible due to the length of time required to process a student visa through the United States Citizenship and Immigration Services (USCIS). Present a current passport and visa prior to I-20 issuance and upon arrival to UA Rich Mountain.

### **Proof of Financial Stability Requirements for International Student Admission**

- The student must deposit in a local bank an amount equivalent to the current cost of attendance\* for one semester.
- A sponsor must complete and sign a statement demonstrating understanding of the current total cost of attendance\* and commitment to provide the necessary support based on that total.
- International students must pay the out-of-state tuition even if they are living with an in-state resident or resident of Leflore or McCurtain County in Oklahoma.
- Be advised: International Students are not eligible to participate in federal, state or local financial aid programs.

### **Additional International Student Admission Requirements**

- UA Rich Mountain requires placement test scores (Accuplacer, ACT or SAT) prior to registration after arrival in the U.S.
- Students must submit proof of immunizations – see immunization

requirements section for foreign-born students.

- Students must provide proof of health insurance with repatriation.
- Pay UA Rich Mountain International Student Application Fee - \$35 U.S. currency.

*\*The cost of attendance is revised annually by the Director of Financial Aid. For the current amount, please contact the Director of Admissions or Vice Chancellor Student Affairs.*

## **RESIDENT ALIEN – PERMANENT RESIDENT ADMISSION**

The Immigration and Naturalization Services has granted residency status to an applicant admitted in this category. Resident Alien students interested in enrollment should contact the Director of Admissions for information regarding admission requirements.

### **Requirements for Resident Alien – Permanent Resident Admission**

- Provide proof of resident alien status in one of the following ways: resident alien card, a copy of the letter from the U.S. Department of Immigration and Naturalization Services that approves the student's residency status or a receipt showing proof of filing for residency. An employment authorization card is not sufficient. Students cannot enroll without proof of residency status, proof of application for residency status, or INS paperwork.
- Complete an application for admission online at [www.uarichmountain.edu](http://www.uarichmountain.edu).
- Submit all official transcripts from all U.S. secondary and post-secondary educational institutions in which the student has attended. The issuing institution must send the transcript

directly to the UA Rich Mountain Director of Admissions Office. UA Rich Mountain requires international transcripts to be translated in English with a GPA calculated on a 4.0 scale through the following UA Rich Mountain approved service – World Education Services at [www.wes.org](http://www.wes.org). UA Rich Mountain requires students to access this service; students are responsible for all fees related to transcript authentication services.

- If the student does not have prior U.S. college-level math and English or appropriate ACT scores, UA Rich Mountain requires the student to take the UA Rich Mountain approved assessment tests prior to enrollment.
- Submit proof of immunization against measles, mumps and Rubella no later than 30 days after classes begin (refer to immunization requirements section).
- Foreign-born students must provide proof of a negative tuberculosis test. For more information on the regulation, please contact the Director of Admissions.
- The student must meet language and computation competencies.

## **UNDECLARED STATUS (LESS THAN 6 HOURS), COMMUNITY SERVICE, WORKFORCE TRAINING COURSES**

An applicant admitted in this category is a non-degree or certificate seeking student. UA Rich Mountain requires an application but no other documents to enroll in courses unless the student enrolls in six hours or more of course work. Some workforce training programs require transcripts, immunizations and placement test scores. Contact the Director of Admissions for current admissions requirements for specific programs. Students enrolled in community service, undeclared status, and workforce

training courses are not eligible for financial aid.

### **Requirements for Undeclared, Community Service, Workforce Training Courses - if enrolled in 6 credit hours or more:**

- For programs that require immunizations: students born on or after January 1, 1957, must submit proof of two measles, mumps and Rubella immunizations no later than 30 days after classes begin. (Refer to immunization requirements section).
- Foreign-born students must provide proof of a negative tuberculosis test and proof of two measles, mumps and Rubella immunizations (refer to immunization requirements on page 11).
- For programs that require transcripts, UA Rich Mountain requires an official, complete, and final high school transcript OR a General Education Development ® (GED) transcript with test scores OR an approved, complete, and final home school transcript prior to registration. UA Rich Mountain also requires official college transcript(s) from transfer institution(s) prior to registration.

## **PROGRAMS WITH SELECTIVE ADMISSION**

In addition to the regular admission requirements for the College, certain programs have special admission requirements and enrollment limitations. These programs have courses of study that list any special requirements. Where appropriate, UA Rich Mountain may also apply special policies governing admissions in instances of statutory requirements and/or requirements by a licensing, registering, or certifying board.

# FRESHMAN ASSESSMENT AND PLACEMENT PROGRAM AT STATE COLLEGES AND UNIVERSITIES IN ARKANSAS

The full text of Section 19 of Act 1052 of 1987 is as follows:

Beginning with the fall 1988 semester, all first-time entering freshmen at all state-supported colleges and universities in Arkansas who are admitted to enroll in a bachelor's degree program or in associate degree programs which transfer to the bachelor's degree shall be tested by the admitting institution for purposes of placement in either college-level credit courses in English and mathematics or remedial courses in English composition, reading, and mathematics. Remedial courses shall not provide credit toward a degree. The State Board of Higher Education shall determine the tests to be used, the testing procedures and exemptions, and minimum scores below which students at all institutions must take remedial courses. The State Board of Higher Education shall base these decisions on consultation with representatives of the institutions of higher education, analysis of the placement procedures presently used by institutions in Arkansas, statewide placement testing programs in other states, and pilot projects involving testing of entering freshmen at selected institutions in Arkansas.

The mathematics, English Composition, and reading placement standards that follow implement Section 19 of Act 1052 of 1987. These standards apply to all first-time entering undergraduate students, as defined in the Arkansas Higher Education Information System Manual, who enroll in baccalaureate degree programs or associate degree programs at state colleges and

universities.

## Math Placement

Students may not apply any math course below College Algebra toward a baccalaureate degree from a public university in Arkansas. Students scoring 19 or above on the mathematics section of the Enhanced ACT, 500 or the equivalent on the quantitative portion of the SAT, or the equivalent score on the mathematics section of the Accuplacer may enroll in college-level mathematics courses. Additionally, students who qualify for college-level mathematics may receive credit for Technical Math if enrolled in a degree plan that accepts Technical Math as its math requirement or as an elective. All other students must successfully complete a developmental (pre-college level) mathematics program or programs, demonstrating achievement at least as difficult as intermediate algebra, in order to be placed in college-level mathematics courses.

## English and Reading Placement

Students scoring 19 or above on both the English and Reading sections of the Enhanced ACT, or the equivalent score on the Writing and Reading skills section of the Accuplacer, or the equivalent on the writing and critical reading sections on the SAT may enroll in college-level English courses.

Beginning fall 2012, the Arkansas Higher Education Coordinating Board allows state-supported institutions of higher education to set minimum scores or criteria to allow simultaneous enrollment in college-level credit and remedial courses. UA Rich Mountain's Accelerated Reading/Writing Program (ARW) allows students scoring a 14-18 on the English/Reading sections of the Enhanced ACT, or the equivalent score on the English and Reading sections of the Accuplacer test to enroll in English Composition I along with a mandatory Supplemental English course.

**Use of Multiple Measures**

Beginning Fall of 2020, the Arkansas Department of Higher Education recommended the use of multiple measures to supplement data from placement test scores. When necessary, high school grade point average (GPA) or alternative assessments may be considered in placement decisions.



# PLACEMENT SCORE CHART

\*Test scores are subject to change by the Arkansas Higher Education Coordinating Board, College Board [www.collegeboard.com](http://www.collegeboard.com), and U.S. Department of Education. For placement test scores that are five (5) years old or older, UA Rich Mountain requires the student to take placement test(s) if the appropriate courses have not been successfully completed.

|                     |   | Unweighted high school gpa           |   |                       |   |
|---------------------|---|--------------------------------------|---|-----------------------|---|
| Test Type           |   | Test Score                           | < 2.6   | 2.6 - 2.99            | 3.0+  |
| English AND Reading | ACT<br>NG Accuplr<br>classic accuplr<br>sat | 19+<br>251+<br>83+<br>26+            | English composition I   |                       |   |
|                     | ACT<br>NG Accuplr<br>classic accuplr<br>sat | 17-18<br>235-250<br>66-82<br>17-25   | English Compositions I with accelerated Reading/ Writing  | English Composition I |   |
|                     | ACT<br>NG Accuplr<br>classic accuplr<br>sat | 14-16<br>235-250<br>66-82<br>17-25   | ENGLISH COMPOSITIONS I WITH ACCELERATED READING/WRITING   |                       | English Composition I                                   |
|                     | ACT<br>NG Accuplr<br>classic accuplr<br>sat | 13<br>229+<br>38+<br>14              | English score for technical or manufacturing programs   |                       | ENGLISH COMPOSITIONS I WITH ACCELERATED READING/WRITING |
|                     | ACT<br>NG Accuplr<br>classic accuplr<br>sat | 19+<br>249+<br>77+<br>500+           | College Algebra   |                       |   |
| Algebra             | ACT<br>NG Accuplr<br>classic accuplr<br>sat | 17-18<br>240-248<br>63-76<br>420-490 | College Algebra with lab or College Mathematics   |                       |   |
|                     | ACT<br>NG Accuplr<br>classic accuplr<br>sat | 14-16<br>220-239<br>41-62<br>370-410 | 16/QAS 233-239/42-62/390-410 = Intermediate Algebra<br>15/QAS 220-232 or ARITHMETIC<br>249+/41/370-380 = Beginning Algebra<br>14/248/40/369 or below must re-test |                       |   |

TABLE OF CONTENTS

If no high school gpa is available, then test scores will determine placement

| English AND Reading                         | Test Type                                   | Test Score   | < 2.6   | 2.6 - 2.99 | 3.0+ |
|---|---|--|---|------------|------|
|   | ACT<br>NG Accuplr<br>classic accuplr<br>sat | 19+<br>251+<br>83+<br>26+                                  | English composition i   |            |      |
| ACT<br>NG Accuplr<br>classic accuplr<br>sat | 14-18<br>235-250<br>66-82<br>17-25          | English Compostions I with accelerated Reading/<br>Writing |   |            |      |
| Algebra                                     | ACT<br>NG Accuplr<br>classic accuplr<br>sat | 19+<br>249+<br>77+<br>500+                                 | College Algebra   |            |      |
|   | ACT<br>NG Accuplr<br>classic accuplr<br>sat | 17-18<br>240-248<br>63-76<br>420-490                       | College Albebra with labe or College<br>Mathematics   |            |      |
|   | ACT<br>NG Accuplr<br>classic accuplr<br>sat | 15-16<br>220-239<br>41-62<br>370-410                       | 16/QAS 233-239/42-62/390-410 = Intermediate<br>Algebra<br>15/QAS 220-232 or ARITHMETIC 249+/41/370-<br>380 = Beginning Algebra<br>14/248/40/369 or below must re-test |            |      |



# GENERAL RECORDS INFORMATION

## TABLE OF CONTENTS

### **SOCIAL SECURITY NUMBER**

UA Rich Mountain uses the social security number as the student identification (ID) number for state and federal reporting requirements.

### **ANNUAL NOTICE OF STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

A student at UA Rich Mountain has the following rights with regard to his/her education records:

- To inspect and review all education records pertaining to the student within 45 days of the day the College receives a written request for access.
- Students submit a written request to the Vice Chancellor for Student Affairs that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the student can inspect the records. If the college official to whom the student

submits the request does not maintain those records, that official shall advise the student of the correct official who should receive the request.

- The following information, considered to be directory information, is subject to public disclosure unless the student informs the Student Affairs Office in writing that he/she does not want any information designated as directory information.
  - Student's name
  - Address
  - Telephone listing
  - Electronic mail address
  - Photograph
  - Date and place of birth
  - Major field of study
  - Dates of attendance
  - Grade level
  - Participation in officially recognized activities and sports
  - Weight and height of member of athletic teams

- o Degrees, honors, and awards received
- o The most recent educational agency or institution attended
- o Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

All students must inform the Student Affairs Office of their request in writing. This request will remain in effect until lifted by the student in writing. In the event of such a request, the College will treat this data as student records information.

The College will honor a student's request to withhold directory information but cannot assume responsibility to contact him/her for subsequent permission to release the hold. Regardless of the effect upon the student, the institution assumes no liability for honoring his/her instructions that the College withhold such information. For additional information on details of the "Family Educational Rights and Privacy Act," please contact the Student Affairs Office.

Please consider very carefully the consequences of any decision to withhold directory or public information. If a student requests the College not to release directory or public information, the College will deny any future requests for such information from non-institutional persons or organizations.

If a student inspects their record and believes it to be inaccurate or misleading, the student may request an amendment of his/her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his/her privacy or other rights. The student should write the College official

responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/ her right to a hearing regarding the request for amendment. The College will provide additional information regarding the hearing procedures to the student when notified of the right to a hearing.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, clerical, or support staff position (including law enforcement unit personnel, health staff and work study students); a person serving on the UA Rich Mountain Board of Trustees; member(s) of an accrediting association; a student serving on an official committee, such as a disciplinary or grievance committee; or any person assisting another school official in performing his/her tasks. A school official may also include a volunteer or a person or company with whom the College has contracted as its agent to perform a service for which the College would otherwise use its own employees, such as an attorney, auditor, or collection agency.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

To file a complaint with the U.S. Department of Education concerning an alleged failure by the College to comply with the requirements of FERPA, send complaint to the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW  
Washington, D.C. 20202-4605

For more information concerning rights under FERPA, please come to the Student Affairs Office in the Maddox Building.

## GENERAL POLICIES REGARDING RECORDS

The College shall only make or retain student records that are reasonably necessary or useful to the basic purpose and needs of the College. The Office of the Vice Chancellor for Student Affairs expunges student disciplinary records carrying sanctions less than expulsion or suspension after two years from the last date of attendance or when a student graduates.

Transcripts shall record only information of an academic nature and disciplinary action, which denies the privilege of the student to continue in or return to the College. The College will remove a suspension from the transcript on the expiration date of the suspension.

The College will not allow unauthorized persons to view transcripts or information pertaining to disciplinary or administrative matters without the expressed consent of the student, unless legal process directs the College or its officials to release such information.

Persons authorized to receive transcripts of such information include the student, his or her parents or legal guardians (if the student is a dependent student or under 18 years of age), and appropriate members of the College administration and faculty.

Students can access their grades from the Student Portal. The College will no longer

mail grades after the spring 2006 semester.

## WITHHOLDING OF GRADES AND TRANSCRIPTS

The College authorizes the Office of the Vice Chancellor for Student Affairs to withhold grades and transcripts and refuse registration to any student or former student who fails to return athletic, military, library, or other College property entrusted to his or her care, or who fails to comply with rules governing the audit of student organization accounts, or who has failed to pay any fees, tuition, fines, or other charges assessed against him or her by a College official or by the campus judicial system.

This policy does not apply to students or former students if the College has received from a bankruptcy court a notice and order that a bankruptcy petition has been filed in their behalf or that the debt has been discharged in bankruptcy. In the event the notice of bankruptcy has been dismissed, the policy applies.

## CHANGES

UA Rich Mountain reserves the right to change rules, regulations, and/or policies at any time.

## INFORMATION RESOURCES – ACCEPTABLE USE STATEMENT

All users, including Students, Faculty, Staff, and Patrons, of UA Rich Mountain information systems are required to be familiar with and acknowledge receipt of this policy prior to gaining system access.

UA Rich Mountain is an institution of higher learning overseen by the government of the State of Arkansas. As such, most

hardware and software associated with UA Rich Mountain are subject to the Governor's Policy Directive GPD-5 (1997). This directive states: "Use of any and all State-owned equipment and supplies shall be restricted to official state use only. Unauthorized or personal use of equipment of supplies may be grounds for dismissal." Some hardware and software may belong to programs overseen by the federal government and may be subject to additional restrictions.

UA Rich Mountain information systems include all hardware and software that pass data in any form across the UA Rich Mountain local area network. Video conferencing, projection, and other audio-visual equipment are considered information systems subject to this policy.

UA Rich Mountain strives to provide users with the necessary tools for communication, research, collaboration, business operations, and other activities in furtherance of the UA Rich Mountain mission. UA Rich Mountain also acknowledges that limited personal use of information systems is inevitable and may ultimately be beneficial to both the individual and the institution. Therefore, it is helpful to understand both what constitutes acceptable use and those activities that are prohibited, regardless of whether personally owned or UA Rich Mountain equipment is used.

## **ACCEPTABLE USE OF INFORMATION SYSTEMS**

- A. Accessing the network for work or class related research and information gathering.
- B. Utility and applications software that accomplish tasks and fulfill job functions or class requirements.

- C. Communication and collaboration between users and/or other appropriate entities.
- D. Access to the Internet for up-to-date information published by UA Rich Mountain, other state agencies, schools, various other providers of information.
- E. Activities or projects that support professional activities of users (i.e., electronic calendars, electronic scheduling of meetings, electronic prioritizing of tasks, using project management software, keeping electronic address books, and completion of work-related forms electronically).

## **UNACCEPTABLE USE OF INFORMATION SYSTEMS**

- A. Vandalizing equipment, software, or hardware.
- B. Interference with the security or operation of UA Rich Mountain information systems.
- C. Attempting to alter or gain unauthorized access to hardware or software.
- D. Sharing of private access credentials with any other person or group, except authorized administrators.
- E. Attaching an unauthorized device to the UA Rich Mountain network, either wired or wirelessly.
- F. Installing unauthorized software on UA Rich Mountain equipment without the system administrator consent.
- G. Playing of networked games or games hosted on the Internet that are not directly related to classwork.
- H. Using, submitting, publishing, displaying, or transmitting on the network or on any information system any information which:

- o violates or infringes on the rights of any other person, including the right to privacy.
  - o contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.
  - o inhibits other users from using the system or the efficiency of the information system.
  - o encourages the use of controlled substances or uses the system for the purpose of criminal intent.
  - o knowingly transmits or receives material, information, or software in violation of any local, state or federal law.
  - o conducts any non-UA Rich Mountain-related fund raising or public relations activities.
  - o engages in any activity for personal financial or material gain, with or without a profit motive.
  - o views, downloads, or sends pornographic or other obscene materials.
  - o contains a payload which is intended to damage or infect another information system.
  - o intends to affect network availability or efficiency.
  - o uses the system for any illegal purpose or with criminal intent.
- I. Excessive use of social media or use that violates any provision above.

## **MULTI-FACTOR AUTHENTICATION**

UA Rich mountain requires Multi-factor Authentication (MFA) methods to access many applications and services. MFA is considered a best-practice in information security and may require the use of personal

devices such as a mobile phone or tablet, or a device designated by a manager, to receive authentication codes and/or one-time passwords for system access. The configuration and use of MFA is a basic requirement of employment at UA Rich Mountain and is consistent with UA System requirements.

## **PRIVACY OF INFORMATION**

UA Rich Mountain reserves the right to monitor and/or log all network activity with or without notice, including UA Rich Mountain email and all website communications; therefore, unless otherwise stated, users should have no expectation of privacy or anonymity in the use of any information system. UA Rich Mountain does not routinely monitor user content.

UA Rich Mountain will never provide third parties with access to stored or transmitted information without the written consent of the sender and recipient except in special circumstances, such as investigating illegal activity, misuse of the system, or resolving a technical problem.

Information leaving the UA Rich Mountain network may be subject to monitoring by governments, network carriers and other parties. Once it leaves the local network, access to this information is no longer controlled by UA Rich Mountain.

## **USE OF PROTECTED CONTENT OR RESOURCES**

Users may not download material that is covered by copyright, subject to trademark restrictions, or encumbered by any other form of intellectual property rights protection unless it is legally allowed or falls under the Fair Use provision of copyright law.

Users may not upload, disseminate, or

print material that infringes on copyright or any other intellectual property rights protection mechanism. UA Rich Mountain will comply with all takedown notices related to the Digital Millennium Copyright Act (DMCA) or similar legislation. UA Rich Mountain reserves the right to remove any item referenced in an infringement notice without the prior consent or notification of the user that uploaded or disseminated the item. Further, UA Rich Mountain will not be responsible for a user's legal defense or other costs associated with infringing material.

## **ENFORCEMENT AND PENALTIES**

UA Rich Mountain users are responsible for complying with this policy. Penalties for non-compliance include, but are not limited to:

- A. Suspension or usage restriction on information systems.
- B. Internal disciplinary measures, including discharge from employment or enrollment.
- C. Initiation of criminal or civil action, if appropriate.

UA Rich Mountain reserves the right to remove or block access to any information system, from any user or device, which adversely affects the availability or reliability of the information system or network without prior notification to the user or owner of the device.





# STUDENT SERVICES

## TABLE OF CONTENTS

The University of Arkansas Rich Mountain staff believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and the development of values, appreciations, and insights. The Vice Chancellor for Student Affairs works with students and faculty to bring about an activity program appropriate to the students' needs. The faculty seeks to provide an environment in which students may become self-disciplined, self-reliant, and socially sensitive individuals.

## ADVISING

### ADVISING MISSION STATEMENT

The primary mission of advising at University of Arkansas Rich Mountain is to provide academic advising and assistance that will help new, continuing, and non-traditional students successfully make the transition into college life and help them learn to set personal and academic goals, develop strategies for achieving those goals, and, ultimately, guide them to the successful

completion of their educational plans.

### ADVISING GOALS

- Support University of Arkansas Rich Mountain's mission statement
- Develop collaborative relationships with all College departments to build an ongoing educational community with the goal of helping students make a successful transition to college
- Foster respectful and meaningful advisor-advisee and institutional relationships focusing on informed decision-making and the unique development of each student while recognizing that the individual student has the ultimate responsibility for making his or her own educational decisions
- Assist and guide students through the process of clarifying their long-term goals, selecting appropriate general courses, choosing majors, evaluating alternate plans, and integrating experiential opportunities into a comprehensive educational plan
- Provide accurate and timely information about the College's academic programs, procedures, and resources.

- Assist in the interpretation of academic policies and requirements and in accessing and understanding their education records
- Assist students who have different life experiences, class and cultural backgrounds, identities, orientations, abilities, and values
- Assess students' needs and refer students to appropriate enrichment programs that will enhance their educational experience, such as orientations, academic success courses, workshops, and co-curricular programs
- Monitor and assess students' academic standing, progress, and achievements, as well as help students identify and overcome the factors that impede their academic performance to facilitate retention and timely completion of a degree
- Work cooperatively with campus-wide academic and administrative units with the aim of facilitating student success and reasonable, individual accommodation within campus standards
- Ensure on-going professional development and training of advisors to maintain advising excellence at UA Rich Mountain

## ADVISOR SYSTEM

University of Arkansas Rich Mountain assigns each student an advisor during the admissions process. The advisor is a faculty member in the area most closely related to the student's proposed major field of study. The advisor assists the student in choosing the appropriate courses prior to registration each semester and directs the student to information relating to financial aid, testing, etc. All students should meet with an academic advisor each term to review curriculum requirements, discuss career and educational goals (including transfer), and

resolve problems that may interfere with their academic success.

Pre-advising takes place during registration and is conducted by faculty and staff knowledgeable about the registration process and the requirements for the various degrees. During pre-advising, the student will receive valuable information about scheduling and degree requirements as well as help devising a schedule that meets the educational and personal needs of the student.

## ARKANSAS STATE TRANSFER SYSTEM

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. ACTS guarantees students the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. Students may complete specified general education courses and other courses in the degree or major pre-identified for transfer anywhere in the public system.

To access UA Rich Mountain's ACTS database:

- On the web, go to <https://adhe.edu>. Click on Student & Parents and then Colleges and Universities and finally choose Transfer info for Students.
- Then click Arkansas Course Transfer System for Students.
- Choose the two institutions and results display under Transferable Courses.

# ACT, SAT, AND PRAXIS PARAPRO

UA Rich Mountain is a designated regional testing center; the ACT and SAT are administered on specified national testing dates. Students who wish to take these tests should contact the Associate Vice Chancellor for Student Affairs for those testing dates. The PRAXIS ParaPro is offered by appointment; for more information access the following link: [http://www.uarichmountain.edu/articles/131/para\\_pro\\_assessment.pdf](http://www.uarichmountain.edu/articles/131/para_pro_assessment.pdf)

## BOOKSTORE

### TABLE OF CONTENTS

The College bookstore is located in the Student Union. The main purpose of the bookstore is to supply students with textbooks and supplies needed for classes. In addition to books and school supplies, the bookstore carries a variety of other college related items, such as backpacks, clothing, snacks, and other miscellaneous items. The College encourages students to become familiar with the bookstore and the services it provides. Students who want specific items not carried by the bookstore should contact the Bookstore/Student Union Manager.

The College urges students to maintain a cooperative attitude concerning the bookstore. It is a student service and the bookstore staff welcomes students' ideas, suggestions, and constructive criticism.

### Hours of Operation

Unless otherwise posted, the bookstore is open five days a week during the following times:

#### Monday through Thursday

8:00 a.m. to 7:30 p.m.

#### Friday

8:00 a.m. to 3:30 p.m.

**Summer Hours:**  
**Monday through Thursday**  
7:15 a.m. to 5:15 p.m.  
**Friday:** Closed

## CHECK IT OUT! BOOK PROGRAM

University of Arkansas Rich Mountain strives to provide our students with an enriching experience and exemplary education at an affordable cost. With the rising costs of textbooks, students are faced with challenges that lead to barriers for a successful college experience. Some of the challenges include lack of preparedness for classes, ability to obtain current resources, process to research book purchases and buyback processes from online resources. UA Rich Mountain has implemented a cost savings solution to these challenges through the Check It OUT! book program.

The initial step begins at registration. Upon registering for classes each semester, students will receive their schedule and statement from the UA Rich Mountain Business Office referencing the per credit hour book non-negotiable rental fee included in tuition costs for the semester. Students will take the schedule and statement to the UA Rich Mountain Bookstore to check out their books. At the end of the semester during finals week, it is the student's responsibility to return the books to the UA Rich Mountain Bookstore to be checked in. If a book has been damaged or misplaced, the student will be required to pay the current replacement value of the book.

Please check with the bookstore for textbook return dates and times.

## BOOK INFORMATION

For information about required textbooks, their availability, go to the UA Rich Mountain

homepage and click on “Course Schedule” located under the Current Students menu. Choose the current semester from the drop down box. Once the semester schedule appears, find your class and click on the blue “Course ID.” In addition to textbook information, this page offers a brief course description, name of the instructor, and meeting times of the class.

## **PARKING INFORMATION**

### **VEHICLE REGISTRATION**

- UA Rich Mountain provides parking to students, faculty, and staff “By Permit Only” primarily to insure adequate parking and safety of the campus. The UA Rich Mountain Public Safety Office or Mena Police Department can reach the owners of vehicles much more easily by using a permit number rather than a tag number should there be an emergency or event involving the registered vehicle. Any student or member of the faculty or staff who owns or operates a vehicle on the UA Rich Mountain campus is required to register that vehicle with the UA Rich Mountain Public Safety/University Police Office and display the appropriate registration decal in the prescribed location on the vehicle.
- The permit is not valid until it is completely visible and properly displayed on the exterior lower passenger side corner of the rear window using the manufacturer’s adhesive on the permits. The permit is not valid if cut, trimmed, or altered in any way. Motorcycles must display permits on the left front fork, and the permit must be free of obstruction. Convertibles may display permits on the exterior lower passenger side corner of the front windshield.
- General Parking and parking decals are provided at no cost to faculty, staff, or students. There are a limited number of

reserved parking for on-campus housing that can be purchased only by students living in campus housing.

- All permits, regardless of issue date, are valid from August 1 of the year indicated on the permit to August 1 of the following year.
- The officer on duty at UA Rich Mountain Public Safety Office is an Arkansas-commissioned Police officer and provides police services to the College community, assisted by the Mena Police Department and the Polk County Sheriff’s Office.

### **PARKING AREAS**

- All persons parking on campus may park only in areas with clearly marked, white parking stripes and a non-yellow curb unless otherwise indicated. Drivers acting at the direction of a police officer or a person designated to assist a police officer will not be cited for any violations committed due to that person’s direction.
- There are a limited number of reserved parking spaces in the parking lot adjacent to campus housing. The parking lot is clearly identified by signage. Individuals living on-campus that purchased the reserved housing parking will have hanging tags rather than the parking decals.
- Motorcycle spaces are reserved by sign for motorcycles only. Motorcycles may also park in any legal parking spaces while displaying a valid permit.

### **REGULATIONS**

- UA Rich Mountain assumes no responsibility for any loss or damage to any vehicle or private property. Therefore, all unattended vehicles parked on campus should be locked and properly secured.

- The registrant of the permit is held responsible for the proper parking of that vehicle regardless of who may be the operator.
- Vehicles may not be repaired anywhere on campus. (Does not include changing a flat or jump starting).
- All vehicles must stop for pedestrians in a crosswalk.
- All vehicles must be parked within 18 inches of the curb.
- When parallel parking, vehicles should travel in the same direction traffic flows.
- All traffic regulations enforced in the City of Mena and the State of Arkansas are enforced on campus.
- It is the responsibility of the owner or operator of a disabled vehicle to contact the campus safety office and advise of the status and location of the vehicle. The owner or operator must ensure that the vehicle does not interfere with the normal flow of traffic or interfere with access by emergency vehicles.
- Any person who receives a parking citation is required to contact the UARM Business Office about payment arrangements. The total amount of the citation may also be sent by mail.
- All parking citations may be appealed to the Student Government Association Appeals Committee within ten (10) working days from the date the citation was issued. All appeals should be sent to the UA Public Safety Office and will be forwarded to the Appeals Committee. The committee will review submitted appeals monthly. Those filing appeals may make a written statement instead of appearance; however, this must be indicated on the appeals form for the appeal to be accepted in the absence of the appellant. Appeal request forms can be found at

- <https://www.uarichmountain.edu/university-police>

## GENERAL PARKING VIOLATIONS

- Parking in a handicapped parking space-\$50.00
- Parking on the grass-\$10.00 + any damages
- Parking in or on service drive, crosswalk, or sidewalk-\$20.00
- Parking more than 18” from the curb-\$20.00
- Violation of a posted sign-\$20.00
- Failure to park within the lines of a parking space-\$20.00
- Parking in a Fire Lane (red curb)-\$25.00
- Parking in a manner which obstructs parked or moving vehicles, double-parked-\$25.00
- Parking in a NO Parking Zone-\$25.00
- Parking on wrong side of the street-\$25.00
- Parking in Housing Reserved Parking without proper permit-\$25.00

## REGISTRATION VIOLATIONS

- Failure to display a registration permit-\$25.00
- Failure to display a registration permit properly-\$10.00
- Using fictitious, altered, stolen, or lost permit-\$25.00
- Falsifying registration information-\$25.00

## BULLETIN BOARDS

Bulletin boards located in the Student Union are provided for student use. All students who wish to use space on the other bulletin boards should follow these procedures:

- When making a poster relating to college functions, the person who makes the poster must sign and date it in the lower, right corner. The College will remove any unsigned and undated posters.
- Individuals signing posters are responsible for all information on the posters.
- If a poster is not related to college functions, the student must have the Associate Vice Chancellor for Student Affairs sign and date the poster in the lower, right corner. Posters are to be hung on the display board located in the Student Union.
- The College provides bulletin boards and special clips in the hallway for hanging posters. No one may hang posters on doors or classrooms. The College will remove posters hung in improper places.
- No one may hang advertising posters or materials in classrooms.
- Student, faculty, and administrators are responsible for the removal of outdated posters. The College will remove all posters two weeks after the date on the poster or 24 hours after the advertised event has taken place.
- The College will provide all entering freshmen access to substance abuse information and will inform students of the location of this information at the beginning of each semester via UA Rich Mountain student email.
- The College will maintain a substance abuse information center in the SSS Office in the Johnson Learning Commons and in the Student Services suite in the Maddox Building.
- Anyone interested in information, counseling, or referral concerning substance abuse may contact the Associate Vice Chancellor for Student Affairs.
- Instructors will incorporate substance abuse material into their classes when appropriate.

## **DRUG PREVENTION PROGRAM**

According to national research, drug and alcohol abuse is high among the college-age population. Drug and alcohol abuse threatens lives, shatters families, and disrupts schools. The policy of UA Rich Mountain regarding drugs and alcohol clearly states that the College will not tolerate the use, possession, or sale of drugs or alcohol on college premises or at institutional functions. Therefore, UA Rich Mountain has implemented the following drug prevention steps:

## **FIRST-YEAR STATEMENT**

UA Rich Mountain affirms that the quality of the first-year experience is central to the achievement of its mission and lays the foundation upon which learning at the community college level is built. UA Rich Mountain's mission, vision, and governing values commit the college to serving the needs of all learners. Providing a quality first-year experience is essential to the continued success of these learners.

## **HOUSING AND DINING SERVICES**

The University of Arkansas at Rich Mountain provides on-campus apartment style housing to a limited number of students. Each housing unit consists of 4 double bedrooms, 1 single room, two bathroom and shower areas, living room area, and kitchen area. Depending on availability, priority will be given to those students living 45+ miles from the Mena campus. Seven professional staff members live on-campus to help provide a

safe and comfortable living environment for students. Students are known personally by the staff and have someone available to assist with normal student issues. In addition, all students living on campus must enroll for a 19 meal-plan package. Meals are served in the new student union/cafeteria. Three meals a day are provided Monday-Friday; only two meals, brunch and dinner, are served on Saturday and Sunday. For a more detailed look at UA Rich Mountain Housing and Dining visit <https://www.uarichmountain.edu/housing>

## ORIENTATION

All first-time freshmen will attend a mandatory orientation session. The orientation will include presentations on motivation, college procedures and protocols, financial aid implications, attendance policies and repercussions, and a faculty led campus tour. These activities are followed by a computer lab session to cover a learning styles inventory, student e-mail and internet access, on-line learning and expectations, and financial literacy. The mandatory orientation will carry a transcribed grade of pass/fail dependent upon the student's completion. UA Rich Mountain requires students to attend the original session and complete a program of financial literacy, including an assessment to pass the course. For those who cannot attend the on campus session, UA Rich Mountain will hold an online session. Students **MUST** complete all aspects of the orientation **BEFORE** the fourth week of classes.

## REGISTRATION

Students should register for courses during the official registration periods prior to the beginning of every semester. Students must complete all admission data forms prior to beginning the registration

procedure. In order for the registration process to be complete, students **MUST** make arrangements with the Business Office regarding payment of tuition and fees. Students **MUST** receive admission acceptance **BEFORE** requesting financial aid. If a student has applied for financial aid and not received approval, the student must make payment arrangements with the Business Office. Failure to make necessary arrangements may result in cancellation of the student's registration.

## STUDENT ACTIVITIES

Students at UA Rich Mountain have the opportunity to become members of several clubs and organizations. They may participate in any college activities for which they are eligible. All student organizations have faculty sponsors and are responsible to the Vice Chancellor for Student Affairs.

UA Rich Mountain supports both co-curricular activities and extracurricular activities that include a wide spectrum of creative, physical, social, and community activities.

Co-curricular activities are defined as those which align with and enhance the standard curriculum goals. Assessment focuses on student improvement regarding the institution's co-curricular outcomes: leadership, intrapersonal competence, interpersonal competence, lifelong & global learning, as well as the general education learning outcomes (GELO) of communication, technology, critical thinking, and research.

On the other hand, extracurricular activities are not explicitly tied to academic learning or curricula. These activities are traditionally a large part of the college experience and appreciably promote student engagement. Extracurricular assessment centers on administrative review of the efficient use of

resources to promote meaningful student engagement.

UA Rich Mountain co-curricular outcomes include the following:

- Leadership
- Lifelong & global learning
- Intrapersonal competence
- Interpersonal competence
- Social responsibility/engagement
- Communication
- Critical thinking
- Technology
- Research

## **ACTIVE ORGANIZATIONS**

### **ACTORS' GUILD**

Members of the Actors' Guild take part in theatrical performances each semester that enhance the campus life of UA Rich Mountain. The members of the club also take part in staging the on-campus Variety Shows offered during Fall/Spring semesters. The Variety Show is a performance showcase that is open to all UA Rich Mountain students. The club has several meetings per month to address upcoming productions and projects. The club encourages members to learn about live theatre through their participation in staging a play and through viewing productions that are presented by amateur and professional companies. The Actors' Guild is open to any student interested. School sponsor is Robby Burt.

### **ATHLETICS**

Bucks Athletics participates in the National Junior College Athletics Association (NJCAA) within Region 2 (Arkansas and Oklahoma). UARM participates in both

men's and women's sports: cross country, soccer, baseball, and softball. Not only do athletes come from within the Ouachita Mountain Region, but Bucks Athletics recruits student-athletes all over the U.S. and even the world. Entering the world of collegiate athletics has helped increase the diversity and cultural awareness of the UARM campus. All student-athletes must be full-time students each semester and meet all academic eligibility set forth by the NJCAA to participate.

### **BAPTIST COLLEGIATE MINISTRY (BCM)**

BCM offers spiritual growth and Christian fellowship to any student who wishes to be involved. BCM is open to all students and is not restricted to those of the Baptist faith. BCM provides student leadership skills and offers a variety of activities such as Bible studies focused on students' needs and weekly lunches. The organization sponsors a wide variety of activities. BCM meets at the Ouachita Baptist Association across the street from UA Rich Mountain.

### **FELLOWSHIP OF CHRISTIAN STUDENTS (FCS)**

The purpose of FCS is to equip, empower, and encourage students to make a difference for Christ. This group meets for worship, devotions, prayer, and fellowship. Everyone is welcome to join.

### **PHI THETA KAPPA (PTK)**

The College founded the Beta Eta Upsilon chapter of Phi Theta Kappa (PTK) in 1998. The purpose of the group, a national scholastic honor organization, is to recognize outstanding academic achievement in community and junior colleges. Additionally, PTK promotes the development of leadership and service and the cultivation



of fellowship among qualified students. Membership is by invitation. To be eligible, a student must have a 3.5 grade-point average in at least 12 semester credit hours from UA Rich Mountain. Members are eligible to apply for many scholarships for continued study and will have the opportunity to participate in community service projects.

**UA RICH MOUNTAIN MATH CLUB**

Through math enrichment programs, workshops, and tutoring, the UA Rich Mountain Math Club will target local college and high school students in the Mena area to develop and effectively teach mathematical skills, increase students’ enjoyment in learning and using mathematics, and raise students’ level of understanding math. The club intends to stimulate students’ interest and appreciation of mathematics and its applications. Club members will seek to enrich and broaden their own understanding of mathematical concepts while sharing that knowledge with the community.

**UA RICH MOUNTAIN SCIENCE CLUB**

The UA Rich Mountain Science Club works to spread awareness in environmental and resource management issues especially focusing on recycling every possible material on campus and in the community. The club will organize science fairs and shows on campus and in different area schools to showcase the latest, innovative developments of science and technology and to create interest amongst the new generation in science and engineering. The UA Rich Mountain Science Club will organize discussions and events with invited speakers on topics ranging from basic science and education to environmental protection and the latest developments in science and technology. The club will collaborate and cooperate with local businesses and

companies in the field of science and technology, community awareness, and environmental protection.

**UA RICH MOUNTAIN STUDENT GOVERNMENT ASSOCIATION (SGA)**

The UA Rich Mountain Student Government Association (SGA) is the official voice of the Student Body and shall serve as the student governance vehicle. The SGA shall represent, lead, and unify the student body; aid the college in its large purposes of education; make recommendations concerning student issues to the UA Rich Mountain administration; act as a means of preserving and attaining the well-being of the college community; encourage enthusiastic school support. To be a part of SGA is a privilege, and it’s fun.

**VOICES OF THE OUACHITAS**

The purpose of the Voices of the Ouachitas club is to develop and enhance the vocal abilities and skills of students pursuing music and choral art. The club strives to foster an appreciation of choral music, develop musical and vocal skills, and provide social interaction among members. This club offers students a medium of musical expression in a creative learning environment that teaches appropriate fundamentals, provides opportunities for individual and shared performances, and represents the school throughout the community.

**FACULTY ADVISORS TO STUDENT ORGANIZATIONS**

Each college organization must have one advisor who is a member of the full time faculty or administration and who will work as a liaison with outside groups and facilitate the planning done by students. The Associate Vice Chancellor for Student Affairs

will work with the students in determining when this is necessary.

## **ESTABLISHING A STUDENT ORGANIZATION**

UA Rich Mountain encourages students to take the initiative in setting up clubs or organizations that fulfill special interests and that are consistent with the objectives of UA Rich Mountain. Contact the office of the Associate Vice Chancellor for Student Affairs for information and forms.

## **STUDENT EMAIL & PORTAL ACCESS**

*Step One: Activate Your Student E-Mail Account*

- Open Google Chrome
- Go to [www.uarichmountain.edu](http://www.uarichmountain.edu)
- Click on the words “Student Login” located under the Quick Links menu at the top of the page.
- Click on the “Account Maintenance” link.
- You will see a screen titled, “UA Rich Mountain Student Account Maintenance.” Type your Student I.D. number in the first blank (Example: A00000....) and your birthdate in the second blank (must be in this format: mm/dd/yyyy).
- Click “Submit.”
- Click “Accept” to accept the user license agreement.
- The computer generated username is now your permanent USERNAME for the UA Rich Mountain Portal, student email, and Moodle. (Be sure to write your new username down)
- Choose a new password. Type it into the password box and retype it in the next one.
- Click on the “Update” button.
- Close the Screen.

- Step Two: Access the Portal
- The Portal requires the same username and password as your student email account.
- Go to [www.uarichmountain.edu](http://www.uarichmountain.edu) and click the link “Student Login.”
- On the blue menu, find and click “Student Portal.”
- Login with your UA Rich Mountain username and password. (the same login as your email and Moodle)
- At this point, you are ready to navigate throughout the Student Portal.

\*FYI: Students can access their semester grades on the Student Portal. UA Rich Mountain does not mail grades to students. It is important that you learn to use and regularly access your student portal.

*IMPORTANT NOTE: The College requires an active UA Rich Mountain student email account for all online classes.*

## **STUDENT APPEALS COMMITTEE**

The College maintains a Student Appeals Committee appointed each year by the Chancellor. Typical concerns referred to this committee relate to student dismissal, student rights, and student activities. Any interested party may obtain copies of appeal procedures in the Vice Chancellor for Student Affairs Office in the Maddox Building.

For a complete explanation of the appeals process, see “Appeals” in the “Students’ Rights” section of the catalog.

## **STUDENT ATTENDANCE**

Regular attendance and consistent study are student responsibilities and the two

factors which contribute most to a successful college experience. UA Rich Mountain expects a college student to attend all of his/her classes. It is the responsibility of each student to know the attendance and absence policy of each class in which he/she is enrolled. Failure to attend class can result in a lower class grade or dismissal from class. Any student who stops attending a class without officially dropping said class will receive a grade of "F" and possibly an "NF" transcript notation; both of which could adversely affect the student's financial aid.

Instructors will report the students who are not attending class and the date on which the student last attended to the Associate Vice Chancellor for Student Affairs. If a student receives a grade of "F" due to nonattendance, the student's official transcript will note an "NF" next to the grade. The "NF" states that the student earned the grade of "F" by not attending class. It is the responsibility of a student receiving Financial Aid to be aware of Title IV regulations. Students can see the Financial Aid office for more details.

TABLE OF CONTENTS



# FINANCIAL AID

The primary purpose of financial aid at University of Arkansas Rich Mountain is to provide assistance to students who, without aid, are unable to attend college. Financial assistance consists of scholarships, grants, and part-time employment. UA Rich Mountain may offer these options to students singularly or in various combinations depending upon the degree of need. In determining the extent of the student's need, UA Rich Mountain must consider the financial support, which includes income, assets and other resources of the parents and student. UA Rich Mountain considers the aid awards supplementary to any assistance with college expenses provided by students' families. The Financial Aid Office administers all awards in accordance with the College's Equal Educational Opportunity Policy. Students may obtain application forms for financial aid from the Financial Aid Office in the Ode Maddox Building or online at [www.uarichmountain.edu](http://www.uarichmountain.edu).

## FINANCIAL AID ELIGIBILITY REQUIREMENTS

Students must meet several general eligibility requirements in order to receive federal financial aid. Many of these requirements also apply to other sources of aid.

For financial aid eligibility, students must complete or provide documentation of the following:

- Enroll at UA Rich Mountain as a degree-seeking student.

Obtain one of the following:

- High school diploma from an accredited high school
- High school equivalency certificate (GED)
- High school diploma from a non-accredited high school approved by the Vice Chancellor for Student Affairs
- U.S. citizen or an eligible non-citizen
- Not owe a refund on a Federal grant or default on a Federal educational loan
- Register with Selective Service (if required)
- Meet all satisfactory academic standards as stated in the UA Rich Mountain

Financial Aid Policies for Satisfactory  
Academic Progress

## UNACCOMPANIED YOUTH

### WHO ARE UNACCOMPANIED HOMELESS YOUTH?

Unaccompanied homeless youth are young individuals who lack a fixed, regular, and adequate nighttime residence who typically are not in the care of a parent or guardian. These young individuals may have run away from home or been forced to leave by their parents. Unaccompanied youth live in a variety of temporary situations, including shelters; the homes of friends or relatives (sharing the housing of other persons); or motels, hotels, trailer parks, camping grounds, parks, public spaces, abandoned buildings, or bus or train stations. Unaccompanied youth do not receive financial support from their parent(s) and do not have access to parental information.

### WHO ARE MCKINNEY-VENTO SCHOOL DISTRICT LIAISONS?

Under subtitle VII-B of the McKinney-Vento Homeless Assistance Act, every school district is required to appoint a liaison who serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, and other service providers. The liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically. Liaisons have a number of legal responsibilities under the Act, including identifying youth who meet the definition of homeless and unaccompanied. The education subtitle of the McKinney-Vento Act is overseen by the U.S. Department of Education. For more information, visit: <http://www.ed.gov/programs/homeless/legislation.html>.

### WHAT ARE HUD-FUNDED SHELTERS?

The U.S. Department of Housing and Urban Development, or HUD, administers funding for homeless shelters and services under Title IV of the McKinney-Vento Act. These funds are distributed to communities through a competitive grant process. For more information, visit: <https://www.hudexchange.info/homelessness-assistance/resources-for-homeless-youth/>.

### WHAT ARE RHYA-FUNDED SHELTERS?

The U.S. Department of Health and Human Services administers the Runaway and Homeless Youth Act programs. These programs provide funding for Basic Centers, Transitional Living Programs, and Street Outreach Programs that serve runaway and other unaccompanied homeless youth. For more information, visit: <http://www.acf.hhs.gov/programs/fysb/programs/runaway-homeless-youth>

**Basic Center Program  
Youth Bridge**  
Fort Smith, AR  
Phone: (479) 521-1532  
[www.youthbridge.com](http://www.youthbridge.com)

**Consolidated Youth Services**  
Jonesboro, AR  
Phone: (870) 972-1110

**Comprehensive Juvenile Services**  
Phone: (479) 785-4031  
Fayetteville, AR  
[www.cjsinc.org](http://www.cjsinc.org)

**Transitional Living Program  
Youth Bridge**  
Fayetteville, AR  
Phone: (479) 521-1532

TABLE OF  
CONTENTS

www.youthbridge.com

### Vine and Village

Little Rock, AR

Phone: (501) 590-1671

Email: Info@vineandvillage.org

www.vineandvillage.org

For more information about unaccompanied youth and the FAFSA visit the Financial Aid link at [www.uarichmountain.edu](http://www.uarichmountain.edu)

## HOW TO APPLY FOR FINANCIAL AID

- Apply for admission to UA Rich Mountain if not currently enrolled or admitted.
- Complete the Free Application for Federal Student Aid (FAFSA). Students receiving any Financial Aid processed through the Financial Aid Office must complete the FAFSA.
- Complete the UA Rich Mountain Financial Aid application and Student Statement of Understanding. The UA Rich Mountain Financial Aid application and Student Statement of Understanding may be picked up in the Financial Aid Office or online at [www.uarichmountain.edu](http://www.uarichmountain.edu).
- Complete the appropriate scholarship form(s) and submit to the Financial Aid Office according to the deadlines listed below. Scholarship forms are available online at [www.uarichmountain.edu](http://www.uarichmountain.edu).

## DEADLINES FOR FINANCIAL AID APPLICATIONS

Deadlines for Financial Aid Applications are as follows:

|   |  |
|---|--|
| UA Rich Mountain Academic Scholarships              | November 1, priority deadline          |
|   | April 1, pending availability of funds |
| Pell Grant (priority deadline)                      | July 1                                 |
| Federal Work Study (FWS)*                           | July 1                                 |
| Supplemental Educational Opportunity Grants (SEOG)* | July 1                                 |
| Foundation Scholarships                             | April 1<br>July 30<br>December 1       |

*\*The Financial Aid Office must receive the Federal Student Aid Report before awarding any financial aid. UA Rich Mountain gives first consideration to applications received prior to July 1.*

*University of Arkansas Rich Mountain does not participate in federal student loan programs.*

## STUDENTS RECEIVING TITLE IV FUNDING

If a student withdraws from all classes before completing 60% of the semester, the student may be liable to the U.S. Department of Education or University of Arkansas Rich Mountain for charges or repayment of Federal funds (Pell, FSEOG) received during the semester.

For all other withdrawals without notification (student stops attending classes), the withdrawal date is the mid-point or last date of attendance reported by instructor of the payment period or period of enrollment.

Students should review the Financial Aid

webpage on the UA Rich Mountain website at [www.uarichmountain.edu](http://www.uarichmountain.edu) to review Title IV funding questions and answers.

Students who are unable to complete the semester must come by the Financial Aid Office. The Financial Aid office will calculate the amount of funding earned by the student based on the number of days the student attended classes. At that time, the Financial Aid office will inform the student if he/she owes a repayment. Please call the Financial Aid office at 479.394.7622, ext. 1420 or ext. 1421 or stop by the Financial Aid Office in the Maddox Building with any questions.

*FAILURE TO MAKE THIS REPAYMENT WILL RESULT IN THE LOSS OF FEDERAL AID ELIGIBILITY AT ALL SCHOOLS.*

TABLE OF CONTENTS

## FACTS TUITION MANAGEMENT

FACTS offers a convenient budget plan to help students meet their educational expenses. The tuition management plan provides students with a low cost option for budgeting tuition and other educational expenses. FACTS is not a loan program, and students will not assess any debt, interest, or finance charges. For more information, visit the Business Office or call extension 1510 for more information.

## FEDERAL AND STATE PROGRAMS

### FEDERAL WORK STUDY (FWS)

The FWS program provides employment opportunities to assist students in earning the funds necessary to meet the cost of postsecondary education. FWS

requirements restrict eligibility to students with the greatest need. The Financial Aid Office at UA Rich Mountain uses the Federal Application for Federal Student Aid (FAFSA) to determine those with the greatest need. Eligible students may work while attending classes at least half-time. FWS hours vary depending on funding. UA Rich Mountain disburses FWS checks bi-monthly.

### FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

FSEOG offers funds to qualified students who, for lack of financial means, would be unable to obtain a certificate or degree. Eligibility is based on federal financial aid and need.

### FEDERAL PELL GRANT PROGRAM

The Federal Pell Grant Program is a federal student financial aid program designed to assist eligible students in their postsecondary education. The grant provides a foundation of financial aid to help defray the cost of education. All undergraduate students are eligible to apply for Pell Grant assistance. The Pell Grant Program bases student eligibility on financial need and determines that need by using a formula applied consistently to all applications. The U.S. Department of Education developed the formula, and Congress reviews it on an annual basis.

Recipients of the above financial aid programs must sign statements of educational purpose stating that the student will use all monies received solely for costs directly related to attendance at the College. In addition, students born after December 31, 1959 must sign statements relating to Selective Service registration and provide

proof of such registration if required.

Effective 2012-2013, student eligibility for Pell grant funds is limited to a life-time eligibility of twelve semesters. At UA Rich Mountain, students are eligible for Pell grant funds up to 150% of the students' degree. The amount is equal to six semesters for an associate degree. For more information about Lifetime Eligibility for Federal Pell Grant, go to Lifetime Eligibility for Federal Pell Grant located on [www.uarichmountain.edu](http://www.uarichmountain.edu).

## **FEDERAL LOANS**

### **FEDERAL DIRECT LOAN**

A Federal Direct Loan is a low-interest loan to help students with educational expenses. There are two types of Federal Direct Loans, subsidized and unsubsidized. The federal government pays the interest for subsidized loans until the student ceases to be enrolled at least half time, or the student loses subsidy eligibility. The student is responsible for paying the interest on an unsubsidized loan. All Federal Direct Loan funds must be repaid according to the terms specified in the promissory note. Loan repayment begins six months after the student graduates or ceases to be enrolled at least half time. All borrowers are expected to take part in loan counseling. All new students will be required to wait 30 days from their starting date before being eligible to receive any loan proceeds.

### **FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) LOAN**

A Federal Parent Loan for Undergraduate Students (PLUS) is a low-interest loan to help parents, step-parents, or legal guardians pay for their dependent student's educational expenses. Students must

complete the Free Application for Federal Student Aid (FAFSA) before a PLUS loan can be certified. Students must file the FAFSA as a dependent student, although the parent applying does not have to be listed on the FAFSA. Parents must pass a credit check to be eligible for this loan. The parent is the borrower for the PLUS loan program. Generally, repayment begins within 60 days after the final loan disbursement is made to the borrower. If parents do not pass the credit check, the student can qualify for additional unsubsidized loan funds. Please see the Financial Aid Office for more information.

In order to receive loan funds, you must complete the following steps:

1. Fill out the Free Application for Federal Student Aid (required every school year).
2. After submitting the Free Application for Federal Student Aid (FAFSA), you will receive an Award Notice. If you are awarded a student loan, you will receive processing instructions with the Award Notice.
3. Loans need to be accepted or declined through your NeTPartner on UA Rich Mountain.
4. You must complete the Master Promissory Note via the StudentLoans.gov site.
5. You must complete Entrance Counseling via the StudentLoans.gov site. Note: Entrance Counseling is required only the first time you borrow at the UA Rich Mountain.
6. You must fulfill the requirements of enrolling at least half-time before the funds are disbursed.

\* Remember that changing enrollment to less than full-time may cause changes in your financial aid.

The funds will then be sent directly to the



UA Rich Mountain. Once your funds have arrived, an email will be sent to your UA Rich Mountain account.

After selecting the aid year you wish to view, you will see your financial aid broken down by the term. If you care to see the details of each term, you can select the corresponding link.

Your loan information will also be available through the National Student Loan Data System (NSLDS). All loan information will be submitted to NSLDS and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

If you have any questions regarding your financial aid, please come by the Office of Financial Aid or [financialaid@uarichmountain.edu](mailto:financialaid@uarichmountain.edu).

TABLE OF CONTENTS

## **ARKANSAS ACADEMIC CHALLENGE (LOTTERY FUNDED) – TRADITIONAL STUDENT**

The Arkansas Academic Challenge Scholarship Program for traditional students is a college scholarship plan to promote academic achievement and encourage academically prepared Arkansas high school or home school graduates to enroll in the state's colleges and universities. The program bases awards on the applicant meeting the minimum standards with regard to the ACT composite score. See a high school counselor for more information and an application for Arkansas Academic Challenge Scholarship. Students can go online to learn more about the program requirements and to complete the application at [www.scholarships.adhe.edu](http://www.scholarships.adhe.edu).

## **ARKANSAS ACADEMIC CHALLENGE (LOTTERY FUNDED) – NONTRADITIONAL STUDENT**

The Arkansas Academic Challenge Scholarship Program bases its criterion for the nontraditional student on the student's high school GPA, an ACT composite, or completion of college credit hours with a set GPA requirement. Students can go online to learn more about the program requirements and to complete the application at [www.scholarships.adhe.edu](http://www.scholarships.adhe.edu).

## **ARKANSAS REHABILITATION SERVICES**

University of Arkansas Rich Mountain cooperates with the Arkansas Rehabilitation Services offices in placing students in approved training programs. Area rehabilitation counselors determine the benefits that students receive from this program.

## **AMERICAN INDIAN CENTER**

University of Arkansas Rich Mountain cooperates with the American Indian Center offices in placing students in approved degree programs. American Indian Center counselors determine the benefits that students receive from this program.

## **CHOCTAW NATION OF OKLAHOMA**

University of Arkansas Rich Mountain cooperates with the Choctaw Nation Educational offices in placing students in approved degree programs. Choctaw Nation Educational counselors determine the benefits that students receive from this program.

## WORKFORCE IMPROVEMENT GRANT

University of Arkansas Rich Mountain cooperates with the Workforce Investment Act (WIA) or Western Arkansas Planning & Development District (WAPDD) offices in placing students in approved training programs. WIA or WAPDD determines the eligibility requirements. For more information, contact the local WIA or WAPDD counselor or Educational Opportunity Center.

## VETERAN'S EDUCATION BENEFITS

The Financial Aid Office at UA Rich Mountain is responsible for certifying all students receiving Veteran's Educational Benefits. The Department of Veterans Affairs determines eligibility for such programs. Students must apply for benefits through the Department of Veterans Affairs by completing the VONAPP at <https://benefits.va.gov/>.

UA Rich Mountain will apply a scholarship to National Guard active members. See Financial Aid Office for more information.

For additional information about such benefits, visit the UA Rich Mountain website [www.uarichmountain.edu](http://www.uarichmountain.edu). Click on the Financial Aid section to find the links for veterans' information.

## INSTITUTIONAL PROGRAMS AND SCHOLARSHIPS

University of Arkansas Rich Mountain offers a limited number of scholarships to UA Rich Mountain Students. These scholarships are based on a variety of academic and personal

criteria. Application processes, requirements, and deadlines for individual scholarships may be found through the following links. Contact the Financial Aid office for more information.

## SCHOLARSHIPS

- [UA Rich Mountain Academic](#)
- [UA Rich Mountain Foundation](#)
- [UA Rich Mountain Ouachita Promise](#)
- [State Scholarships](#)
- [Private Scholarships](#)
- [Joel Campora Distinguished Leader Scholarship](#)
- [Arkansas Community Colleges Academic All-Star Program](#)

## TRANSFER SCHOLARSHIPS

[Transfer scholarships](#) are available to students for most universities in Arkansas. For more information, contact the Financial Aid Office or the Transfer Counselor.

## REVISIONS IN AID

Financial aid recipients may experience changes or revisions in their financial aid package as a result of the following:

- Additional outside aid becomes available.
- A change occurs in the family's financial circumstances (parent loses a job, divorce, death of a spouse, etc.)

*It is the responsibility of the student to notify the Financial Aid Office when a revision is necessary.*

## VERIFICATION

The U.S Department of Education requires that Federal Title IV applicants provide documentation to verify the accuracy of the information submitted on the Free Application for Federal Student Aid (FAFSA) each year. Federal regulations include verification as part of the Federal Student Aid (FSA) program requirements. Federal verification guidelines require that the applicants are selected for verification by the Central Processing System (CPS) or by the school. At UA Rich Mountain, federal verification is performed on all applicants selected by CPS and any application that the Office of Financial Aid has reason to believe is incorrect or has conflicting documentation. Students who fail to comply with verification requirements, including submitting documentation within the required timelines, will not have Title IV funds disbursed and may have Federal Title IV funds cancelled. UA Rich Mountain considers the student to be the responsible party for providing information and completing the verification process.

## UNUSUAL ENROLLMENT

Some Free Applications for Federal Student Aid (FAFSAs) will be flagged for unusual enrollment history by the U.S. Department of Education as a result of the student having received Federal Pell Grants at multiple institutions in recent years. The Office of Financial Aid must review the student's enrollment history and determine whether or not the student is enrolled only long enough to receive cash refunds of federal student aid. UA Rich Mountain Office of Financial Aid is required to review the National Student Loan Data Base System (NSLDS) to verify the names of all the schools attended during the prior four academic years. This information will be compared to the post-secondary academic transcripts submitted to

UA Rich Mountain. If all academic transcripts have not been submitted, eligibility for financial aid cannot be determined. Students who have been notified that they are ineligible for aid because they have failed to earn academic credit at an institution during the period of enrollment under review may submit an Unusual Enrollment Appeal to document circumstances that resulted in the failure to gain academic credit.

## INELIGIBILITY

A student is ineligible to receive financial assistance if the individual defaulted on a student loan, owes a refund to any of the federal programs, does not maintain satisfactory grade levels, or has met his/her lifetime eligibility limit for Title IV purposes.

## SATISFACTORY PROGRESS

Students receiving Title IV student aid (Pell, Federal Work Study, Federal Supplemental Education Opportunity Grant) or an Arkansas grant must meet applicable satisfactory progress guidelines. Eligible students, starting with the 1993-94 award year, may receive Federal Pell Grants during the time necessary to complete the student's first baccalaureate degree. UA Rich Mountain will apply the following guidelines automatically and without favor or prejudice. Non-compliance with this policy will result in loss of financial aid. The following guidelines are for Title IV student aid. For Arkansas scholarship requirements, a student should visit [www.scholarships.adhe.edu](http://www.scholarships.adhe.edu).

A student must be a regular student accepted for enrollment in an eligible program. A regular student is one who enrolls for the purpose of obtaining a degree/certificate or is earning transfer courses.

A transfer student is subject to limitations based upon receipt of financial aid and the student's academic history from previous post-secondary school(s) attended.

Students are allowed financial aid for up to 150% of their degree. Students may not exceed the hour requirement for their degree/program requirement. Students attending part-time will be given the equivalent time allowed for full-time students. Transfer students will be computed for periods of enrollment at other institutions based on transferability of course credits.

Students are required by federal regulation to maintain satisfactory academic progress to receive federal financial aid funds. Progress will be measured by cumulative grade point average (GPA), course completion, and time frame to complete a degree or certificate program. Academic progress will be reviewed each semester. These standards will apply even if the student is not receiving any aid during an enrollment period. Students are considered to be making satisfactory progress if they meet the following criteria:

**Degree/Certificate Seeking:** Students must be admitted and enrolled in an approved program for Title IV funds.

**Cumulative Grade Point Average (GPA):** Progress each term is determined on the following grade scale:

| Hours Attempted | Minimum GPA |
|-----------------|-------------|
| 1-15            | 1.50        |
| 16-29           | 1.75        |
| 30-over         | 2.00        |

**Completion of Courses:** The student must progress through their educational program at a minimum completion pace of 67%.

| Enroll Status      | Semester Hours | Minimum Hours Completed | Yearly Hours Completed |
|--------------------|----------------|-------------------------|------------------------|
| Full-Time          | 12 or more     | 10                      | 20                     |
| Three-Quarter Time | 9-11           | 8                       | 15                     |
| Half-Time          | 6-8            | 5                       | 10                     |

**Maximum Time to Complete Degree:**

Students must complete the requirements for a degree within the following time frame:

|                            |                                  |
|----------------------------|----------------------------------|
| Associate Degrees          | 90 Credit Hours                  |
| LPN Certificate            | 76 Credit Hours                  |
| LPN to RN Associate Degree | 176 Credit Hours                 |
| Cosmetology Certificate    | 1800 Clock Hours                 |
| Technical Certificates     | 150% of the Program Requirements |

The first semester a student fails to complete the minimum hours required or fails to maintain the minimum GPA as stated below, he/she will be placed on **Financial Aid Warning** and may receive Federal Aid for one additional semester. During that additional semester, if the student still does not meet the minimum GPA or does not meet the minimum semester credit hours in addition to the minimum yearly hours, financial aid will be revoked. Any student who withdraws from all classes during the semester or receives a 1.00 GPA or lower will be put on **Financial Aid Exclusion** and will not be able to apply for financial aid until he/she completes one semester with satisfactory academic progress. If a student has extenuating circumstances that prevented him/her from making satisfactory academic progress, he/she may appeal

the status of **Financial Aid Exclusion**. Students enrolled in developmental courses are allowed a maximum of 30 attempted credit hours to remain on financial aid. Developmental course work is calculated into the semester GPA and hours completed for satisfactory academic progress for financial aid purposes at the end of each semester. See our Financial Aid Frequently Asked Questions link at [www.uarichmountain.edu](http://www.uarichmountain.edu) under the Financial Aid tab for examples and information or contact the Financial Aid Office with any questions you may have.

## NF GRADES

Students receiving the grades of “F” for UA Rich Mountain purposes were in attendance, but did not pass the course. “NF” grades are given to students who failed a class due to non-attendance. If the student receives all “NF” grades, then a calculation will be completed for these students to determine how much of their Pell funds must be returned for that semester. Students with all “NF” grades will be placed on **Financial Aid Exclusion**.

## FINANCIAL AID APPEAL PROCESS

Students may appeal the Satisfactory Progress Policy if extenuating circumstances exist. The student must submit the appeal in writing to the Financial Aid Office within 30 days of the time that the student is notified of his/her non-compliance. The student may pick up a Satisfactory Progress Policy Appeal form in the Financial Aid Office or online at [www.uarichmountain.edu](http://www.uarichmountain.edu). The Financial Aid Office will review the appeal. If the Financial Aid Office denies the appeal, the student may request an interview with the Student Appeals Committee by submitting letter to the Vice Chancellor for Student Affairs. The

Student Appeals Committee will review and a recommendation will be made to the Chancellor of the College. The response of the Chancellor will then be forwarded to the Financial Aid Office and the College will notify the student of the decision.

## REINSTATE FUNDS

When a student is dropped from federal aid eligibility, he/she must bring in and up-to-date transcript and request reinstatement after the satisfactory academic progress standard is reached.

## MAXIMUM FEDERAL PELL GRANT ELIGIBILITY

A student may receive financial aid up to a maximum of 150% of the total hours required while pursuing a two-year degree or certificate.

UA Rich Mountain will evaluate students who have credit transferred into UA Rich Mountain from previous institution(s) for satisfactory academic progress and maximum attempted hours. UA Rich Mountain uses transfer credit hours that apply to the student’s degree for the maximum attempted hours. In addition, the Financial Aid Office will review the lifetime eligibility remaining for the student. If the student has exceeded the lifetime eligibility, the student is not eligible for Title IV funds at UA Rich Mountain.

## REPEATED COURSES

Financial Aid will pay for a repeat of classes. If the student does not pass a class or withdraws from a class, financial aid will pay for **one** repeat of that class. For example, if a student enrolls in one semester and withdraws or does not pass a class and wishes to retake that class in a following

semester, financial aid will pay to repeat that class. If the student withdraws or does not pass that class on the second attempt, financial aid **will not** pay to repeat that class a third time.

## CHANGE OF MAJORS OR ADDITIONAL DEGREES

Students who change majors or seek additional degrees must comply with satisfactory academic progress. UA Rich Mountain will allow students a change of major or seek additional degrees one time for federal financial aid. The student must contact the Financial Aid Office to determine if he/she is eligible for federal aid. Students must understand that this additional aid will count toward the lifetime eligibility.

## NF GRADE POLICY – HOW DOES IT AFFECT FINANCIAL AID?

Instructors report the students that STOPPED ATTENDING by awarding a grade of "NF" on the final roster. If a student receives the grade of "NF," UA Rich Mountain must report the student's last date of attendance (LDA). For UA Rich Mountain purposes, students receiving the grade of "F" were in attendance but did not pass the course. If the student receives **all** "NF" grades, UA Rich Mountain will complete the Return to Title IV calculation for these students to obtain financial aid. See UA Rich Mountain's Refund Policy below for further details.

## REFUND POLICY

Effective July 1, 2000, UA Rich Mountain's refund policy conforms to the updated version (Section 668.22) of the Higher Education Amendments of 1998. Students with Title IV funding who withdraw are

subject to Federal Policy regarding the possible Return of Title IV funds awarded to the student.

Effective January 1, 2006, the Financial Aid Office will use the current "NF" policy to help determine a student's possible Return of Title IV fund amount. The Financial Aid Office will apply the Return to Title IV calculation on students receiving all "NF" grades for the semester to determine the amount of Federal Student Aid (FSA) Program funds a student has earned when he/she CEASES ATTENDANCE based on the period the student was in attendance. The date reported on the final grade roster will be the date used for the calculation. Up through the 60% point in each payment period or period of enrollment, UA Rich Mountain uses a prorated schedule to determine how much FSA Program funds the student will receive at the time of withdrawal. After the 60% point in the payment period, a student will receive 100% of the FSA Program funds.

UA Rich Mountain may retain, on the student's behalf, only the amount of the semester's aid that he/she has earned as a result of the prorated amount of time the student was enrolled in school for the semester. UA Rich Mountain must return to its source any aid the student does not earn. If a balance results from these adjustments, the student is responsible for payment in full.

The school's policy of tuition and other fees related to student withdrawal are found in the current UA Rich Mountain Catalog. Interested parties can obtain further details at the Financial Aid Office or online at [www.uarichmountain.edu](http://www.uarichmountain.edu).

UA Rich Mountain's Refund Distribution as Prescribed by Law and Regulation.

Total Refund:

1. Federal Pell Grant

2. FSEOG
3. Other Title IV Aid Programs
4. Other Federal, state, private, or institutional aid
5. The student

## OVERPAYMENT POLICY

An overpayment occurs anytime the student receives a payment that is greater than the amount for which the student is eligible. The sum of the student's Expected Family Contribution (EFC), Federal Pell Grant, campus-based aid, and any other aid and resources may not exceed the student's cost of attendance at UA Rich Mountain.

### TABLE OF CONTENTS

## SCHOLARSHIP STACKING POLICY

According to the Department of Higher Education (ADHE) Section 14, Act 1180 of 1999, no postsecondary institution shall use public funds in a student aid package that exceeds the recognized cost of attendance at the institution where the student enrolls. ADHE defines public funds to include ADHE scholarships and grants, state general revenues, tuition, or local tax revenue.

The Federal Cost of Attendance (COA) method is used for all students receiving public funds, regardless of whether the student receives federal financial aid or not.

## EDUCATIONAL TAX CREDITS

For 2015, there are two tax credits available to help you offset the cost of higher education by reducing the amount of your income tax. They are the American Opportunity Credit and the Lifetime Learning Credit. For 2016, the American Opportunity

Credit, Lifetime Learning Credit, and tuition and fees deduction will not be allowed unless the student receives a Form 1098-T from an eligible institution.

## AMERICAN OPPORTUNITY CREDIT

The American Opportunity Credit is an education tax benefit that allows taxpayers a credit of up to \$2,500 (per student, per year) if they paid qualified tuition and related expenses for the first four years of postsecondary education. A tax credit reduces the amount of income tax you may have to pay. Unlike a deduction, which reduces the amount of income subject to tax, a credit directly reduces the tax itself. Forty percent of the American Opportunity Credit may be refundable to you. Your allowable American Opportunity credit may be limited by the amount of your income. Also, the nonrefundable part of the credit may be limited by the amount of your tax. For purposes of the American Opportunity Credit, an eligible student is a student who is enrolled in a program that leads to a degree, certificate, or other recognized educational credential; enrolled at least half-time, and had not been convicted of a federal or state felony for possessing or distributing a controlled substance.

## THE LIFETIME LEARNING CREDIT

For the tax year, you may be able to claim a lifetime learning credit of up to \$2,000 for qualified education expenses paid for all eligible students. The amount of the credit is equal to twenty percent of the first \$10,000 of qualified tuition and related expenses paid by the taxpayer. There is no limit to the number of years the Lifetime Learning Credit can be claimed for each student. The Lifetime Learning Credit is a nonrefundable credit. This means that it can reduce your

tax to zero, but if the credit is more than your tax the excess won't be refunded to you. Your allowable Lifetime Learning Credit may be limited by the amount of your income and the amount of your tax. For the purposes of the lifetime learning credit, an eligible student is a student who is enrolled in one or more courses at an eligible institution.

*Note that there are specific rules regarding which educational tax benefits may be used in the same tax year. If you are eligible to claim the American Opportunity Credit as well as the Lifetime Learning Tax Credit for the same student in the same year, you may claim one credit (but not both). In most cases the American Opportunity Credit will yield a greater financial benefit than the Lifetime Learning Tax Credit. The American Opportunity is limited per student, while the Lifetime Learning Tax Credit is limited per taxpayer. The Lifetime Learning Tax Credit also offers a lower percentage of qualified expenses than the American Opportunity Credit. The Lifetime Learning Tax Credit will mostly be useful for graduate and professional students who are ineligible for the American Opportunity Credit of the restriction to the first few years of postsecondary education.*

## OTHER FEDERAL PROGRAMS

### DEPARTMENT OF VETERANS AFFAIRS

Financial aid is available through the various veterans' programs, and UA Rich Mountain welcomes veterans and offers information to those eligible for educational benefits under applicable public laws. The Cold War Benefits, War Orphans Educational Law, and the Children of Disabled Veterans are some of the programs that aid those who qualify. UA Rich Mountain suggests

that an individual applying for aid from Veterans Administration programs contact the Regional Processing Office (RPO) of the United States Department of Veterans Affairs. The Financial Aid Office may provide enrollment certification information and application forms. However, the Financial Aid Office does not provide Veterans Administration counseling or advising. Applications for veterans' benefits are available online at [www.gibill.va.gov](http://www.gibill.va.gov). Students needing additional assistance may contact the Financial Aid Office.

Those filing for VA educational benefits for the first time should bring the following documents:

- Service members need a copy of their DD214.
- Dependents and spouses of service members need the VA file number for the service member.
- The student needs to complete the Veterans Online Application (VONAPP) to apply for VA Educational Benefits. <https://www.ebenefits.va.gov/>
- The student will need to bring the eligibility letter received from the VA. The VA generates this letter after the student completes the VONAPP and mails it to the address entered on the application completed with the VA. Expect to receive the letter in approximately 6 to 8 weeks. *NOTE: Bring one of the copies you receive to the Financial Aid Office.*

The student must complete the UA Rich Mountain Admissions process before registering. *NOTE: UA Rich Mountain must receive all college transcripts before a student can register for classes.*

A VA Education Benefit recipient must register with the Associate Vice Chancellor for Student Affairs who will be the student's



advisor while at UA Rich Mountain.

The student must come by the Financial Aid Office to complete VA paperwork. Financial Aid personnel will certify your enrollment with VA.

The student must notify the Financial Aid Office of any schedule or degree changes.

Who should the service member contact in regards to educational programs available as well as financial aid availability?

- The Associate Vice Chancellor for Student Affairs (AVCSA) is the primary contact for all students receiving any form of Veterans' Educational Benefits. The AVCSA is knowledgeable about UA Rich Mountain's admissions and enrollment processes. In addition to helping with enrollment, the AVCSA will evaluate transcripts for those who might qualify for transfer credit.
- Financial Aid services are provided by UA Rich Mountain Financial Aid Office (FAO) personnel. The Director of Financial Aid and the Financial Aid Officer counsel all students seeking funding about available financial aid and uses the "Shopping Sheet" to describe funds received by the student. FAO personnel also serve as the VA Certifying Officials at UA Rich Mountain.

How will you know what classes to take for your program of study at UA Rich Mountain?

- Your assigned advisor, AVCSA, will give you a copy of your degree plan the first day you register to keep up with each semester. Your degree plan lists in detail the classes that you need for program completion.

What types of courses are available to you?

- UA Rich Mountain has a variety of course offerings as well as scheduled times. UA Rich Mountain publishes course schedules on the website at [www.uarichmountain.edu](http://www.uarichmountain.edu). Students can access the current course offerings by clicking on the "Course Schedule."

UA Rich Mountain complies with all requirements as listed in the DoD Voluntary Educational Partnership MOU.

## **VETERANS ACCESS, CHOICE AND ACCOUNTABILITY ACT OF 2014**

UA Rich Mountain has agreed to offer the following tuition and fee charges for Veterans and their spouse or child:

- UA Rich Mountain will charge in-state tuition and fee amounts to "covered individuals."
  - Covered Individuals are defined as:
    - A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
    - A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
    - A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution

of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.

What tuition and fee rate will covered individuals be charged?

- UA Rich Mountain will charge in-state rate for the Covered Individuals.

When is this rate in effect?

- July 1, 2015

Refer to the GI Bill® website [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill) for additional details.

***“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information see the GI Bill Trademark terms of use.***

In order for individuals to receive the above, they must self-identify. Documentation will be required in order to determine eligibility.

In accordance with Title 38 US Code 3679(c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries,

or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certification of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

### **Points of Contact for VA Students:**

Mary Standerfer  
VA Certifying Official  
Director of Financial Aid  
479-394-7622 ext. 1420

Samantha Shores  
VA Certifying Official  
Financial Aid Officer  
479-394-7622 ext. 1421

Terry Francis  
VA Academic Advisor  
Associate VC for Student Affairs  
479-394-7622 ext. 1460

## **STATE PROGRAMS**

### **ARKANSAS CAREER PATHWAYS INITIATIVE**

Arkansas Career Pathways Initiative The mission of the Career Pathways Initiative (CPI) program at UA Rich Mountain is to assist eligible adults in meeting education and employment training goals in order to acquire and maintain a self-sustaining job and career. The Arkansas CPI is a comprehensive project designed to improve the earnings and post-secondary education attainment of Arkansas's Temporary Assistance for Needy Families (TANF)-

eligible adults. The initiative provides funding for two-year colleges to develop pathways programs that assist TANF-eligible adults earn a marketable educational credential for immediate entry into a high-demand occupation. CPI emphasizes such program components as job readiness skills, basic academic skills preparation/remediation, and post-secondary credentials tied to high wage, high-demand occupations. CPI provides intensive student services that can include advising, tutoring, books, transportation assistance, childcare assistance, tuition, testing fees, and program supplies.

Students may be eligible if they meet the minimum requirements:

- Be an Arkansas resident
- Have a dependent child and/or children (under 21 years old)
- Have a family income less than 250% of the federal poverty guideline

Program funding is limited and the institution awards students. Students may pick up applications in the Career Pathways Office.



# TUITION AND FEES

## TUITION

The following tuition and fees rates are effective for the fiscal year 2020. This includes the following dates from July 1, 2020 through June 30, 2021. The information listed below is subject to change as tuition and fees may be adjusted by the Board of Trustees.

Except for persons who have been certified for a Pell Grant or for continued financial aid awards, all tuition and fees must be paid (or arrangements must be made for payment) in the Business Office at the time of registration.

### Tuition

| Per Semester Credit Hour                       |        |
|--|--------|
| In-District                                    | 83.00  |
| In-State - Out-of-District                     | 97.00  |
| Out-of-State*                                  | 107.00 |
| LPN to RN Transition Tuition - In-District     | 99.00  |
| LPN to RN Transition Tuition - Out-of-District | 114.00 |
| LPN to RN Transition Tuition - Out-of-State*   | 147.00 |
| Concurrent Students                            | 36.00  |

\*Waiver for border county citizens if applicable

## Fees

### Mandatory Fees

|   |       |
|---|-------|
| Building Fee (per credit hour) <sup>1</sup>         | 6.00  |
| Matriculation Fee (per credit hour) <sup>***1</sup> | 3.00  |
| Program Support Fee (per credit hour) <sup>1</sup>  | 4.00  |
| Security Fee (per credit hour) <sup>1</sup>         | 5.00  |
| Student Activity Fee (per credit hour) <sup>1</sup> | 4.00  |
| Technology Fee (per credit hour) <sup>***1</sup>    | 11.00 |
| Infrastructure Fee <sup>1</sup>                     | 12.00 |

*Books are a separate cost and are not included in mandatory fees.*

### PROGRAM/SERVICE SPECIFIC FEES:

|   |        |
|---|--------|
| Art Lab Fee   | 25.00  |
| Background Check Fee (Med. Professions, CNA, LPN, RN)           | 22.00  |
| Basic Electricity Materials Fee                                 | 40.00  |
| “Check it Out” Book/Material Fee <sup>2</sup> (per credit hour) | 25.00  |
| CNA Fee <sup>4</sup>  | 75.00  |
| College Literacy Materials Fee                                  | 10.00  |
| Computer Lab Fee  | 30.00  |
| Cosmetology Kit Fee   | 700.00 |
| Cosmetology/Nail Technician Lab Fee (per credit hour)           | 24.00  |
| Culinary Arts Lab Fee (per course)                              | 250.00 |
| Developmental Math Lab Fee                                      | 175.00 |
| EMT Fee <sup>4</sup>  | 85.00  |
| EMT Testing Fee (per semester)                                  | 70.00  |
| Hybrid Online Education Fee                                     | 40.00  |
| International Student Application Fee                           | 35.00  |
| Lost ID Fee (Students and Community)                            | 5.00   |
| LPN Fee <sup>4</sup>  | 55.00  |
| Machine Tool Technology Fee (per course)                        | 150.00 |
| NACE (LPN-RN Transitional Program) Testing Fee                  | 65.00  |
| Nail Technician Kit Fee   | 500.00 |
| NCLEX RN Testing Fee (per semester)                             | 200.00 |
| Off Campus Facility Use Fee (per credit hour)                   | 5.00   |
| Online/Distance Education Fee                                   | 90.00  |
| Physical Education Activity Fee                                 | 40.00  |
| Physical Education Activity Fee for 60+ Courses                 | 20.00  |
| Proctored Testing Fee (per test, per individual)                | 30.00  |
| PSB (Nursing Application) Testing Fee                           | 30.00  |

TABLE OF  
CONTENTS

## Fees

|   |        |
|---|--------|
| RN Clinical Lab Fee <sup>3</sup>  | 250.00 |
| RN Fee <sup>4</sup>   | 55.00  |
| <b>Science Lab Fees</b>   |        |
| Biology, Botany, Chemistry I & II, Physical Science,<br>Physics, Principles of Chemistry, Zoology | 50.00  |
| Microbiology & Immunology   | 75.00  |
| Anatomy & Physiology (BIO134)   | 275.00 |
| <b>Social Science Activity Fee (HIS003, HIS013)</b>   | 45.00  |
| Welding Lab Fee (per course)  | 300.00 |

1. *Special Credit classes (Workforce and 60+) will not incur this fee*
  2. *Not all courses will have the "Check it Out" Book/Material Fee. See the course schedule for more details*
  3. *Charged for maximum of two semesters*
  4. *CNA, EMT, LPN, and RN Fees include any applicable student accident insurance, professional liability insurance, background check, and drug screenings cost.*
- \*\* Matriculation fees cover application, Accuplacer Diagnostic testing, Drop/Add, Late Registration, Transcripts, and Graduation*
- \*\*\* Technology fees provide resources for the College to maintain technology across each campus.*

## Room and Board Rates

|   |          |
|---|----------|
| <b>Residence Hall</b>                   |          |
| <b>Fall/Spring Rates (per semester)</b> |          |
| Double Room                             | 2,400.00 |
| Single Room                             | 2,900.00 |
| <b>Summer/II Rates (per semester)</b>   |          |
| Double Room                             | 2,400.00 |
| Single Room                             | 2,900.00 |
| <b>Meal Plans</b>                       |          |
| 19-Meal Plan                            | 1,700.00 |
| <b>Other Fees</b>                       |          |
| Preferred Parking (optional)(per year)  | 100.00   |
| Housing Application Fee                 | 150.00   |
| Lost Key Replacement Fee                | 150.00   |

# RESIDENCY REQUIREMENTS

A legal resident of Polk County is defined as a person who has lived within the boundaries of the county for the past six (6) consecutive months.

An out-of-county resident is defined as a person who has lived within the state of Arkansas, outside of Polk County, for the past six (6) consecutive months.

An out-of-state resident is defined as a person who has not lived in the state of Arkansas for the past six (6) consecutive months.

TABLE OF CONTENTS

## TUITION REFUND POLICY

It is the student's responsibility to initiate a refund. Refund claims can be made through the Business Office where the refunds are processed. Two business days should be allowed for processing. The refund schedule is shown below. The date that is on the drop or withdrawal form is the date that is used to determine the amount of the refund. Failure to attend does not constitute official withdrawal. No refund is available for non-credit courses unless the class is cancelled.

UA Rich Mountain gives a 100% refund to students who drop by the 10th class day of the regular fall and spring semesters, the 4th day of a summer semester, or the 4th day of off-schedule courses. (An off-schedule course is any course that starts before or after the 1st official day of the term.) After these days, no refund is available. Class days are counted from the 1st official day of the term, excluding weekends and holidays. (For example, if classes began on a Tuesday, the four days of that week are counted, the weekend is skipped, and then the five days of the following week are counted. The 10th class day would be the

next Monday.) Check with the Business Office for Workforce or Community Service class as they often differ.

Members of the military who receive orders that transfer them out of the area for a prolonged period may, when such transfer interferes with class attendance, request a full refund at any time during the semester. If a refund is due any student receiving financial aid under any Title IV Student Financial Aid program, other than College Work Study, a portion of the refund shall be returned to the Title IV program.

The amount of the refund shall be multiplied by the following fraction to determine the portion of the refund to be returned to the Title IV program(s):

Total amount of Title IV aid (minus work earnings) awarded for payment period divided by total amount of aid (minus work earnings) awarded for payment period

Refunds due the Title IV program shall be reimbursed to the Pell Student Aid Account. A pro rata refund based on the total length of course will apply to students who are veterans and to other eligible persons.

| Refund Policy - Credit Courses |      |
|--------------------------------|------|
| Regular Term                   |      |
| 10th Class Day                 | 100% |
| After 10th Class Day           | 0%   |
| Summer Term                    |      |
| 4th Class Day                  | 100% |
| After 4th Class Day            | 0%   |

## TUITION WAIVER POLICY

Students who are 60 years of age or older and show proper proof of age may have the tuition and mandatory fees waived on a space available basis. This waiver is limited to credit courses only - workforce and community service classes are excluded.

Students may register for only one type of class that has been especially designed for 60+ learners at a time and may add an additional class of the same type if there is space available. Students will be required to sign the appropriate State waiver form.

Children of policemen and firemen who are killed or permanently disabled in the line of duty in Arkansas are eligible for waiver of tuition and fees. Benefits are limited to a duration of four (4) years or until the attainment of age twenty-five (25), whichever occurs first.





# ACADEMIC INFORMATION

## TABLE OF CONTENTS

### GENERAL EDUCATION

#### PURPOSE AND OBJECTIVES

The knowledge and critical thinking skills acquired in the general education component enable students to analyze problems, arrive at intelligent conclusions, and make reasoned choices in their professional and personal lives. University of Arkansas Rich Mountain designs many general education courses to deal primarily with processes rather than simply with facts, to help students develop individually and as members of a group and instill in students the desire to develop intellectual and emotional skills through lifelong learning.

*The general education curriculum provides the means by which students will accomplish the following outcomes:*

- Communicate effectively through written and oral communication with developed listening, reading, writing, and speaking skills (**English Composition and Speech**)
- Use computational mathematics, algebraic operations, and their practical applications to solve problems students will encounter at home and in the workplace (**Mathematics**)
- Acquire knowledge of the history of Western and non-Western cultures and recognize the richness, diversity, and complexity as well as the interdependency of those cultures (**Social Science-World Culture**)
- Understand the nature and function of the arts and express aesthetic and cognitive insights about the human condition (**Arts**)
- Comprehend the basic principles, philosophy, and methodology of science and its influence on society (**Natural Sciences**)
- Demonstrate an understanding of the development of American society and the changing social, political, and economical systems (**Social Science-History and Government**)
- Interpret, evaluate, and appreciate works of human culture that contribute to a better understanding of the human condition and develop the capacity to comprehend moral and ethical issues (**Humanities**)
- Understand and appreciate the importance of factors that contribute to

personal health and wellness (**Health/PE**)

- Apply both rational and empirical methods of inquiry to the ways in which the environment influences individuals, organizations, and societies as well as personal and societal goals (**Social Science-Behavioral**)
- Possess basic technological skills to identify, locate, and process information (**Technology**)

## STATE MINIMUM CORE CURRICULUM

Act 98 of 1989 requires all publicly supported institutions of higher education to establish a minimum core of courses which shall apply toward the general education core curriculum requirements for baccalaureate degrees at state supported institutions of higher education and which shall be fully transferable between the state institutions. The State Board of Higher Education endorses:

ENGLISH COMPOSITION Six (6) hours required

|         |                        |
|---------|------------------------|
| ENG 113 | English Composition I  |
| ENG 123 | English Composition II |

ARTS AND HUMANITIES Nine (6) hours required

Six (6) hours required from the following:

|         |                             |
|---------|-----------------------------|
| ART 143 | Art Appreciation            |
| DRA 203 | Theatre Arts Appreciation   |
| ENG 223 | World Literature I*         |
| ENG 233 | World Literature II*        |
| HUM 283 | Humanities through the Arts |
| MUS 203 | Music Appreciation          |
| PHI 203 | Philosophy                  |

SPEECH Three (3) hours required

|         |                     |
|---------|---------------------|
| SPC 203 | Oral Communications |
|---------|---------------------|

MATHEMATICS Three (3) hours required

|           |   |
|-----------|---|
| MTH 203   | College Algebra or higher               |
| MATH 2103 | College Mathematics for non-STEM majors |

NATURAL SCIENCES Eight (8) hours required

Four (4) hours required from the following:

|         |                    |
|---------|--------------------|
| BIO 104 | Biological Science |
| BIO 214 | General Zoology    |
| BIO 224 | General Botany     |

Four (4) hours required from the following:

|         |                         |
|---------|-------------------------|
| CHM 114 | General Chemistry I     |
| CHM 134 | Principles of Chemistry |
| PHS 214 | General Physics I       |
| PSC 104 | Earth Science           |
| PSC 114 | Physical Science        |

SOCIAL SCIENCES Fifteen (12) hours required

Three (3) hours required from the following:

|         |                              |
|---------|------------------------------|
| HIS 213 | U.S. History I               |
| HIS 223 | U.S. History II              |
| PSI 103 | American National Government |

Nine (9) hours required from the following:

|         |                                  |
|---------|----------------------------------|
| CRJ 103 | Introduction to Criminal Justice |
| CRJ 133 | Juvenile Crime and Delinquency   |
| ECN 203 | Microeconomics                   |
| GEO 103 | Regional Geography of the World  |
| HIS 143 | World Civilization I             |
| HIS 153 | World Civilization II            |

|         |                               |
|---------|-------------------------------|
| HIS 233 | Arkansas History              |
| PSI 103 | American National Government* |
| PSY 203 | General Psychology            |
| PSY 223 | Abnormal Psychology           |
| SOC 103 | Introduction to Sociology     |

Three (3) hours required from the following:

|         |                                   |
|---------|-----------------------------------|
| CRJ 103 | Introduction to Criminal Justice* |
| CRJ 133 | Juvenile Crime and Delinquency*   |
| ECN 203 | Microeconomics*                   |
| GEO 103 | Regional Geography of the World*  |
| HIS 143 | World Civilization I*             |
| HIS 153 | World Civilization II*            |
| HIS 213 | U.S. History I*                   |
| HIS 233 | Arkansas History*                 |
| HIS 223 | U.S. History II*                  |
| PSI 103 | American National Government*     |
| PSY 203 | General Psychology*               |
| PSY 223 | Abnormal Psychology*              |
| SOC 103 | Introduction to Sociology*        |

*\*UA Rich Mountain can only apply credit for a course once. If credit was given in a previous category, the course cannot be counted again.*

## CATALOG PRIVILEGE

A student has the option of graduating under the requirements of the catalog in effect at the time of initial enrollment or any subsequent issue while enrolled, but students must complete all requirements within five (5) years of the catalog selected.

## CLASS ADDITIONS

Students may add additional classes prior to the beginning of the second week of a

regular semester or prior to the third day of a summer session. Students desiring to add classes should see their advisor.

## CLASSIFICATION OF STUDENTS

UA Rich Mountain classifies a student who has earned fewer than 30 semester hours of credit as a freshman and a student who has earned 30 or more semester hours of credit as a sophomore.

## COLLEGE CATALOG

Information in the UA Rich Mountain catalog is deemed accurate at the time of publication. The College reserves the right to change, without notice, any charges, courses, or regulations given in this catalog, or to make changes as necessary in order to better carry out its mission or the policies of the Board of Trustees or applicable State or Federal laws.

Please see [www.uarichmountain.edu](http://www.uarichmountain.edu) for the most current version of the catalog and student handbook.

A copy of the school catalog is available online at [www.uarichmountain.edu](http://www.uarichmountain.edu). Students should read the catalog carefully concerning rules, fees, regulations, standards of progress, transfer credit, etc.

## COURSE AUDITING

An audit status, though not accepted by universities, gives a student the right to benefit from all instructional privileges associated with a course but does not impose any attendance, homework, or testing responsibilities. A student who is auditing a course may, with the permission of the instructor, change from audit to credit status no later than the end of the third week of school. A student may also change from credit to audit status no later than midterm. Refer to the academic calendar for the exact

dates. Students must complete and submit appropriate paperwork to the Associate Vice Chancellor for Student Affairs. UA Rich Mountain will not charge students a fee for changing from credit to audit status.

## **COURSE CREDIT**

The semester hour is the unit of credit at UA Rich Mountain and is defined as the amount of credit given for one fifty (50) minute period in class per week for 15 weeks and final testing. Most classes meet three hours per week and, therefore, carry three semester hours of credit. Additional credit is given for laboratory courses. Online courses have equivalent time expectations and requirements.

## **COURSE LENGTH**

Classes typically meet a minimum of 50 minutes per week for a period of at least 15 weeks plus final testing. Summer-session classes will be determined using above equivalents. Courses may be offered as 8 week sessions with 30 minutes of coursework per week for 8 weeks and includes final testing.

## **CREDIT HOUR DEFINITION**

For every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work, including, but not limited to, time attending class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem solving, developing and completing projects, and other activities that enhance learning. Thus, for a three hour course, a typical student should expect to spend at least nine hours per week dedicated to the course.

## **COURSE LOAD**

The normal load for a student during a regular term is fifteen semester hours. Six hours is considered a normal load for a summer term. Generally, eighteen hours is the maximum load that a student may carry during a regular semester, although certain technical programs may specify more. Any student outside these technical areas wishing to take more than eighteen hours must request permission from the Vice Chancellor for Student Affairs. Seven semester hours is the maximum allowed during a summer term without special permission from the Vice Chancellor for Student Affairs.

## **RETENTION POLICY**

UA Rich Mountain's retention policy represents a total-college involvement approach to improving student retention and supporting students toward a successful completion of their educational goals. Guided by UA Rich Mountain's mission of providing transformative education to all learners, UA Rich Mountain's retention policy uses a Student Success Plan, which calls for early intervention by faculty, faculty advisors, and student services staff when students begin to display at-risk behaviors. At-risk student behaviors include tardiness, excessive absences, low test and/or homework scores, ill prepared for class, and in the case of online classes, not participating in discussions or not accessing the class on a regular basis.

## **ATTENDANCE POLICY**

A primary focus of UA Rich Mountain is to provide for the success of its students in their educational endeavors. Regular and punctual attendance along with consistent study are important factors which contribute most to a successful college experience and are the responsibility of the student.

Attendance is essential on the first day of class each semester. UA Rich Mountain expects all students to attend class and laboratories.

Each instructor or program has attendance guidelines approved by the administration that are consistent with the mission of the college and which fulfill individual course requirements. Instructors state the guidelines in each course syllabi, and it is the responsibility of students to know the attendance policy of each class in which they are enrolled.

Students are responsible for communicating with the faculty member concerning any absence as soon as they are aware that they will be absent or immediately upon return to class. Students also assume the responsibility for making up any missed work. After a student has accumulated four consecutive, unexcused absences or five excused absences in any three week period, the instructor is not required to provide make-up opportunities.

Instructors report students who are not attending class to the Associate Vice Chancellor for Student Affairs and the students' last date of attendance. The Associate Vice Chancellor for Student Affairs then contacts the students to offer assistance in guiding students back on track to obtain their educational goals.

Be advised...

### **FAILURE TO ATTEND DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL**

Failure to attend class may result in a lower class grade and a lower GPA. Students with a pattern of irregular attendance or non-attendance who choose not to drop a class will receive the appropriate grade achieved by their course work. Any student who stops attending a class without officially dropping

said class will receive a grade of "F" and possibly an "NF" transcript notation; both of which could adversely affect the student's financial aid. The instructor will also attempt to contact the student by phone, postcard, letter, etc. to encourage the student to take responsibility for meeting his/her educational goals. Refer to NF policy in the Financial Aid section as to impact on financial aid eligibility.

## **ACADEMIC CLEMENCY POLICY**

Act 1000 of 1991 required the State Board of Higher Education (SBHE) to establish guidelines for academic clemency policies in colleges and universities. The Arkansas Department of Higher Education (ADHE) established guidelines that were adopted by the SBHE on July 24, 1992. University of Arkansas Rich Mountain (UA Rich Mountain), following these guidelines, adopted the following policy:

- UA Rich Mountain may grant academic clemency to UA Rich Mountain returning students who have not enrolled in any institution of higher education for a period of two years.
- Returning students may petition for clemency following one semester in which the student demonstrates the resolve to succeed academically by earning a GPA of 2.00 or higher in six (6) or more semester hours.
- UA Rich Mountain may grant academic clemency for up to four semesters at UA Rich Mountain, including transfer credits, with all credits attempted, covered whether passed or failed.
- All credits covered under academic clemency periods granted will remain on the transcript, with appropriate notation, and will not reflect in GPAs or count toward graduation.

- UA Rich Mountain reserves the right to accept or reject clemency granted by another institution.

To initiate this procedure, a student must petition the Vice Chancellor for Student Affairs, stating in writing the semester(s) for which clemency is requested. A form is available in the Vice Chancellor for Student Affairs office. Note: Students seeking financial aid will still have to follow UA Rich Mountain Financial Aid policies for Satisfactory Academic Progress. See Financial Aid Section for more information.

## ACADEMIC PROBATION

A student should maintain satisfactory grade levels at the various stages of educational development. Failure to maintain satisfactory grades leads to probation or suspension. Minimum grade levels follow those required for financial aid and are as follows:

| Credit Hours Completed | GPA  |
|------------------------|------|
| 1-15                   | 1.50 |
| 16-29                  | 1.75 |
| 30-over                | 2.00 |

Failure to maintain minimum grade requirements results in the student being placed on academic probation. Students placed on academic probation will meet with the Associate Vice Chancellor for Student Affairs to construct and implement an academic improvement plan for the coming semester. Students on academic probation will also work closely with their academic advisors to ensure that they are making progress on their improvement plan. If the unsatisfactory grade level performance continues for an additional semester, UA Rich Mountain will suspend the student for a period of one regular semester. Upon readmission, the student must meet the guidelines set forth, or UA Rich Mountain will

dismiss the student for one academic year. However, UA Rich Mountain will allow any student on probation who receives a GPA of 2.0 or higher in a given semester to enroll for the following semester even though the total grade level does not meet the minimum GPA requirement set forth above.

If a student has been suspended from another college or university for academic reasons, University of Arkansas Rich Mountain will permit the student to be admitted on academic probation provided the student lives in the College district.

## GRADES AND GRADE POINTS

University of Arkansas Rich Mountain uses the following system for grading and for computing the grade point average (GPA):

|    |                                 |                                    |
|----|---------------------------------|------------------------------------|
| A  | Excellent                       | 4 grade points                     |
| B  | Good                            | 3 grade points                     |
| C  | Average                         | 2 grade points                     |
| D  | Below Average                   | 1 grade point                      |
| F  | Failing                         | 0 grade points<br>(figures in GPA) |
| NF | Failure Due to<br>Nonattendance | 0 grade points                     |
| AU | Audited                         | 0 grade points                     |
| W  | Withdrew                        | 0 grade points                     |
| I  | Incomplete                      | 0 grade points                     |
| P  | Passing                         | 0 grade points                     |
| CR | Credit                          | 0 grade points                     |
| NC | No Credit                       | 0 grade points                     |

Courses taken at another institution must have a grade of “C” or better to be considered for credit at UA Rich Mountain. Transfer hours and credits are not calculated in student’s UA Rich Mountain GPA.

## CALCULATING GRADE POINT AVERAGE (GPA)

There are two GPAs relevant to a student's academic standing. The **term GPA** is the average of grades for any one given semester of a student's college career. The **cumulative GPA** is the average of a student's grades overall, i.e., of all the grades throughout the student's college career (though for transfer students, the cumulative GPA reflects only those classes taken at UA Rich Mountain). UA Rich Mountain uses the cumulative GPA to determine if a student is in good academic standing, if the student can graduate, and/or if the student is placed on academic probation, etc.

Grade point for developmental classes is not included in the overall GPA. **However**, for financial aid purposes, UA Rich Mountain includes the GPA for developmental classes when determining satisfactory academic progress.

UA Rich Mountain assigns each letter grade awarded to a student a point value: A=4, B=3, C=2, D=1, F=0. A student may determine the grade point for each course by multiplying the number of points the grade is worth times the number of credit hours awarded to the course. Thus, a "B" letter grade (worth 3 points) in a 3-credit hour course is worth 9 points (3x3=9), and an "A" (worth 4 points) in the same three-credit hour course is worth 12 points (4x3=12).

GPA is found by adding the total point values for all courses and dividing the total number of credit hours attempted during the same period of time.

**STUDENTS MUST EARN A CUMULATIVE GRADE-POINT AVERAGE OF 2.00 OR HIGHER IN ORDER TO GRADUATE.**

**EXAMPLE**

| COURSE        | CR.       | GRADE | QUALITY POINTS | GRADE POINT |
|---------------|-----------|-------|----------------|-------------|
| ENG 113       | 3         | B     | 3              | 3X3= 9      |
| HIS 233       | 3         | F     | 0              | 3X0= 0      |
| HPR 161       | 1         | A     | 4              | 1X4= 4      |
| CSO 102       | 2         | C     | 2              | 2X2= 4      |
| CHM 124       | 4         | D     | 1              | 4X1= 4      |
| SPC 203       | 3         | A     | 4              | 3X4= 12     |
| <b>TOTALS</b> | <b>16</b> |       |                | <b>33</b>   |

33 DIVIDED BY 16 = **2.062 GPA**

**POLICY ON GRADES OF "I" (INCOMPLETE)**

Instructors may award the grade of "I" to a student who, for nonacademic reasons beyond his or her control, is unable to meet the full requirements of a course. In order to qualify for an "I," a student must have completed most of the major assignments of the course (generally all but one) and have a passing grade in the course (aside from the assignments not completed) in the judgment of the instructor.

When a student has a nonacademic reason for not completing one or more of the assignments for a course including examinations and wishes to receive an incomplete for the course, it is the student's responsibility to inform the instructor in person or in writing of the reason. The instructor awards a grade of incomplete at the discretion of the instructor and not the prerogative of the student. The instructor will establish conditions the student must meet to remove a grade of incomplete. Registering in a subsequent semester for a course in which the student received a grade of incomplete will not remove the grade of incomplete.

The instructor establishes the period of time given to a student to remove an "I,"

subject only to the maximum time limit set by the College. If the student enrolls the following semester after receiving an "I," the College requires the student to complete all conditions set by the instructor so that the College may remove the grade of "I" by the end of the that semester. If the student does not enroll during the following semester, the College will only allow the student one more semester to complete the conditions set by the instructor. The "I" must be removed no later than the end of the second academic term after receiving the "I," regardless of whether the student is enrolled or not.

Failure to remove an "I" within the applicable time limit will result in a final grade of "F" or the grade earned as determined by the instructor. The Vice Chancellor for Student Affairs will assign a grade of "F" when the time limit expires.

Students do not have to be enrolled to complete assignments for a course in which they receive an "I".

Students and instructors must complete the appropriate forms from the Vice Chancellor for Student Affairs. Students must submit the forms and receive approval prior to the semester final grade deadline.

## **REPEATING COURSES**

Any student who has taken a course may petition to repeat the course in order to change the original grade. Both courses with their respective grades will appear on the student's transcript. The repeated course will be identified on the student's transcript by the letter "R" next to it. Only the higher grade will be used to compute the GPA.

To initiate the procedure for repeating a course, a student must petition the Vice Chancellor for Student Affairs, stating in writing the course to be repeated.

In some cases, Federal Financial Aid and scholarships will not pay for repeated classes. Students should consult with a financial aid representative before electing to repeat a class or refer to the Financial Aid Section of the catalog or refer to the UA Rich Mountain website.

## **CREDIT BY EXAMINATION**

### **ADVANCED PLACEMENT EXAM CRITERIA**

The Advanced Placement (AP) Program of the College Entrance Examination Board gives students the opportunity to pursue college-level studies while still in high school and receive advance placement and/or credit upon entering the college; AP examinations are offered annually by high schools who participate in this program. UA Rich Mountain departments have authorized credit and/or placement for students who present qualifying scores as recorded on an official high school transcript. Credit is awarded, but no grade is assigned. Credit is awarded after a student completes a minimum of twelve (12) scheduled hours of UA Rich Mountain college level coursework with a minimum 2.00 GPA in each class.

The following chart lists the AP examinations accepted by UA Rich Mountain, the required qualifying score, and the credit awarded.



| AP Exam             | Min. Score for Credit | UA Rich Mountain Course             |
|---------------------|-----------------------|-------------------------------------|
| ANG & Politics      | 3                     | PSI103                              |
| Biology             | 3                     | BIO104                              |
| Calculus AB         | 3                     | MTH245                              |
| Calculus BC         | 3                     | MTH245 & 255                        |
| Chemistry           | 3                     | CHM114                              |
|                     | 4                     | CHM114 & CHM124                     |
| Computer Science A  | 3                     | CST113                              |
| Computer Science AB | 3                     | CST113 plus 3 hours<br>CST elective |
| English Lang/Comp   | 3                     | ENG113                              |
| English Lit/Comp    | 3                     | ENG123                              |
| History, U.S.       | 3                     | HIS213                              |
| Macroeconomics      | 3                     | ECN203                              |
| Microeconomics      | 3                     | ECN213                              |
| Physics B           | 3                     | PHS214                              |
| Physics C           | 3                     | PHS224                              |
| Psychology          | 3                     | PSY203                              |
| Spanish Language    | 3                     | SPN103                              |
|                     | 4                     | SPN103 & SPN113                     |

**TABLE OF  
CONTENTS**

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

University of Arkansas Rich Mountain recognizes the College Level Examination Program (CLEP) of the College Board as one method of establishing credit by examination. Although the CLEP tests are standardized on a national level, each college or university sets its own standards for acceptance of CLEP scores. Students are encouraged to make use of the CLEP tests in order to receive credit for those courses and academic areas in which they already have knowledge.

A student enrolling at UA Rich Mountain may earn up to 30 semester hours of college credit through CLEP with the following provisions:

- No grade will be given for CLEP credit. CLEP credit will be entered on the transcript as “CLEP” along with the name of the exam.
- CLEP credit is not calculated in the student’s grade point average.
- CLEP credit will not be posted on the transcript until the student completes with passing grades (“C” or better) a minimum of twelve (12) scheduled hours of UA Rich Mountain college-level coursework. Upon completion of this requirement, the student must petition the Registrar to have CLEP credit placed on the transcript
- CLEP credit earned at other colleges will be accepted without challenge provided score requirements are met and an official CLEP score report is submitted.
- A student may not take the CLEP examination and receive CLEP credit after taking and completing with either a passing or failing grade a comparable course at UA Rich Mountain. (Or at another accredited institution)

- CLEP scores are not more than three (3) years old.

The following table displays the CLEP exams, required scores, and equivalent courses for which UA Rich Mountain awards credit:

| <b>Examination</b>  | <b>Score</b> | <b>Credit Granted</b> | <b>Equivalent Course</b> |
|---|--------------|-----------------------|--------------------------|
| <b>Composition and Literature</b>                             |              |                       |                          |
| College Composition   | 50           | 3 hours               | ENG113                   |
| Analyzing and Interpreting Literature                         | 50           | 3 hours               | ENG123                   |
| <b>Freshman Humanities</b>                                    | 50           | 6 hours               | General Elective         |
| <b>Science and Mathematics</b>                                |              |                       |                          |
| Biology   | 50           | 4 hours               | BIO104                   |
| <b>Chemistry</b>  | 50           | 4 hours               | CHM134                   |
| College Algebra   | 50           | 3 hours               | MTH203                   |
| College Mathematics   | 50           | 3 hours               | MTH2103                  |
| <b>Trigonometry</b>   | 50           | 3 hours               | MTH213                   |
| <b>Foreign Languages</b>                                      |              |                       |                          |
| Spanish, Level 1  | 50           | 6 hours               | SPN103, 113              |
| <b>History and Social Sciences</b>                            |              |                       |                          |
| American Govt.  | 50           | 3 hours               | PSI103                   |
| Intro to History of The U.S. I: Early Colonialization to 1877 | 50           | 3 hours               | HIS213                   |
| History of the U.S. II: 1865 to the Present                   | 50           | 3 hours               | HIS223                   |
| Human Growth & Development                                    | 50           | 3 hours               | PSY213                   |
| Microeconomics, Principles of                                 | 50           | 3 hours               | ECN203                   |
| Macroeconomics, Principles of                                 | 50           | 3 hours               | ECN213                   |
| Psychology, Intro   | 50           | 3 hours               | PSY203                   |
| <b>Social Science and History</b>                             | 50           | 6 hours               | General Elective         |
| Sociology, Intro  | 50           | 3 hours               | SOC103                   |
| Western Civilization I: Ancient Near East to 1648             | 50           | 3 hours               | HIS113                   |
| Western Civilization II: 1648 to the Present                  | 50           | 3 hours               | HIS123                   |
| <b>Business</b>   |              |                       |                          |
| Intro Business Law  | 50           | 3 hours               | BUS223                   |
| Financial Acct.   | 50           | 3 hours               | ACC203                   |
| Information Systems   | 50           | 3 hours               | CST113                   |
| Principles of Management                                      | 50           | 3 hours               | BUS123                   |
| Principles of Marketing                                       | 50           | 3 hours               | BUS253                   |

## **STUDENTS CALLED INTO MILITARY SERVICE**

If a student is activated for full-time military service during a time of national crisis for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days and 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:

- Such student shall receive a complete refund of tuition and such general fees as are assessed against all students at the institution.
- UA Rich Mountain shall provide proportionate refunds of fees which were paid to the institution by the student, based on the date of withdrawal.
- If UA Rich Mountain contracts for services covered by fees which the student has paid and has refunded to the student, the contractor shall provide a like refund to UA Rich Mountain.
- UA Rich Mountain shall offer the maximum price to the student, based on condition, for repurchased textbooks associated with specific courses.

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.

The student must notify UA Rich Mountain of intent to return to UA Rich Mountain no later than three years after completion of period of service or no later than two years after end of period necessary for recovery from service-related illness or injury. The student

must provide a copy of his/her certificate of release or discharge from active duty upon returning to UA Rich Mountain. The student must contact the Vice Chancellor for Student Affairs and the Financial Aid Office.

A student activated during the course of a semester is entitled to free tuition for one semester at the institution where attendance was interrupted unless other benefits are available to cover beyond educational cost.

## **PHYSICAL EDUCATION ALTERNATIVES**

Veterans may, at their request, receive physical education credit on the basis of their military service. UA Rich Mountain will grant credit according to the following scale:

- 6 months active duty - 1 hour credit
- 12 or more months active duty - 2 hours credit

Students should pick up an application for this credit from the Associate Vice Chancellor for Student Affairs.

## **TRANSFER STUDENTS**

Students transferring to UA Rich Mountain from another college or university must request that official transcripts of academic records be sent to the Registrar at UA Rich Mountain. UA Rich Mountain must receive and evaluate all transcripts prior to admission. UA Rich Mountain will not accept grades of "D" in any transfer coursework to meet degree requirements at UA Rich Mountain.

## **WITHDRAWING FROM COLLEGE**

UA Rich Mountain recognizes and understands that there are circumstances in which a student must withdraw from the

College. Students are urged to discuss withdrawal with a faculty advisor to determine if an alternate action is available.

If a student does find it necessary to withdraw, students should follow proper withdrawal procedures completely. Stopping payment on a check for tuition does not cancel registration or drop a course. Likewise, failure to attend **does not** constitute official withdrawal or cancel indebtedness.

Students should adhere to the following steps to officially withdraw from UA Rich Mountain:

- Discuss withdrawal plans with the advisor
- Secure withdrawal form from the Associate Vice Chancellor for Student Affairs
- Clear all financial obligations to the College by obtaining signatures from the College Library, Financial Aid Office, College Book Store, Student Support Services, Math Department and Business Office on the official withdrawal form
- Return withdrawal form to the Student Affairs Office

Veterans must notify the Associate Vice Chancellor for Student Affairs and the Financial Aid Office.

*Failure to complete all the above procedures will constitute improper withdrawal and may result in the student receiving failing grades on his/her permanent academic transcript as well as loss of a possible tuition refund.*

## TRANSFER TO FOUR-YEAR COLLEGES AND UNIVERSITIES

Students are responsible for making logical career and educational choices. Many services and resources are available at UA Rich Mountain to help students plan for the future. If a student plans to transfer to a four-year college after graduating from UA Rich Mountain, the student needs to enroll in courses that are appropriate for the major and four-year college the student has chosen. Students should familiarize themselves with the Arkansas Course Transfer System (ACTS) for help in determining the transferability of courses. Students should also contact the Student Support Services (SSS) Transfer Advisor at extension 1624 for transfer advice.

### GUIDANCE

UA Rich Mountain counselors and advisors help students plan their transfer program. College brochures and other helpful resource materials are available in Student Support Services (SSS) or Associate of Vice Chancellor for Student Affairs' office. The SSS Transfer Advisor in the Johnson Learning Commons can assist students in making arrangements for a campus transfer visit to the college of their choice.

### FOUR-YEAR COLLEGES ON CAMPUS

Many universities and colleges in the surrounding area recruit at UA Rich Mountain yearly. Representatives from these schools explain programs, services, and transfer procedures. UA Rich Mountain encourages students to take advantage of these visits to update their expectations regarding transfer. Contact the Vice Chancellor for Student Affairs Office or the SSS Transfer Advisor for the dates these

schools will be on campus.

## REQUIREMENTS

Students should check with the Associate Vice Chancellor for Student Affairs Office at Ext. 1460 or the SSS Transfer Advisor at Ext. 1624 for the requirements of the college to which they are planning to transfer for a bachelor's degree.

## GENERAL GRADUATION REQUIREMENTS

### APPLICATION FOR GRADUATION

UA Rich Mountain awards Associate Degrees, Technical Certificates, and Certificates of Proficiency to students who comply with the following requirements:

- Students must file an application for graduation in the Vice Chancellor for Student Affairs Office upon registering for the final semester of study.
- Students must complete all course requirements specified in the program. Transfer students must complete a minimum of 30 hours of course work at UA Rich Mountain. UA Rich Mountain does not accept grades of "D" from other educational institutions toward graduation requirements.
- Students must have a cumulative grade point average of 2.0 or above on all work completed. (Exception may apply for special programs. See advisor for degree restrictions.)
- Students must fulfill all financial obligations to the College.

### CAP AND GOWN

After students submit an application for graduation and receive approval, students receive additional information regarding commencement. At the time the submitted

application is approved, students complete an order for a cap and gown with the Registrar's Assistant.

## COMMENCEMENT CEREMONY

Although students may graduate three times during the academic year – fall, spring, and summer – UA Rich Mountain has one annual commencement. May commencement is an important tradition at UA Rich Mountain. It allows the college community an opportunity to celebrate with the graduates and their families, and to recognize publicly those graduates who have achieved a goal that not all adults achieve, a college degree. Therefore, UA Rich Mountain expects all graduates to participate in commencement. Students who face circumstances that will not allow them to attend commencement should notify the Vice Chancellor for Student Affairs. The date of commencement is announced and publicized each spring.

Participation in the graduation ceremony does not guarantee conferral of a degree or certificate. Conferral of the degree is contingent upon the satisfactory completion of all degree requirements and a final degree evaluation.

## DIPLOMA

UA Rich Mountain does not give graduates a diploma during the May commencement. Diplomas are mailed to students who successfully completed all degree requirements.

## ACADEMIC ACHIEVEMENT AWARDS

UA Rich Mountain is proud to recognize those students with outstanding academic achievement. Each semester, the College recognizes the accomplishments of the students on the Chancellor's List and

the Vice Chancellor's List. Students are selected based on the following criteria:

- Chancellor's List - Full-time, current student (12 semester credit hours or more excluding developmental coursework) with GPA of 4.0.
- Vice Chancellor's List - Full-time, current student (12 semester credit hours or more excluding developmental coursework) with GPA of 3.5-3.99.

## **ACADEMIC HONORS**

Students who maintain a grade point average of 4.0 upon graduation are recognized at commencement. Students maintaining a grade point between 3.5 and 3.99 are also recognized.

TABLE OF  
CONTENTS

## **HONORS CEREMONY**

Each academic department at UA Rich Mountain chooses outstanding students for recognition at the Honors Ceremony held each spring. UA Rich Mountain bases the awards on identified criteria which include scholarship, effort, and leadership.

## **ACADEMIC ALL-STAR**

Each spring, a committee selects the student who represents UA Rich Mountain as the Academic All-Star at the Arkansas Community College Conference. The student must exhibit strong leadership, scholarship, and potential contribution to society. The award carries an UA Rich Mountain scholarship and provides the student scholarships to all state-supported 4-year colleges in Arkansas upon transfer from UA Rich Mountain.



# COMMUNITY OUTREACH

## LIFELONG LEARNING PROGRAM

The Lifelong Learning Program is an integral part of the mission of UA Rich Mountain and provides non-credit courses for most age groups. Lifelong Learning provides programs, short courses, seminars, workshops, and a wide range of other activities that serve community needs beyond UA Rich Mountain's regular degree and certificate programs. Through Lifelong Learning, individuals may develop new job skills, enrich personal and family life, enhance leisure time, and gain a deeper appreciation of their culture and environment.

## GENERAL ADULT EDUCATION

### PURPOSE

UA Rich Mountain designed the Adult Education program to allow students over the age of sixteen and who have not completed high school to acquire skills needed to obtain their educational goals.

The program consists of the following components:

- **Adult Secondary Education**--The program consists of a specific curriculum designed to prepare students for the High School Equivalency Exam (also known as the General Educational Diploma (GED) or Arkansas High School Diploma). The five areas included are math, science, English, social studies, and reading. Students attend class no less than twelve hours, based on their TABE Test and pre-test scores. UA Rich Mountain will not charge students for classroom instruction, yet there is a nominal fee for the High School Equivalency Exam. Students must pass a pre-test to sit for the High School Equivalency Exam. Upon passing all parts of the High School Equivalency Exam, students will receive their High School Equivalency Diploma.
- **Adult Basic Education**—UA Rich Mountain designed the program for those students who need a review prior to advancing into the Adult Secondary Education program. Courses included are basic grammar, writing, math skills, reading, spelling, and vocabulary. UA



Rich Mountain will not charge students for classroom instruction.

## PHILOSOPHY

- All adults can learn.
- All adults deserve a second chance to earn a high school diploma.
- All adults deserve to receive an education that enhances their ability to make positive changes in their lives.
- All adults deserve the opportunity to obtain the life skills needed to become self-sufficient, actively participating members of society.

TABLE OF CONTENTS

## ADULT EDUCATION CAN HELP YOU

- Attain an Arkansas High School Equivalency Diploma
- Improve basic skills in reading, math, and language
- Prepare for college
- Write a résumé
- Increase employment opportunities
- Learn English as a second language
- Study for exams such as the: ASVAB, EMT, CNA, COMPASS, Nursing, and many others
- For more information about GED® classes or the GED® test, you may contact any our instructional locations or access any of the following links:
  - o <http://arcareereducation.org/services/adult-education/high-school-equivalency-ged>
  - o <http://aalrc.org/ged/>

## ADULT EDUCATION DISTANCE EDUCATION

- Take advantage of the opportunity to study from home using the internet or traditional curriculum to:
- Prepare for the High School Equivalency Exam
- Improve basic skills in reading, math, and language
- Increase workplace readiness skills

## INSTRUCTION LOCATIONS

Adult Education classes are available at the following sites:

|   |   |
|---|---|
| Polk County<br>Mena UA Rich<br>Mountain<br>1100 College Drive<br>479-394-7622 | Montgomery County<br>Mount Ida<br>31 Industry Drive<br>870-867-5264 |
| Scott County<br>Waldron<br>456 West 6th<br>479-637-5502                       |   |

## KIDS COLLEGE

Students who have completed grades K-6 are eligible to attend Kids College, which is held in either June or July on the UA Rich Mountain Campus. Kids College is one week in length and offers enrichment classes for K-6 students. UA Rich Mountain distributes brochures to the local school districts in April/May each year. UA Rich Mountain enrolls students in classes as registrations are received. There is a fee for participation.

## OUTREACH CENTERS

UA Rich Mountain has centers located in Mount Ida and Waldron. TRIO and Adult Education personnel staff the centers. Students may receive assistance at these

centers and may also enroll in classes at these sites. Services offered are as follows: Arkansas High School Diploma Program classes and testing, Adult Basic Education classes, tutoring services, college placement information, assistance in completing financial aid information, and access to computer labs with internet connections.

## UA RICH MOUNTAIN FOUNDATION

The UA Rich Mountain Foundation is a 501(c)(3) organization, which exists to promote the college. The Foundation has a fourteen member governing board including one representative from the College Board of Visitors, the College Chancellor and representatives from UA Rich Mountain staff. The Foundation provides scholarships and funds for campus projects, hosts the Duke Frederick Lecture, and much more. The Foundation accepts gifts of money, stocks, real property, and other items for promote the mission of the College. The Foundation encourages planned giving through will and estate planning as well as working with patrons to establish endowments and make contributions to the memorial fund or other areas of need to improve the College.

## JOHNSON LEARNING COMMONS

The Johnson Learning Commons plays a vital role in the instructional and student services programs of the College.

As the informational center for the College's academic programs, the St. John Library, located within the Johnson Learning Commons, provides books, periodicals, pamphlets, and audiovisual materials. UA Rich Mountain selects materials that support the curricula and serve the instructional needs of students and faculty. UA Rich

Mountain arranges the library materials in open stacks using the Library of Congress Classification System. Library staff gives instruction in the use of the library to groups by request, and Library staff always provides individual assistance.

Materials borrowed from the St. John Library are subject to overdue fines. Two-week books are charged \$0.10 per day. Overnight or reserve items are charged \$0.25 per day. Items for in-house use which are not returned the same day will be charged \$0.50 per day. Overdue notices will be sent. These notices are a courtesy. Failure to receive a notice does not constitute a basis for altering or negating a fine. Patrons will not be allowed to check out further materials until their record is cleared. Delinquent borrowers will not be permitted to receive grades, transcripts, or other credit for work completed at UA Rich Mountain until all materials are returned or fines paid. Patrons who lose books will be expected to pay the replacement cost of the book plus a \$5.00 processing fee.

Currently enrolled UA Rich Mountain students are limited to 4 ILL requests per semester at no charge. All additional requests will be charged \$4.00 for shipping and handling. There is no limit or charge for faculty and staff. Community patrons will be charged \$4.00 per request. There is not a limit on the number of ILL requests that can be made.

The library welcomes contributions. However, the College reserves the right to process donated material in the manner most suitable to library needs. Monetary gifts and memorial gifts are also welcomed. The Johnson Learning Commons also houses Student Support Services (SSS), a TRIO program that provides tutoring as well as academic and transfer advising to low-income, first-generation, and/or disabled students.

To further accommodate the learning needs of UA Rich Mountain students, the Learning Commons has twenty library computers and ten SSS computers available for student use. Students are also able to reserve private study rooms.

The Johnson Learning Commons is open to all UA Rich Mountain students and staff. UA Rich Mountain also extends use of the library and materials to members of the community.

For further information on the Johnson Learning Commons, please see the policy manual.

## TRIO PROGRAMS

TRIO Programs are federally-funded programs that are awarded through a competitive grant process. UA Rich Mountain is currently funded for five programs: Educational Opportunity Center (EOC), Student Support Services (SSS), Educational Talent Search (ETS), Upward Bound Classic(UBCL), and Upward Bound Math/Science (UBMS). The programs are student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. UA Rich Mountain TRiO programs serve and assist low-income, first-generation college students and/or individuals with disabilities to progress through the academic pipeline from middle school to post-baccalaureate programs.

## EDUCATION OPPORTUNITY CENTER

### WHAT IS EOC?

The Educational Opportunity Center program provides counseling and information on college admissions to qualified adults

who have a desire to enter or continue a program of postsecondary education. The program also provides services to improve the financial and economic literacy of participants. An important objective of the program is to counsel participants on financial aid options, including basic financial planning skills, and to assist in the application process. The goal of the EOC program is to increase the number of adult participants who enroll in postsecondary education institutions.

## SERVICES PROVIDED BY EOC

- Administer Accuplacer tests to determine an individual's appropriate educational placement level; assist with preparation and registration for ACT test
- Administer career interest inventory testing and provide career orientation opportunities
- Assist clients in locating Adult Basic Education/Arkansas High School Equivalency Programs with guidance toward the enrollment process
- Assist clients with applications for admission to postsecondary educational institutions
- Assist clients with completion of the FAFSA (Free Application for Federal Student Aid) as well as searching for additional financial aid and completing scholarship applications
- Make presentations to groups of prospective clients, informing them of available educational services
- Make referrals to community service agencies and support services to enhance each client's educational success
- Provide orientation/enrollment assistance for entry into postsecondary education

- Remain an educational resource throughout a client's postsecondary education

## EOC STAFF AND OUTREACH OFFICES

Mena – UA Rich Mountain Main Campus  
1100 College Drive  
Mena, AR 71953

Elizabeth Davis  
edavis@uarichmountain.edu  
479-394-7622 ext. 1644  
Kayla Davis  
kdavis@uarichmountain.edu  
479-394-7622 ext. 1643

Waldron Center  
456 West 6th Street  
P.O. Box 114  
Waldron, AR 72958

Tammye Sherrill & Lisa Harrison  
tsherrill@uarichmountain.edu  
lharrison@uarichmountain.edu  
479-637-5502

Montgomery County Center  
31 Industry Drive  
P.O. Box 1223  
Mount Ida, AR 71957

Nancy Booth  
nbooth@uarichmountain.edu (870) 867-5264

## STUDENT SUPPORT SERVICES (SSS)

Student Support Services is funded through Federal TRIO programs in the U.S. Department of Education, Washington, D.C. SSS is designed to assist low-income, first-generation, and/or disabled UA Rich Mountain students in completing a degree and/or transferring to a four-year institution. The goal of SSS is to increase the college

retention and graduation rates of its participants.

## SERVICES PROVIDED BY SSS

- Tutoring & Academic Advising
  - Professional tutors in math, English, social studies, business, computer science, and other areas
  - Peer tutors recommended by academic advisors and instructors
  - Up-to-date, networked computer lab with access to the internet and various programs/software
  - Handouts and notes – Various academic classes
  - Assessment tools – Variety of study skills, personality, and learning styles assessment tools
- Personal Improvement
- Time Management
- Cultural Activities
  - A variety of on-campus activities to enhance the college life experience
- Career Counseling
  - Various career and aptitude assessment instruments
  - Career counseling
  - Access to a comprehensive career resource library
  - KUDER online career search and interest inventory
- Transfer Assistance
  - Group and individual visits to other college campuses
  - Aid for completing all forms necessary for transfer to four-year institutions
  - Appointments with advisors, financial aid counselors, and other offices at transferring institutions

## STUDENT SUPPORT SERVICES STAFF

|  |   |
|--|---|
| Lisa Rackley<br>lrackley@<br>uarichmountain.edu<br>479-394-7622 ext.<br>1624 | Theresa Davis<br>tdavis@<br>uarichmountain.edu<br>479-394-7622 ext.<br>1621 |
|--|---|

|  |  |
|--|--|
| Lisa Jumper<br>ljumper@<br>uarichmountain.<br>edu479-394-7622<br>ext. 1625 | Marsha Jenkins<br>mjenkins@<br>uarichmountain.edu<br>479-394-7622 ext.<br>1623 |
|--|--|

Darla Williams  
dwilliams@  
uarichmountain.edu  
479-637-5502

### TABLE OF CONTENTS

## EDUCATIONAL TALENT SEARCH (ETS)

Educational Talent Search is funded through Federal TRIO programs in the U.S. Department of Education, Washington, D.C. ETS is a pre-college program for first-generation college students in grades 6-12 in public schools in Polk, Scott, and Montgomery counties who meet income guidelines and who demonstrate aspirations and potential for higher education. The program is designed to prepare students for education beyond high school.

### SERVICES PROVIDED BY ETS

- Academic Guidance
  - Study skills
  - College entrance exam (ACT) preparation
  - Three-day summer ACT test prep program
  - Note and test taking techniques, memory skills, and college survival skills
- Career Planning
  - Interest inventories

- Computerized career profiles
- Career Day
- Mentoring program
- Job aptitude skills, etc.
- Financial Aid and College Admission
  - Assistance with completion of FAFSA
  - Scholarship applications, grants, loans
  - Information and individual assistance with all college admissions forms for the college of the student's choice
- Financial Literacy
  - Counseling services to improve financial and economic literacy
  - Summer camps designed to improve financial literacy
  - Financial planning for postsecondary education for parents and students
- Personal Assessment
  - Self-esteem, goal setting, and decision-making workshops
  - Individual assistance
  - Personality profiles
- Postsecondary Orientation
  - Visits to postsecondary institutions
  - Three-day summer trip to colleges in Arkansas
  - Access to a comprehensive career resource library

### TALENT SEARCH STAFF

|  |   |
|--|---|
| Jeff Neufeld<br>jneufeld@<br>uarichmountain.edu<br>479-394-7622 ext.<br>1654 | Brandon Burk<br>bburk@<br>uarichmountain.edu<br>479-394-7622 ext.<br>1642 |
|--|---|

Shane Hale  
shale@  
uarichmountain.  
edu 479-394-7622  
ext.1652

## UPWARD BOUND CLASSIC

Upward Bound Classic (UBCL) is a pre-college academic program funded to serve 9th-12th grade high schools in Polk, Scott, and Montgomery counties. UBCL provides opportunities for students to succeed in secondary and postsecondary education. The goal of the program is to increase the completion rate of secondary education and enrollment and graduation rate of postsecondary graduation.

### SERVICES PROVIDED BY UPWARD BOUND

- Weekly Sessions
  - Individualized academic advising
  - Leadership development
  - Career planning and exploration
  - Interest inventories
  - Study skills
  - Critical thinking skills
  - Individualized planning for postsecondary education
  - Scholarship and financial aid assistance
- Tutoring
  - Students receive tutoring in high school subjects to improve their grade point averages (GPA) or to maintain above-average GPAs.
- Saturday Events
  - Activities on the UA Rich Mountain campus

- Cultural and social activities at various locations throughout the region
- Museum and art gallery visits
- Theater presentations
- Test preparation
- Vocational activities
- College campus tours
- Financial Literacy
- Community service
- Summer Academy
  - An intensive six-week program that helps to ensure students' success in postsecondary education
  - Instruction in math, laboratory science, composition and literature, foreign language, ACT prep
  - Opportunity to enroll in college credit courses as juniors and seniors
  - Work-study opportunities

### UPWARD BOUND CLASSIC STAFF

|                    |                    |
|--------------------|--------------------|
| Lura Powell        | Matthew Norman     |
| lpowell@           | mnorman@           |
| uarichmountain.edu | uarichmountain.edu |
| 479-394-7622 ext.  | 479-394-7622 ext.  |
| 1633               | 1634               |

## UPWARD BOUND MATH/SCIENCE

Upward Bound Math/Science (UBMS) is a pre-college academic program funded to serve 9th-12th grade high schools in Polk, Scott, and Montgomery counties. UBMS introduces students to careers and majors in the fields of math and science as well as encourages them to pursue programs of study in math and science. The goal of the program is to increase the completion rate

of secondary education and enrollment and graduation rate of postsecondary graduation.

## SERVICES PROVIDED BY UPWARD BOUND

- Weekly Sessions
  - Individualized academic advising
  - Leadership development
  - Career planning and exploration in math and science
  - Interest inventories
  - Study skills
  - Critical thinking skills
  - Individualized planning for postsecondary education
  - Scholarship and financial aid assistance
- Tutoring
  - Students receive tutoring in high school subjects to improve their grade point averages (GPA) or to maintain above-average GPAs.
- Saturday Events
  - Activities on the UA Rich Mountain campus
  - Cultural activities
  - Math and science based activities
  - Exposure to research in math and science
  - Theater presentations
  - Test preparation activities
  - Vocational activities
  - College campus tours
  - Financial Literacy
  - Community service
- Summer Academy
  - An intensive six-week program that helps to ensure students' success in postsecondary education.

- Instruction in math, laboratory science, composition and literature, foreign language, ACT prep
- Opportunity to enroll in college credit courses as juniors and seniors
- Work-study opportunities

## UPWARD BOUND MATH/SCIENCE STAFF

|   |  |
|---|--|
| Lura Powell<br>lpowell@uarichmountain.edu<br>479-394-7622 ext. 1633 | Matthew Norman<br>mnorman@uarichmountain.edu<br>479-394-7622 ext. 1634 |
|---|--|

|   |
|---|
| Sam Creech<br>screes@uarichmountain.edu<br>479-394-7622 ext. 1631 |
|---|

## DEPARTMENT OF LIFELONG LEARNING

Lifelong Learning is all purposeful learning activity, undertaken on an ongoing basis with the aim of improving personal and/or professional knowledge, skills, and competence. UA Rich Mountain's Department of Lifelong Learning is dedicated to providing youth and adult learners with experiences that develop curiosity, transfer, independence, initiative, and reflection. The Department of Lifelong Learning seeks to prompt, stimulate, and empower individuals to attain knowledge and skills with confidence, creativity, and enjoyment. UA Rich Mountain is dedicated to working with the community to build skills and motivation that support pursuit of learning interests throughout life. Lifelong learning not only enhances personal and cultural development, but also competitiveness, employability, and entrepreneurship.

## PURPOSE

- Provide comprehensive technical and career assessments, certifications and licensure programs to meet area workforce needs
- Develop and promote professional development opportunities that are mutually beneficial to the College and its community
- Provide service-learning opportunities that expose students to a lifestyle of community involvement and the community to lifelong learning
- Create a college culture in which members engage in lifelong learning
- Provide accessibility to lifelong learning opportunities to the community
- Promote career exploration to assist prospective students in choosing educational programs suited to their interests and abilities
- Engage the community through effective and innovative programs and partnerships which promote economic development, social and cultural awareness, and academic growth.

For more information about the Department of Lifelong Learning, contact:

Dr. Krystal Thrailkill  
Vice Chancellor Academic Affairs  
479-394-7622 ext. 1300  
kthrailkill@uarichmountain.edu

## CAREER CENTER

The primary goals of career center courses are to give students the ability to make an informed career choice, to teach marketable job skills and to encourage students to continue their education after high school.

## MEDICAL PROFESSIONS EDUCATION

Courses include: Medical Professions-MPE105-Lec and MPE105-Lab, Medical Terms-MPE103, and Medical Procedures-MPE113. Students will earn a total of 12 college credit hours with successful completion of this program. These courses are designed to prepare individuals to choose an occupation in the medical field, obtaining information in those fields and to prepare the student for the Arkansas Career Education Competency Examination. We focus on introducing students to the various Medical Professions, Nursing Assistant Training, Medical Terminology, Medical Procedures, and Human Anatomy and Physiology The course examines the complex systems within today's healthcare environment and provides an understanding of the basics of how services are rendered in the medical environment. In addition to the step by step details about how each of the medical systems function, a brief historical review is also provided to the student for a greater understanding of the impact of the healthcare community.

Once these courses are successfully completed, the student will earn a Certificate of Proficiency in Certified Nursing Assistant. Students will also have the opportunity to set for the **Certified Nursing Assistant Board Certification Exam** at no charge to the student.

## PHLEBOTOMY

Courses include: ALHE1009-Lec. Students will earn a total of 9 college credit hours with successful completion of this course. This course is intended to introduce students to blood collection procedures, and laboratory testing. This includes vacuum collection devices, syringes, capillary skin puncture,



butterfly needles and blood culture, and specimen collection on adults and children. Emphasis will be placed on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Students will learn the theory and principles of CL/A waived laboratory tests and perform the tests in the a clinical laboratory setting. Students must complete a minimum of 32 clinical hours in an approved hospital CL/A laboratory.

## MACHINE TOOL TECHNOLOGY

Courses include: Blueprint Reading-MCH145 and Machine Tool I-MCH105. Students will earn a total of 10 college credit hours with successful completion of this program.

The art of blueprint reading is a necessary skill required for most technical vocations. This course will provide the instruction required to become proficient in reading and interpreting prints, system schematics, and engineering drawing.

Upon completion of the Machine Tool I course the student will have a basic understanding of the operation of manual machines (primary focus on the manual lathe) from setup to completed part. The student will also be able to gage and inspect machine parts.

Once these courses are successfully completed, the student will earn a Certificate of Proficiency in Machine Tool.

## WELDING

Courses include: Arc Welding I-WELD-1107 and Arc Welding II-WELD1207. Students will earn a total of 14 college credit hours with successful completion of this program.

Arc Welding I is designed to teach students the basic knowledge to operate SMAW welding equipment, to function safely in the welding shop, and to demonstrate some types of shop practices. Students will learn welding safety, use of the SMAW welding machine, and how to make basic fillet welds in all welding positions. Students will study welding nomenclature, design of joints, and electrode classification. Students will also learn safe handling of oxy-acetylene cutting torch and the different uses for it.

Arc Welding II is a continuation of Arc Welding I. Students will continue to learn welding safety, use of the SMAW welding machine, and how to make basic open butt welds in all welding positions. Students will continue to study welding nomenclature, design of joints, and electrode classification. Students will also learn safe handling of the plasma arc cutting torch and the different uses for it. Students will learn the use of air carbon arc torch and get an introduction to the GMAW process and equipment.

Once these courses are successfully completed, the student will earn a Certificate of Proficiency in Welding. Students will also have the opportunity to set for the **State Welding Licensure Certification Exam** at no charge to the student.

UA Rich Mountain Career Center programs are available to area high school seniors. The programs are a school year in length and are held at the UA Rich Mountain Mena Campus in the afternoons.



# STUDENT CODE OF CONDUCT

UA Rich Mountain reserves the right to dismiss any student whose behavior is considered undesirable or harmful to the institution.

The College has an enduring commitment to provide students with a balanced and fair system of resolution. This Code will not deprive students of the appropriate due process protections to which they are entitled. This Code is one of the College’s administrative procedures and should not be equated with procedures used in civil or criminal court.

It is the policy of UA Rich Mountain not to discriminate on the basis of race, color, national origin, sex, age, or disabling condition.

## DEFINITIONS

College: The term “College” means University of Arkansas Rich Mountain, including all of its satellite campuses, learning centers, and distance learning.

Student: Includes all persons taking courses at UA Rich Mountain, both full-time and

part-time, pursuing undergraduate, technical, certificate, and life-long learning (continuing education) studies. Persons enrolled in the UA Rich Mountain Adult Education program also fall into this category. Persons who are not officially enrolled for a particular semester but who have a continuing relationship with UA Rich Mountain are considered “students.”

**Individuals who are concurrently enrolled in high school and UA Rich Mountain will be subject to this code of conduct and may be referred back to their high school principal for further disciplinary sanctions.**

**Individuals enrolled in the UA Rich Mountain Adult Education program are subject to this code of conduct and maybe referred to the Vice Chancellor of Student Affairs for further disciplinary sanctions.**

Administrative Summons: A written notice to a student to report to a college administrative office at a designated date and time.

College Community: Any College employee or enrolled student, whether full or part-

time, or any person doing business with the College under contract or on a regular basis.

College Officials: Those persons who have been given the responsibility and authority by the appropriate agency or person, including trustees, campus police officers, faculty, and administrative staff.

College Policy: Any provision of a Board of Trustees order or rule, an official operating letter, or a published directive, rule, or regulation.

College Premises: Property owned, controlled, used, or occupied by UA Rich Mountain, including vehicles and property physically removed from a campus. UA Rich Mountain reserves the right to discipline students whose actions violate the code of conduct off college premises but that impact the college.

Notice: Any correspondence deposited with the United States Postal Service by priority or other trackable delivery method, addressed to the last known address of the addressee as shown on the College records, or personally delivered to the addressee.

Organization: Any number of persons who have complied with the formal requirements for registration at UA Rich Mountain.

Warning: A warning is an official notice, either written or verbal, that the student's behavior is unacceptable to the college community and that further misconduct may result in more severe penalties.

Working Days: Working days is understood to mean 8:00am – 4:30 pm Monday through Thursday and 8:00am – 3:30pm on Friday.

## PROHIBITED CONDUCT

Any student found to have committed

the following misconduct is subject to disciplinary sanction(s), condition(s), and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

## ENDANGERMENT

- Physical or verbal abuse, threats, assault, mistreatment of any person on College property, or at College sponsored and supervised functions. This includes engaging in any form of fighting.
- Action(s) that endanger the health, safety, or well-being of another person or group.
- Action(s) that serve the purpose of endangering one's own health or safety.
- Interference with the freedom of another person to move about in a lawful manner.
- Hazing

## HARASSMENT

- Conduct (not of sexual nature) that creates an intimidating, hostile or offensive campus, education or working environment for another person.
- Conduct that threatens or endangers a person's emotional, mental or physical well-being.
- Action(s) or statements that threaten, harm, or intimidate another person.
- Stalking, defined as: to follow or otherwise contact another person repeatedly, so as to put that person in fear for his or her life or personal safety. (See the Sexual Harassment Policy for further explanations of policies and procedures.)

## DISRUPTION

- Conduct that impairs, interferes with, or obstructs the orderly educational

processes and functions of the College or the rights of other members of the College community, including teaching, studying, research, and college administration. This includes acts that occur both inside and outside the classroom setting.

- Each faculty member is his/her own disciplinarian in class and is authorized to correct inappropriate conduct anywhere on College property at any time. A faculty member has the right to temporarily suspend a student from his/her classroom for the remainder of the class whenever the student is disrupting the class to a point that there is no longer a learning environment.
- Intentionally and substantially interfering with the freedom of expression of others.
- Inciting and/or participating in campus demonstrations, which disrupt the normal operations of the College.
- Obstruction or interfering with the freedom of pedestrian or vehicular movement on campus.
- Unauthorized commercial solicitation on campus.

## **SEXUAL MISCONDUCT**

Sexual misconduct includes, but is not limited to,

- Sexual discrimination, sexual harassment, sexual assault, domestic violence, and stalking.
- Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
- Obscene, lewd, or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others.
- Conduct of a sexual nature that creates an intimidating, hostile or offensive

campus, educational or working environment for another person. This includes unwanted, unwelcome, or inappropriate sexual or gender-based activities or comments.

## **DISHONESTY**

Dishonesty includes but is not limited to the following:

- Cheating: Includes but is not limited to the following:
  - Copying from another student's test paper.
  - Using any unauthorized assistance in taking quizzes, tests, or examinations.
  - Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes."
  - Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments.
  - The acquisition, without permission, of tests or other academic material belonging to a member of the UA Rich Mountain faculty or staff.
- Plagiarism: Offering the work of another as one's own without proper acknowledgment.
- Aiding and abetting another person in committing any form of academic dishonesty.
- Making, possessing, or using any falsified college documents or records; altering any college document or record, including identification cards.
- Knowingly providing false information to college officials, including disciplinary hearing bodies.

- Passing insufficient funds checks or fraudulent money orders in payment of any financial obligations to the College.
- Falsely claiming to represent the College or a registered student organization of the College.

*Academic dishonesty is an academic offense and a behavioral violation. The Vice Chancellor for Student Affairs Office provides information on the academic due process in instances of academic dishonesty. The student may also face the behavioral process as well.*

## **ILLEGAL DRUGS AND ALCOHOL**

- Engagement in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, while a student at University of Arkansas Rich Mountain, will lead to disciplinary action. No employee, student, or guest may bring onto the campus or use on the campus any intoxicant or harmful or illegal drugs, which includes opioid narcotics, nor may appear on campus under the influence of such. A violation of these rules will be grounds for disciplinary action which may include verbal reprimand, written, reprimand, probation, suspension, or expulsion.

## **FIRE AND SAFETY**

- Removal, damage, or unauthorized tampering or activation of fire, safety, or any emergency warning equipment.
- Intentionally and falsely reporting bombs, fires, or other emergencies to a College official.
- Interference with emergency procedures.

## **GAMBLING**

- Gambling of any form on College property or at a College sanctioned event is prohibited.

## **PROPERTY VIOLATIONS**

- Vandalizing, damaging, destroying, or defacing public or private property.
- Stealing, attempted theft, unauthorized borrowing, or use of any College property or the property of others.
- Unauthorized presence in, or use of College premises, facilities, or property including, but not limited to unauthorized presence in any College building.

## **COMPUTER VIOLATIONS**

- Unauthorized access or entry into a computer, computer system, network, software, or data.
- Unauthorized alteration of computer equipment, software, network, or data.
- Any other act that violates Arkansas law or the College computer guidelines that is hereby incorporated by reference.

*For more complete information, refer to UA Rich Mountain's Acceptable Use Policy*

## **ADMINISTRATIVE SUMMONS**

- Failure or refusal to comply with directions of an administrative summons or of College officials, including campus police officers, acting in the performance of their duties.

## SMOKING

- Smoking on any and all college premises is prohibited by the Arkansas Clean Air Act 8.
- The use of smokeless tobacco and electronic/vaporless cigarettes is prohibited on any and all college premises.
- A violation of these rules will be grounds for disciplinary action which may include verbal reprimand, written, reprimand, probation, suspension, or expulsion.

## OTHER VIOLATIONS

- Violation of published College policies, rules, regulations including but not limited to, parking, smoking, commercial solicitation, distribution of literature, sexual harassment, and campus posting rules.
- Violation of federal, state, or local laws. In all cases of alleged violations of public law or student code of conduct, the College reserves the right to review the allegations and exercise disciplinary sanctions (if any) in addition to any proceedings that occur as matter of public law.
- Aiding or abetting any violation of federal law, state law, or local ordinance.

## DISCIPLINARY PROCEDURES

### AUTHORITY

- The Vice Chancellor for Student Affairs is the senior official responsible for the overall administration of the student discipline and judicial program at UA Rich Mountain.

## DETERMINATION OF PROBABLE CAUSE

- Any member of the college community may file a complaint with the Vice Chancellor for Student Affairs against any student for misconduct. The Vice Chancellor for Student Affairs will make an initial determination as to whether there is sufficient basis to believe that a violation of the Student Code of Conduct may have occurred. The Vice Chancellor for Student Affairs may informally interview the complainant and/or other witnesses or request additional information from the complainant. When the Vice Chancellor for Student Affairs has determined that there are sufficient grounds to believe that a violation of the Code occurred, disciplinary proceedings will be initiated.

## DISCIPLINARY PROCESS

- All charges shall be presented to the accused student in written form by registered or certified mail or by hand-delivered summons to meet with the Vice Chancellor for Student Affairs.
- During this administrative meeting, the Vice Chancellor for Student Affairs will review with the student the allegations contained in the complaint, the possible sanctions that can be imposed and the rights and responsibilities of the student under this procedure.
- The charged student will be provided the opportunity to respond to the allegations and to present any evidence that he/she may desire at the initial administrative meeting
- In the event the charged student neglects, refuses, or fails to attend the administrative meeting, the Vice Chancellor for Student Affairs will make a determination based on the

information available at the time. Failure to attend this meeting will not presume responsibility or non-responsibility.

- If the Vice Chancellor for Student Affairs subsequently determines that disciplinary action is warranted, the charged student will be so notified in writing. All written notices will be hand-delivered or sent by registered mail to the address of the student as it appears on the official college records.
- If the student wishes to contest the decision of the Vice Chancellor for Student Affairs, the student shall, within five (5) working days of the receipt of official notice of disciplinary sanctions, submit a written statement requesting an appeals hearing to the Associate Vice Chancellor for Student Affairs. The statement shall explain the grievance and remedies sought by the student.
- The charged student will be notified of the date, time and location of the hearing at least five (5) working days before the hearing and within ten (10) working days of the submission of the appeals request.
- The student will be entitled to appear in person and present his/her case to the Appeals Committee. The student may also elect not to appear, in which case the hearing will be held in his/her absence. The failure of the student to appear will not be treated as a sign of guilt or wrongdoing. The Vice Chancellor for Student Affairs will also appear to present the evidence and explain the circumstances involved in the disciplinary action. By a simple majority, the committee may uphold, reverse, or reduce the decision of the Vice Chancellor for Student Affairs.
- A student who is dissatisfied with the decision of the Appeals Committee may appeal in writing within five working days to the Chancellor of the College. The Chancellor may uphold, reverse,

or reduce the decision of the Appeals Committee. Response by the Chancellor will be given within five working days to the student. The Chancellor's decision is final.

## **DISCIPLINARY SANCTIONS: ACADEMIC AND NON- ACADEMIC OFFENSES**

In keeping with this policy's stated essential values, sanctions are designed to promote the College's educational mission. Sanctions may also serve to promote safety or to deter students from behavior, which harms, harasses, or threatens people or property. Some behaviors are so harmful to the College community or the educational process that they may require more serious sanctions: removal from specific courses or activities, suspension from the College, or expulsion.

Disciplinary sanctions will draw upon the experience and professional judgment of faculty, staff, and administrators, and on a range of disciplinary techniques. Disciplinary sanctions in response to violations of the Code of Student Conduct will be correlated to the seriousness of the offense, the effect of the misconduct on the College environment, the student's record of misconduct, and statutory requirements. Because of these factors, sanctions for a particular offense (unless specified by law) may bring into use varying techniques and responses. Possible disciplinary sanctions include, but are not limited to:

- Formal warning: A formal notice that the Code has been violated and that future violations will be dealt with more severely.
- Disciplinary probation: Implies that the individual's standing with the College is in jeopardy and that further negligent or

willful violations will normally result in suspension or expulsion.

- Withholding of grades, official transcripts, or degree.
- Restitution: Compensation for loss, damage, or injury to the appropriate party in the form of money, service, or material replacement.
- Class or workshop attendance: Enrollment and completion of a class or workshop that could help the student understand why his or her behavior was inappropriate.
- Educational project: Completion of a project specifically designed to help the student understand why her or his behavior was inappropriate.
- Removal from specific courses or activities.
- Restriction from entering specific college areas and/or forms of contact with certain persons.
- Suspension: Separation from the College for a specified period of time or until certain conditions are met.
- Expulsion: Permanent separation from the College.
- Revocation of degree and withdrawal of diploma.

The sanctions imposed under these standards do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the Code, including harassment and other discriminatory behavior, may violate various local, state, and federal laws.

## **EMERGENCY SUSPENSION**

If a student's actions pose an immediate threat or danger to any member of the College community or the educational

processes, a college administrative official may immediately suspend or alter the rights of a student pending a meeting with the Vice Chancellor for Student Affairs. (The decision will be based on whether the continued presence of the student on the College campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function.) Except in extraordinary circumstances that meeting shall be scheduled within two working days.

- In circumstances where the conduct of a student constitutes an imminent threat or danger to the welfare or safety of the College community, a college administrative official may direct that the student immediately leave the College premises and may further direct the student not return until contacted by the Vice Chancellor for Student Affairs.
- At the meeting with the Vice Chancellor for Student Affairs, the student will be given the opportunity to make a statement and present evidence. If the emergency suspension is continued, the student will receive notice in writing and will be offered an appeal option within five (5) working days. Notification will be hand delivered or sent by certified mail to the last address provided by the Registrar's Office. (Failure or refusal to take receipt of notification will not negate or postpone said action.)

## **STUDENTS SUSPENDED OR DISMISSED BY OTHER COLLEGES**

UA Rich Mountain will honor the nonacademic suspensions or dismissals of other colleges for at least one semester. Exceptions may be made with the approval



of the other colleges. Students on academic disqualification may petition the Admission and Transfer Committee for admittance.  
5.01.02

## **SEXUAL HARASSMENT POLICY**

Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially.

### **POLICY**

UA Rich Mountain is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. Sexual harassment is a violation of college policy as well as state and federal law and is neither permitted nor condoned.

It is also a violation of UA Rich Mountain's policy against sexual harassment for any employee or student to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Any individual found to have violated the college's policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

### **DEFINITION**

Sexual harassment is defined as unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to, or toleration of, such conduct on or off campus is made a term or condition of instruction, employment, or participation in college activities.
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonable interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive college environment.

### **PROCEDURES**

Students or employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals then should pursue formal resolution of their complaint. All complaints must be made within (30) days of the occurrence of the alleged harassment.

### **INFORMAL RESOLUTION**

Employees who believe that they have been subjected to sexual harassment should report the problem promptly to their immediate supervisor or to a departmental supervisor higher up in the chain of command. Students who believe that they have been subjected to sexual harassment should report the problem promptly to the Vice Chancellor for Student Affairs.

The person to whom the complaint is made shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable answer or settlement has not been obtained within fourteen (14) calendar days from the date of the complaint, the complainant may initiate the formal

complaint procedure.

During all informal attempts to resolve a problem, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.

## **FORMAL COMPLAINT RESOLUTION**

If a problem cannot be resolved through informal attempts at conciliation and the complainant wishes to pursue the matter further, he/she must file a formal written complaint with the Vice Chancellor of Student Affairs.

All formal complaints will be given a full, impartial and timely investigation. During such investigations, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

## **SANCTION**

If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College's policy against sexual harassment, the investigation body will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment, or expulsion from the college.

## **SEXUAL ASSAULT POLICY**

It is the policy of UA Rich Mountain to prohibit sexual assault and to prevent sex offenses committed against students, employees, visitors to the campus, and other persons who use College facilities.

Sexual assault is an extreme form of sexual harassment. Sexual harassment is prohibited by college policy and is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972. Sexual assault is also a crime, defined by the Arkansas criminal code.

## **DEFINITIONS**

Sexual assault may include any involuntary sexual act in which a person is threatened, coerced, or forced to engage in against his/her will. Sexual assault may be committed by a stranger or by an acquaintance.

Acts defined as sexual assault include rape, date rape, acquaintance rape, and gang rape, but may also include sexual touching of another person against his/her will, and forcing an unwilling person to touch another person sexually.

Sexual assault occurs when such acts are committed by force, threat, or intimidation, or through the use of the victim's mental or physical helplessness, of which the assailant was aware or should have been aware.

## **RESPONSIBILITY TO REPORT**

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual assault should report the assault immediately to the city police. It may be reported to the Polk County Sheriff's Department if the assault occurred outside the city limits but within the county.

Additionally, employees, students, or visitors should report incidents to any College official. For further information regarding UA Rich Mountain policies and procedures, refer to the Title IX Policy.

## **PRESERVING EVIDENCE**

It is important that evidence of sexual assault be preserved since it may be necessary as proof in a criminal case. Victims and others should not alter the scene of the attack. The victim should not change clothes or take a bath before calling the police. The victim should be taken to a local hospital that has kits to collect and preserve evidence of rape and sexual assault. An extra set of clothing should be taken along to the hospital. Mena Medical Center Emergency Room is equipped to handle such emergencies.

## **AVAILABILITY OF COUNSELING**

School officials will help victims of sexual assault in obtaining counseling on campus or with referrals to local agencies who provide these services.

## **REFERENCE MATERIALS**

Informational booklets are provided free of charge by the Student Government Association and Student Support Services. These booklets may be found outside the Student Support Services office in the Abernathy Building and in the Maddox Building.

## **STUDENT COMPLAINTS**

Students may file complaints of a non-academic nature with the Vice Chancellor for Student Affairs. Complaints of an academic nature shall follow the Student Appeals Process.

# **FREE SPEECH AND EXPRESSIVE ACTIVITIES**

## **I. POLICY STATEMENT**

The University of Arkansas Community College at Rich Mountain recognizes the important role of intellectual freedom and free expression on campus, and it seeks to further the advancement of knowledge by means of research and discovery, teaching, and vigorous discussion of ideas. Students and faculty are free to discuss matters of public concern to the extent consistent with the First Amendment and the reasonable, content-neutral restrictions set forth in this policy and other college and campus policies.

The College recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, the use of violence (including threats of violence and unlawful harassment)<sup>1</sup>, violations of law, and violations of College policy are not consistent with creating an environment in which ideas can be discussed openly. An individual or group wishing to protest an expressive activity on campus is subject to the same standards as presenters. Individuals who choose to listen bear the responsibility of recognizing and honoring the right of free speech. On-campus protests and demonstrations that materially and substantially infringe upon the rights of others to engage in or listen to expressive activity are not permitted.

This policy describes the rights of members of the campus community to engage in expressive activities in outdoor areas of campus and provides for procedures and restrictions that are intended to protect the interests of the College and the campus community. To the extent any part of this

policy conflicts with Arkansas Act 184 of 2019 (Ark. Code Ann. § 6-60-1005), the provisions of Act 184 will control.

<sup>1</sup>*“Harassment” means expression that is so severe, pervasive, and subjectively and objectively offensive that it effectively denies access to an educational opportunity or benefit or a professional workplace.*

## II. DEFINITIONS

- A. “Expressive activity” means all forms of non-commercial expression that are protected by the First Amendment to the U.S. Constitution, which may include peaceful assemblies, speeches, protests, picketing, leafleting, circulating petitions, distributing literature, and similar expressive communications and activities.
- B. “Member of the Campus Community” means an enrolled student, an administrator, faculty member, staff member, registered student organization, a group seeking official recognition as a registered student organization, or an invited guest of any of the foregoing persons or groups.
- C. “Large-scale event” means (1) an event that involves the use of amplified sound; (2) an event that involves the placement of a stage, carts, vehicles, trailers, or multiple tables; or (3) a parade, demonstration, or similar planned event that: (a) can reasonably be expected to attract 50 or more people, including participants and spectators or (b) can reasonably be expected to require additional security, crowd control or other substantial College resources. A “large-scale event” does not include a spontaneous, contemporaneous assembly of members of the campus community.

- D. “Non-Member of the Campus Community” or “Non-Member” means all persons, groups, clubs, or other organizations that do not come within the definition of “Member.”
- E. A “Registered Student Organization” or “RSO” means an organization (including a club) comprised of College students that is registered with the campus office of student affairs.
- F. “Outdoor Area of Campus” means the generally accessible outside areas of the campus of a state-supported institution of higher education where members of the campus community are commonly allowed, including grassy areas, walkways, and other similar common areas. “Outdoor Area of Campus” does not include outdoor areas where access by the majority of the campus community is restricted.

## III. APPLICABILITY OF OTHER POLICIES

### A. Facilities Use

The utilization of campus facilities is generally governed by Board of Trustees Policy 705.1, the University of Arkansas Systemwide Policies and Procedures 715.1, and applicable campus policies on facilities use.

### B. Academic Freedom

This Policy shall not be interpreted as limiting, expanding, or otherwise affecting the rights and obligations of faculty as set forth in Board of Trustees Policy 405.1.

## IV. TIME, PLACE, AND MANNER GUIDELINES

Outdoor areas of campus may be used for expressive activities protected by the First Amendment so long as they meet the requirements set forth below. These requirements will be applied to all expressive

activities regardless of the content of the expression or the viewpoints of the speakers or participants:

1. The expressive activity must not violate local ordinances, state laws, federal laws, this policy, or other College policies.
2. The duration of the expressive activity may be limited to a reasonable period of time, based on the type of event and the resources required to manage it.
3. There shall be no obstruction of entrances or exits to buildings, driveways, parking lots, or other campus locations.
4. The expressive activity must not materially disrupt vehicular traffic, pedestrian traffic, or scheduled College programs or events. A speaker's use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College.
5. The expressive activity must not create unreasonable safety risks.
6. There shall be no alteration, modification, defacement, or destruction to College-owned or College-leased property.
7. Expressive activities are subject to any campus policies on the permissible posting of signage, use of chalk, or other alterations to structures.
8. The erection of tents or any temporary structures must be inspected for safety and approved by the Vice Chancellor for Student Affairs. Construction of other structures is not permitted.
9. The location for the expressive activity must be left in its original condition at the conclusion of the event, and persons are responsible for ensuring that any trash or litter is properly discarded. Any person or entity that causes damage to College-owned or controlled property will be responsible for paying any charges necessary to return the property to its original state. Similarly, reasonable cleaning charges may be assessed.
10. Amplification equipment such as loudspeakers are allowed only with prior permission from the Vice Chancellor for Student Affairs. Such requests will be evaluated for the potential disruption of regular University activities or processes.
11. Expression that is obscene, defamatory, or consists of fighting words or threats of physical harm, incites imminent lawless action, or is otherwise not entitled to First Amendment protection is not permitted.
12. Except as provided in other College policies, College property may not be used for the purpose of promoting a commercial enterprise or raising money for projects not connected with a College activity.
13. By making a reservation or using a College space for expressive activity, the organizer agrees to be financially responsible for all costs associated with the use of the space—including (but not limited to) security costs related to invited participants, clean up, and repair of damage to College property. Moreover, if warranted by the nature of the event, the College may require a requestor to obtain appropriate liability or other insurance coverage and/or to indemnify the College, its officials, and employees for any claims pertaining to the use of College grounds.
14. Only official academic and administrative units of the College, College-related foundations, registered student organizations with approval of their faculty advisor, are allowed to reserve outdoor spaces during "dead days," any official final examination periods, or the dates of any Official College Commencement activities.
15. Unless officially authorized to do so, no person engaging in expressive

activity may represent that the person or organization is speaking on behalf of the College.

16. First priority for use of outdoor spaces shall go to the College's academic and administrative units, and the College reserves the right to modify or cancel reservations accordingly. All uses of the College's outdoor spaces remain subordinate to the College's right to use them at any time to advance the mission of the institution.

## **V. EXPRESSIVE FORUMS AND RESERVATION REQUIREMENTS**

### **A. Use of Publicly Accessible Outdoor Locations**

Members of the Campus Community should make a reservation at least 3 days in advance of any planned use of an Outdoor Area of Campus. Members of the Campus Community must make a reservation for a large-scale event and receive prior approval from the Vice Chancellor for Student Affairs at least 3 days in advance of any planned use of an Outdoor area of Campus. Members of the Campus Community, however, may spontaneously and contemporaneously assemble, speak, and distribute literature at outdoor areas of campus without receiving prior approval.

Non-Members of the Campus Community must make a reservation and receive prior approval from the Vice Chancellor for Student Affairs at least 3 days in advance of any planned use of an Outdoor Area of Campus.

### **B. Reservation Preference**

In instances in which prior permission from the College is not required, persons are still encouraged to contact the Vice Chancellor for Student Affairs for scheduling purposes

to minimize possible conflicts. Persons with a reserved space will have priority over any other persons seeking to use the area during the scheduled time period for an expressive activity.

### **C. Reservation Requirement for Other Locations**

There are certain additional locations on campus, including certain indoor facilities, that may be made temporarily available to Members or Non-Members of the Campus Community for assemblies, debates, or other expressive activities as designated by the College. Examples of such locations vary by campus but generally include building foyers, auditoriums, and the Student Union. The use of such locations may entail security concerns, scheduling conflicts, or resource constraints. Where allowed, persons desiring to use such locations may request a reservation pursuant to facility-specific policies. Approval of reservations may be conditioned on acceptable security arrangements, insurance, or payment of fees.

Other locations on campus are typically restricted for their intended purpose and cannot be reserved for expressive activities. Examples of such locations vary by campus but generally include the following: libraries, the hallways and classrooms in academic buildings, dormitory rooms, faculty and staff offices, administration buildings, medical treatment facilities, research and computer labs, and athletic fields and facilities.

### **D. Registered Student Organizations, Organized Demonstrations, and Large-Scale Events**

The right of freedom of expression at outdoor areas of campus includes organized demonstrations. At the same time, this right does not allow individuals to materially disrupt the College's operations or endanger

the safety of others. Accordingly, large-scale events must receive prior approval from the Vice Chancellor for Student Affairs at least 3 days in advance of the event or activity.<sup>2</sup>

The College will work with the requesting person to either meet the request or find a suitable time and location. To ensure safety on campus, College may require the requesting party to provide a parade route, hire security, ensure egress to facilities, or take other steps to maintain the safety of campus. Demonstrations and protests are not permitted in buildings. All participants must follow applicable laws and policies.

This policy does not designate all publicly accessible outdoor locations on campus as traditional public forums.

<sup>2</sup> *Students' use of a single table, cart, booth, or similar structure that does not exceed three feet by six feet (3' x 6') is permitted without a reservation at permissible outdoor locations so long as the time, place, and manner guidelines are followed.*

### **E. Denials and Revocations**

A denial or revocation of permission to engage in an expressive activity shall generally be based on a reason set forth in this policy or other applicable policies of the Board of Trustees or University of Arkansas System. However, no policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

Any decision to deny a reservation for a publicly accessible outdoor location shall be promptly communicated in writing to the requester and shall set forth the basis of the denial. Any such denial must be based on clear, viewpoint-neutral criteria. Anyone aggrieved by the application of these rules

may appeal in writing within 10 days to the Vice Chancellor for Student Affairs or designee.

## **VI. SANCTIONS AND ENFORCEMENT**

Violations of this policy by Members of the Campus Community may result in review and sanctions under applicable College policies. Students will be subject to the procedures established in the Code of Student Conduct. Faculty and staff will be subject to the procedures established in applicable employee handbooks. Violations of this policy by other persons may result in removal from campus or arrest. Members and Non-Members of the Campus Community may also lose their privileges to use campus grounds and facilities in the future, in addition to criminal sanctions. Any criminal proceedings are separate from the College's sanctions. The College will enforce this policy in a content-neutral manner.



# STUDENT RIGHTS

## STUDENT APPEALS

### STUDENT ACADEMIC GRADE APPEALS

The Student Grade Appeal Process provides the student with an unbiased forum to discuss and/or dispute a final course grade. The grade appeal process allows for the review of allegedly erroneous or capricious grading and is not intended as a review of the instructor's evaluation of the student's academic performance. Students are responsible for meeting the standards established for each course they take, and faculty members are responsible for establishing the criteria for grades and evaluating students' academic performance.

**Erroneous Grading** is based on an error in calculation.

**Capricious Grading** is defined as any of the following:

- assigning a grade based on something other than performance in the course
- assigning a grade to a student using more exacting or demanding standards

than were applied to other students in that course

- assignment of the grade allegedly did not follow the grading criteria as stated in the course syllabus

Appeals will be considered by the Vice Chancellor for Student Affairs only if they meet one of the following criteria:

- Instructor violated the terms of the syllabus
- Instructor made an error in calculating or recording a grade
- Instructor violated a college policy when he/she gave assignments, administered exams, or assigned grades
- Instructor applied an inconsistent grading standard across students

### INITIATING A GRADE APPEAL

In order to begin, the student should first review the entire Grade Appeal Process as presented in this catalog. The student should be aware of all possible steps in the appeals process. Since this is a formal process, it is important that the student keeps copies of all records and activities



relative to this appeal, and the student should properly prepare to present his/her appeal. The following documentation is required (unless otherwise noted):

- Explanation with timeline of events of the situation and how the situation applies to the criteria listed above
- Correspondence with the instructor
- Correspondence from the instructor and Department Chair indicating the appeal has been denied at those levels
- Course syllabus
- Assignment or exam in question (if applicable)
- Copy of college regulation (if applicable)
- Any other documentation supporting the appeal

TABLE OF CONTENTS

Remember that a grade appeal is not a forum for personality disputes; it is a forum for legitimate situations where a final grade is in dispute.

## ACADEMIC GRADE APPEAL PROCESS

The following steps are required of students wishing to file a grade appeal:

### Step 1: Student Meets with Instructor

A student who disagrees with his/her final grade shall begin the appeal process by requesting a meeting with the faculty member who awarded the grade in question. The student will explain, in writing, the reason for his/her concern. The faculty member will review submitted documents and will reconvene with the student within seven (7) working days\* to explain the reason(s) and basis for awarding the grade. The faculty member has the authority and responsibility to determine the grade.

### Step 2: Student Meets with Division Chair

If the student is not satisfied with the response of the faculty member, the student may continue the appeal by requesting and submitting an appeal form to the appropriate Division Chair. Follow the procedures listed in Step 1.

| Division Chairs     |                      |                              |
|---------------------|----------------------|------------------------------|
| Math/ Science       | Dr. Gaumani Gyanwali | gyanwali@uarichmountain.edu  |
| Arts/ Humanities    | Penny Lunsford       | plunsford@uarichmountain.edu |
| Social Sciences     | Penny Lunsford       | plunsford@uarichmountain.edu |
| Allied Health       | Charla Hollin        | chollin@uarichmountain.edu   |
| Business/IT         | Kandy Page           | kpage@uarichmountain.edu     |
| Technology Programs | Jonathan Lunsford    | jlunsford@uarichmountain.edu |

### Step 3: Student Submits Complaint in Writing

If the student is not satisfied with the response of the Division Chair, the student may continue the appeal by requesting and submitting an appeal form to the Vice Chancellor for Student Affairs (VCSA). In addition to the form, the student should submit any materials related to the computation of the grade. These materials may include tests, quizzes, papers or assignments, and class syllabus. Within seven (7) working days of the submission of documents, the VCSA will meet with the faculty member to discuss the student's appeal and submitted materials. The VCSA will inform the student of the outcome of the discussion and the decision of the faculty

member.

#### **Step 4: Student Requests a Hearing with the Academic Appeals Committee**

If the student is not satisfied with the decision of the VCSA and the faculty member, the student shall submit to the VCSA a written statement requesting an appeals hearing. The statement shall provide the student's rationale as to why the College should change the grade. Upon the request of the student, the VCSA will provide a copy of the Academic Appeals Hearing Process and explain the requirements, time frame, and process.

#### **Step 5: Vice Chancellor for Student Affairs Holds a Hearing**

Within seven (7) working days from the receipt of the student's written appeal request, the Vice Chancellor for Student Affairs shall forward a copy of the appeal to the faculty member in question and the Associate Vice Chancellor for Student Affairs. Within ten (10) working days from the receipt of the student's written appeal request, the VCSA shall convene the Academic Appeals Committee for the purpose of hearing the appeal. The VCSA will coordinate the Appeals Hearing with the schedule of the student making the appeal, the Associate Vice Chancellor for Student Affairs, and the faculty member. If conflicts in schedules create difficulty in finding a time suitable for all, the VCSA shall give preference to the committee and the student requesting the appeal.

The hearing is informal, and the hearing committee shall provide reasonable opportunities for witnesses to be heard. The hearing is closed unless the student requests an open hearing. The Vice Chancellor for Student Affairs and the Associate Vice Chancellor for Student Affairs may attend the hearing as observers.

The hearing shall proceed as follows:

- The student shall present the rationale for grade change (20 minutes).
- The faculty member shall present his/her grading system and grade rationale if he/she so chooses (20 minutes).
- The student shall present rebuttal evidence (10 minutes).
- The faculty member shall have an opportunity for rebuttal argument (10 minutes).
- The Academic Appeals Committee shall enter executive session and may take the matter under advisement for two class days before rendering a decision.
- The Academic Appeals Committee shall decide by simple majority vote with all members having an equal vote.
- The Academic Appeals Committee Chair shall inform the VCSA of its decision.

#### **Step 6: Vice Chancellor for Student Affairs Issues a Resolution**

Within five (5) working days after the hearing, the Vice Chancellor for Student Affairs will distribute a written resolution of the complaint to the Associate Vice Chancellor for Student Affairs, the instructor, and the student. The written resolution will state the facts as assessed by the VCSA and indicate any action taken. The decision of the Academic Appeals Committee is final and reflects on the student's transcript.

*\* Working days is understood to mean 8:00am – 4:30 pm Monday through Thursday and 8:00am – 3:30pm on Friday. NOTE: Information about student reviews, beliefs, and association acquired by the College personnel in the course of their work is confidential, and the College shall not disclose this information to persons other than College officials acting in an official capacity, except with the consent – expressed or implied – of the student or under legal compulsion*

## APPEALS PROCESS DEADLINES

The student must initiate the appeals process by October 15 of the current year (for spring and summer grades) and March 15 of the subsequent year for fall grades. In the event that the 15th falls on a weekend, the deadline extends to the following Monday. The student should complete the appeals process before the end of the semester. If the deadline has lapsed, the grade becomes permanent on the student's transcript. As the burden of proof is on the student, the student should prepare to present supporting documentation. The College will take no adverse action against a student who chooses to utilize this process.

### TABLE OF CONTENTS

It is the sole responsibility of the student to keep up with required coursework during this process. Any penalties normally assessed during a student's absence will also be applied during the appeals process. This includes but is not limited to: missed absences, tardiness, late exam penalties, etc.

## AFFIRMATIVE ACTION POLICY AND PROCEDURE

UA Rich Mountain does not discriminate against any individual on the basis of age, race, sex, color, religion, ethnic origin, or handicap in any of its programs or activities. (Revised and adopted June 20, 1994.)

UA Rich Mountain does not discriminate on the basis of handicap in admission or access to, or treatment of employment in its programs and activities.

Responsible for the college's compliance with Section 504 of the Rehabilitation Act of 1973 is the Vice Chancellor for Student Affairs. (Revised and adopted July 22, 1989.)

If the complainant is handicapped, an impartial person will assist the Affirmative Action Officer on conducting a hearing at this point of the grievance procedure.

The college maintains a student grievance/discipline committee to hear complaints on matters other than academic. The membership of this committee will consist of a chairperson and an equal number of students and faculty. A student can be heard by this committee by submitting a written request to the Vice Chancellor for Student Affairs, which includes the stated grievance to be heard. If the complainant is handicapped, reasonable accommodation to the known physical or mental limitations will be provided to assist the Affirmative Action Officer in conducting the hearing.

The following steps will be used in hearing the complaint or grievance. If an appeal is made during vacation, it will be postponed until school resumes.

## APPEAL PROCESS

**Step One:** The student must present, in written form, within five working days of the occurrence creating a complaint, a request for consideration to the Vice Chancellor of Administration (VPA).

**Step Two:** The VPA will investigate the complaint and talk with the student within five (5) working days. The decision of the VPA will be given to the student in writing within two (2) days after the hearing.

**Step Three:** If the decision is not satisfactory to the student, the student may appeal within five (5) working days to the Chancellor of the college.

**Step Four:** If the student is not satisfied at this level, an appeal may be made within five (5) working days to the board of UA Rich Mountain, who will hear the complaint at the next regularly scheduled board meeting, but

no sooner than one week after receipt of the complaint. In exceptional circumstances, the board may waive this requirement of the chairperson of the board may call a special meeting. The decision of the board shall be final.

If a complaint or grievance concerns compliance with Title VI (race), Title IX (sex) and Section 504 of the Rehabilitation Act of 1973 (handicap), it may be submitted directly to:

Office for Civil Rights  
U.S. Office of Education  
1200 Main Tower Building  
Dallas, Texas 75202

Issues related to one or more of these acts may be submitted to the Office of Civil Rights in conjunction with or without regard to this procedure.

The University of Arkansas Rich Mountain Affirmative Action Officer for Complaints and Grievances under Title IX, Title VI, and Section 504 of the Rehabilitation Act of 1973 is:

Vice Chancellor for Student Affairs  
University of Arkansas Rich Mountain  
1100 College Drive  
Mena, Arkansas 71953

(Revised and adopted June 20, 1994.)

## **NONDISCRIMINATION POLICY**

UA Rich Mountain will not discriminate on the basis of race, color, creed, religion, sex, gender, sexual orientation, national origin, age, or handicapped status in the providing of educational services or in the admission to, employment by, or promotion within the College. The Board shall comply with the Equal Pay Act of 1963, Titles VI

and VII of the Civil Rights Act of 1964, as amended; The Age Discrimination Acts of 1967 and 1975; The Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; the Drug-Free Schools Act; the Drug-Free Workplace Act; Section 504 of the Rehabilitation Act of 1973; Title I and II of The Americans with Disability Acts of 1990; the Family Educational Rights and Privacy Act; the Student Right to Know Act; the Campus Security Act; The Clery Act and all other applicable state and federal laws, rules, and regulations.

## **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

It is the policy of University of Arkansas Rich Mountain that no person shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the College on the grounds of race, color, or national origin.

Title VII of the Civil Rights Act of 1964  
It is the policy of University of Arkansas Rich Mountain that it shall not discriminate against any person, with respect to employment, discharge, compensation, terms, conditions, or privileges of employment, because of such person's race, color, religion, sex, or national origin.

## **TITLE IX, EDUCATION AMENDMENTS OF 1972**

It is the policy of University of Arkansas Rich Mountain that no person shall, on the basis of sex, be denied admission, or be subjected to discrimination in admission. In determining whether a person satisfies any policy or criterion for admission, the College shall not give preference to one person over another on the basis of sex.

The college shall not apply any rule concerning the parental, family, or marital status of a student which treats person differently on the basis of sex; shall not discriminate against or exclude any person on the basis of pregnancy, childbirth, termination of pregnancy, or recovery there from, or establish or follow any rule or practice which so discriminates or excludes; shall treat disabilities related to pregnancy, childbirth, termination of pregnancy, or recovery there from in the same manner and under the same policies as any other temporary disability or physical condition, shall not make pre-admission inquiry as to the marital status of an applicant for admission, including whether such applicant is “Miss” or “Mrs.”

The college shall not exclude any person, on the basis of sex, from participation in any academic, extracurricular, research, occupational training, or other educational program or activity.

Visit the College website for complete [Title IX Policy](#).

## AMERICANS WITH DISABILITIES ACT OF 1990 AND REHABILITATION ACT OF 1973 POLICY AND PROCEDURE

UA Rich Mountain, as an educational institution and as an employer, does not discriminate on the basis of disability. The college does not discriminate in admission or access to, treatment by or employment in, its programs and activities. This is a commitment made by the college and is in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

## STUDENTS WITH DISABILITIES

All services, programs, and activities at UA Rich Mountain are accessible to students with disabilities. The Vice Chancellor for Student Affairs, located in the Maddox Building, has information on accommodations and is the ADA/Section 504 compliance officer for the college. For students seeking accommodations within academic programs, the following intake process is to be followed:

- The student self identifies to a member of faculty or staff. Student is referred to the Vice Chancellor for Student Affairs (VCSA).
- The student initiates the intake process with the VCSA. This should be done prior to the start of each semester of attendance. Accommodations requested and approved after the start of the semester will not be retroactive to the beginning of the term.
- The student completes intake form.
- The student provides supporting documentation of disability and recommended accommodations. Supporting documentation must include the diagnosis of the disability and accommodations by a qualified diagnostic professional.
- The VCSA will review the request and the supporting documentation to determine if the disability falls with the protected conditions. If so, the requested accommodations will be reviewed to see if they are reasonable.
- The VCSA determines if accommodations are necessary; the student will be notified by letter as to the approved classroom accommodations.
- The VCSA will provide additional correspondence to the student’s informing them of the student and the accommodations required.

- The student, VCSA, and faculty member will work as a team to provide reasonable accommodations.
- If the VCSA determines that accommodations are not necessary, the student will be informed of the decision and the reasons for the decision. The student is encouraged to meet with the VCSA to clarify any issues.
- The complainant may request reconsideration of the case in instances where he/she is dissatisfied with the investigation, findings or resolution of the Vice Chancellor for Student Affairs. This request should be made to the Office of the Chancellor within five (5) days of receipt of the determination.

*The right of a person to a prompt and equitable resolution of a complaint filed shall not be impaired by the person's pursuit of other remedies such as filing an ADA complaint with the responsible federal department or agency nor is the use of this resolution procedure a prerequisite to the pursuit of other available remedies.*

## COMPLAINTS PROCEDURES

The college has designated the Vice Chancellor for Student Affairs to coordinate its efforts to comply with these statutory requirements. Complaints concerning the violations should be made to the Vice Chancellor for Student Affairs in accordance with the following procedures:

- A complaint shall be made in writing to the Vice Chancellor for Student Affairs, 1100 College Drive and shall contain the name and address of the complainant and a brief description of the alleged violation.
- Complaints should be filed within thirty (30) days after the complainant becomes aware of the alleged violation.
- An investigation by the Vice Chancellor for Student Affairs shall follow the filing of a complaint. This process offers an informal but thorough investigation affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
- A written determination as to the findings and the validity of the complaint, and a description of the resolution, if any, shall be issued to the complainant no later than ten (10) days after filing of the complaint.
- The ADA Coordinator shall maintain the files and records relating to complaints filed.

## CLASSROOM EXPRESSION

Freedom of discussion and expression of views must be protected and encouraged. The instructor has the responsibility and authority to maintain order and appropriate academic environment, but this authority must not be used to suppress the expression of views related to a subject contrary to his own.

- Students are responsible for learning the course for which they are enrolled.
- Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.

Information about student views, beliefs, and association acquired by the College personnel in the course of their work is confidential and shall not be disclosed to person, other than College officials acting in an official capacity except with the consent, either expressed or implied, of the student, or under legal compulsion.

# CAMPUS SECURITY ACT OF 1990

## SAFETY PROGRAMS

The safety and security of UA Rich Mountain students is a major concern of the staff and administration. To help students become more security conscious and to assume more responsibility for their own safety both on and off campus, a special safety information section has been established in the Johnson Learning Commons, Abernathy Bldg., and Maddox Bldg., compliments of SSS and SGA. This section contains pamphlets on how to stay safe, drug and alcohol abuse, sexual harassment, sexual assault, and other topics pertaining to the students' well-being.

TABLE OF  
CONTENTS

## STAFF ASSISTANCE

UA Rich Mountain staff and administrators are always available to assist students to notify authorities if the need arises. One or more administrators will be available for evening classes.

## CAMPUS SECURITY

The UA Rich Mountain buildings are opened by maintenance personnel each morning prior to the first scheduled class and are locked at the end of the last scheduled class each evening Monday through Friday. In the case of off schedule activities, the building being used will be unlocked prior to the start of the activity and locked when the activity is finished.

The exterior of the campus, including student parking, is well lighted and provides excellent visibility of the campus from all buildings. A close relationship is maintained with the Mena Police Department and Polk County Sheriff's Office. During the Fall 2013 semester, a full-time security office with an

armed security guard was established.

## DISCIPLINARY ACTIONS

Sex offenses will be turned over to the appropriate local authorities where both the accused and the accuser will be informed of the rights guaranteed them by law. Students found guilty of sex offenses will be subject to immediate dismissal from UA Rich Mountain. Both the convicted student and the victim will be informed of the disciplinary measures taken.

UA Rich Mountain will work with victims to alter academic situations to the best of its ability if the victim requests changes and requested options are reasonably available.

## CRIME STATISTICS

UA Rich Mountain's crime statistics are distributed to all students, faculty and staff at the beginning of each semester. Individuals interested in employment with the college will be sent crime prevention information and statistics with an UA Rich Mountain application packet. The crime statistics may also be found on the UA Rich Mountain website at [www.uarichmountain.edu](http://www.uarichmountain.edu).



The mission of UA Rich Mountain is to provide the people of Polk County and the surrounding service area with a variety of higher education opportunities. The College provides the freshman and sophomore years of traditional baccalaureate programs; it also trains people for business and industry and provides programs for self-improvement. To better meet the needs of students, UA Rich Mountain offers both day and evening classes. Students may enroll on either a part-time or full-time basis.

## EARNING MORE THAN ONE DEGREE OR CERTIFICATE

At times it may be advantageous for a student to earn more than one degree or certificate. A student who has completed his/her first degree or certificate may earn a second one in the following manner:

- Complete requirements for the degree or certificate.
- Complete at least fifteen (15) semester hours after the first degree or certificate has been awarded.

## COURSE SUBSTITUTION POLICY

Please adhere to the following process for approval of course substitutions:

- The student should initiate the process by requesting a course substitution form from the Vice Chancellor for Student Affairs office.
- The student and the advisor meet to discuss the student's needs and, if applicable, fill out a course substitution. All substitutions must be officially approved prior to the student registering.
- The student and/or the advisor submit the substitution request to the Vice Chancellor for Student Affairs office.
- The Vice Chancellor for Student Affairs will review the request, and
- If approved, the original will be sent to the Registrar's office to be included in the student's permanent file. One copy will be returned to the advisor and one copy will be retained in the Vice Chancellor for Student Affairs office. The advisor should notify the student that the substitution was approved. (\*This process should



occur prior to the student registering for classes.)

- If not approved, the Vice Chancellor for Student Affairs will retain the original substitution form on file and forward a copy of the form marked “not approved” to the advisor. The advisor will inform the student that the requested substitution was not approved prior to the student registering for classes
- The student and/or advisor may, at any time schedule a meeting with the Vice Chancellor for Student Affairs to discuss the approval or disapproval of any requested course substitution. Students pursuing the Associate of Arts Degree with plans to pursue a baccalaureate degree are advised that course substitutions may be reviewed by the transfer institution.

The following degrees and certificates are awarded by the College:

## **ASSOCIATE OF ARTS DEGREE (AA)**

The AA is designed for those individuals planning to transfer to a four-year institution in order to complete the baccalaureate degree.

## **ASSOCIATE OF GENERAL STUDIES DEGREE (AGS)**

The AGS is offered for those students needing maximum flexibility in the selection of a course of study to meet individual employment, educational, and transfer needs. Students planning to transfer to a four-year institution are advised to discuss the transferability of classes with the institution to which they intend to transfer.

## **ASSOCIATE OF SCIENCE (AS)**

The Associate of Science degree is designed for those individuals planning to transfer to a four-year institution to complete a specified baccalaureate degree. The AS degree is awarded in the following areas:

- AS Biology
- AS Business Administration
- AS Chemistry
- AS Computer Science

## **ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

The AAS is designed primarily for employment purposes and is awarded in the following areas:

- AAS General Technology
- AAS Business & Information Technology - with emphasis areas in
  - Business Administration
  - Information Systems Technology
  - Office Systems-Business
- AAS Registered Nursing
- AAS Advanced Manufacturing with emphasis areas in
  - Mechanical Engineering
  - Machine Tool
  - Welding
- AAS Health Information Billing & Coding
- AAS Massage Therapy

## **ASSOCIATE OF APPLIED SCIENCE (AAS) DISCLAIMER**

The Arkansas Department of Higher Education has asked all Arkansas institutions offering an A.A.S. Degree to print the following general disclaimer:

*"The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in the A.A.S. Degrees are not accepted in transfer toward bachelor's degrees. Students to whom transfer is important should get assurance in writing in advance and only from the institution to which they wish to transfer."*

## **TECHNICAL CERTIFICATES (TC)**

Technical Certificates are designed to equip students with highly marketable skills that will enable them gain employment in the competitive job market. UA Rich Mountain offers the following technical certificates:

- Computer Systems Technology
- Cosmetology
- Culinary Arts
- Health Information Billing & Coding
- Machine Shop
- Massage Therapy
- Office Technology
- Practical Nursing (LPN)
- Welding
- Criminal Justice

## **CERTIFICATES OF PROFICIENCY (CP)**

Certificates of Proficiency are designed for employment purposes. UA Rich Mountain awards Certificates of Proficiency in the following areas:

- Nursing Assistant (CNA)

- Early Childhood Development
- Computer Programming
- Computer Systems Technology
- Manicuring and Nail Technology
- Cosmetology Instructor
- Emergency Medical Technician (EMT)
- Health Information Billing & Coding
- Machine Tool Technology
- Web Design
- Welding
- Inert Gas Welding
- Phlebotomy
- Aesthetics
- Criminal Justice

## **CERTIFICATE OF GENERAL STUDIES (CGS)**

- General Studies

## **DEGREE PLANS**

### **ASSOCIATE DEGREES**

#### **ASSOCIATE OF ARTS DEGREE**

The Associate of Arts Degree is awarded by University of Arkansas Rich Mountain to students who plan to transfer to a four-year institution in order to complete the baccalaureate degree.

The purpose of the Associate of Arts Program is to provide students with the knowledge and critical thinking skills that will enable the student to analyze problems, arrive at intelligent conclusions, and make reasoned choices in his or her professional and personal life. Course syllabi specify how each class will help students achieve the outcomes and competencies of the

general education curriculum.

## PROGRAM OUTCOMES

Students will increase their:

- writing, reading, speaking, and listening skills
- competency in mathematics, utilizing their analytical and occupational skills to solve real-life problems
- understanding of different cultures and societies across the globe and how both have changed over time
- understanding of basic principles and their application in the field of physical sciences and biological sciences
- technological and research skills

TABLE OF CONTENTS

| Course                        | Credits   |
|-------------------------------|-----------|
| English Composition           | 6         |
| Arts and Humanities           | 9         |
| Speech                        | 3         |
| Mathematics*                  | 3         |
| Natural Science               | 8         |
| Social Sciences               | 15        |
| Electives Approved by Adviser | 16        |
| <b>Total</b>                  | <b>60</b> |

See State Minimum Core Curriculum for specific courses applicable to each category.

\*To satisfy the mathematics requirement for the Associate of Arts Degree, the student must take College Algebra (MTH203); non-STEM majors may take College Mathematics (Math 2103).

To ensure maximum transferability of courses, students enrolled in the Associate of Arts degree program are strongly encouraged to work closely with their advisors and the SSS Transfer Advisor and to consult the ACTS website (<http://acts.adhe.edu>) when choosing classes.

adhe.edu) when choosing classes.

## ASSOCIATE OF GENERAL STUDIES DEGREE

The Associate of General Studies Degree is designed for students who need flexibility in the selection of a course of study to meet individual employment or transfer needs

| Course   | Credits   |
|--|-----------|
| English Composition  | 6         |
| Science*   | 8         |
| Social Science (U.S. History or American National Government ) | 6         |
| Mathematics**  | 3         |
| Fine Arts/Humanities***  | 3         |
| Computer Science****   | 3         |
| Electives Approved by Adviser                                  | 31        |
| <b>Total</b>   | <b>60</b> |

\*To satisfy the science requirements for the Associate of General Studies Degree, the student must take a minimum of one laboratory science course.

\*\*To satisfy the mathematics requirement for the Associate of General Studies Degree, the student must take College Algebra (MTH203); non-STEM majors may take College Mathematics (Math 2103), or Technical Math (MTH113). Be advised that MTH113 is not intended for transfer to a four-year institution.

\*\*\*To satisfy the humanities requirement for the Associate of General Studies Degree, the student may take one of the following courses: Art Appreciation (ART143), World Literature I (ENG223), World Literature II (ENG233), Music Appreciation (MUS203), Philosophy (PHI203), or Theatre Arts Appreciation (DRA203).

\*\*\*\*To satisfy the Computer Science degree

for the Associate of General Studies Degree, the student should take Computer Applications (CST 113).

## PROGRAM OUTCOMES

Students will increase their:

- writing, reading, speaking, and listening skills
- competency in mathematics, utilizing their analytical and occupational skills to solve real-life problems
- understanding of different cultures and societies across the globe and how both have changed over time
- understanding of basic principles and their application in the field of physical sciences and biological sciences
- technological and research skills

## ASSOCIATE OF SCIENCE BIOLOGY

| Course                        | Credits   |
|-------------------------------|-----------|
| English Composition           | 6         |
| Arts and Humanities           | 6         |
| Mathematics*                  | 3         |
| Science                       | 8         |
| Social Sciences               | 12        |
| Electives Approved by Adviser | 25        |
| <b>Total</b>                  | <b>60</b> |

## ASSOCIATE OF SCIENCE BUSINESS ADMINISTRATION

| Course              | Credits   |
|---------------------|-----------|
| Communication       | 9         |
| Arts and Humanities | 6         |
| Mathematics*        | 3         |
| Science             | 8         |
| Social Sciences     | 6         |
| Business Core       | 30        |
| <b>Total</b>        | <b>62</b> |

## ASSOCIATE OF SCIENCE CHEMISTRY

### PROGRAM OUTCOMES

Students will increase their:

- writing, reading, speaking, and listening skills including formal scientific report writing skills
- understanding of different cultures and societies across the globe and how both have changed over time
- understanding of general and organic chemistry principles and their application in synthesis and extraction of chemical compounds
- critical thinking, technological, research, and calculus-based analytical skills

| Course                        | Credits   |
|-------------------------------|-----------|
| English Composition           | 6         |
| Arts and Humanities           | 6         |
| Mathematics*                  | 4         |
| Science                       | 12        |
| Social Sciences               | 12        |
| Electives Approved by Adviser | 20        |
| <b>Total</b>                  | <b>60</b> |

## ASSOCIATE OF SCIENCE COMPUTER SCIENCE

| Course              | Credits   |
|---------------------|-----------|
| English Composition | 6         |
| Arts and Humanities | 6         |
| Mathematics*        | 3         |
| Science             | 8         |
| Social Sciences     | 12        |
| Stem Courses        | 26        |
| <b>Total</b>        | <b>60</b> |

## ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science Degree is designed for students who plan to seek employment upon graduation. The programs prepare the graduates to enter a job, be productive with a minimum of on-the-job training and, with additional experience, and advance to positions of increased responsibility.

| Course  | Credits   |
|---|-----------|
| English Composition*                            | 6         |
| Mathematics**                                   | 3         |
| Social Science                                  | 3         |
| Computer Fundamentals/<br>Applications          | 3         |
| Directed studies as shown on<br>following pages | 45        |
| <b>Total</b>                                    | <b>60</b> |

\*3 hours may be in Technical Writing (ENG133).

\*\*Technical Math (MTH113), College Algebra (MTH203), or College Mathematics (MATH2103).

## ASSOCIATE OF APPLIED SCIENCE IN GENERAL TECHNOLOGY DEGREE: AAS-GT

Associate of Applied Science Degree is a two-year degree designed for students who seek occupational, technical, and vocational skills primarily for employment or advancement. Students who desire to receive training in more than one skill set and earn an associate degree may find this option appealing.

### PROGRAM OUTCOMES

- Students will demonstrate competency in writing, reading, speaking, and listening.

- Students will demonstrate competency in mathematics, including analytical and occupational related skills.
- Students will demonstrate computer competency in various occupational fields.
- Students will apply technological and research skills to identify, locate, and process information.
- Students will demonstrate introductory knowledge of broad technological concepts.

| Course                                 | Credits   |
|--|-----------|
| English Composition*                   | 6         |
| Mathematics** <sup>1</sup>             | 3         |
| Social Science                         | 3         |
| Computer Fundamentals/<br>Applications | 3         |
| Major Courses                          | 30        |
| Approved minor/support courses         | 15        |
| <b>Total</b>                           | <b>60</b> |

\*3 hours may be in Technical Writing (ENG133)

\*\*Technical Math (MTH113), Math for Nurses (NSG 203),<sup>1</sup> College Algebra (MTH203), or College Mathematics (MATH2103) will satisfy the math requirement for the Associate of Applied Science in General Technology Degree

<sup>1</sup> Students enrolling in Math for Nurses (NSG 203) must have completed the first semester of LPN classes. NSG 203 satisfies the math requirement only for those enrolled in the LPN-RN Transition program.

## **ASSOCIATE OF APPLIED SCIENCE DEGREE BUSINESS & INFORMATION TECHNOLOGY: EMPHASIS IN INFORMATION SYSTEMS TECHNOLOGY**

The Associate of Applied Science Degree in Information Technology enables students to acquire knowledge and technical skills for entry-level positions in computer information processing, programming, computer operations, networking, database management and software installations. The program prepares graduates to enter a job, be productive with a minimum of on-the-job training and, with additional experience, to advance to positions of increased responsibility. The curriculum provides a solid foundation in business related courses.

The program also provides coursework for students pursuing knowledge in the computer maintenance and repair field and computer databases. Completion of appropriate coursework will enable students to prepare for the national exam for A+ certification as a computer technician, sit for the first exam to become an Oracle Certified Professional.

### **PROGRAM OUTCOMES**

After participating in the learning environment offered through this program and successfully completing the required courses for the Associate of Applied Science Degree in Business & Information Technology-Emphasis in Information Technology degree, the successful student should be able to:

- Secure employment in one of the following areas as evidenced by employment data.
  - Entry Level Computer Programmer
  - Data Processing Supervisor

- Junior Systems Analyst
- Information Technology Support Specialist
- Computer Operator
- Database Operator or Administrator
- Network Technician
- Help-Desk Analyst
- Web Designer
- Students intending to transfer to a four-year institution should verify the transferability of courses with the transfer institution.

At the completion of this degree, the student should understand the following and be able to:

1. Create a functioning business or personal website.
2. Create and manage spreadsheet and database applications.
3. Create basic computer programs.
4. Disassemble and reassemble a computer to operational capacity.
5. Analyze and install operating systems.
6. Produce a network and security plan.
7. Analyze and design the needs of an information system.
8. Recognize and evaluate ethical issues in business and information technology.

Some of the courses in this program may transfer to senior institutions for credit leading to a baccalaureate degree. The student should check with the transfer institution before beginning course work intended for transfer.

| DEGREE PLAN   |                                |         |
|---|--------------------------------|---------|
| ASSOCIATE OF APPLIED SCIENCE – INFORMATION SYSTEMS TECHNOLOGY |                                |         |
| First Semester  |                                | Credits |
| CST113  | Computer Applications          | 3       |
| BUS203  | Leadership and Ethics          | 3       |
| ENG113  | English Composition I          | 3       |
| MTH113  | Technical Math or higher       | 3       |
| CST1003   | Computer Maintenance           | 3       |
|   |                                | 15      |
| Second Semester   |                                |         |
| CST153  | Concepts of Operating Systems  | 3       |
| CST283  | Database Applications          | 3       |
| ECN203  | Microeconomics                 | 3       |
| ENG133  | Technical Writing OR           | 3       |
| ENG123  | English Composition II         |         |
| CST254  | Systems Analysis & Design      | 4       |
|   |                                | 16      |
| Third Semester  |                                |         |
| CST273  | Spreadsheet Applications       | 3       |
| CST134  | Introduction to Website Design | 4       |
| CST2033   | LINUX/UNIX                     | 3       |
| BUS213  | Business Communication         | 3       |
| SPC203  | Oral Communication             | 3       |
|   |                                | 16      |
| Fourth Semester   |                                |         |
| CST293  | Networking Essentials          | 3       |
| CST1023   | Network & Data Security        | 3       |

|         |  |    |
|---------|--|----|
| CST 124 | Intro. to Programming with Java            | 4  |
|         | CST Elective *Must be approved by advisor. | 3  |
|         |  | 13 |

## ASSOCIATE OF APPLIED SCIENCE DEGREE BUSINESS & INFORMATION TECHNOLOGY: EMPHASIS IN BUSINESS

The Associate of Applied Science Degree in Business Administration is designed to provide essential training for students desiring to fill available office jobs. This program incorporates intensive training in business skills courses and provides a fundamental general education curriculum as stated by the Arkansas Department of Higher Education. Graduates just entering the job market may be eligible for higher compensation due to skills acquired in the program. This degree is designed for occupational placement and is nontransferable. Some courses, however, may apply toward a baccalaureate degree.

### PROGRAM OUTCOMES

After participating in the learning environment offered through this program and successfully completing the required courses for the Associate of Applied Science Degree in Business & Information Technology-Emphasis in Business Administration degree, the successful student should be able to:

1. Identify and interpret accounting concepts and financial data.
2. Analyze corporate, cost and managerial accounting.

3. Analyze an organization's strengths, weaknesses, opportunities, and threats from a marketing perspective.
4. Evaluate ethical issues in business and information technology.
5. Use oral, written, and presentation skills to communicate effectively in the business.
6. Use business computer applications such as word processing, databases, spreadsheets, and PowerPoint.
7. Apply the law of contracts and property law to make business decisions.
8. Use statistical methods to study business and economic data.
9. Identify and analyze the functions of economics as it relates to government decisions, taxation, and income distribution.
10. Identify and analyze the functions of commercial banks and finance in the economy.

Some of the courses in this program may transfer to senior institutions for credit leading to a baccalaureate degree. The student should check with the transfer institution before beginning course work intended for transfer.

| DEGREE PLAN<br>ASSOCIATE OF APPLIED SCIENCE –<br>BUSINESS ADMINISTRATION |  |     |
|--|--|-----|
| First Semester   |  | CR. |
| BUS123   | Organizational Behavior                  | 3   |
| CST113`  | Computer Applications                    | 3   |
| ECN203   | Microeconomics                           | 3   |
| ENG113   | English Composition I                    | 3   |
| BUS243   | Human Resource Management(Even Years) OR | 3   |

|                 |  |    |
|-----------------|--|----|
| BUS153          | Entrepreneurship (Odd Years)             | 3  |
|                 |  | 15 |
| Second Semester |  |    |
| BUS263          | Business Statistics                      | 3  |
| CST273          | Spreadsheets Applications                | 3  |
| ECN213          | Macroeconomics                           | 3  |
| ENG113          | Technical Writing* OR                    | 3  |
| ENG123          | English Composition II*                  | 3  |
| MTH113          | Technical Math or higher*                | 3  |
|                 |  | 15 |
| Third Semester  |  |    |
| ACC203          | Principles of Accounting I               | 3  |
| BUS223          | Business Law I                           | 3  |
| BUS273          | Money and Banking                        | 3  |
| BUS243          | Human Resource Management(Even Years) OR | 3  |
| BUS153          | Entrepreneurship (Odd Years)             | 3  |
| SPC203          | Oral Communications                      | 3  |
|                 |  | 15 |
| Fourth Semester |  |    |
| ACC213          | Principles of Accounting II*             | 3  |
| BUS233          | Business Law II                          | 3  |
| BUS253          | Marketing                                | 3  |
| BUS203          | Leadership & Ethics                      | 3  |
| BUS213          | Business Communications                  | 3  |
|                 |  | 15 |



## ASSOCIATE OF APPLIED SCIENCE DEGREE BUSINESS & INFORMATION TECHNOLOGY: EMPHASIS IN OFFICE SYSTEMS

The Associate of Applied Science Degree in Office Systems is designed to provide essential training for students desiring to fill available office jobs. This program incorporates intensive training in business skills courses and provides a fundamental general education curriculum as stated by the Arkansas Department of Higher Education. Graduates just entering the job market may be eligible for higher compensation due to skills acquired in the program. This degree is designed for occupational placement and is nontransferable. Some courses, however, may apply toward a baccalaureate degree.

TABLE OF CONTENTS

### PROGRAM OUTCOMES

After participating in the learning environment offered by this program, the student may:

- Secure employment in one of the following areas as evidenced by employment data.
  - Education
  - Retail
  - Manufacturing
  - Small Business
  - Government Administrative Assistant
  - Bookkeeping/Accounting
  - Office Management
  - Bank Teller/Receptionist
- At the completion of a degree, the student should understand the following and be able to:

1. Use oral, written, and presentation skills to communicate effectively in the business. Recognize and evaluate ethical issues in business.
2. Identify and interpret accounting concepts and financial data.
3. Analyze corporate, cost and managerial accounting.
4. Analyze and install various computer operating systems
5. Use business computer applications such as word processing, databases, spreadsheets, PowerPoint. Apply the law of contracts and property law to make business decisions.
6. Identify and analyze the functions of economics as it relates to government decisions, taxation, and income distribution.
7. Create a functioning business or personal website.
8. Create and manage spreadsheet and database applications.

Some of the courses in this program may transfer to senior institutions for credit leading to a baccalaureate degree. The student should check with the transfer institution before beginning course work intended for transfer.

| DEGREE PLAN<br>ASSOCIATE OF APPLIED SCIENCE –<br>OFFICE SYTEMS |                            |     |
|--|----------------------------|-----|
| First Semester   |                            | CR. |
| ACC203   | Principles of Accounting I | 3   |
| AHIM1003   | Medical Terminology        | 3   |
| BUS123   | Organizational Behavior    | 3   |
| BUS293   | Persona Finance            | 3   |
| CST113   | Computer Applications      | 3   |
|  |                            | 15  |

|                 |  |    |
|-----------------|--|----|
| Second Semester |  |    |
| ACC213          | Principles of Accounting II            | 3  |
| ACC101/111      | QuickBooks I&II                        | 2  |
| BUS213          | Business Communications                | 3  |
| CST153          | Concepts of Operating Systems          | 3  |
| CST283          | Database Applications                  | 3  |
|                 |  | 14 |
| Third Semester  |  |    |
| BUS223          | Business Law I                         | 3  |
| BUS243          | Human Resource Management (Even Years) | 3  |
| CST134          | Web Design                             | 4  |
| ECN203          | Microeconomics                         | 3  |
| ENG113          | English Composition I                  | 3  |
|                 |  | 16 |
| Fourth Semester |  |    |
| BUS203          | Leadership & Ethics                    | 3  |
| CST273          | Spreadsheet Applications               | 3  |
| ENG123          | English Composition II OR              | 3  |
| ENG133          | Technical Writing                      | 3  |
| MTH113          | Technical Math or Higher               | 3  |
| SPC203          | Oral Communications                    | 3  |
|                 |  | 15 |

## **ASSOCIATE OF APPLIED SCIENCE DEGREE REGISTERED NURSING (LPN/LPTN/LVN TO RN TRANSITION)**

The Registered Nursing program is a 12-month program that combines classroom instruction with clinical experiences. Eight

colleges 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. The following institutions are members of the ARNEC program: Arkansas State University (ASU-N) – Newport, Black River Technical College (BRTC) – Pocahontas, Cossatot Community College of the University of Arkansas (CCCUA) – DeQueen, Ozarka College (OC) – Melbourne, South Arkansas Community College (SACC) – El Dorado, the University of Arkansas Community College at Morrilton (UACCM), the University of Arkansas Community College at Hope (UACCH), and UA Rich Mountain (UACCRM).

Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 3:30 – 8:30 PM and clinical time will take place on weekends. This program is designed to meet the needs of working LPNs/LPTNs/LVNs.

This program meets the requirements of the Arkansas State Board of Nursing. Graduates of the program receive an Associate of Applied Science degree which prepares them to take the NCLEX-RN (the Registered Nurse licensing examination).

Due to the strenuous nature of the nursing curriculum, UA Rich Mountain reserves the right to determine eligibility of any student to enroll or continue in the nursing program. Eligibility is determined by the faculty's evaluation of the student's ability to perform the tasks and responsibilities of a Registered Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

## ENTRANCE REQUIREMENTS

Applicants must show proof of:

- Completion of an ARNEC program application packet
- Graduation from a State Board approved technical/practical nursing program
- Possess a valid, unencumbered LPN/LPTN/LVN license
- Completion of the required general education courses from an accredited college or university with a grade of “C” or better
- A cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the overall required general education courses.
- An official high school or GED completion transcript
- Official transcripts from all colleges attended
- All classes are taught in the English language, making it necessary that students be able to read, speak, write, and comprehend the English language proficiently. All international students and students who speak English as a second language must pass a Test of English as a Foreign Language (TOEFL).
- Taking the NLN Nursing Entrance exam
- Drug screen (per UA Rich Mountain institution protocol)

Students will be ranked and selected based on required general education course GPA and NLN Nursing Entrance exam scores. Students must comply with the admission requirements set forth by UA Rich Mountain in addition to the ARNEC requirements.

## ACCEPTANCE

Applicants who are selected for admission must notify the ARNEC institution that they will be attending to verify and accept

placement. Upon acceptance into the program, the student must provide the following:

- Current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP)
- Current PPD Skin Test or Chest X-Ray
- Verification that the Hepatitis B series has been completed or started or a signed Waiver Claim Form
- Applicants may lack one of the required general education courses by August.
- All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.

The selected applicant must complete and pass the background check. An instruction sheet will be provided to the applicant (approximately a \$39.00 cost).

Students selected for admission will receive a letter of acceptance into the program by mid-October and will need to provide UA Rich Mountain a written letter stating that they are accepting the invitation and will enroll in the program. The acceptance letter can be emailed to the program chair, faxed, or brought to the nursing department in person. Students who choose to email or fax their letter of acceptance should follow up by calling the nursing department to verify its receipt by the department. In the event that the student does not plan to enroll, the student needs to notify the institution so that an alternate student may have the slot. Each institution will have an alternate list of students in the case of a selected student declining his/her acceptance letter.

## **ACADEMIC PROGRESSION**

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

The student must maintain a 2.0 “C” (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester.

Nursing courses require students to achieve at least a 78% (lowest “C” grade) to progress.

See Graduation Policy below to review the final comprehensive exit exam that must be passed for program completion.

## **READMISSION CANDIDATES**

Readmission into the program will be considered on a space available basis only. Readmission will be decided by the admitting institution. A student who fails or leaves the program for any reason will be permitted one opportunity to reenroll (regardless of which semester). The student has the right to appeal to the administration of the admitting institution and should follow that institution’s appeal procedures.

## **TRANSFERS**

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

## **ADVANCED PLACEMENT OF STUDENTS**

Refer to the Advanced Placement of Students policy in the UA Rich Mountain catalog.

## **NOTE TO ALL APPLICANTS**

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

## **GRADUATION POLICY**

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

Students must show successful completion of the NCSBN 21 Day Review by the assigned date to take the ATI Comprehensive Predictor. (NCSBN 21 Day Review is not a grade, but a prerequisite to take the ATI Comprehensive Predictor). Failure to complete the NCSBN 21 Day Review will result in a grade of “I” until the student provides proof of successful completion. If the student exceeds the perspective institutions policy regarding grades of “I” converting to grades of “F”, the student will receive a grade of “F” in the NCLEX Preparation Course.

Students must make the percentage score that falls in the 90th percentile or higher of passing NCLEX-RN as set forth by ATI testing to pass the ATI Comprehensive Predictor. If the student passes/fails the predictor their grade will be assigned as follows:

- Passes the first attempt: 100%
- Passes the second attempt: 89%
- Passes the third attempt: 83%
- Fails the third attempt : “I”

At the student’s cost, the student will be required to complete the ATI Online NCLEX Review with tutor. This tutor will inform

both the student and program chair when the student has demonstrated the ability to successfully pass the NCLEX exam. The student must also successfully complete the Comprehensive Predictor with ATI. After these requirements are met, the students' grade of "I" will be converted to an 83%. It is recommended that the student complete the ATI Online NCLEX Review with Tutor within 6 weeks of the third unsuccessful attempt at the ATI Comprehensive Predictor.

Successful completion of the ATI NCLEX Review with Tutor and successful completion of the ATI Comprehensive Predictor exceeding the perspective institutions policy regarding grades of "I" converting to grades of "F", will result in the student receiving a grade of "F" in the NCLEX Preparation Course. Students receiving an "F" in NCLEX Preparation Course 2311 will not successfully meet course requirements and transcripts will not be released to take state boards.

Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the ARNEC LPN/LPTN to RN Transition program does NOT automatically enable the student to sit for the NCLEX-RN. This is determined by the Arkansas State Board of Nursing.

## GENERAL EDUCATION REQUIREMENTS

Applicants may lack one course at the time of application to the program (August); however, all required general education courses must be completed by the time nursing courses begin the following spring semester in January. No additional classes may be taken concurrently with nursing classes.

## PROGRAM OUTCOMES

Students will be able to:

1. Provide quality, safe, holistic, patient-centered, evidence-based nursing to diverse patient populations across the lifespan guided by a caring attitude.
2. Engage in critical thinking necessary to provide quality patient care.
3. Implement quality improvement measures for diverse patient populations.
4. Participate in collaborative relationships with members of the interprofessional team.
5. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Provide leadership in a variety of healthcare settings for diverse patient populations.
7. Function as a competent nurse assimilating professional, ethical, and legal guidelines in practice as a professional nurse.

| DEGREE PLAN<br>ASSOCIATE OF APPLIED SCIENCE -<br>REGISTERED NURSING |                           |         |
|---|---------------------------|---------|
| General Education Requirements                                      |                           | Credits |
| BIOL2443  | Human Anatomy             | 3       |
| BIOL2441L   | Human Anatomy<br>Lab      | 1       |
| BIOL2213  | Human Physiology          | 3       |
| BIOL2211L   | Human Physiology<br>Lab   | 1       |
| BIOL2013  | Microbiology              | 3       |
| BIOL2011L   | Microbiology Lab          | 1       |
| ENG113  | English Composition<br>I  | 3       |
| ENG123  | English Composition<br>II | 3       |

|        |                                       |    |
|--------|---------------------------------------|----|
| NSG203 | Math for Nurses*                      | 3  |
| NTR213 | Nutrition                             | 3  |
| PSY203 | General Psychology                    | 3  |
| PSY213 | Developmental Psychology              | 3  |
| CST113 | Computer Applications                 | 3  |
|        | Total General Education Requirements: | 33 |

\*Prerequisite: A student must have successfully completed at least the first semester of Practical Nursing classes before enrolling in this class.

#### Registered Nursing Requirements

| Course |                                    | Credits |
|--------|------------------------------------|---------|
| NSG219 | Nursing Process I                  | 9       |
| NSG213 | Nursing Practicum I                | 3       |
| NSG216 | Nursing Process II                 | 6       |
| NSG223 | Nursing Practicum II               | 3       |
| NSG218 | Nursing Process III                | 8       |
| NSG211 | NCLEX-RN Preparation               | 1       |
| NSG233 | Nursing Practicum III              | 3       |
|        | Total Registered Nursing Hours     | 33      |
|        | Total hours AAS Registered Nursing | 66      |

## ASSOCIATE OF APPLIED SCIENCE DEGREE ADVANCED MANUFACTURING: EMPHASIS IN WELDING

|                                    |     |
|------------------------------------|-----|
| DEGREE PLAN                        |     |
| AAS ADVANCED MANUFACTURING WELDING |     |
| First Semester                     | CR. |

|                 |   |    |
|-----------------|---|----|
| MCH155          | Metals, Alloys, Basic Metallurgy, Heat Treatment(S) | 5  |
| WELD1107        | ARC Welding I                                       | 7  |
| MCH105          | Machine Tool I                                      | 5  |
|                 |   | 17 |
| Second Semester |   |    |
| ENG123          | English Composition I                               | 3  |
| CST113          | Computer Applications                               |    |
| MTH113          | Technical Math OR                                   |    |
| MTH203          | College Algebra                                     | 3  |
| WELD1207        | ARC Welding II                                      | 7  |
|                 |   | 16 |
| Third Semester  |   |    |
| ENG123          | English Composition II OR                           |    |
| ENG133          | Technical Writing                                   | 3  |
| WELD1307        | MIG Welding   | 7  |
|                 | Elective Support Course                             | 3  |
|                 |   | 13 |
| Fourth Semester |   |    |
|                 | Social Science Elective                             | 3  |
|                 | Elective Support Course                             | 4  |
| WELD1407        | TIG Welding   | 7  |
|                 |   | 14 |
|                 | Total   | 60 |

## ASSOCIATE OF APPLIED SCIENCE DEGREE ADVANCED MANUFACTURING: EMPHASIS IN MACHINE TOOL

The Associates of Applied Science in Advanced Manufacturing/ Machine Tool Emphasis is designed to prepare students for the skills they will need in the machining industry. This degree will also transfer to

universities offering a Bachelor of Applied Science degree.

## PROGRAM OUTCOMES

After completion of the AAS in Machine Tool, the student will be able to:

- Perform programming, set-up, and operation of CNC machine tools
- Make machine and/or tooling selection decisions according to accepted machine tool practices
- Accurately measure parts using precision measuring tools to maintain quality control of machined parts.
- Interpret information from a blueprint.
- Perform set-up and operation of basic manually operated metal working machines.
- Produce parts from a blue print on a manual machine
- Demonstrate competency in writing, reading, speaking, and listening.
- Demonstrate competency in mathematics, including analytical and occupational skills.
- Demonstrate an understanding of the culture and society of both the nation and the world.
- Apply technological and research skills to identify, locate, and process information.
- Apply basic safety practices in the machine shop.
- Develop skills necessary for entry-level technician and operator positions in manufacturing technology

### DEGREE PLAN AAS ADVANCED MANUFACTURING MACHINE TOOL

| First Semester |                   | CR. |
|----------------|-------------------|-----|
| MTH113         | Technical Math OR |     |
| MTH203         | College Algebra   | 3   |

|                 |                           |          |
|-----------------|---------------------------|----------|
| MCH145          | Blue Pring Reading        | 5        |
| MCH135          | CNC Milling               | 5        |
| MCH105          | Machine Tool I            | 5        |
|                 |                           | 18       |
| Second Semester |                           |          |
| MCH115          | CNC Turning               | 5        |
| MCH155          | Metals and Alloys         | 5        |
| MCH215          | Machine Tool II           | 5        |
|                 |                           | 15       |
| Third Semester  |                           |          |
| ENG113          | English Composition I     | 3        |
| CST113          | Computer Applications     | 3        |
| WELD1107        | ARC Welding I             | 7        |
|                 |                           | 13       |
| Fourth Semester |                           |          |
| ENG123          | English Composition II OR |          |
| ENG133          | Technical Writing         | 3        |
|                 | Social Science Elective   | 3        |
|                 | Elective Support Course   | 1        |
| WELD1207        | ARC Welding II            | 7        |
|                 |                           | 14       |
|                 |                           | Total 60 |

## ASSOCIATE OF APPLIED SCIENCE DEGREE ADVANCED MANUFACTURING: EMPHASIS IN MECHANICAL ENGINEERING

The Advanced Manufacturing Mechanical (Pre-Engineering) program is designed for students who plan to obtain an Associate of Applied Science in Advanced Manufacturing Mechanical at UA Rich Mountain and then transfer to a four- year university in Arkansas to complete a Bachelor of Science in Mechanical Engineering degree. After completion of the AAS in Michanical Engineering, the student will:

- Demonstrate a basic understanding of engineering mechanics.
- Demonstrate competency in writing, reading, speaking, and listening.
- Demonstrate competency in advanced mathematics and the physical sciences.
- Demonstrate an understanding of the culture and society of both the nation and the world.
- Apply technological and research skills to identify, locate, and process information.
- Use available tools to work productively.
- Interpret information from a blueprint.
- Perform set up and operation of machines to create a part from a blueprint.

| DEGREE PLAN<br>AAS ADVANCED MANUFACTURING<br>MECHANICAL ENGINEERING |                          |     |
|---|--------------------------|-----|
| English Composition   |                          | CR. |
| ENG113  | English Comp I           | 3   |
| ENG123  | English Comp II          | 3   |
| Mathematics   |                          |     |
| MTH244  | Calculus I               | 4   |
| MTH254  | Calculus II              | 4   |
| Arts & Humanities   |                          |     |
|   | Arts & Humanities Course | 3   |
| Natural Sciences  |                          |     |
| CHM114  | General Chemistry I      | 4   |
| CHM124  | General Chemistry II     | 4   |
| PHYS2054  | Universtiy Physics       | 4   |
| Technology Core   |                          |     |
| MCH145  | Basic Print Reading      | 5   |
| CST113  | Computer Applications    | 3   |
| MEEG2703  | Computer Methods in ME   | 3   |
| Social Sciences   |                          |     |

|                  |                         |    |
|------------------|-------------------------|----|
|                  | Social Science Elective | 3  |
| Engineering Core |                         |    |
| MCH105           | Machine Tool I OR       | 5  |
| MCH135           | CNC Milling AND         | 5  |
| MCh 243          | CAD I/Solid Works       |    |
| GNEG1003         | Intro to Engineering    | 3  |
| Electives        |                         |    |
|                  | Approved Electives      | 9  |
|                  | Total                   | 60 |

## ASSOCIATE OF APPLIED SCIENCE HEALTH INFORMATION BILLING & CODING

This program is designed for individuals interested in pursuing a career path in Health Information Management and Technology.

### PROGRAM OUTCOMES

At the conclusion of this program, students will be able to:

- Apply Revenue cycle management skills including medical coding and reimbursement methodologies.
- Demonstrate an understanding of professional ethics and confidentiality as required of a healthcare professional.
- Apply the navigation of electronic and manual healthcare records systems and medical claims software.
- Apply knowledge of medical coding, practice management, and healthcare reimbursement for payer collections and audits.
- Identify accurate health information documentation for the organization, patients, and third party payers.
- Apply legal principles, policies, and standards to protect the privacy and security of health information.



- Reference and utilize payer websites for preauthorization, data interchange, and claims processing.
- Apply knowledge of anatomy, physiology, and medical terminology necessary to correctly code provider diagnoses and services.

**TABLE OF CONTENTS**

| DEGREE PLAN                             |                                    |     |
|---|------------------------------------|-----|
| AAS Health Information Billing & Coding |                                    |     |
| English Composition                     |                                    | CR. |
| ENG113                                  | English Comp I                     | 3   |
| ENG123                                  | English Comp II OR                 |     |
| ENG133                                  | Technical Writing                  | 3   |
|   |                                    | 6   |
| Mathematics                             |                                    |     |
| MTH203                                  | College Algebra OR                 |     |
| MTH113                                  | Technical Math                     | 3   |
|   |                                    | 3   |
| Technology                              |                                    |     |
| CST113                                  | Computer Applications              | 3   |
|   |                                    | 3   |
| Core                                    |                                    |     |
| AHIM1003                                | Medical Terminology                | 3   |
| AHIM1042                                | Elec. Health Info. Management      | 2   |
| AHIM1021                                | Legal Aspects of Healthcare        | 1   |
| ACC101                                  | Quickbooks I                       | 1   |
| ACC111                                  | Quickbooks II                      | 1   |
|   |                                    | 8   |
| Healthcare Practice Management          |                                    |     |
| AHIM1113                                | Essentials of Practice Management  | 3   |
| AHIM1124                                | Healthcare Regulatory Compliance   | 4   |
| AHIM1133                                | Quality Assessment and Improvement | 3   |
| AHIM1143                                | Credentialing                      | 3   |

|                                |                                 |          |
|--------------------------------|---------------------------------|----------|
| BUS243                         | Human Resource Management       | 3        |
|                                |                                 | 16       |
| Social Sciences                |                                 |          |
| Approved Social Science Course |                                 | 3        |
|                                |                                 | 3        |
| Medical Billing & Coding       |                                 |          |
| AHIM1033                       | Basic Human A&P                 | 3        |
| AHIM1013                       | Medical coding                  | 3        |
| AHIM1023                       | Medical Billing & Reimbursement | 3        |
| AHIM1053                       | Medical Chart Auditing          | 3        |
| AHIM1063                       | Medical Coding II               | 3        |
|                                |                                 | 15       |
| Electives                      |                                 |          |
| 6 Hours Approved Electives     |                                 | 6        |
|                                |                                 | Total 60 |

## ASSOCIATE OF APPLIED SCIENCE MESSAGE THERAPY

This program expands student knowledge beyond initial licensure in Massage Therapy. It prepares students for industry recognized licensure/certification examinations and then furthers their education in performing massage in clinical and medical settings, such as chiropractor offices, nursing homes, hospitals as well as upscale spa settings and health clubs. The degree is intended to broaden student skills in writing, mathematics, and social science in addition to earning enough clinical hours to become a Master Massage Therapist.

## PROGRAM OUTCOMES

At the end of this program students will have the following proficiencies:

- Communicate clearly and effectively in a professional manner with clients,

members of the healthcare team, and others

- Properly assess clients by employing a working knowledge of anatomy, physiology, kinesiology, and pathology in order to create client-centered treatment plan.
- Provide care for diverse populations of clientele and demonstrate a personal commitment to service and the profession of massage therapy.
- Maintain an appropriate scope of practice through compliance with state regulations and pursue continuing education for licensure requirements.
- Integrate into their practice an understanding of the basic business, ethical, legal, and social issues and boundaries related to the massage profession.
- Utilize universal precautions and maintain a high level of sanitization of equipment and the facility.
- Utilize a variety of soft tissue modalities to aid in the health and healing of one's body and recognize how those modalities and massage skills combine to create different effects to meet the goals of clientele.
- Use safe, efficient and effective body mechanics for injury prevention of the therapist and client as well as utilize, demonstrate and instruct the client in self-care techniques.

| DEGREE PLAN<br>AAS Massage Therapy |                          |   |
|------------------------------------|--------------------------|---|
| ENG113                             | English Comp I           | 3 |
| ENG123                             | English Comp II          | 3 |
| MTH113                             | Technical Math           | 3 |
| PSY203                             | General Psychology or    | 3 |
| PSY213                             | Developmental Psychology | 3 |

|                       |                       |    |
|-----------------------|-----------------------|----|
| CST113                | Computer Applications | 3  |
| MSSG4003              | Massage Processes I   | 3  |
| MSSG4023              | Massage Processes II  | 3  |
| MSSG4013              | Massage Practicum I   | 3  |
| MSSG4033              | Massage Practicum II  | 3  |
| Pre-requisite courses |                       | 38 |
| Total Hours           |                       | 65 |

## TECHNICAL CERTIFICATES

### TECHNICAL CERTIFICATE - COMPUTER SYSTEMS TECHNOLOGY

The Technical Certificate in Computer Systems Technology may be earned in conjunction with the Associate of Applied Science Degree in Information Systems Technology. This option may be completed in one year and qualifies students for immediate employment in businesses which involve computer information processing and computer operations. Completion of appropriate coursework will enable students to prepare for the national exam for A+ certification as a computer technician as well as the Network+ certification in network administration.

### PROGRAM OUTCOMES

After participating in the learning environment offered through this program and successfully completing the required courses for the Technical Certificate in Computer Systems Technology, the successful student should be able to:

1. Create a functioning business or personal website.
2. Create and manage spreadsheet and database applications.
3. Create basic computer programs.

4. Disassemble and reassemble a computer to operational capacity.
5. Recognize and evaluate ethical issues in business and information technology.
6. Create a network design.

Some of the courses in this program may transfer to senior institutions for credit leading to a baccalaureate degree. The student should check with the transfer institution before beginning course work intended for transfer.

**TABLE OF CONTENTS**

| DEGREE PLAN   |                                    |         |
|---|------------------------------------|---------|
| TECHNICAL CERTIFICATE – COMPUTER SYSTEMS TECHNOLOGY |                                    |         |
| First Semester                                      |                                    | Credits |
| CST1003   | Computer Maintenance Technology    | 3       |
| CST113  | Computer Applications              | 3       |
| CST153  | Concepts of Operating Systems      | 3       |
| BUS213  | Business Communications            | 3       |
| BUS203  | Leadership and Ethics              | 3       |
|   |                                    | 15      |
| Second Semester                                     |                                    |         |
| CST134  | Introduction to Web Design         | 4       |
| CST273  | Spreadsheet Applications           | 3       |
| CST283  | Database Applications              | 3       |
| CST124  | Introduction to Programming w/JAVA | 4       |
| CST293  | Networking Essentials              | 3       |
|   |                                    | 17      |
| Total Hours   |                                    | 32      |

**TECHNICAL CERTIFICATE - OFFICE TECHNOLOGY**

The Technical Certificate in Office

Technology is designed to give students a basic education in business courses that will enable them to secure entry-level office jobs. The courses in the certificate of proficiency will apply toward the Associate of Applied Science in Office Technology degree if the student decides to continue his/her education.

**PROGRAM OUTCOMES**

The Technical Certificate is designed to provide basic education for students to fill entry-level office jobs. The program is designed for occupational placement and is nontransferable. This program is for students who desire to gain needed skills for entry-level positions. All the course work will apply toward the Associate of Applied Science Business & Information Technology: Emphasis in Office Technology degree. Students may secure office employment in the following industries:

- Banking
- Manufacturing, Small Business, and Retail
- Education
- Government
- Clerk Typist
- Bookkeeping/Accounting Clerk
- Bank Teller/Receptionist

At the completion of a certificate, the student will be able to:

1. Use oral, written, and presentation skills to communicate effectively in business.
2. Identify and interpret accounting concepts and financial data.
3. Analyze and install various computer operating systems.
4. Use business computer applications such as word processing, databases, spreadsheets, and PowerPoint.

5. Apply the law of contracts and property law to make business decisions.
6. Create and manage spreadsheet and database applications.

Some of the courses in this program may transfer to senior institutions for credit leading to a Baccalaureate degree. The student should check with the transfer institution before beginning course work intended for transfer

| DEGREE PLAN<br>TECHNICAL CERTIFICATE – OFFICE<br>TECHNOLOGY |                                |         |
|---|--------------------------------|---------|
| First Semester  |                                | Credits |
| CST113  | Computer Applications          | 3       |
| BUS223  | Business Law I                 | 3       |
| ACC203  | Accounting I                   | 3       |
| CST153  | Concepts of Operating Systems  | 3       |
| BUS293  | Personal Finance               | 3       |
|   |                                | 15      |
| Second Semester   |                                | Credits |
| ACC101/111  | Quick Books I & Quick Books II | 2       |
| BUS213  | Business Communication         | 3       |
| CST273  | Spreadsheet Applications       | 3       |
| CST283  | Database Applications          | 3       |
| CST134  | Intro to Web Design            | 4       |
|   |                                | 15      |
| Total Hours   |                                | 30      |

## TECHNICAL CERTIFICATE - MESSAGE THERAPY

Massage therapy encompasses many different techniques for a variety of health-related purposes and is considered part of complementary and alternative medicine. Therapists can specialize in many different types of massage or modalities which require different techniques. Clients are treated by the use of touch to manipulate the muscles and other soft tissues of the body. Practical application of a variety of techniques helps pain management, expedites healing of injuries, improves circulation, promotes relaxation and supports the general wellness of a client. Additionally, trained massage therapists educate clients on proper stretching, strengthening, and common postural habits and anomalies.

### PROGRAM OUTCOMES

At the end of this program students will have the following proficiencies:

- Communicate clearly and effectively in a professional manner with clients, members of the healthcare team, and others.
- Assess clients by employing a working knowledge of anatomy, physiology, kinesiology, and pathology in order to create client-centered session plan.
- Provide care for diverse populations of clientele and demonstrate a personal commitment to service and the profession of massage therapy.
- Maintain an appropriate scope of practice through compliance with state regulations and pursue continuing education for licensure requirements.
- Integrate into their practice an understanding of the basic business, ethical, legal, and social issues and boundaries related to the massage profession.

- Utilize universal precautions and maintain a high level of sanitization of equipment and the facility.
- Utilize a variety of soft tissue modalities to aid in the health and healing of one's body and recognize how those modalities and massage skills combine to create different effects to meet the goals of clientele.
- Use safe, efficient, and effective body mechanics for injury prevention of the therapist and client as well as utilize, demonstrate, and instruct the client in self-care techniques.

**TABLE OF CONTENTS**

| DEGREE PLAN<br>TECHNICAL CERTIFICATE – MASSAGE THERAPY |   |            |    |
|--|---|------------|----|
| First Semester   |   | CLK<br>HRS | CR |
| MSSG1106   | Anatomy & Physiology I                        | 90         | 6  |
| MSSG1111   | Massage Therapy Business Law & Ethics I       | 15         | 1  |
| MSSG1121   | Massage Practice & Admin I                    | 15         | 1  |
| MSSG1131   | Personal Hygiene, Sanitation, & Safety I      | 15         | 1  |
| MSSG1141   | Hydrotherapy, Heliotherapy & Electrotherapy I | 15         | 1  |
| MSSG1151   | Related Science I                             | 35         | 1  |
| MSSG1164   | Massage Techniques & Lab I                    | 135        | 4  |
|  |   | 320        | 15 |

| Second Semester |  | CLK<br>HRS | CR |
|-----------------|--|------------|----|
| MSSG1206        | Anatomy & Physiology II                        | 90         | 6  |
| MSSG1211        | Massage Therapy Business Law & Ethics II       | 15         | 1  |
| MSSG1221        | Massage Practice & Admin II                    | 15         | 1  |
| MSSG1231        | Personal Hygiene, Sanitation, & Safety II      | 15         | 1  |
| MSSG1241        | Hydrotherapy, Heliotherapy & Electrotherapy II | 15         | 1  |
| MSSG1251        | Related Science II                             | 35         | 1  |
| MSSG1264        | Massage Techniques & Lab II                    | 135        | 4  |
|                 |  | 320        | 15 |
| Third Semester  |  | CLK<br>HRS | CR |
| MSSG1306        | Anatomy & Physiology III                       | 45         | 3  |
| MSSG1311        | Massage Therapy Business Law & Ethics III      | 15         | 1  |
| MSSG1321        | Massage Practice & Admin III                   | 15         | 1  |
| MSSG1331        | Personal Hygiene, Sanitation, & Safety III     | 15         | 1  |
| MSSG1351        | Related Science III                            | 15         | 1  |

|          |                              |     |   |
|----------|------------------------------|-----|---|
| MSSG1364 | Massage Techniques & Lab III | 45  | 1 |
|          |                              | 150 | 8 |

## **TECHNICAL CERTIFICATE - HEALTH INFORMATION TECHNOLOGY: MEDICAL BILLING & CODING**

According to the U.S. Bureau of Labor Statistics, “Employment of medical records and health information technicians is expected to increase by 20% through 2018, faster than the average for all occupations,” due, in part, to an aging population and innovative medical technology. This trend has created new opportunities within the industry, as not all of today’s health care jobs require patient contact. Medical billing and coding is an administrative support specialty that is expected to increase in need as patient records are being increasingly scrutinized by health insurance companies, regulators, courts, and consumers. Technology is advancing at a rapid pace and is producing more advanced medical procedures and treatments. With these advances comes the need for trained professionals with the knowledge to code, bill, and correctly document the performance of these procedures.

The program is designed for students who wish to acquire a thorough understanding of the human anatomy, the language used in the medical profession, regulations that govern the practice of medicine, and the knowledge of how to correctly code and bill for services provided. The UA Rich Mountain

Allied Health Information Technology-Medical and Coding program is designed to prepare students with the knowledge, technical skills, and work habits required for an entry-level position as a medical receptionist, billing and insurance specialist, or medical coder in either a physician’s office or institutional setting. The program prepares students for industry recognized certification examinations.

Upon completion of the program, student may expect employment in

- Physician offices
- Multi-specialty group practices
- Insurance companies,
- Outpatient care facilities
- Government agencies

## **PROGRAM OUTCOMES**

At the conclusion of this program, students will be able to:

- Demonstrate professional ethics and confidentiality as required of a healthcare professional.
- Demonstrate navigation of electronic and manual healthcare records system, and medical claims software.
- Apply knowledge of medical coding, practice management, and healthcare reimbursement.
- Identify accurate health information documentation for the organization, patients, and third party payers.
- Apply legal principles, policies, and standards to protect the privacy and security of health information.
- Reference payer websites for preauthorization, data interchange, and claims processing.

- Apply knowledge of anatomy, physiology, and medical terminology necessary to correctly code provider diagnoses and services.

**DEGREE PLAN  
TECHNICAL CERTIFICATE  
HEALTH INFORMATION TECHNOLOGY:  
MEDICAL BILLING & CODING**

| First Semester  |                                   | Credits |
|-----------------|-----------------------------------|---------|
| AHIM1003        | Medical Terminology               | 3       |
| AHIM1113        | Essentials of Practice Management | 3       |
| AHIM1053        | Medical Chart Auditing            | 3       |
| AHIM1033        | Basic Human Anatomy & Physiology  | 3       |
| CST113          | Computer Applications             | 3       |
|                 |                                   | 15      |
| Second Semester |                                   | Credits |
| ACC101/111      | Quick Books I & II                | 2       |
| AHIM1013        | Medical Coding                    | 3       |
| AHIM1022        | Medical Billing & Reimbursement   | 2       |
| AHIM1032        | Prin Facility Revenue Cycle       | 2       |
| AHIM1042        | Electronic Health Info Management | 2       |
| AHIM1051        | Legal Aspects of Healthcare       | 1       |
| BUS213          | Business Communications           | 3       |
|                 |                                   | 15      |
| Total Hours     |                                   | 30      |

**TABLE OF CONTENTS**

**TECHNICAL CERTIFICATE -  
PRACTICAL NURSING**

The Practical Nursing Program is an eleven-month program that combines classroom instruction with clinical experience. Students successfully completing the Practical Nursing Course are awarded a Technical Certificate. After graduation, students may apply to take the National Council Licensure Examination for Practical Nursing. Persons convicted of a crime may not be eligible to take the NCLEX-PN for licensure as a practical nurse. See the program chairperson for further details. The Practical Nursing Program has been granted full approval by the Arkansas State Board of Nursing.

**PROGRAM OUTCOMES**

Students will be able to:

- Demonstrate clinical competency when caring for patients and families with health problems in various environments.
- Provide evidence-based, clinically competent care within the practical nursing scope of practice in a variety of settings.
- Individualize essential elements of the patient teaching plan to enable patients to make educated decisions about basic health promotion/maintenance and self-care.
- Communicate in a collaborative manner with the patient and members of the health care team.
- Practice critical thinking when implementing plans of care and assisting in the planning and evaluation of care for patients and families.
- Implement management skills under the directions of the RN or appropriate health care provider as outlined in the Clinical Evaluation.
- Demonstrate professional behavior in an accountable, responsible manner as a member of the profession of nursing.

- Use health care technologies and information systems to improve patient care outcomes and create safe care environments.
- Discuss the need for continued education as required by the Arkansas State Board of Nursing.

## ADMISSION CRITERIA

Students must apply in person and submit the following information to the Registrar's Office:

- UA Rich Mountain Application for Admission
- High School Transcript or copy of GED
- College Transcripts from all colleges attended
- Proof of Measles/Rubella Immunization (if born after January 1, 1957)
- ACT, COMPASS or ASSET scores (previous scores may be used or ASSET may be retaken)

Students must submit the following information to the Vice Chancellor for Student Affairs Office:

- Practical Nursing Admission Application
- Psychological Services Bureau (PSB) test results\*
- ACT, COMPASS or ASSET scores

\*The PSB exam will be scheduled at designated times and administered by the Institutional Research Office. There will be a \$15.00 fee for the exam. Allow approximately 3 hours to complete.

Following the completion of the admission requirements by the designated deadline of

March 31, the applicant will be considered for the selection pool.

An applicant's file is not complete until all admission requirements have been submitted.

It is the policy of UA Rich Mountain not to discriminate on the basis of sex, color, religion, age, national origin, veteran status, or disability in educational programs, activities, admission, or employment practices.

Important—any individual having been convicted of a crime may not be eligible to write the exam for licensure.

All applicants to the Practical Nursing Program who have met the required admission requirements are evaluated according to the criteria specified. Each applicant will be ranked on the basis of total points. Students are admitted to the program until the class is full. Should two or more applicants receive the same number of points, the determining factors for admission are as follows:

- Total points on the PSB, followed by
- Total points on the ASSET, COMPASS or ACT, followed by
- Total points on previous education, followed by
- Date of completion of admission criteria

It is the applicant's responsibility to submit all required documents and to make all appointments and pay all fees for testing.

## PROGRESSION

Students must successfully complete the fall semester before enrolling in the spring semester and must successfully complete the spring semester before enrolling in the



summer semester.

A student who drops before successfully completing the first semester must complete the application process again and compete for a position in a subsequent class.

A student who drops after successfully completing the fall semester may return to complete the spring semester within one year, provided space is available in the class at the time the student wishes to return.

A student who drops after successfully completing the fall and spring semesters may return to complete the summer semester within one year, provided space is available in the class at the time the student wishes to return.

**TABLE OF CONTENTS**

**NO STUDENT SHALL BE ALLOWED TO RE-ENTER THE PRACTICAL NURSING PROGRAM MORE THAN ONE TIME.**

**GRADUATION**

Students may be awarded a Technical Certificate and be eligible to apply to take the national Council Licensure Examination for Practical Nursing after completing the following requirements:

- Obtaining a minimum grade of “C” on all Practical Nursing courses.
- Completing a minimum of 560 clock hours of theory and 768 clock hours of laboratory practice in the areas required by Arkansas State Board of Nursing.
- Discharging all financial obligations to the college prior to graduation.
- Completing a NCLEX-PN Review Program and a comprehensive assessment test prior to graduation.
- Participating in graduation exercises

| DEGREE PLAN<br>TECHNICAL CERTIFICATE - LICENSED<br>PRACTICAL NURSING |  |         |
|--|--|---------|
| Fall Semester  |  | Credits |
| NSG101   | Nursing of the Geriatric Patient           | 1       |
| NSG104   | Body Structure and Function                | 4       |
| NSG111   | Nursing Clinical I                         | 1       |
| NSG122   | Pharmacology I                             | 2       |
| NSG113   | Nursing of Adult Patients I                | 3       |
| NSG1210  | Basic Nursing Principles and Skills I      | 10      |
|  |  | 21      |
| Spring Semester  |  | Credits |
| NSG102   | Nursing of Children                        | 2       |
| NSG132   | Pharmacology II                            | 2       |
| NSG134   | Nursing of Adult Patients II               | 4       |
| NSG137   | Nursing Clinical II                        | 7       |
| NSG142   | Nursing of Mothers and Infants I           | 2       |
| NSG161   | Vocational, Legal, and Ethical Concepts    | 1       |
| NSG171   | Mental Health and Care of the Mentally III | 1       |
|  |  | 19      |
| Summer Semester  |  | Credits |
| NSG112   | Nutrition in Health and Illness            | 2       |
| NSG158   | Nursing Clinical III                       | 8       |
| NSG182   | Nursing of Adult Patients III              | 2       |
|  |  | 12      |
| Total Hours  |  | 52      |

\*To graduate, a minimum grade of C is required in each Practical Nursing course.

## TECHNICAL CERTIFICATE - COSMETOLOGY

The Cosmetology program is designed to prepare students for professions within the field of licensed cosmetology using technical skills and work habits for success. The program prepares students in an academic and laboratory setting.

### PROGRAM OUTCOMES

At the completion of the program students are prepared and eligible for the Arkansas State Board of Cosmetology examination. Students should be able to:

- Demonstrate the ability to perform basic professional manipulative cosmetology skills.
- Have a working knowledge of the underlying theories and technical information to assure sound decisions and procedures are used.
- Understand employer-employee relationships and respect.
- Gain the skills necessary to deliver quality services to customers.
- Gain the tools necessary to gain employment as a Cosmetologist.
- Learn to recognize entrepreneurial possibilities within the industry.

| DEGREE PLAN<br>TECHNICAL CERTIFICATE -<br>COSMETOLOGY |                           |              |    |
|---|---------------------------|--------------|----|
| Semester One  |                           | Clock<br>Hrs | CR |
| COSM1101  | Hygiene &<br>Sanitation I | 40           | 1  |

|                           |  |              |    |
|---------------------------|--|--------------|----|
| COSM1112                  | Hairdressing w/<br>lab I                                       | 400          | 12 |
| COSM1121                  | Related Science<br>I   | 40           | 1  |
| COSM1131                  | Manicuring I   | 40           | 1  |
| COSM1141                  | Aesthetics I   | 40           | 1  |
| COSM1151                  | Salesmanship,<br>Shop<br>Management<br>& Shop<br>Department I  | 40           | 1  |
| Total for<br>Semester One |  | 600          | 17 |
| Semester Two              |  | Clock<br>Hrs | CR |
| COSM1201                  | Hygiene &<br>Sanitation II                                     | 20           | 1  |
| COSM1212                  | Hairdressing w/<br>lab II                                      | 420          | 12 |
| COSM1221                  | Related Science<br>II  | 40           | 1  |
| COSM1231                  | Manicuring II  | 40           | 1  |
| COSM1241                  | Aesthetics II  | 40           | 1  |
| COSM1251                  | Salesmanship,<br>Shop<br>Management<br>& Shop<br>Department II | 40           | 1  |
| Total for<br>Semester Two |  | 600          | 17 |
| Semester Three            |  | Clock<br>Hrs | CR |
| COSM1301                  | Hygiene &<br>Sanitation III                                    | 20           | 1  |
| COSM1312                  | Hairdressing w/<br>lab III                                     | 180          | 3  |
| COSM1321                  | Related Science<br>III   | 40           | 1  |
| COSM1331                  | Manicuring III   | 20           | 1  |
| COSM1341                  | Aesthetics III   | 20           | 1  |

|   |   |      |    |
|---|---|------|----|
| COSM1351                                      | Salesmanship,<br>Shop<br>Management<br>& Shop<br>Department III | 20   | 1  |
| Total for Semester Three                      |   | 300  | 8  |
| Total for Program                             |   | 1500 | 42 |
| Fall and spring semesters consist of 16 weeks |   |      |    |
| Summer semester consists of 10 weeks          |   |      |    |

While in the lab, students will work on individually assigned projects. Because of the complexity of some projects, students will sometimes work as teams to complete the assigned task. The course is designed to have student projects that are instructor assigned and appropriate outside projects that come from individuals and local industry. The Machine Shop certificate requires two semesters to complete. The course is designed to be taken as a complete unit of 18 hours per semester and can be entered in either the fall or spring semester.

## TECHNICAL CERTIFICATE - MACHINE SHOP

### TABLE OF CONTENTS

Today's demand in the work force for marketable skills in manufacturing technology, both locally and nationally, are at all-time highs. This will continue to be true for the foreseeable future. UA Rich Mountain is offering courses in the field of Machine Tool Technology that will prepare today's student with the skills to meet this demand. The courses are the perfect beginning for the just-entering student. For those already in the work force, the courses will upgrade their present skills. In both instances the student will gain the skills to meet the demand of today's work place.

Equipment used in training the student in the Machine Shop program is comparable to that found in industry. Up-to-date computers and computer programs are available for student training. The student will work on many different projects, some that are as challenging as those found in the industrial work place. Students will operate manual machines and computer numerical control machines. All work in the lab is preceded by classroom instruction and student instruction at machine side. Some daily machine maintenance is also taught.

## PROGRAM OUTCOMES

At the completion of the program, students should be able to:

- Perform programming, set-up, and operation of CNC machine tools
- Make machine and/or tooling selection decisions according to accepted machine tool practices
- Accurately measure parts using precision measuring tools to maintain quality control of machined parts.
- Interpret information from a blueprint.
- Perform set-up and operation of basic manually operated metal working machines.
- Produce parts from a blue print on a manual machine
- Use effective communication skills.
- Apply mathematical concepts
- Demonstrate ability to think critically.
- Use technology effectively.
- Apply basic safety practices in the machine shop.
- Develop skills necessary for entry-level technician and operator positions in manufacturing technology

| DEGREE PLAN<br>TECHNICAL CERTIFICATE - MACHINE<br>SHOP |   |         |
|--|---|---------|
| First Semester   |   | Credits |
| MTH 203  | College Algebra or                            | 3       |
| MTH 113  | Technical Math                                |         |
| MCH105   | Technology of<br>Machine Tools I              | 5       |
| MCH135   | Fundamentals of<br>Numerical Control          | 5       |
| MCH145   | Blueprint Reading/<br>Geometric<br>Dimensions | 5       |
|  |   | 18      |
| Second Semester  |   |         |
| BUS213   | Business<br>Communications<br>OR              | 3       |
| ENG113   | English Comp I                                |         |
| MCH115   | Mastering CNC<br>Machines                     | 5       |
| MCH155   | Metals & Alloys/<br>Basic Metallurgy          | 5       |
| MCH215   | Technology of<br>Machine Tools II             | 5       |
|  |   | 18      |
| Total Hours  |   | 36      |

\*Students completing the Technical Certificate who wish to complete an Associate degree should pursue the AAS Advanced Manufacturing degree.

## TECHNICAL CERTIFICATE - BASIC WELDING

The basic welding program is designed to provide students with knowledge regarding current welding techniques and applications. At the conclusion of the program students are qualified and encouraged to take the American Welding Society Certification

examination.

## PROGRAM OUTCOMES

Students completing the program should be able to:

- Use skills that meet industry standards.
- Develop skills necessary for state and national welding certifications.
- Work as an effective and dependable team member as well as independently.
- Demonstrate safe work habits that reflect concern and care for self, others, and the environment.
- Develop the skills necessary to secure employment.
- Demonstrate appropriate safe work habits when operating oxyfuel and electric welding equipment and function safely in a welding environment.
- Display manipulative skills with various welding processes to assure adequate weld integrity and appearance.
- Perform welding operations with appropriate process on various metals and situations.
- Know basic fundamentals of math and measurements.

| DEGREE PLAN<br>TECHNICAL CERTIFICATE - BASIC<br>WELDING |   |         |
|---|---|---------|
| First Semester  |   | Credits |
| MCH155  | Metals, Alloys,<br>Basic Metallurgy,<br>Heat Treatment(S) | 5       |
| MTH113  | Technical Math  | 3       |
| WELD1107  | Arc Welding   | 7       |
|   |   | 15      |
| Semester Two  |   |         |

|          |                               |    |
|----------|-------------------------------|----|
| BUS213   | Business Communications<br>OR | 3  |
| ENG113   | English Comp I                |    |
| WELD1207 | Arc Welding II                | 7  |
|          |                               | 10 |
|          | Total Hours                   | 25 |

|         |                              |    |
|---------|------------------------------|----|
| ENG113  | English Comp I               | 3  |
|         |                              | 15 |
| CRJ113  | Juvenile Crime & Delinquency | 3  |
| CRJ1053 | Corrections                  | 3  |
| MTH113  | Technical Math               | 3  |
| PSI123  | State & Local Government     | 3  |
| SOC113  | Social Problems              | 3  |
|         |                              | 15 |
|         | Total Hours                  | 30 |

## TECHNICAL CERTIFICATE - CRIMINAL JUSTICE

This program prepares students for an entry level position at the city/county level in Criminal Justice, specifically law enforcement. It is the second step in a proposed career ladder that will prepare and train city and county law enforcement officers.

TABLE OF CONTENTS

### PROGRAM OUTCOMES

- Demonstrate an understanding of the criminal justice curriculum and the criminal justice process.
- Understand the principles and philosophy of criminal law and rules associated with evidence and evidence collection.
- Demonstrate the difference between various justice systems in the United States and in other countries.
- Understand the roles and responsibilities of various criminal justice practitioners.

| DEGREE PLAN<br>TECHNICAL CERTIFICATE - CRIMINAL JUSTICE |                            |   |
|---|----------------------------|---|
| CRJ1013   | Intro to Criminal Justice  | 3 |
| CRJ1023   | Law Enforcement in Society | 3 |
| CRJ1033   | Criminal Procedures        | 3 |
| CRJ1043   | Probation & Parole         | 3 |

## CERTIFICATES OF PROFICIENCY

UA Rich Mountain offers the following Certificates of Proficiency:

- Computer Systems Technology
- Computer Programming
- Health Information Billing & Coding
- Certified Nursing Assistant (CNA)
- Cosmetology Instructor
- Early Childhood Development
- Emergency Medical Technician (EMT)
- Machine Tool Technology
- Manicuring and Nail Technology
- Inert Gas Welding
- Web Design
- Welding
- Aesthetics
- Phlebotomy
- Criminal Justice

## CERTIFICATE OF PROFICIENCY - COMPUTER SYSTEMS TECHNOLOGY

This certificate of proficiency provides a unique introduction to training opportunity available for students interested in the basic concepts of operating systems and computer maintenance.

### PROGRAM OUTCOMES

After participating in the learning environment offered through this certificate program and successfully completing the required courses for the Certificate of Proficiency in Computer Systems Technology, the successful student should be able to:

1. Disassemble and reassemble a computer to operational capacity. (evidenced by successful completion of hands on project, based on rubric)
2. Analyze and install operating systems. (as evidenced by hands on labs)

This certificate of proficiency provides a unique introduction to training opportunity available for students interested in the basic concepts of operating systems and computer maintenance.

| DEGREE PLAN<br>CERTIFICATE OF PROFICIENCY<br>COMPUTER SYSTEMS TECHNOLOGY |                                    |         |
|--|------------------------------------|---------|
|  |                                    | Credits |
| CST153   | Concepts of Operating Systems      | 3       |
| CST1003  | Computer Maintenance Technology I  | 3       |
| CST1013  | Computer Maintenance Technology II | 3       |

|             |                          |    |
|-------------|--------------------------|----|
| CST113      | Computer Applications    | 3  |
| CST273      | Spreadsheet Applications | 3  |
| CST293      | Networking Essentials    | 3  |
| Total Hours |                          | 18 |

## CERTIFICATE OF PROFICIENCY - COMPUTER PROGRAMMING

After participating in the learning environment offered through this program and successfully completing the required courses for the Certificate of Proficiency in Computer Programming, the successful student should be able to:

- Design and analyze the needs of an information system
- Create basic computer programs. (Evidenced by successful completion of hands on projects and hands on exams, based on lab guidelines.)

| DEGREE PLAN<br>CERTIFICATE OF PROFICIENCY<br>COMPUTER PROGRAMMING |                                      |         |
|---|--------------------------------------|---------|
| First Semester  |                                      | Credits |
| CST113  | Computer Applications                | 3       |
| CST254  | Systems Design and Analysis          | 4       |
| CST124  | Introduction to Programming w/ Java* | 4       |
| CST184  | Advanced Programming w/ Java*        | 4       |
| Total Hours   |                                      | 15      |

\*Indicates prerequisite.

## CERTIFICATE OF PROFICIENCY - HEALTH INFORMATION BILLING & CODING

### PROGRAM OUTCOMES

At the conclusion of this program, students will be able to:

- Demonstrate professional ethics and confidentiality as required of a healthcare professional.
- Reference electronic and manual healthcare records system, and medical claims software.
- Demonstrate knowledge of medical office practice management and healthcare reimbursement.
- Identify health information documentation for the organization, patients, and third party payers.
- Apply legal principles, policies, and standards to protect the privacy and security of health information.
- Reference payer websites for preauthorization, data interchange, and claims processing.
- Apply knowledge of anatomy, physiology, and medical terminology necessary to recognize provider diagnoses and services.

**TABLE OF CONTENTS**

| DEGREE PLAN<br>CERTIFICATE OF PROFICIENCY<br>MEDICAL BILLING & CODING |                                   |         |
|---|-----------------------------------|---------|
| First Semester  |                                   | Credits |
| AHIM1003  | Medical Terminology               | 3       |
| AHIM1033  | Basic Human Anatomy & Physiology  | 3       |
| AHIM1113  | Essentials of Practice Management | 3       |
| Total Hours   |                                   | 9       |

**CERTIFICATE OF PROFICIENCY -  
CERTIFIED NURSING ASSISTANT**

The Certified Nursing Assistant Program

provides courses of instruction and experience that will prepare individuals to be a qualified member of a health care team. This program is taught following the Arkansas Long Term Care Facility Nursing Assistant Training Curriculum and consists of the following elements:

- 112 hours of instruction and clinical experience
- 7 College Credit Hours (Technical not College Transfer), CNA107
- Courses are offered on a rotational basis with classrooms in Polk, Scott, and Montgomery Counties. Partnership with the local care facilities has provided the college with resources and clinical sites.

**PROGRAM OUTCOMES**

After participating in the learning environment offered through this program and successfully completing the required courses the successful student will be able to:

- Outline basic physical, emotional and psychosocial aspects of an elderly client.
- Demonstrate caring, supportive and safe care of clients.
- Define the scope of practice of a nurse assistant.
- Explain how the nursing assistant is an important part of the health care team.
- Practice non-specialized tasks (basic nurse assistant skills) related to the personal care and comfort of residents, including activities of daily living.
- Demonstrate effective, professional communication skills with faculty, clients and health care team members.

DEGREE PLAN  
CERTIFICATE OF PROFICIENCY  
CERTIFIED NURSING ASSISTANT

| First Semester |                             | Credits |
|----------------|-----------------------------|---------|
| CNA107         | Certified Nursing Assistant | 7       |
| Total Hours    |                             | 7       |

### CERTIFICATE OF PROFICIENCY – COSMETOLOGY INSTRUCTOR

UA Rich Mountain is approved by the Arkansas Department of Higher Education for an eighteen-semester hour Certificate of Proficiency program to prepare the student to take the Arkansas Department of Health-Cosmetology Section examination to receive an instructors license.

### PROGRAM OUTCOMES

Upon completion of this program, student will be able to

- Construct cosmetology lesson plans
- Deliver lectures in cosmetology theory
- Keep accurate student records as required by the State Board of Cosmetology
- Conduct labs and coordinate work on clients
- Take the ADH cosmetology instructor licensing examination

DEGREE PLAN  
CERTIFICATE OF PROFICIENCY  
COSMETOLOGY INSTRUCTOR

| First Semester |                           | Credits |
|----------------|---------------------------|---------|
| COSI1419       | Cosmetology Instructor I  | 9       |
| COSI1429       | Cosmetology Instructor II | 9       |
| Total Hours    |                           | 18      |

### CERTIFICATE OF PROFICIENCY - EARLY CHILDHOOD DEVELOPMENT

UA Rich Mountain is approved by the Arkansas Department of Higher Education for a nine-semester hour Certificate of Proficiency program to meet the requirements for the CDA.

### PROGRAM OUTCOMES

The Arkansas Early Childhood Professional Development System defines the Child Development Associate (CDA) as an individual who has successfully completed 120 clock hours of study, has completed CDA assessment, and has been awarded the CDA credential.

After completing the class work and the practicum, a student will be eligible to take the CDA final assessment administered by the Division of Child Care and Early Childhood Education in the Arkansas Department of Human Services.

Additionally, the individual will

- demonstrate competence in meeting the specific needs of children
- have the ability to work with parents and other adults to nurture children’s physical, social, emotional, and intellectual growth in a child development framework.

DEGREE PLAN  
CERTIFICATE OF PROFICIENCY  
EARLY CHILDHOOD DEVELOPMENT

| First Semester  |   | Credits |
|-----------------|---|---------|
| ECD103          | Foundations and Theories of Early Childhood Education | 3       |
| ECD123          | Environments for Young Children                       | 3       |
| Second Semester |   |         |



|             |  |   |
|-------------|--|---|
| ECD113      | Basic Child Growth and Development Practicum | 3 |
| Total Hours |  | 9 |
| CSC046      | Child Care Orientation*                      |   |

**\*TAPP Registry:** In order to be included in the TAPP Registry, student must complete Child Care Orientation.

## CERTIFICATE OF PROFICIENCY - EMERGENCY MEDICAL TECHNICIAN (EMT)

This program is designed to prepare students for the basic EMT certification administered by the Arkansas Health Department. This course includes the following components:

- 128 hours of instruction and clinical experience
- 8 college credit hours (Technical not College Transfer), EMT 108
- Instruction in anatomy, dealing with trauma, splinting, use of spine boards, bandaging, and emergency care of patients with an emphasis on emergency intervention at a basic level.

### PROGRAM OUTCOMES

Students completing the EMT-Basic Program will be able to do the following:

- Demonstrate proficiency in providing basic emergency care required at the scene of a traumatic injury or medical emergency.
- Identify the roles and responsibilities in performing the emergency care and operational aspects of the job.
- Demonstrate the skills for basic life-saving techniques and other emergency treatment.

- Demonstrate the proper use and care of all required equipment.
- Demonstrate proficiency in all course-required skills.

Courses are offered as per need demand by local ambulance companies and area fire departments for first responders and interest of Career Pathways students. Partnership with the local ambulance service has provided the college with the resources, materials and supplies to offer this training.

TABLE OF CONTENTS

| DEGREE PLAN<br>CERTIFICATE OF PROFICIENCY<br>EMERGENCY MEDICAL TECHNICIAN<br>BASIC |                              |         |
|--|------------------------------|---------|
| First Semester   |                              | Credits |
| EMT108   | Emergency Medical Technician | 8       |
| Total Hours  |                              | 8       |

## CERTIFICATE OF PROFICIENCY - MACHINE TOOL TECHNOLOGY

### PROGRAM OUTCOMES

At the completion of the program, students should be able to:

- Accurately measure parts using precision measuring tools to maintain quality control of machined parts.
- Interpret information from a blueprint.
- Perform set-up and operation of basic manually operated metal working machines.
- Produce parts from a blue print on a manual machine.

- Use effective communication skills.
- Apply mathematical concepts.
- Demonstrate ability to think critically.
- Apply basic safety practices in the machine shop.
- Develop skills necessary for entry-level technician in manufacturing technology.

| DEGREE PLAN<br>CERTIFICATE OF PROFICIENCY<br>MACHINE TOOL TECHNOLOGY |   |         |
|--|---|---------|
| First Semester   |   | Credits |
| MCH105   | Technology of Machine Tools I             | 5       |
| MCH145   | Blueprint Reading/ Geometric Dimensioning | 5       |
| Total Hours  |   | 10      |

### CERTIFICATE OF PROFICIENCY - MANICURING AND NAIL TECHNOLOGY

| DEGREE PLAN<br>CERTIFICATE OF PROFICIENCY<br>MANICURING AND NAIL TECHNOLOGY |                                      |           |    |
|---|--------------------------------------|-----------|----|
| First Semester  |                                      | Clock HRS | CR |
| COSM1411  | Nail Technician Hygiene & Sanitation | 40        | 1  |
| COSM1421  | Nail Technician Related Science      | 40        | 1  |

|             |   |     |    |
|-------------|---|-----|----|
| COSM1431    | Intro to Manicuring for Nail Technicians                        | 40  | 1  |
| COSM1451    | Salesmanship, Shop Management & Department for Nail Technicians | 40  | 1  |
| COSM1412    | Manicuring and Pedicuring with Lab OR                           | 440 | 12 |
| COSM1406    | Manicuring and Pedicuring with Lab I                            | 220 | 6  |
| COSM1416    | Manicuring and Pedicuring with Lab II                           | 220 | 6  |
| Total Hours |   |     | 16 |

### PROGRAM OUTCOMES

At the completion of the program, students should be able to:

- Successfully pass the Theory and practical exams for licensure in the state of Arkansas.
- Know and have the ability to perform all safety and sanitary procedures for customer services.
- Have the skillset to perform all services provided to the public under the Manicuring scope of practice.
- Understand and have the ability to comply with all laws, rules and regulations governing the cosmetology license for the state of Arkansas.

### CERTIFICATE OF PROFICIENCY - AESTHETICS

| DEGREE PLAN<br>CERTIFICATE OF PROFICIENCY<br>AESTHETICS |  |         |
|---|--|---------|
| First Semester  |  | Credits |
| COSM1531  | Health & Safety & Sanitation for Aesthetics    | 1       |
| COSM1511  | Professional Career Development for Aesthetics | 1       |
| COSM1501  | Intro to Skin Care for Aesthetics              | 1       |
| COSM1541  | Related Science for Aesthetics                 | 1       |
| COSM1512  | Aesthetics Practical Lab                       | 12      |
| Total Hours   |  | 16      |

### CERTIFICATE OF PROFICIENCY - WEB DESIGN

After participating in the learning environment offered through this program and successfully completing the required courses for the Certificate of Proficiency in Web Design, the successful student should be able to:

- Create a functioning business or personal website. (Evidenced by successful completion of Web Design class final project, evaluated by rubric)
- Create basic computer programs. (Evidenced by successful completion of hands on projects and hands on exams, based on lab guidelines. )

| DEGREE PLAN<br>CERTIFICATE OF PROFICIENCY<br>WEB DESIGN |                            |         |
|---|----------------------------|---------|
| First Semester  |                            | Credits |
| CST113  | Computer Applications      | 3       |
| CST134  | Introcutions to Web Design | 4       |

|             |                                      |    |
|-------------|--------------------------------------|----|
| CST124      | Introduction to Programming w/ Java* | 4  |
| CST264      | Advanced Website Design*             | 4  |
| Total Hours |                                      | 15 |

\*Indicates prerequisite.

### CERTIFICATE OF PROFICIENCY - WELDING

#### PROGRAM OUTCOMES

Students completing the Certificate of Proficiency in Basic Welding program should be able to:

- Use welding skills that meet industry standards.
- Develop skills necessary for state and national welding certifications.
- Demonstrate safe work habits that reflect concern and care for self, others, and the environment.
- Demonstrate appropriate safe work habits when operating oxy-fuel and electric welding equipment and function safely in a welding environment.
- Display manipulative skills with various welding processes to assure adequate weld integrity and appearance.
- Perform basic welding operations with appropriate processes on various metals.
- Apply fundamentals of math and measurements in a welding environment.

| DEGREE PLAN<br>CERTIFICATE OF PROFICIENCY<br>BASIC WELDING |                |         |
|--|----------------|---------|
| First Semester   |                | Credits |
| WELD1107   | Arc Welding I  | 7       |
| WELD1207   | Arc Welding II | 7       |

## CERTIFICATE OF PROFICIENCY - INERT GAS WELDING

### PROGRAM OUTCOMES

Students completing the inert gas welding program should be able to:

- Use skills that meet industry standards.
- Be proficient in skills necessary for state and national welding certifications.
- Work as an effective and dependable team member as well as independently.
- Demonstrate safe work habits that reflect concern and care for self, others, and the environment.
- Develop the skills necessary to secure employment.
- Demonstrate appropriate safe work habits when operating oxy-fuel and electric welding equipment and function safely in a welding environment.
- Be able to read and interpret blueprint welding symbols to fabricate components.
- Display manipulative skills with various welding processes to assure adequate weld integrity and appearance.
- Perform welding operations with appropriate process on various metals and situations
- Know basic fundamentals of math and measurements.
- Identify the major components and equipment used in gas tungsten arc welding.
- Apply the major electrical current flow concepts and usage.
- Be proficient in the use of free hand and walking-the-cup techniques.
- Identify welding standards, such as AWS or ASME.

- Demonstrate welds used to join pipe using the open root technique in the 2G, 5G and 6G positions.
- Recognize and mitigate the difficulties when welding pipe or tubes where restrictions are involved.
- Perform welds to acceptable quality standards and testing procedures related to pipe welding.

| DEGREE PLAN                |             |         |
|----------------------------|-------------|---------|
| CERTIFICATE OF PROFICIENCY |             |         |
| INERT GAS WELDING          |             |         |
|                            |             | Credits |
| WELD1307                   | MIG Welding | 7       |
| WELD1407                   | TIG Welding | 7       |
| Total Hours                |             | 14      |

## CERTIFICATE OF PROFICIENCY - PHLEBOTOMY

The program is designed for students who wish to acquire a thorough body of knowledge and skills necessary for skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions.

### PROGRAM OUTCOMES

- Demonstrate knowledge of the health care delivery system and medical terminology
- Demonstrate knowledge of infection control and safety.
- Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems.
- Demonstrate basic understanding of age specific or psychosocial considerations

involved in the performance of phlebotomy procedures on various groups of patients.

- Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
- Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
- Demonstrate proper techniques and follow standard operating procedures to collect specimens.
- Demonstrate knowledge of phlebotomy complications and pre-analytical errors that can significantly alter results.
- Demonstrate understanding of requisitioning, specimen transport and specimen processing.
- Demonstrate understanding of quality assurance and quality control in phlebotomy.
- Demonstrate understanding of the basic concepts of verbal and nonverbal communications, personal and patient interaction, stress management, professional behavior and legal implications of the medical work environment.

**TABLE OF CONTENTS**

| DEGREE PLAN<br>CERTIFICATE OF PROFICIENCY<br>PHLEBOTOMY |                                    |         |
|---|------------------------------------|---------|
|   |                                    | Credits |
| AHIM103   | Medical Terminology                | 3       |
| AHIM1033  | Basic Human Anatomy and Physiology | 3       |
| ALHE1009  | Phlebotomy                         | 9       |
| Total Hours   |                                    | 15      |

**CERTIFICATE OF PROFICIENCY - CRIMINAL JUSTICE**

This program prepares students for an entry level position at the city/county level in Criminal Justice, specifically law enforcement. It is the second step in a proposed career ladder that will prepare and train city and county law enforcement officers.

**PROGRAM OUTCOMES**

- Demonstrate an understanding of the criminal justice curriculum and the criminal justice process.
- Understand the principles and philosophy of criminal law and rules associated with evidence and evidence collection.
- Demonstrate the difference between various justice systems in the United States and in other countries.
- Understand the roles and responsibilities of various criminal justice practitioners.

| DEGREE PLAN<br>CERTIFICATE OF PROFICIENCY<br>CRIMINAL JUSTICE |                            |    |
|---|----------------------------|----|
| CRJ1013   | Intro to Criminal Justice  | 3  |
| CRJ1023   | Law Enforcement in Society | 3  |
| CRJ1033   | Criminal Procedures        | 3  |
| CRJ1043   | Probation & Parole         | 3  |
| ENG113  | English Comp I             | 3  |
| Total Hours   |                            | 15 |

**CERTIFICATE OF GENERAL STUDIES (CGS)**

The Associate of General Studies Degree

is designed for students who need flexibility in the selection of a course of study to meet individual employment or transfer needs.

Technical Math (MTH113). Be advised that MTH113 is not intended for transfer to a four-year institution.

## PROGRAM OUTCOMES

- Students will demonstrate competency in writing, reading, speaking, and listening.
- Students will demonstrate competency in mathematics, including analytical and occupational skills.
- Students will demonstrate an understanding of the culture and society of both the nation and the world.
- Students will demonstrate an understanding of physical and biological principles.
- Students will apply technological and research skills to identify, locate, and process information.
- Students will be prepared to compete academically upon transfer to a four-year institution.

\*\*\*To satisfy the humanities requirement for the Associate of General Studies Degree, the student may take one of the following courses: Art Appreciation (ART143), World Literature I (ENG223), World Literature II (ENG233), Music Appreciation (MUS203), Philosophy (PHI203), or Theatre Arts Appreciation (DRA203).

\*\*\*\*To satisfy the technology requirement for the Certificate of General Studies, the student should take Computer Applications (CST 113).

| Course                  | Credits   |
|-------------------------|-----------|
| English/Communications  | 9         |
| Science*                | 4         |
| History/Social Science  | 9         |
| Mathematics**           | 3         |
| Fine Arts/Humanities*** | 3         |
| Technology****          | 3         |
| <b>Total</b>            | <b>31</b> |

\*To satisfy the science requirements for the Certificate of General Studies, the student must take a minimum of one laboratory science course.

\*\*To satisfy the mathematics requirement for the Certificate of General Studies, the student must take College Algebra (MTH203); non-STEM majors may take College Mathematics (Math 2103), or



# COURSE DESCRIPTIONS

## TABLE OF CONTENTS

### COURSE SYMBOLS

UA Rich Mountain courses are identified by a combination three-letter department code that is followed by a three or four-digit course number. The department code indicates the category of the course. The first digit indicates the course level:

- 0 - indicates courses which do not count toward graduation
- 1 - indicates first-year, freshman-level courses
- 2 - indicates second-year, sophomore-level courses.

The second digit indicates sequence in multi-semester courses. The third or fourth digit indicates the number of semester hours credit that the course carries. For example, ENG123 is an English course at the freshman level that is the second course in English Composition and that carries three semester hours of credit.

### COURSES OFFERED ON DEMAND

Courses with descriptions followed by (Offered on demand) generally will be offered each semester there is a sufficient interest to merit it. Courses will be conducted with ten or more students.

### DEFINITIONS

The following definitions may be helpful as you study the various course descriptions and requirements:

- **Corequisite:** A required course that must be or may be taken in combination with another course.
- **Developmental Course:** Courses at the “0” level (003, 013, 023, etc.) are developmental courses and do not count toward graduation; nor do grades received count in the cumulative grade point average. They do, however, count for financial aid purposes.
- **Offered on Demand:** The course will be offered if there is sufficient interest/enrollment to create the class. Contact

the Vice Chancellor for Student Affairs for more information.

- Prerequisite: A course that must be taken before advancing to a higher level course of the same subject. Many times prerequisite classes also have a minimum grade requirement that must be met before advancing to the next level.

## COURSE DESCRIPTIONS

### ART

*The Art Department reserves the right to keep meritorious examples of students' work for exhibition.*

---

**ART103** **3 CR. (3 LEC.)**

#### Drawing I

This course is a study of basic techniques in drawing from life, landscape and the figure (when available) with an emphasis on composition, perspective, line, shapes and values. Students will also be introduced to the mediums of graphite, conte' and charcoal. (Offered on demand)

---

**ART113** **3 CR. (3 LEC.)**

#### Drawing II

*Prerequisite:* ART103 This course is a continuation of Art 103 with greater emphasis on composition, along with an introduction to the medium of ink and its tools of application (brush and technical pen). (Offered on demand)

---

**ART123** **3 CR. (3 LEC.)**

#### Painting I

This course is an introduction to color mixing in oils and methods of application on canvas using still life and landscape subjects. Students will also explore the potentials of oil painting with emphasis on color and composition. (Offered on demand)

---

**ART133** **3 CR. (3 LEC.)**

#### Painting II

*Prerequisite:* ART123 or permission of instructor

This course is a continuation of ART123 with emphasis on still life, collage techniques, and landscape. The course also provides an extension of color theories, beyond local color. (Offered on demand)

---

**ART143** **3 CR. (3 LEC.)**

#### Art Appreciation

This humanities course is designed to acquaint the student with the principles and elements of art, the techniques which artists utilize to create art, why artists create art; while referring to various artists, periods and styles for interpretation. This course includes occasional in-class projects designed for the NON-Art individual. This course requires at least one paper using a documentation format.

(ACTS: ARTA1003) (Offered fall and spring semester)

---

**ART153** **3 CR. (3 LEC.)**

#### Public School Art

This course offers a study of the methods and techniques required for the direction of a creative art program in the elementary schools. This course integrates numerous hands-on projects to familiarize the student with materials and mediums. (Offered on demand)

---

**ART163** **3 CR. (3 LEC.)**

#### Design I

This course is an introduction to two-dimensional design and provides a study of the formal elements of design: i.e., line shape, texture, value, color, and their pictorial qualities and applications. (Offered on demand)

---

**ART173** **3 CR. (3 LEC.)**

#### Design II

*Prerequisite:* ART163 or permission of instructor

This course is a continuation of ART163 and provides an introduction to batik,



linoleum block print, and three-dimensional design. (Offered on demand)

**ART183** 3 CR. (3 LEC.)

### Painting III

*Prerequisites:* ART123 and ART133 or permission of instructor

This course is a continuation of ART 133 with emphasis on individual style. This course is an exploration of technical expressive possibilities of painting media, in student's choice of medium (oils, acrylic, watercolor, pastels). (Offered on demand)

**ART203** 3 CR. (3 LEC.)

### Introduction to Clay I

This course offers an introduction to low-fire clay utilizing electric bisque firings. Students will spend half a semester manipulating clay to create pinch, coil, slab and extruded works then rotate to half a semester on the potter's wheel learning the basics of throwing. Decoration will be by means of primitive smoke firing, lead-free underglaze, and painting. (Offered on demand)

**ART213** 3 CR. (3 LEC.)

### Introduction to Clay II

*Prerequisites:* ART203 or permission of instructor

This course is a continuation of Clay I with greater emphasis on form and function. (Offered on demand)

**ART223** 3 CR. (3 LEC.)

### Painting, Portraits and Life Drawing I

*Prerequisites:* ART123 and ART133 or permission of instructor

This course is designed to improve painting of the figure and portraits from live models and photographs. (Offered on demand)

**ART233** 3 CR. (3 LEC.)

### Painting, Portraits and Life Drawing II

*Prerequisite:* ART223 or permission of instructor

This course is a continuation of ART223 and is designed to improve drawing and painting skills. (Offered on demand)

**ART253** 3 CR. (3 LEC.)

### Introduction to Color Pencils

*Prerequisite:* Permission of instructor

This course is the study of basic color pencil techniques in drawing of still life, landscapes and figures from personal photographs with emphasis on blending, melting, burnishing and lifting methods in prismacolor and verithin pencils. (Offered on demand)

**ART263** 3 CR. (3 LEC.)

### Special Problems in Art I

*Prerequisite:* Permission of instructor

This course is designed for the advanced art student. A learning contract must be prepared and agreed upon by the student and the instructor. (Offered on demand)

**ART273** 3 CR. (3 LEC.)

### Drawing III

*Prerequisites:* ART103 and ART113 or permission of instructor

This course is a continuation of ART113 and is designed to improve technical drawing skills. An introduction to silver and metal point drawings is covered in this course. (Offered on demand)

**ART293** 3 CR. (3 LEC.)

### Special Problems in Art II

*Prerequisite:* Permission of instructor

This course is a continuation of ART263 Special Problems in Art I and requires at least one paper using a documentation format. (Offered on demand)

## BUSINESS

**ACC101** 1 CR. (1 LEC.)

### Quick Books I

This course is designed to provide accounting basics including the accounting equation, sales entries, banking transactions, vendor lists, bill payment, invoicing, and financial statement creation and reporting. The course uses software and hands-on activities to learn these skills. (Offered on demand)

---

**ACC111** 1 CR. (1 LEC.)

**Quick Books II**

This accounting course includes how to create and edit entries related to inventory management, financing, payroll, and balance sheet accounts. It also covers, job costing. At the completion of the course the student should be proficient at using the Quick Books software for these entries. (Offered on demand)

---

**ACC203** 3 CR. (3 LEC.)

**Principles of Accounting I**

Instruction covers accounting principles and problems as they apply to the sole-proprietorship form of business. Emphasis is placed on the accounting cycle and its implementation. This course requires at least one paper using a documentation format. (ACTS: ACCT2003) (Offered in fall semester. Spring on demand)

---

**ACC213** 3 CR. (3 LEC.)

**Principles of Accounting II**

*Prerequisite: Grade C or better in ACC203 or permission of instructor*

This is a continuation of Accounting I. Corporations, cost and managerial accounting, and financial statement analyzation are covered. This course requires at least one paper using a documentation format. (ACTS: ACCT2013) (Offered in spring semester. Fall on demand)

---

**BUS203** 3 CR. (3 LEC.)

**Leadership/Ethics**

This course is an intense study of dynamics and management principles related to effective leadership in organizations. This course emphasizes decision making and conflict management. This course requires at least one paper using a documentation format. (Offered fall and spring semester)

---

**BUS213** 3 CR. (3 LEC.)

**Business Communications**

This course is a comprehensive study of correspondence used in the business world. Emphasis is placed on writing effectively

for any situation and will include a variety of business documents. Students will learn the mechanics of doing research for a formal report and then give an oral report on their findings. This course requires at least one paper using a documentation format. (ACTS: BUS2013) (Offered fall and spring semester)

---

**BUS223** 3 CR. (3 LEC.)

**Business Law I**

This course provides a study of the law and its applications to business activities. A basic understanding of the law is provided with the study of contracts. Other topics to be developed are bailments, sales, property law, and negotiable instruments. This course requires at least one paper using a documentation format. (ACTS: BLAW2003) (Offered fall semester)

---

**BUS233** 3 CR. (3 LEC.)

**Business Law II**

This course offers a study of the legal foundations of business enterprise and organization, governmental regulation of business, commercial law, wills, estates, trusts, and bankruptcy law. This course requires at least one paper using a documentation format. (Offered spring semester)

---

**BUS243** 3 CR. (3 LEC.)

**Human Resource Management**

This course is an overview of the processes involved in human resource management. Specific attention is given to job specifications, screening, interviewing, testing, training, and supervision of employees. Disciplinary actions and legal implications are also covered. This course requires at least one paper using a documentation format. (Offered fall semester)

---

**BUS263** 3 CR. (3 LEC.)

**Business Statistics**

*Prerequisite: MTH033 or permission of instructor*

This course offers a study of the statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypothesis, index numbers, linear regressions, and correlation. (ACTS: BUS2103) (Offered spring semester)

---

**BUS273** 3 CR. (3 LEC.)

**Money and Banking**

This course is a study of early banking regulations, the deposit function, the credit function, products and services, and the marketing of banking services. The course is designed primarily for employees in the banking industry, to satisfy partial requirements for the American Banking Institution certification. This course requires at least one paper using a documentation format. (Offered fall semester)

---

**BUS293** 3 CR. (3 LEC.)

**Personal Finance**

This course is an overview of the activities involved in managing personal resources. It covers financial planning, budgeting, money and tax management. Consumer credit, various types of insurance coverage, housing, and investments are presented along with retirement planning. This course requires at least one paper using a documentation format. (Offered fall semester)

---

**MGMT2103** 3 CR. (3 LEC.)

**Managing People and Organizations**

This is the study of the process of acquiring and managing Human Capital, focusing on the organizational behavior, legal, economic, and technical issues concerned with business decisions about acquiring, motivating, and retaining employees; emphasis given to the development, implementation, and assessment of policies and practices consistent with legal, social,

human, and environmental dynamics. (Offered fall semester)

---

**SCMT2103** 3 CR. (3 LEC.)

**Supply Chain Management**

An introduction to supply chain management. All functional areas of supply chain management are explored to provide students an end-to-end view of supply chain management processes. (Offered spring semester)

---

## CHILD DEVELOPMENT

---

**ECD103** 3 CR. (3 LEC.)

**Foundations & Theories of Early Childhood Education**

This course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories early childhood education is based upon and learn how to develop an effective program designed uniquely for children birth to five. The student will also obtain knowledge of state and federal laws pertaining to the care and education of young children. The course content is based upon guidelines established by the Council for Early Childhood Professional Recognition. This course requires at least one paper using a documentation format. (Offered fall semester)

---

**ECD113** 3 CR. (3 LEC.)

**Basic Child Growth and Development I**

This course is designed for prospective early childhood teachers at the undergraduate level. The primary purpose is to help students gain an understanding of the physical, intellectual, social, emotional and personality growth and development of the child for conception to age eight. Current research and ideas in early childhood development will be used in conjunction with the historical approaches to examining growth and development. Field experiences with pregnant women

and young children will be an integral part of this course. This course requires at least one paper using a documentation format. (Offered spring semester)

---

**ECD123** **3 CR. (3 LEC.)**

**Environments for Young Children**

This course is designed to provide the student with a broad knowledge base on how to design a program for children developing both typically and atypically. The course provides the opportunity to plan environments that are physically and emotionally secure. The students will plan and implement activities that are age, stage and culturally appropriate for children birth to age five. The course content is based upon guidelines established by the Council for Early Childhood Professional Recognition. This course requires at least one paper using a documentation format. (Offered spring semester)

---

**ECD133** **3 CR.**

**Practicum**

Students must be employed or volunteer in a licensed childcare facility in order to apply skills learned in the previous three courses. Observation of the student's work and evaluation of student skills are conducted by instructors following the CDA standards. Students must show competence in 13 functional areas. Professional resource files and all CDA requirements must be completed during Practicum so that the student is eligible for CDA assessment. Minimum clock hours are 144. (480 hours if the student intends to assess for CDA upon completion of current semester) This course requires at least one paper using a documentation format.

## **COMPUTER SYSTEMS TECHNOLOGY**

---

**CST1003** **3 CR. (3 LEC./LAB)**

**Computer Maintenance I**

Prerequisite: CST113 or Permission of Instructor

This course series is designed to prepare the student for entry into the workforce as a computer technician. The student is given intensive hands-on experience in the theory, operation, troubleshooting and remedial and preventative maintenance of microcomputers as used in the workplace today. This is the first in a series of courses designed to prepare the student for diagnosing and repairing modern microcomputers as commonly used in the workplace. Emphasis will be placed on preparation for acquiring the A+ certification credential. (Offered fall semester)

---

**CST113** **3 CR. (3 LEC.)**

**Computer Applications**

This course is designed to give the student a fundamental understanding of hardware, software, operating systems, and an introduction to the Internet. Topics include computer organization, storage media and devices, file processing techniques, computer systems and configurations, computer-based information systems, and computer terminology. The class centers on learning to use a personal computer by introducing the student to the applications in Microsoft Office: Word, for word processing; Excel, for spreadsheets; Access, for database information; and PowerPoint, for presentations. This course will include hands-on experience in the computer lab. (ACTS: CPSI1003) (Offered fall, spring and summer semesters)

---

**CST1013** 3 CR. (3 LEC./LAB)

**Computer Maintenance II**
*Prerequisites:* CST1003

This course is a continuation of CST1003 Computer Maintenance I. (Offered spring semester)

---

**CST124** 4 CR. (4 LEC./LAB)

**Introduction to Programming**
*Prerequisite:* CST113 or permission of instructor

This course is an introduction to the Java programming language. The course provides a conceptual understanding of object-oriented programming and teaches use of Java language object-oriented technologies to solve business problems. Students learn how to create classes, objects, and applications using the Java language. (Offered spring semester)

---

**CST134** 4 CR. (4 LEC./LAB)

**Introduction to Website Design**
*Prerequisite:* CST113

This course is intended to be an addition to the CST offerings which will complement the existing courses. This course will allow students to get real-world experience in gathering information, designing and implementing web pages for hire. The student will spend significant time on a semester-long project which will prepare students to create web pages for hire. (Offered fall semester)

---

**CST153** 3 CR. (3 LEC./LAB)

**Concepts of Operating Systems**
*Prerequisite:* CST113 or demonstrated competency with a personal computer

This course provides an introduction to computer and network operating systems. Emphasis is on practical application, with discussion and practice on command prompt based systems, graphical user interface systems, and embedded systems. Practicum will include MSDOS, Windows NT, Windows 2000, Windows XP, and Linux RedHat. (Offered fall and summer semesters)

---

**CST2063** 3 CR. (3 LEC./LAB)

**Database and Programming I**
*Prerequisite:* CST113 or Permission of Instructor

This course is the first of the Database Design and Programming with the SQL series. This course teaches the value of database design and management for today's internet-driven business environment. Analysis of complex business scenarios and creation of data models, a conceptual representation of an organization's information, are included in the scope of the course. (Offered fall)

---

**CST174** 4 CR. (4 LEC./LAB)

**Database Design & Programming II**
*Prerequisite:* CST113 or Permission of Instructor

This course is the second of the Database Design and Programming with SQL series. The student will implement their database design by creating a physical database using SQL, the industry-standard database programming language. Upon completion, students have the opportunity to sit for the first of two exams required to earn the "Oracle Certificate Associate." (Offered on demand)

---

**CST184** 4 CR. (4 LEC./LAB)

**Advanced Programming**
*Prerequisite:* CST124

This course is a continuation of Introduction to Programming with Java. The course will cover more advanced programming techniques such as sorting, searching, file input and output, and recursive algorithms. (Offered spring semester)

---

**CST223** 3 CR. (3 LEC./LAB)

**Data Structures in Java**
*Prerequisite:* CST184

This course is a study of data structures concepts and implementation in Java. The data structures used include linked lists, stacks, queues, recursion, binary trees, and hashing techniques. Also examined is the identification of the appropriate use of data

structures from data characteristics.  
(Offered on demand)

---

**CST254** 4 CR. (4 LEC./LAB)

**Systems Design and Analysis**

*Prerequisite: CST113 or permission of instructor*

This course provides an introduction to Systems Design and Analysis. Topics include analyzing the business case, requirements modeling, data and process modeling, and development strategies with an increased focus on object modeling and project management. Students also learn about output and user interface; data design; systems architecture and implementation; and systems operation, support, and security. (Offered spring semester and fall on demand)

---

**CST264** 4 CR. (4 LEC./LAB)

**Advanced Website Design**

*Prerequisite: CST134*

This course is a continuation of CST134 Internet Basics / HTML. This course will focus on advanced design techniques such as Cascading Style Sheets and Dynamic HTML and is structured to develop and fine tune the student's ability to produce professional websites. (Offered spring semester)

---

**CST273** 3 CR. (3 LEC./LAB)

**Spreadsheet Applications**

This course provides the student with a fundamental understanding of the popular business software program, Excel. Course content includes creating, modifying, and printing spreadsheets as well as utilizing spreadsheets to solve problems. Graphing, database operations, and Excel macros are also covered. (Offered fall and spring semester)

---

**CST283** 3 CR. (3 LEC./LAB)

**Database Applications**

*Prerequisite: CST113 or permission of instructor*

This course will cover the principles and practical applications of database

management software for microcomputers. The student will gain knowledge and proficiency in the use of database software through class lecture and lab exercises with various database problems. (Offered fall and spring semester)

---

**CST293** 3 CR. (3 LEC./LAB)

**Networking Essentials**

*Prerequisite: CST113 or permission of instructor*

This course provides the students with a fundamental understanding of networking computers. Some of the topics covered will include network design, networking media, network hardware, network communications, protocols, network administration and network troubleshooting. This course is designed to help the student pass the Network+ certification exam offered by CompTia. (Offered in fall semester)

---

**CST1023** 3 CR. (3 LEC./LAB)

**Network and Data Security**

*Prerequisite: CST113 or permission of instructor*

This course is intended for students who want to learn about the important career specialty, network and data security. We cover key topics like network security, compliance and operational security, threats and vulnerabilities, access control and identity management, and cryptography while employing practical examples and insights to provide real-world context.

This course also prepares students who want to take the CompTIA Security+ exam, covering all of the Security+ exam objectives, with clear and concise information on crucial security topics. Students will have everything they need to prepare for the latest version of the Security+ certification exam. (Offered spring semester)

## COSMETOLOGY

COSM1101 40 Clock HRS. /1 CR..

### Hygiene and Sanitation I

This course instructs students in sanitation, sterilization, hygiene, lighting and ventilation. Students will have hands on experience in performing general sanitation duties. (Semester One)

COSM1112 400 Clock HRS./12 CR.

### Hairdressing w/lab I

A course in scalp massage, cleaning, shampooing, cutting, clipping, singeing, dying, tinting, bleaching, perming, brushing, combing, curling, reconditioning, thermal pressing, iron curling, and chemical relaxing hair. (Semester One)

COSM1121 40 Clock HRS./1 CR.

### Related Science I

This course is designed to give students a depth of understanding in the sciences related to the field. Those sciences include: physiotherapy or cosmeticity (pertaining to electricity used in cosmetology), physiology and histology anatomy, neurology, mycology and osteology. (Semester One)

COSM1131 40 Clock HRS./1 CR.

### Manicuring I

A course in the construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage. (Semester One)

COSM1141 40 Clock HRS./1 CR.

### Aesthetics I

A course in the skin, various kinds of facial massage, cosmetics, packs, the art of makeup, eyebrow arching, and eyebrow and eyelash dying. (Semester One)

COSM1151 40 Clock HRS./1 CR.

### Salesmanship, Shop Management, and Shop Department

This course relates to the necessary skills of courtesy, neatness and professional attitude in meeting the public, and a strong

focus on entrepreneurship. (Semester One)

COSM1201 40 Clock HRS./1 CR.

### Hygiene and Sanitation II

This course is a continuation of Hygiene and Sanitation I which instructs students in sanitation, sterilization, hygiene, lighting and ventilation. The student will have hands on experience in sanitation methods. (Semester Two)

COSM1212 400 Clock HRS./12 CR.

### Hairdressing w/lab II

A continuing course in scalp massage, cleaning, shampooing, cutting, clipping, singeing, dying, tinting, bleaching, perming, brushing, combing, curling, reconditioning, thermal pressing, iron curling, and chemical relaxing hair. (Semester Two)

COSM1221 40 Clock HRS./1 CR.

### Related Science II

This course is designed to give students a depth of understanding in the sciences related to the field. Those sciences include: physiotherapy or cosmeticity (pertaining to electricity used in cosmetology), physiology and histology anatomy, neurology, mycology and osteology. (Semester Two)

COSM1231 40 Clock HRS./1 CR.

### Manicuring II

A course in the construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage. (Semester Two)

COSM1241 40 Clock HRS./1 CR.

### Aesthetics II

A course in the skin, various kinds of facial massage, cosmetics, packs, the art of makeup, eyebrow arching, and eyebrow and eyelash dying. (Semester Two)

COSM1251 40 Clock HRS./1 CR.

### Salesmanship, Shop Management, and Shop Department II

This is a continuing course in the necessary skills of courtesy, neatness and professional attitude in meeting the public. There is a

strong focus on entrepreneurship.  
(Semester Two)

---

**COSM1301**                      **20 Clock HRS./1 CR.**

**Hygiene and Sanitation III**

This course is a conclusion of Hygiene and Sanitation which instructs students in sanitation, sterilization, hygiene, lighting and ventilation. The student will have hands on experience in sanitation methods.  
(Semester Three)

---

**COSM1312**                      **180 Clock HRS./3 CR.**

**Hairdressing w/lab III**

This is the final course in scalp massage, cleaning, shampooing, cutting, clipping, singeing, dyeing, tinting, bleaching, perming, brushing, combing curling, reconditioning, thermal pressing, iron curling, and chemically relaxing hair.(Semester Three)

---

**COSM1321**                      **40 Clock HRS./1 CR.**

**Related Cosmetology Science III**

This course is designed to give students a depth of understanding in the sciences related to the field. Those sciences include: physiotherapy or cosmeticity (pertaining to electricity used in cosmetology), physiology and histology anatomy, neurology, mycology and osteology.  
(Semester Three)

---

**COSM1331**                      **20 Clock HRS./1 CR.**

**Manicuring III**

A course in the construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage. (Semester Three)

---

**COSM1341**                      **20 Clock HRS./1 CR.**

**Aesthetics III**

A course in the skin, various kinds of facial massage, cosmetics, packs, the art of makeup, eyebrow arching, and eyebrow and eyelash dying. (Semester Three)

---

**COSM1351**                      **20 Clock HRS./1 CR.**

**Salesmanship, Shop Management, and Shop Department III**

This course is the final in the sequence and relates to the necessary skills of courtesy,

neatness and professional attitude in meeting the public, and a strong focus on entrepreneurship. (Semester Three)

---

**COSM1406**                      **220 Clock HRS./6 CR.**

**Manicuring and Pedicuring with Lab I**

This course is an introduction to the science and art of manicures and pedicures for the nail professional. It covers nail health, sanitation, and art design for real and artificial nails.

---

**COSM1411**                      **40 Clock HRS./1CR.**

**Nail Technician Sanitation and Safety**

This course is designed to inform students on the necessary elements to perform manicures and pedicures in a sanitary manner.

---

**COSM1412**                      **440 Clock HRS./12 CR.**

**Manicuring and Pedicuring with Lab**

This course is designed to give intensive instruction and laboratory experience to the student interested in being a licensed nail technician.

---

**COSM1416**                      **220 Clock HRS./6 CR.**

**Manicuring and Pedicuring with Lab II**

This course is an introduction to the science and art of manicures and pedicures for the nail professional. It covers nail health, sanitation, and art design for real and artificial nails.

---

**COSM1419**                      **800 Clock HRS./9 CR.**

**Cosmetology Instructor I**

In this course the instructor trainee will prepare lesson plans and utilize visual aids. Instructor trainees will choose class materials, visual aids and student competencies that prepare them for conducting cosmetology course work. Instructor trainees will prepare theory classes in Hygiene and Sanitation, Related Science, Hairdressing, Manicuring, Aesthetics, Salesmanship and Shop Management, and Shop Department. This course is designed to prepare instructor trainees to conduct practical classes in all phases of cosmetology. This course



prepares instructor trainees to comply with all State Board of Cosmetology record keeping including student records. Instructor trainees are evaluated and prepared to take the cosmetology instructor licensing exam given by the Arkansas Board of Health – Cosmetology Section.

**COSM1421 40 Clock HRS./1CR.**

**Nail Technician Related Science**

This course is designed to teach science related to nail technology.

**COSM1429 800 Clock HRS./9 CR.**

**Cosmetology Instructor II**

This course is a continuation of COSI1419. In this course the instructor trainee will prepare lesson plans and utilize visual aids. Instructor trainees will choose class materials, visual aids and student competencies that prepare them for conducting cosmetology course work. Instructor trainees will prepare theory classes in Hygiene and Sanitation, Related Science, Hairdressing, Manicuring, Aesthetics, Salesmanship and Shop Management, and Shop Department. This course is designed to prepare instructor trainees to conduct practical classes in all phases of cosmetology. This course prepares instructor trainees to comply with all State Board of Cosmetology record keeping including student records. Instructor trainees are evaluated and prepared to take the cosmetology instructor licensing exam given by the Arkansas Board of Health – Cosmetology Section.

**COSM1431 40 Clock HRS./1CR.**

**Intoduction to Manicuring for Nail Technicians**

Students are introduced to the fundamentals of manicuring in this course.

**COSM1451 40 Clock HRS./1CR.**

**Salesmanship, Shop Management & Department for Nail Technician**

This course is designed to teach students the business essentials of operating a nail salon for profit.

**COSM1501 40 Clock HRS./1CR.**

**Introduction to Skin Care for Aestheticians**

Intro to skin care for Aestheticians provides education in the basic concepts of maintaining a healthy body and mind, communicating effectively and establishing healthy life skills. Students will learn how to maintain a professional image, aesthetics history and industry opportunities.

**COSM1511 40 Clock HRS./1CR.**

**Professional Career Development for Aestheticians**

Professional Career Development for Aestheticians provides education in the area of business skills, career planning and selling products and services.

**COSM1512 440 Clock HRS./12CR.**

**Aesthetics with Lab**

Aesthetics with Lab provides education to prepare students to pass the state licensure exam and to successfully enter the aesthetics work force. It will provide essential information to guide the student to make sound decisions about client treatments.

**COSM1531 40 Clock HRS./1CR.**

**Health, Safety, and Sanitation for Aestheticians**

Health, Safety, and Sanitation for Aestheticians provides education in general salon infection control requirements, and Arkansas Department of Health regulation and laws. It will provide essential information to prepare students to offer safety and sanitation applications to address client needs for pre/post-services procedures.

**COSM1541 40 Clock HRS./1CR.**

**Related Science for Aestheticians**

Related Science for Aestheticians provides education in general science and science related to skin care. This course includes general anatomy and physiology, chemistry basics, electricity, and nutrition. It will provide essential information to help the student work with clients and make sound

decisions about treatments.

## CRIMINAL JUSTICE

---

**CRJ103** 3 CR. (3 LEC.)

### Introduction to Criminal Justice

This course offers a study of the criminal justice system and is designed to introduce the student to the various segments of the system, such as the police, prosecution, courts, probation, parole, and corrections. This course requires at least one paper using a documentation format. (ACTS: CRJU1023) (Offered fall and spring semester)

---

**CRJ113** 3 CR. (3 LEC.)

### Criminal Justice Internship

*Prerequisite: CRJ103*

The aim of this course is an attempt to bring training and education into a more meaningful relationship, by providing a planned program of research, observation, study, and work in an approved institution and/or agency. The program is designed to assist the student in selecting that segment of the appropriate field which may ultimately become the career of his/her choice. Additionally, the program is aimed toward more mature individuals who are presently employed in a segment of one of the three areas and wish to broaden their knowledge of the system, or individuals who may contemplate getting into another segment of the system by making a career change. The intern program is designed to supplement classroom study with constructive participation in their chosen area. Under the dual supervision of the faculty and practitioners, the student has an opportunity to apply techniques and procedures to situational experiences in his/her chosen area of study. (Offered on demand)

---

**CRJ126** 6 CR. (6 LEC.)

### Part-Time II/Auxiliary Officer

*Prerequisite: Student must be sponsored by law enforcement agency*

This course is designed to satisfy the classroom and firing-range requirements set forth by the Arkansas Commission Law Enforcement Standards and Training, which, upon satisfactory completion, will allow the student to serve in a Part-Time II/Auxiliary Officer capacity with their respective law enforcement agency. (Offered on demand)

---

**CRJ133** 3 CR. (3 LEC.)

### Juvenile Crime and Delinquency

This course provides a study covering the philosophy of the juvenile justice system and how it has evolved in the United States. Emphasis is directed to the role of the family, police, courts, school, and other justice officials in controlling and sanctioning juvenile crime and delinquency with an analysis of juvenile delinquent behavior, problems, causes, and preventions. This course requires at least one paper using a documentation format. (Offered on demand)

---

**CRJ1023** 3 CR. (3 LEC.)

### Law Enforcement in Society

This course covers the role of police with special emphasis on interactions with other components of the justice system. Topics include the use of force, training issues, minorities and women in law enforcement, and relationships with a diverse and evolving public.

---

**CRJ1033** 3 CR. (3 LEC.)

### Criminal Procedure

This course covers police work including arrests, search and seizure, and other criminal procedures affected by laws and regulations in Arkansas and the United States.

---

CRJ1043 3 CR. (3 LEC.)

**Probation and Parole**

This is an introductory course related to the organization and use of monitored probation and the reintroduction to former inmates into the general population. It also covers probation as a correctional technique prior to incarceration.

---

CRJ1053 3 CR. (3 LEC.)

**Corrections**

An overview of the theories, principles, and operations of the corrections function within the criminal justice system. Emphasis will be on prisons and prison management.

## ECONOMICS

---

ECN203 3 CR. (3 LEC.)

**Microeconomics**

This course presents an overall view of how economic systems operate. Emphasis is placed on money, banking, and national income. This course requires at least one paper using a documentation format. (ACTS: ECON2203) (Offered fall semester. Spring on demand)

---

ECN213 3 CR. (3 LEC.)

**Macroeconomics**

Macroeconomics is a continuation of Microeconomics. The course includes taxation, price and non-price competition, income distribution, and current economic problems. This course requires at least one paper using a documentation format. (ACTS: ECON2103) (Offered spring semester. Fall on demand)

## EDUCATION

---

EDU213 3 CR. (3 LEC. and practical educational activities)

**Introduction to Education**

This course offers a study of educational history, philosophy, policies, and trends for the purpose of helping students formulate personal beliefs and practices about

educational problems. Students will be involved in fifteen observations or educational activities in the local elementary or secondary schools. This course requires at least one paper using a documentation format. (Offered fall semester)

---

EDU223 3 CR. (3 LEC.)

**Instructional Technology**

This three hour course is designed to provide students with an overview of the technologies that can enhance teaching and learning. Students will be taught basic computer skills and the uses of various software applications (i.e., word-processing, database, spreadsheet, graphics, multimedia, etc.) in the educational setting. This course requires the creation of at least one instructional learning tool using technology. (Offered spring semester)

## ELECTRICITY

---

ELEC1104 4 CR.

**Basic Electricity**

*Prerequisite: Minimum score of 17 on the mathematics section of the ACT, or a grade of C or better in MTH013, or a minimum score of 42 on the COMPASS pre-algebra test.*

This course is an introduction to the subject of electricity. The course will provide a basis for understanding the physical nature of electricity, including static fields, alternating and direct currents, circuit analysis, and other fundamental electrical concepts.

---

ELEC1403 3 CR.

**Industrial Motors & Controls**

This is the study of electric motor and control systems as applied to the industrial trades. Included are maintenance, installation, wiring diagrams, and troubleshooting.

---

**ELEC1043** 3 CR.

**Electric Motors & Controls**

*Prerequisite: ELEC1104*

This course will cover operating principles of conventional and solid-state controls with their practical applications. Controls to include braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations.

## ENGLISH

---

**ENG0023** 3 CR.

**Accelerated Reading/Writing**

This developmental level course is a co-requisite for those students whose test scores do not meet the state mandated assessment criteria for either reading or writing. Updated cut-off scores are listed in the online UA Rich Mountain catalog in the Placement Information Table. This co-requisite course supports accelerated student placement and achievement in general education courses. (Offered fall and spring semester)

---

**ENG113** 3 CR. (3 LEC.)

**English Composition I**

*Students are placed upon qualifying criteria.*

This is a beginning college-level course that includes an in-depth review of grammar, punctuation, syntax, and paragraph development relating to written composition. Students will receive an introduction to the five-paragraph structured essay with emphasis on thesis statement and organization. A step-by-step approach to more mature writing, progressing from sentence structure to paragraph development to structured essay is also studied. This course requires at least one paper using a documentation format. (ACTS: ENGL1013) (Offered fall and spring semester)

---

**ENG123** 3 CR. (3 LEC.)

**English Composition II**

*Prerequisite: ENG113 with a "C" or better*

This is an intermediate college-level course with a more advanced study of composition through the reading of novels and the writing of literary analysis with an emphasis on the elements of literature as they relate to composition. This course requires at least one paper using a documentation format. (ACTS: ENGL1023) (Offered fall and spring semester)

---

**ENG133** 3 CR. (3 LEC.)

**Technical Writing**

*Prerequisite: ENG113 with a "C" or better*

This is an intermediate college-level course designed to enhance the communications skills of students seeking a career in technical and scientific fields. It includes writing reports, proposals, and business correspondence. This course requires several synthesis projects using multi-media and technology (ACTS: ENGL2023) (Offered spring semester)

---

**ENG223** 3 CR. (3 LEC.)

**World Literature I**

*Prerequisite: ENG123 with a "C" or better*

This course is a survey of world authors and their works with emphasis on masterpieces from the Ancient, Medieval, and Renaissance periods. The course includes the study of movements, schools, and periods and requires at least one paper using a documentation format. (ACTS: ENGL2113) (Offered fall semester)

---

**ENG233** 3 CR. (3 LEC.)

**World Literature II**

*Prerequisite: ENG123 with a "C" or better*

This course is a survey of world authors and their works with emphasis on masterpieces from the Renaissance to the Modern period of literature. The course includes the study of movements, schools, and periods and requires at least one paper using a documentation format. (ACTS: ENGL2123) (Offered spring semester)

---

**ENG283** **3 CR. (3 LEC.)**
**Introduction to Creative Writing**

This course is a workshop for serious writers and focuses on the craft of writing both fiction and poetry. The course begins with learning form and technique through the study of famous works. Students then work individually on their own stories, novels, or poems. This course is recommended for any student who enjoys writing as a creative form of expression. This course requires at least one paper using a documentation format. (ACTS: ENGL2013) (Offered on demand)

## GEOGRAPHY

---

**GEO103** **3 CR. (3 LEC.)**
**Regional Geography of the World**

This course illustrates world conditions as they exist in the environment and the various cultures. It introduces map reading of the various continents and other important geo-graphical concepts. This course requires at least one paper using a documentation format. (ACTS: GEOG2103) (Offered fall semester)

---

**GEO223** **3 CR. (3 LEC.)**
**Global Studies**

This course stresses the commonalities, rather than the differences, of people around the globe. The concepts of culture, values, diversity, perspectives, conflict, interdependence, and change are central to the course and are used to analyze such issues as peace and conflict, world hunger, population, human rights, and economic interdependence. This course seeks to understand global issues, how others view these issues, and the effects these issues have on the world. This course requires at least one paper using a documentation format. (Offered on demand)

## HEALTH INFORMATION TECHNOLOGY

---

**AHIM1003** **3 CR. (3 LEC.)**
**Medical Terminology**

Medical terminology is the study of the principles of medical word building to help the students develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology word construction through a study of root words, prefixes and suffixes. The study focuses on correct pronunciation, spelling, definition, and use of medical terms. Anatomy, physiology, surgical procedures, diagnostic procedures, symptomatology, and pathology of disease are introduced yet no previous knowledge of these topics is required. This course is recommended for individuals interested in entering the healthcare profession or who want a better understanding of the language of medicine for personal growth and awareness.

---

**AHIM1011** **1 CR. (1 LEC.)**
**Pharmacology**

Upon successful completion of this course, students will be able to identify the basics of pharmacotherapy as it relates to medical coding and billing.. Drug classifications and matching drugs to common conditions and laboratory findings is the focus of this course. Students will be introduced to the names and uses of the major classes of drugs commonly used in the medical community by health care practitioners. This information will help coders understand how to use medication information from physician orders and medication lists to identify situations in which further inquiry about comorbidities or complications may be necessary.

---

**AHIM1013** **3 CR. (3 LEC.)**

**Medical Coding**

*Prerequisite: AHIM1003 Medical Terminology*

Medical insurance coding prepares students in all aspects of contemporary insurance billing. Coding entails transforming the written or verbal description of diseases, injuries, and procedures into numerical designations. Additionally, students will become familiar with the content of the medical record in order to locate information to support or provide specificity for accurate coding. Students learn basic diagnosis coding systems with detailed instruction in the International Classification of Diseases ICD-9-CM, how to code, and guidelines for usage for Volume I, Volume II, and Volume III. Students also learn basic procedure coding systems with detailed instruction in basic HCPCS coding, CPT-4 coding for Anesthesia, E&M, Surgical, Pathology/Laboratory, Radiology, and Medicine. HCPCS Level II codes are also taught. This course introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Students develop proficiency in preparing and processing insurance claims as they relate to government programs, such as Medicaid and Medicare.

---

**AHIM1022** **2 CR. (2 LEC.)**

**Medical Billing and Reimbursement**

*Prerequisite: AHIM1003 Medical Terminology*

*Co-requisite: AHIM1013 Medical Coding*

This course examines the complex financial systems within today's healthcare environment and provides an understanding of the basics of health insurance and public funded programs, managed care contracting and how services are paid. In addition to the step by step details about how each payment system functions, a brief historical review is also provided the student for a greater understanding of the impact has had on all stakeholders. Students will

become familiar with the legal and regulatory considerations involved in healthcare billing and reimbursement. This course will include a review of billing forms, different prospective payment systems and a discussion of claims management. This course is recommended for anyone who is preparing for a career in a medical billing department at a physician's office, clinic, or similar positions.

---

**AHIM1032** **2 CR. (2 LEC.)**

**Facility Revenue Cycle**

Facility Revenue Cycle reviews the principles of revenue cycle management to include the scope and management of clinical coded data, process improvement and data quality, healthcare compliance, internal and external auditing, facility reporting, chargemaster maintenance, and case-mix management. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, medical auditing and review, and ICD and CPT coding. Students will develop skills in claims management, compliance with regulatory guidelines to include HIPAA, Office of the Inspector General Requirements, and Recovery Audit Contractors for healthcare reimbursement and claims. This course will include a review of billing forms, different prospective payment systems and a discussion of claims management. Facility Revenue Cycle is recommended for anyone who is preparing for a career in medical billing at hospital based medical facilities, physician's offices, clinics, or similar positions.

---

**AHIM1033** **3 CR. (3 LEC.)**

**Basic Human Anatomy & Physiology**

Basic Human Anatomy and Physiology covers the basic structure and function of the human body using a systems approach. The course examines basic concepts of human anatomy and physiology as they relate to the health sciences. The course uses a body systems approach to discover

the interrelationships between structure and function at the gross and microscopic levels of organization in the human body. Students develop the ability as a healthcare professional, to apply the basic concepts of whole body anatomy and physiology to decision making and professional communication with colleagues and patients.

This class does not satisfy the Anatomy & Physiology requirement for the nursing program. Nursing students should take BIO134 & 144.

---

**AHIM1042** **2 CR. (2 LEC.)**

**Electronic Health Information Management**

This course will review the history of the electronic health record and current trends in healthcare information applications. Students will explore the transition from a paper-based health record to an electronic health record and associated issues. This course will provide information about effective management, documentation, and communication using electronic health information. The course will also provide hands-on activities to navigate through the various applications found in a typical electronic medical record system. Upon completion, students will be able to use electronic health records as a tool before, during, and after a patient encounter. Students will gain a solid understanding of the legal aspects including patient confidentiality and the disclosure of medical records in a court setting.

---

**AHIM1051** **1 CR. (1 LEC.)**

**Legal Aspects of Healthcare**

This course focuses on the impact of legal and ethical issues in health information management. Topics include an overview of the branches of government, tort law; confidentiality and release of information, subpoenaed information; record retention and security; information consent; liability; patient rights; negligence and malpractice; and ethics. Upon completion, students

should be able to comply with legal requirements and be aware of legislative and regulatory trends.

---

**AHIM1053** **3 CR. (3 LEC.)**

**Medical Chart Auditing**

This course is designed for students who wish to learn principles of medical auditing and will define key areas of regulation, CIAs, medical record documentation, and chart abstraction. Participants will learn the organization and regulatory compliance of the medical record in addition to review of evaluation and management services. Surgical, radiology and other ancillary services will be reviewed in the course. Upon completion, students will be able to complete internal charting reviews. It is recommended for anyone preparing for a career in medical auditing.

---

**AHIM1063** **3 CR. (3 LEC.)**

**Medical Coding II**

This course is a continuation of Medical Coding and prepares students in all aspects of contemporary insurance billing. Coding means transforming the written or verbal description of disease, injury, and procedures into numerical designations for insurance purposes.

---

**AHIM1073** **3 CR. (3 LEC.)**

**Medical Coding III**

Upon successful completion of this course, students will be able to apply advanced, hospital and outpatient specific coding and billing guidelines to prepare for the official certification exam to become a Certified Coder. This program will utilize the student's existing knowledge of anatomy, physiology, clinical disease processes, and medical terminology to assist in accurately assigning codes for diagnoses and procedures for patient encounters in all levels of healthcare settings. Evaluation of the use of Uniform Hospital Discharge Data Sets, Diagnosis Related Group assignment, applying ICD10-PCS coding, and determining the proper use of Modifiers, CPT vs. HCPCS Level II

codes based on Prospective Payment System definitions will be the focus of this course.

---

**AHIM1113** **3 CR. (3 LEC.)**

**Essentials of Management Practice**

This course is designed for students who wish to acquire a thorough body of knowledge and skills necessary to manage the multiple elements of medical practice management. These elements include organization, administration, communication, marketing, and patient care. Topics include management of tasks and responsibilities, supervision and training, practice marketing, service scheduling, accounting processes, benchmarking and receivables, reimbursement and billing related to the medical practice. This course will discuss the requirements of managing the revenue cycle, compliance regulations, human resources, health information, and general business practices.

---

**AHIM1123** **3 CR. (3 LEC.)**

**Healthcare Regulatory Compliance**

This course is designed for students who wish to learn key requirements needed to effectively develop, implement, and monitor a healthcare compliance program. It covers governmental regulatory guidelines including internal compliance reviews, audits, risk assessments, and staff education and training. This course is recommended for anyone who is preparing for a career as a compliance officer.

---

**AHIM1133** **3 CR. (3 LEC.)**

**Quality Assessment and Improvement**

Students will gain knowledge regarding quality standards and methodologies in the health systems environment. Topics include licensing, accreditation, compiling and presenting data in statistical formats, quality management, and performance improvement functions. Risk management and medical staff quality issues will also be covered. Finally, students will learn various

approaches to assess patient safety issues and implementing quality management and reporting through electronic systems.

---

**AHIM1142** **2 CR. (2 LEC.)**

**Healthcare Credentialing**

This course provides an overview of topics including credentialing and privileging, primary source verification, compliance with standards, and medical staff services operations reviewed from the perspective of a variety of health care settings, including hospitals, managed care organizations, and ambulatory care settings.

## **HISTORY, POLITICAL SCIENCE, AND ANTHROPOLOGY**

---

**ANT113** **3 CR. (3 LEC.)**

**Physical Anthropology**

A survey of anthropology covering the introduction to the discipline, concentrating on the principles and concepts of physical anthropology and archaeology, genetics, variation, paleontology, and prehistory. This course requires at least one paper using a documentation format. (Offered on demand)

---

**ANT213** **3 CR. (3 LEC.)**

**Cultural Anthropology**

An introduction to the nature of culture and its influence on human behavior and personality: comparative study of custom, social organization, and processes of change and integration of culture. This course requires at least one paper using a documentation format. (Offered on demand)

---

**HIS143** **3 CR. (3 LEC.)**

**World Civilization to 1500**

This course offers a survey of ancient and medieval history, with an emphasis on Asian, African, and European cultures and cultural interaction. This course requires at least one paper with a historical documentation format. (ACTS: HIST1113) (Offered fall and spring semester)



**HIS153** **3 CR. (3 LEC.)**

**World Civilization from 1500**

This course offers a survey from the early modern period until present day. This course requires at least one paper with an historical documentation format. (ACTS: HIST1223) (Offered fall and spring semester)

**HIS213** **3 CR. (3 LEC.)**

**U. S. History to 1865**

This course offers a survey of the cultural, economic, political, and social forces that have shaped the U.S. through the Reconstruction era. This course requires at least one paper using a documentation format. (ACTS: HIST2113) (Offered in fall and spring semester)

**HIS223** **3 CR. (3 LEC.)**

**U. S. History from 1865**

This course offers a survey of the cultural, economic, political, and social forces that have shaped the U.S. from the end of Reconstruction to the present. This course requires at least one paper using a documentation format. (ACTS: HIST2123) (Offered in fall and spring semester)

**HIS233** **3 CR. (3 LEC.)**

**Arkansas History**

This course offers a study of the political, social, and economic development of Arkansas from the era of exploration and early statehood to the present. Major themes include the Civil War and Reconstruction, segregation and disenfranchisement, progressivism, and civil rights. This course meets state requirements for elementary and secondary teachers and requires at least one paper using a documentation format. (Offered fall and spring semester)

**PSI103** **3 CR. (3 LEC.)**

**American National Government**

This course studies the structure, principles, and functions of the United States government and requires at least one paper

using a documentation format. (ACTS: PLSC2003) (Offered fall and spring semester)

**PSI123** **3 CR. (3 LEC.)**

**State and Local Government**

This course offers an introduction to the organization, structure, functions, and administration of state and local governments. (ACTS: PLSC2103) (Offered spring semester)

**ELECTROMECHANICAL  
INDUSTRY**

**IMMC1001** **1 CR. (1 LEC.)**

**Hand Tools & Measuring Devices**

This course introduces the student to the basic components of dial calipers, outside micrometers, inside micrometers, depth micrometers, telescoping gauges, thickness gauges, and dial indicators. This course also familiarizes students with the procedures for properly using each of these instruments to measure the dimensions of an object.

**IMMC1002** **2 CR. (2 LEC.)**

**Blueprint Reading**

The art of blueprint reading is a necessary skill required for most technical vocations. This course will provide the instruction required to become proficient in reading and interpreting prints, system schematics, and engineering drawing.

**IMMC1013** **3 CR. (3 LEC.)**

**Introduction to Pneumatic & Hydraulic Systems**

This course provides an introduction to pneumatic and hydraulic systems and covers topics specifically relating to the design, application, and maintenance of hydraulic and pneumatic systems. This course includes content on hydraulic pumps, fluid conductors, connectors, and means of transmission.

---

**IMMC1014** 4 CR. (4 LEC.)

**Programmable Logic Controllers**

*Prerequisite: ELEC1043*

This course discusses the fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls. The student will identify and describe digital logic circuits, explain numbering systems, explain the operation of programmable logic controllers, convert ladder diagrams into programs, incorporate timers and counters utilizing programmable logic controllers, and execute and evaluate programs.

## JOURNALISM

---

**JRN113** 3 CR. (3 LEC.)

**Introduction to Journalism**

This course provides a study of the basics of journalism, in particular news reporting and feature writing. Focus is on effective lead writing, with emphasis on writing, revising, and editing articles for traditional publication and social media. (Offered on demand)

---

**JRN123** 3 CR. (3 LEC.)

**Introductin to Journalism II**

*Prerequisite JRN113*

This course is a continuation of Newswriting I and covers more advanced techniques of news gathering, writing, revising, and editing. (Offered on demand)

## MACHINE TOOL TECHNOLOGY

---

**MCH105** 5 CR. (2 LEC., 6 LAB)

**Technology of Machine Tools I**

Upon completion of this course the student will have a basic understanding of the operation of manual machines from setup to completed part. The student will also be able to gage and inspect parts. This course of study will emphasize the manual lathe and the related support equipment such as

the cut-off saws and the contour saws. This course will also cover the proper use and terminology of basic hand tools. Safety applications and procedures will be taught throughout this course of instruction. (Offered fall semester)

---

**MCH115** 5 CR. (2 LEC., 6 LAB)

**CNC Turning**

Students will learn basic CNC programming, test their code on virtual and actual simulators, and cut out part on CNC lathes. Students will gain an understanding of machine feeds and speeds for different material types and tooling. Students will learn machining processes, tool selection, and machine set-up. Instruction will be given in the more common machine control languages. Actual parts to be machined, will be programmed by students as part of their lab experiences. This course is for the beginning student as well as the second semester student. (Offered spring semester)

---

**MCH133** 3 CR. (3 LEC.)

**Tooling Shop Mathematics**

This course is designed to teach mathematics skills related to industrial arts and technology coursework in a computerized, self-paced setting. (Offered fall and spring semester)

---

**MCH135** 5 CR. (2 LEC., 6 LAB)

**CNC Milling**

Students will learn basic CNC programming, test their code on virtual and actual simulators, and cut out part on CNC milling machine. Students will gain an understanding of machine feeds and speeds for different material types and tooling. Students will learn machining processes, tool selection, and machine set-up. Instruction will be given in the more common machine control languages. Actual parts to be machined, will be programmed by students as part of their lab experiences. This course is for the beginning student as well as the second semester student. (Offered fall semester)

**MCH145 5 CR. (4 LEC., 2 LAB)**

**GDT(Geometric, Dimensioning Tolerance) Blueprint Reading and Measuring Devices**

Upon completion of this course the student will have a basic understanding of blueprint reading and the use of measuring tools and have the ability to gage and inspect parts. Students will gain an understanding of Geometric Dimension and Tolerance symbols, call-outs, and control frames on prints. (Offered fall semester)

**MCH155 5 CR. (4 LEC., 2 LAB)**

**Metals & Alloys/Basic Metallurgy**

Instruction is given in classification of metals and their chemical, physical, and mechanical properties. The student is also instructed in the basic makeup of steels and alloys and their heat treatment processes. Instruction is also given in the use of the Machinery’s Handbook as it relates to specific course material. (Offered spring semester)

**MCH205 5 CR. (2 LEC., 6 LAB)**

**Advanced Machine Shop/Lab Internship**

*Prerequisite: 2 semesters of Machine Shop and permission of instructor*

**Limit Two students per semester.**

This course will provide instruction in advanced machine tool techniques. Projects will be assigned as needed by the instructor. Major emphasis will be CNC machining, CNC programming and the fabrication of jigs and fixtures to complement the CNC machine projects. Some of the projects will be required to be machined on the manual lathe and/or mill. The advanced student may be called upon to help beginning students with their lab projects. (Offered on demand)

**MCH215 5 CR. (2 LEC., 6 LAB)**

**Technology of Machine Tool II**

*Prerequisite: MCH105*

Upon completion of this course the student will have a basic understanding of the operation of manual machines from setup

to completed part. The student will also be able to gage and inspect parts. This course of study will emphasize the milling machine and the related support equipment such as the drill press, pedestal grinder, and abrasive belt grinder. One of the objectives for this course will be the development and manufacture of jigs and fixtures for the CNC machines. Included in the development of the jigs and fixtures portion will be learning about and using commercial fixture units. The use of coolants and lubricants in the machining process of both manual and CNC machines will be taught. There will also be instruction in the usage of the Machinery’s Handbook as it applies to the different elements of this course. Safety applications and procedures will be taught throughout this course of instruction. This course is for the beginning student as well as the second semester student. (Offered spring semester)

**MCH233 3 CR. (2 LEC., 2 LAB)**

**CAM I**

This course provides the student with instruction in the concepts and practices associated with using Cam (Computer Aided Machining) software to prepare CNC machine programs for lathes and mills. Students will process programs that demonstrate the features and functions of the software and how it produces CNC code. (Offered on demand)

**MCH243 3 CR. (3 LEC.)**

**CAD I**

*Prerequisite: 2 semesters of Machine Shop, CST113, or permission of instructor*

CAD I has been developed to assist the student in understanding and developing Computer Aided Drafting skills. These skills include using and maintaining a CAD workstation, drafting on “electronic sheets,” managing drawing files, and using symbol libraries. The student will be expected to spend a minimum of two hours per week outside lab time reinforcing the applications learned in the classroom. (Offered on demand)

---

MCH253 3 CR. (3 LEC.)

CAD II

*Prerequisite: MCH243*

CAD II is a continuation of CAD I. The student will be expected to spend a minimum of two hours per week outside lab time reinforcing the application learned in the classroom. (Offered on demand)

## MASSAGE THERAPY

---

MSSG1106 90 CLOCK HRS/6CR

Anatomy & Physiology I

Anatomy, Physiology, Pathology & Contraindications I is a ninety (90) clock hour, six (6) credit hour course that provides students with the basic knowledge necessary to master the theory and practice of therapeutic massage. The human body, its structures and functions, is the territory of a massage therapist's work. The more familiar the massage therapist is with the body and its functions, the better able he/she will be to use the methods of therapeutic/clinical massage that will most benefit the client. Through this course, the student will learn that appropriate "technique" is grounded in an understanding of anatomy, physiology, kinesiology, and pathophysiology. Students will become familiar with general and local contraindications, conditions or situations that make receiving a massage inadvisable. Students will be introduced to each of the body systems, their unique characteristics, potential endangerment sites, and structural abnormalities, as well as, common pathologies found in each of the body systems. The course familiarizes students with key concepts and terminology pertaining to pathology, as well as, common infectious agents, hygienic practices, and the inflammatory process.

---

MSSG1111 15 CLOCK HRS/1CR

Massage Therapy Business Law & Ethics I

This fifteen (15) clock hour (one credit hour) course includes the mandatory six (6) hours specific to "Ethics" to complete the Technical Certificate in Massage Therapy. Students learn the requirements for the practice of therapeutic massage, covering ethics, code of ethics, standards of practice, informed consent, and scope of practice. The code of ethics is a set of principles or guidelines for decisions and professional conduct that all massage therapists should follow. This course identifies the difference between licensure and certification, municipal laws, and how the code of ethics affects the massage therapy profession. Participants are introduced to the government agencies and professional associations that establish regulations for the practice of massage therapy.

---

MSSG1121 15 CLOCK HRS/1CR

Massage Practice and Administration I

The client consultation/interview, general assessment, development of a treatment plan, SOAP documentation, and effective communication are included in this course. Students review the importance of the client intake process, to include health history to identify potential health problems and contraindications. Students learn the importance of the client interview and its help in determining the extent of assessment needed for the type of massage service requested.

---

MSSG1131 15 CLOCK HRS/1CR

Personal Hygiene, Sanitation, and Safety I

Personal Hygiene, Sanitation, and Safety Practices I is a fifteen 15-clock hour(1 credit hour) course that focuses on the importance of good health habits and professional projection. Students are taught to project a well-groomed, professional appearance at all times. The course identifies important personal health and grooming habits required for a personal service business

such as massage therapy. The everyday practice of personal hygiene, sanitation, and safety protects the massage therapist and clientele against injury and disease.

---

**MSSG1141**                      **15 CLOCK HRS/1CR**

**Hydrotherapy, Heliotherapy & Electrotherapy I**

This 15-clock hour, one credit hour course focuses on the effective and appropriate use of hydrotherapy as a therapeutic aid. Hydrotherapy techniques will be introduced that augment the massage experience. Procedures include wraps, baths, showers, frictions, and salt glows. Students learn hydrotherapy is an effective means of applying heat and cold to the body, and its appropriate and effective use in massage therapy practice. The course also covers cautions and contraindications associated with each of these therapeutic applications.

---

**MSSG1151**                      **35 CLOCK HRS/1CR**

**Related Science I**

This thirty five (35) clock hour; one credit hour course provides an understanding of the history and progression of massage, its credibility, and historical significance.

---

**MSSG1164**                      **135 CLOCK HRS/4CR**

**Massage Techniques & Lab I**

This course is a one hundred and thirty-five (135) clock hour, three (3) credit hour course. Massage technique and procedure form the basis of a massage therapy session. There are many variations on how to do massage. This course introduces students to classic Western Swedish massage techniques and how they are applied; effleurage, petrissage, compression, friction, tapotement, and vibration, along with joint movement applications in a full body routine.

---

**MSSG1206**                      **90 CLOCK HRS/6CR**

**Anatomy & Physiology II**

Anatomy, Physiology, Pathology & Contraindications II is a 90 clock hour, six (6) credit hour course that provides students

further knowledge necessary to master the theory and practice of therapeutic massage. The more familiar the massage therapist is with the body and its functions, the better able he/she will be to use the methods of therapeutic/clinical massage that will most benefit the client. Students will be familiar with general and local contraindications, conditions or situations that make receiving a massage inadvisable. Students will advance their knowledge of body systems. Also, the course focuses on the nature of common pathologies within each system covered.

---

**MSSG1211**                      **15 CLOCK HRS/1CR**

**Massage Therapy Business Law & Ethics II**

This fifteen (15) clock hour, one (1) credit hour class is required to complete the Technical Certificate in Massage Therapy. Understanding and abiding by local laws and regulations is essential for staying within the legal parameters that safeguard the massage therapist and client. Having an understanding of research methods and terminology adds to a therapist's knowledge base, competency, confidence and the ability to communicate effectively with clients and other health care professionals. Research literacy and the concept of an evidence-informed practice is introduced. Understanding basic research methods and terminology adds to a therapist's knowledge base, competency, and has business implications for creating a successful and ethical massage practice.

---

**MSSG1221**                      **15 CLOCK HRS/1CR**

**Massage Practice & Administration II**

In addition to being skillful in massage techniques, anatomy, physiology, pathology and documentation, massage therapists must be familiar with professionalism and how to create a successful massage business. Massage Practice and Administration II introduces the student to the components of building a business including business and feasibility planning, marketing and promotion, business location,

networking, long term business development, and self-care. The course covers a variety of employment opportunities, including the multi-faceted role of self-employment. Consideration is given to properly assembled and dependable equipment and supplies for a productive and safe practice environment.

---

**MSSG1231**                      **15 CLOCK HRS/1CR**

**Personal Hygiene, Sanitation & Safety II**

Personal Hygiene, Sanitation, and Safety Practices II is a fifteen-clock hour (one credit hour) course that focuses on the importance of good health habits and professional projection. A practitioner must look and behave in a professional manner at all times. The professional image projected includes the speech, appearance, cleanliness, good manners, equipment used, and place of business. Students gain knowledge of safe massage related equipment, tools, and products.

---

**MSSG1241**                      **15 CLOCK HRS/1CR**

**Hydrotherapy, Heliotherapy & Electrotherapy II**

This 15 clock hour course (one credit hour) focuses on the effective and appropriate use of thermotherapy, cryotherapy, light therapy, diathermy, and mechanical devices in combination with massage. Students will study these modalities and their appropriate and effective use in the massage therapy practice. The course covers cautions and contraindications associated with each of these therapeutic applications.

---

**MSSG1251**                      **35 CLOCK HRS/1CR**

**Related Science II**

This is a thirty five (35) clock hour, one (1) credit hour course that focuses on a variety of bodywork therapy approaches. Students will study the structure and function of the soft tissues of the body to effectively apply clinical and therapeutic massage techniques. Related Science II continues to build on the techniques and knowledge introduced in Related Science I providing the student

with more in-depth skill development and application. The scope of content includes effects, benefits, indications, and contraindications of massage, massage in the spa setting, clinical massage techniques including neurophysiologic therapies that affect the musculoskeletal system (trigger point therapy, neuromuscular therapy (NMT), muscle energy techniques (MET), position release technique (PRT) and myofascial techniques).

---

**MSSG1264**                      **135 CLOCK HRS/4CR**

**Massage Techniques & Lab II**

Massage Therapy Technique II is a one hundred thirty-five (135) clock hour, five (5) credit hour class. The course introduces students to therapeutic and clinical massage techniques that address specific conditions and complaints that clients might present. Sometimes called rehabilitative or treatment-oriented massage, therapeutic massage is based on the assessment, palpation, and treatment of specific injuries or compensation patterns in soft tissue structures of the body. Techniques covered include neuromuscular, muscle energy, positional release, and myofascial techniques. These techniques, combined with those of the classic Western massage covered in Massage Technique I, form the foundation of a clinical therapeutic massage practice.

---

**MSSG1306**                      **45 CLOCK HRS/3CR**

**Anatomy & Physiology III**

Anatomy, Physiology, Pathology & Contraindications I is a forty-five (45) clock hour, three (3) credit hour course that provides students with the supplemental knowledge necessary to master the theory and practice of therapeutic massage. The human body, its structures and functions, are covered in this course.

---

**MSSG1311**                      **15 CLOCK HRS/1CR**

**Massage Therapy Business Law & Ethics III**

This fifteen (15) clock hour (one credit hour) course furthers the students understanding

of business law and ethics within the massage industry. Students learn the requirements for the practice of therapeutic massage, covering ethics, code of ethics, standards of practice, informed consent, and scope of practice. The code of ethics is a set of principles or guidelines for decisions and professional conduct that all massage therapists should follow. Students will further their knowledge about the Federation of State Massage Therapy Licensing Boards (FSMTP) and the Massage and Bodywork Licensing Examination (MBLEx).

**MSSG1321 15 CLOCK HRS/1CR**

**Massage Practice & Administration III**

This is a fifteen (15) clock hour (one credit hour) course where the student will practice client consultation/interview, general assessment, development of a treatment plan, SOAP documentation, and effective communication are included in this course. Students will practice the client intake process, including client health history to identify potential health problems and contraindications. Students learn and practice client interviews and its help in determining the extent of assessment needed for the type of massage service requested. Additionally, students learn what information is typically found in client charts and the importance of record keeping and updating of information. The concept of informed consent is reviewed in this course.

**MSSG1331 15 CLOCK HRS/1CR**

**Personal Hygiene, Sanitation, & Safety III**

Personal Hygiene, Sanitation, and Safety Practices I is a fifteen 15-clock hour (1 credit hour) course that focuses on the importance of good health habits and professional projection. Students are taught to project a well-groomed, professional appearance at all times. The course identifies important personal health and grooming habits required for a personal service business such as massage therapy. The everyday practice of personal hygiene, sanitation,

and safety protects the massage therapist and clientele against injury and disease.

**MSSG1351 15 CLOCK HRS/1CR**

**Related Science III**

This fifteen (15) clock hour; one credit hour course provides an understanding of the history and progression of massage science. Historical and contemporary massage forms will be introduced and reviewed from theoretical and practical perspectives to include forces that impact tissue formation, common massage movements by method, and the importance of joint movements.

**MSSG1361 45 CLOCK HRS/1CR**

**Massage Techniques & Lab III**

This course is a forty-five (45) clock hour, one (1) credit hour course. Massage technique and procedure form the basis of a massage therapy session. Students will practice various massage techniques. This course furthers student knowledge of classic Western Swedish massage techniques and how they are applied; effleurage, petrissage, compression, friction, tapotement, and vibration, along with joint movement applications in a full body routine. Students will follow guidelines to ensure professional standards and to meet client expectations. Each student will demonstrate proficiency in the six technique categories commonly used in Western massage, and their value in improving circulation of blood and lymph, relaxing muscles, improving joint mobilization, and overall general relaxation. Massage room set-up, client draping technique, and appropriate client positioning is practiced within this class.

**MSSG4003 96 CLOCK HRS/3CR**

**Massage Processes I**

This is a 96 classroom hour course of the study of Advance Massage Skills and Techniques including Medical/Clinical Massage Techniques through proper assessments and treatments using advanced knowledge of Kinesiology, Sports Massage, Stretching Techniques, and

Neuromuscular Therapy. Students will better understand the structure and function of the soft tissues of the body to effectively apply clinical and therapeutic massage techniques. Massage Processes I continues to build on the techniques and knowledge introduced in the Massage Therapy Licensing Program providing the student with more in-depth skill development and application. The scope of content includes effects, benefits, indications, and contraindications of massage.

---

**MSSG4013**                      **96 CLOCK HRS/3CR**

**Massage Practicum I**

This is a 96 hour course of technique and lab which continues the study and application of advanced massage skills and techniques including Medical/Clinical Massage Techniques through proper assessments and treatments using advanced knowledge of Kinesiology, Sports Massage and Therapy, Stretching Techniques, Releasing Nerve Impingements and the application of Neuromuscular Therapy. Students will better understand the structure and function of the soft tissues of the body to effectively apply clinical and therapeutic massage techniques. Massage Practicum I continues to build on the techniques and knowledge introduced in the Massage Therapy Lab and Technique I, II & III by providing the student with more in-depth skill development and application. The scope of content includes effects, benefits, indications, and contraindications of massage.

---

**MSSG4023**                      **48 CLOCK HRS/3CR**

**Massage Processes II**

This is a 48 classroom hour course continuing the study of advanced massage skills and techniques including Medical/Clinical Massage through proper assessments and treatments using advanced knowledge of Kinesiology, Deep Tissue Massage, and Myofascial Release. Students will better understand the structure and function of the soft tissues of the body to effectively apply clinical and therapeutic

massage techniques. Massage Processes II also includes a deeper look into Reflexology of the Hands, Feet and Spine, Craniosacral Technique (CST) and Deluxe Spa Services, CEU Development and Marketing. Massage Processes II continues to build on the techniques and knowledge introduced in the Massage Processes I by providing the student with more in-depth skill development and application. The scope of content includes effects, benefits, indications, and contraindications of massage.

---

**MSSG4033**                      **96 CLOCK HRS/3CR**

**Massage Practicum II**

This is a 96 hour course of technique and lab which continues the study and application of advanced massage skills and techniques including Medical/Clinical Massage Techniques through proper assessments and treatments using advanced knowledge of Kinesiology, Sports Massage and Therapy, Stretching Techniques, Releasing Nerve Impingements and the application of Neuromuscular Therapy. Students will better understand the structure and function of the soft tissues of the body to effectively apply clinical and therapeutic massage techniques. Massage Practicum I continues to build on the techniques and knowledge introduced in the Massage Therapy Lab and Technique I, II & III by providing the student with more in-depth skill development and application. The scope of content includes effects, benefits, indications, and contraindications of massage.

---

## **MATHEMATICS**

---

**MATH0012**                      **2 CR. (2 LEC.)**

**Supplemental Math**

*Students are placed upon qualifying criteria.*

The two credit hours are given for documentation of a minimum of two hours per week spent receiving tutoring from a qualified tutor (SSS professional tutor or math instructor or college designee). The



goal of this course is to increase student success in College Algebra.

---

**MTH023** **3 CR. (3 LEC.)**

**Beginning Algebra**

*Students are placed upon qualifying criteria.*

This course is designed primarily for those students who do not have a unit of high school algebra or whose proficiency in mathematics may have declined during the years absent from formal schooling. The content includes real numbers and their applications, variable expressions, solving general equations, solving equations involving practical applications, operations of polynomials, and special products and factoring of polynomials. (Offered fall and spring semester)

---

**MTH033** **3 CR. (3 LEC.)**

**Intermediate Algebra**

*Students are placed upon qualifying criteria.*

This course is designed to prepare students for college-level mathematics. Course content includes review of basic concepts and properties, solving first-degree equations and inequalities with applications, polynomials, rational expressions, exponents and radicals, and quadratic equations and inequalities with applications. (Offered fall and spring semester)

---

**MTH113** **3 CR. (3 LEC.)**

**Technical Math**

*Students are placed upon qualifying criteria.*

The content of this course includes the fundamental processes of mathematics with emphasis on problem-solving techniques. Included is a review of arithmetic, introductory algebra, elementary trigonometry, and rudiments of analytic geometry. (Offered fall and spring semester)

---

**MTH203** **3 CR. (3 LEC.)**

**College Algebra**

*Students are placed upon qualifying criteria.*

The content of this course includes the concepts of linear and quadratic functions; transformations of basic curves; composition of functions; direct and inverse variations;

solving and graphing problems whose mathematical models are polynomial, rational, exponential and logarithmic functions; solving systems of linear and nonlinear equations and inequalities with applications for each; determinants and matrices; linear programming; conic sections; binomial expansions; arithmetic and geometric sequences and series; and counting techniques and probability. (ACTS: MATH1103) (Offered fall, spring & summer semester)

---

**MTH213** **3 CR. (3 LEC.)**

**Plane Trigonometry**

*Prerequisite: MTH203*

Course content includes a study of algebraic and geometric preliminaries, trigonometric functions and their graphs, trigonometric identities and equations, inverse functions, applications of trigonometry to right and oblique triangles, vectors, polar coordinates, logarithms and exponentials, complex numbers, and analytic geometry. (ACTS: MATH1203) (Offered spring semester)

---

**MTH223** **3 CR. (3 LEC.)**

**Number Systems I (Mathematics for Elementary & Middle School Teachers I)**

*Students are placed upon qualifying criteria.*

This course includes influences on and directions in mathematics education, learning theories, problem solving, number concepts, numeration, number theory, and whole-number operations. In addition, fraction and decimal concepts and computation are developed. Ratio, proportion and percent are also studied. Estimation and alternative algorithms are addressed, and mental math strategies are studied and modeled. MTH223 contains mathematics content, teaching techniques, mathematics manipulatives, and technology with emphasis on problem solving, reasoning, communication, connections, and representation. This course is designed for future elementary and middle school teachers. (Offered fall semester)

TABLE OF CONTENTS

---

**MTH233** **3 CR. (3 LEC.)**

**Number Systems II (Mathematics for Elementary & Middle School Teachers I)**

*Students are placed upon qualifying criteria.*

Concepts of geometry, data analysis, probability and statistics appropriate for P-8 grade levels will be developed. Topics in geometry will include appropriate geometric terminology, lines, angles, plane curves, polygons and other plane regions, polyhedra and other space figures, measurement concepts and skills, constructions (time-permitting), transformations, congruence, similarity and geometric reasoning. Topics in data analysis, probability and statistics will include collecting, organizing, and interpreting data, statistical graphs, statistical measures, and discrete probability with applications. MTH233 contains mathematics content, teaching techniques, mathematics manipulatives, and technology with emphasis on problem solving, reasoning, communication, connections, and representation. This course is designed for future elementary and middle school teachers. (Offered spring semester)

---

**MTH243** **3 CR. (3 LEC.)**

**Survey of Calculus**

*Prerequisite: Grade of "C" or better in MTH203*

This course is intended for those students who need an introduction to the fundamental concepts of calculus. It is designed for students majoring in business, agriculture, and the social sciences. This course may not be taken for credit after successful completion of MTH244. (Offered on demand)

---

**MTH244** **4 CR. (4 LEC.)**

**Calculus I and Analytic Geometry**

*Prerequisite: Grade of "C" or better in MTH213*

This course is designed primarily to serve students majoring in mathematics, engineering, physics, chemistry, and various other fields of science. Course content

includes a study of functions, limits and continuity, differentiation of algebraic functions and their applications, indefinite integrals, and definite integrals and their applications. (ACTS: MTH2405) (Offered on demand)

---

**MTH254** **4 CR. (4 LEC.)**

**Calculus II and Analytic Geometry**

*Prerequisite: Grade of "C" or better in MTH244*

The content of this course consists of a study of areas, volumes of solids of revolution, exponential and logarithmic functions, trigonometric and hyperbolic functions and their inverses, integration techniques, conic sections, indeterminate forms, and improper integrals. (Offered on demand)

---

**MATH203** **3 CR. (3 LEC.)**

**Statistics**

A general statistics course that focuses on the relationships between groups of measurements, and similarities and differences, using probability theory and techniques derived from it. Includes instruction in the principles in probability theory, binomial distribution, regression analysis, standard deviation, stochastic processes, Monte Carlo method, Bayesian statistics, non-parametric statistics, sampling theory, and statistical techniques.

---

**MATH2103** **3 CR. (3 LEC.)**

**College Mathematics**

*Students are placed upon qualifying criteria.*

This course is designed to meet the general education requirement for students in the Associate of Arts (AA), Associate of General Studies (AGS), or Associate of Applied Science (AAS) degree programs who are NOT seeking future degrees in Science, Technology, Engineering, Mathematics, or Business. The four units of study are critical thinking, personal, state, and national finance, statistics and probability, and mathematical modeling. (ACTS: MATH1113) (Offered fall and spring semesters)

---

**MATH2053** **3 CR. (3 LEC.)**
**Finite Mathematics**

Selected topics in probability and statistics, review of algebraic matrices, and graphic analysis of linear programming for students in business, agriculture, and social sciences. Prerequisite: MTH 203 College Algebra, MTH 213 or MTH 243 with a grade of C or better, or a score of at least 26 on the math component of the ACT entrance exam.

## MUSIC

---

**MUS203** **3 CR. (3 LEC.)**
**Music Appreciation**

This humanities course is designed to acquaint the student with the basic elements of music, specific periods of music history, and the roles of music and musicians in society. This course requires at least one paper using a documentation format. (ACTS: MUSC1003) (Offered fall semester)

---

**MUS213** **3 CR. (3 LEC.)**
**Public School Music**

This course offers students a study of the fundamentals of music and methods of instruction in music for elementary teachers. This course requires at least one paper using a documentation format. (Offered on demand)

## NUTRITION

---

**NTR213** **3 CR. (3 LEC.)**
**Nutrition**

This course will explore the functions of food, body processes, and optimum diet in relation to health and physical fitness from fetal development through adulthood. Students will learn to demonstrate knowledge of the role of nutrients in the human body; explain various nutrition transformations, interactions and the physiological processes nutrients undergo during digestion, absorption, and transport;

demonstrate knowledge of nutrient needs throughout the life cycle and examine the role of diet in disease prevention; develop awareness of the cultural, economic, and psychosocial factors involved in food selection; distinguish sound nutritional principles from faddism and quackery; demonstrate understanding of the development and application of dietary guidelines; and demonstrate knowledge of the meal exchange system through basic calculations and meal planning. (Offered fall and spring semester)

## PHILOSOPHY

---

**PHI203** **3 CR. (3 LEC.)**
**Philosophy**

This humanities course is designed to acquaint the student with the philosophical, political, economic, aesthetic, and religious ideas which have been influential in the history of the western culture from the ancient Greeks to the present. This course requires at least one paper using a documentation format. (ACTS: PHIL1103) (Offered fall and spring semester)

## PHYSICAL EDUCATION

---

**HPR101** **1 CR. (1 LEC., 1 LAB)**
**Tennis**

This course discusses the basic concepts of tennis. Lecture and laboratory will be arranged by instructor. (Offered on demand)

---

**HPR102** **2 CR. (2 LEC., 1 LAB)**
**First Aid & Safety/CPR**

This course provides participants with the knowledge and skills necessary in an emergency to call for help, to help keep someone alive; to reduce pain and to minimize the consequences of injury or sudden illness until advanced emergency medical help arrives. (Offered on demand)

**HPR111** 1 CR. (1 LEC., 1 LAB)

**Foundations of Physical Education**

This course discusses the history, philosophy, aims, objectives, and fundamental principles of physical education. (Offered on demand)

**HPR121** 1 CR. (1 LEC., 1 LAB)

**Country/Line Dancing I**

This course introduces students to the basic concepts of country and line dancing. Lecture and laboratory will be arranged by instructor. (Offered on demand)

**HPR141** 1 CR. (1 LEC., 1 LAB)

**Softball and Volleyball**

The basic concepts of softball and volleyball are discussed in this course. Lecture and laboratory will be arranged by instructor. (Offered on demand)

**HPR161** 1 CR. (2 LAB)

**Golf**

This course offers instruction and practice in the basic skills, fundamentals, and rules of golf. (Offered on demand)

**HPR171** 1 CR. (2 LAB)

**Beginning Swimming**

This course offers instruction in the fundamental techniques of swimming. (Offered in Summer)

**HPR181** 1 CR. (2 LAB)

**Recreational Activity I**

This course offers instruction in the fundamental techniques of recreational activities such as angling, backpacking, etc. (Offered on demand)

**HPR191** 1 CR. (2 LAB)

**Basketball**

This course offers instruction and practice in the basic skills, fundamentals, and rules of basketball. (Offered on demand)

**HPR203** 3 CR. (3 LEC.)

**Health and Safety**

The meaning of general health, personality, mental health, mental illness, drug abuse, family life, disease, nutrition, growth, and fitness is surveyed in this course. This

course satisfies the requirement for teacher certification in Arkansas public schools. This course requires at least one paper using a documentation format. (Offered fall and spring semester)

**HPR211** 1 CR. (2 LAB )

**Physical Conditioning I**

Emphasis is placed on physical conditioning through weight training and aerobic exercise. (Offered on demand)

**HPR221** 1 CR. (2 LAB )

**Physical Conditioning II**

This course places an emphasis on physical conditioning through advanced, low-impact aerobic exercises. (Offered on demand)

**HPR251** 1 CR. (2 LAB )

**Running**

This course is designed to provide instruction and practice in the basic skills, fundamentals, and rules of running.

**HPR261** 1 CR. (2 LAB )

**Introduction to Martial Arts/Self-Defense**

This course introduces students to the fundamental techniques of martial arts, including self-defense. (Offered on demand)

**HPR271** 1 CR. (2 LAB )

**Lifetime Fitness**

This course acquaints students with a basic knowledge, understanding, and value of physical activity as related to optional wellness. The course includes supervised conditioning activity. (Offered on demand)

**HPR1011** 1 CR. (2 LAB )

**Walking for Fitness**

This course is designed for all ages and levels of fitness. It emphasizes body mechanics and identifies concepts so the student may have a lifetime of walking enjoyment. It involves weekly goal setting incentives and focuses on a variety of walking experiences for fun and cardiovascular improvement. (Offered fall and spring semester)

## ALLIED HEALTH

ALHE1009 9 CR. (9 LEC.)

### Phlebotomy

This course is intended to introduce students to blood collection procedures, and laboratory testing. This includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults and children. Emphasis will be placed on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Students will learn the theory and principles of CL/A waived laboratory tests and perform the tests in the a clinical laboratory setting. Students must complete a minimum of 32 clinical hours in an approved hospital CL/A laboratory.

NSG101 1 CR. (16 LEC.)

### Nursing of the Geriatric Patient

*Prerequisite: Admission to Practical Nursing Program*

This course focuses on the normal aging process, characteristics of aging, special problems with aging, and experience in the care of the aging patient. (Offered in fall semester)

NSG102 2 CR. (32 LEC.)

### Nursing of Children

*Prerequisite: Admission to Practical Nursing Program*

This course focuses on the principles of growth and development, nursing the infant through adolescence, and the behavior of well and sick children. (Offered in fall semester)

NSG104 4 CR. (64 LEC.)

### Body Structure and Function

*Prerequisite: Admission to Practical Nursing Program*

This course focuses on the 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 the normal. (Offered in fall semester)

NSG111 1 CR. (48 LAB)

### Nursing Clinical I

*Pre or Corequisites: NSG101, NSG102, NSG104, NSG112, NSG123, NSG122, and NSG161*

This course provides laboratory practice in the nursing home. Emphasis is placed on the geriatric patient. (Offered in the fall semester)

NSG112 2 CR. (32 LEC.)

### Nutrition in Health and Illness

*Prerequisite: Admission to Practical Nursing Program*

This course focuses on the principles of good nutrition for all age groups and the principles of modifications for therapeutic purposes. Nutrition concepts will be integrated throughout the entire Practical Nursing Program's curriculum. (Offered in fall semester)

NSG123 3 CR. (48 LEC.)

### Nursing of Adult Patients with Medical and Surgical Conditions I

*Prerequisite: Admission to Practical Nursing Program*

This course focuses on information about common conditions of illness and nursing care of patients in acute, subacute or convalescent stages of illness, of both short and long term duration, including nutrition and administration of drugs. (Offered in fall semester)

NSG122 2 CR. (32 LEC.)

### Pharmacology I

*Prerequisite: Admission to Practical Nursing Program*

This course focuses on the history of drugs, methods of administration, drugs commonly used in the treatment of illness, and such information as usual dosages, expected actions, side effects, contraindications, and points of observation following the

administration of drugs. Formulas for conversion of measures from the apothecary to the metric system, as well as formulas for calculations of dosages for infants and children are included. (Offered in fall semester)

---

**NSG1210** 10 CR. (160 LEC.)

**Basic Nursing Principles and Skills I**

*Prerequisite: Admission to Practical Nursing Program*

This course focuses on the fundamental principles, skills, and attitudes needed to give nursing care and prevent 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 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. (Offered in fall semester)

---

**NSG132** 2 CR. (32 LEC.)

**Pharmacology II**

*Prerequisite: NSG122*

This course is a continuation of NSG122. (Offered in spring semester)

---

**NSG134** 4 CR. (64 LEC.)

**Nursing of Adult Patients w/ Medical and Surgical Conditions II**

*Prerequisite: NSG123*

This course is a continuation of NSG114. (Offered in spring semester)

---

**NSG137** 7 CR. (336 LAB)

**Nursing Clinical II**

*Pre or Corequisites: NSG111, NSG132, NSG102, NSG134, NSG152 and NSG142*

This course provides laboratory practice and/or observation in hospitals, nursing homes, physicians' offices, and home health agencies. Emphasis is placed on basic nursing skills, mothers & infants, nursing of children, and the patient with medical/surgical conditions. (Offered in the spring semester)

---

**NSG142** 2 CR. (32 LEC.)

**Nursing of Mothers and Infants**

*Prerequisite: Admission to Practical Nursing Program*

This course focuses on the principles and practice of nursing care during prenatal, labor, delivery, postpartum, and neonatal periods. (Offered in spring semester)

---

**NSG158** 8 CR. (384 LAB)

**Nursing Clinical III**

*Prerequisites: NSG137, NSG112, NSG171, and NSG181*

This course is a continuation of NSG137. (Offered in the summer semester)

---

**NSG161** 1 CR. (16 LEC.)

**Vocational, Legal, and Ethical Concepts**

*Prerequisite: Admission to Practical Nursing Program*

This course focuses on personal development; ethical, legal, and social responsibilities with the patient, family, and co-workers; communication skills; vocational responsibilities of the practical nurse; nursing organization; and local, state, and national health resources. (Offered in summer semester)

---

**NSG171** 1 CR. (16 LEC.)

**Mental Health and Care of the Mentally III**

*Prerequisites: Admission to Practical Nursing Program*

This course focuses on the common conditions of mental illness, prevention of such conditions, and the care of patients suffering from abnormal mental and emotional responses. Mental hygiene aspects will be integrated throughout the course. (Offered in summer semester)

---

**NSG181** 1 CR. (16 LEC.)

**Nursing of Adult Patients with Medical and Surgical Conditions III**

*Prerequisites: NSG113 and NSG134*

This course is a continuation of NSG134. (Offered in summer semester)

---

**NSG190** (40 LAB)

**Nursing Clinical IV**

This course is required for the student who has been unable to complete the required number of hours during the spring, fall, and/or summer semesters of the Practical Nursing Program. The student is required to complete 40 hours in the assigned clinical care in the hospital, nursing home, physicians' offices, home health agency, and public health unit. Emphasis is placed on basic nursing skills, mothers and infants, children, and patients with medical and surgical conditions.

**NSG219 9 CR.(9 LEC./WK)**

**Nursing Process I**

*Prerequisite: Admission to the ARNEC program*

*Corequisite: NSG213*

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.

**NSG213 9 CR.(9 Practicum/WK)**

**Nursing Practicum I**

*Prerequisite: Admission to the ARNEC program*

*Corequisite: NSG219*

This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in NSG219. 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. Summer Courses: (12-Week Course)

**NSG216 6 CR.(8 LEC./WK)**

**Nursing Process II**

*Prerequisite: NSG219, NSG213*

*Corequisite: NSG223*

This first part of this course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the child-bearing family, newborn, and women's health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human

reproduction, reproductive health, family planning, female cancers, and general women's health care. The second part of this course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness-illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas.

---

**NSG223** 3 CR.(9 Practicum/WK)

**Nursing Practicum II**

*Prerequisite: NSG219, NSG213*

*Corequisite: NSG216*

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 NSG216, demonstrating progressive mastery and independence in Registered Nursing practice. Fall Courses: (16-Week Course)

---

**NSG218** 8 CR.(8 LEC./WK)

**Nursing Process III**

*Prerequisites: NSG216, NSG223*

*Corequisite: NSG211, NSG233*

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 learn 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.

---

**NSG233** 3 CR.(9 Practicum/WK)

**Nursing Practicum III**

*Prerequisites: NSG216, NSG223*

*Corequisite: NSG218, NSG211*

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 NSG218, demonstrating independence and mastery of the role of an entry level Registered Nurse.

---

**NSG211** 1 CR.(1 LEC./WK)

**NCLEX-RN Preparation**

*Prerequisites: NSG216, NSG223*

*Corequisite: NSG218, NSG233*

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 the student on what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nursing.



**NSG203** 3 CR.(3 LEC.)

**Math for Nurses**

*Prerequisite: Completion of the Practical Nursing program within the last 5 years or successful completion of the first semester of the Practical Nursing program.*

This course 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, reconstruction 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. (Offered fall and spring semester)

**PSYCHOLOGY AND SOCIOLOGY**

**PSY203** 3 CR.(3 LEC.)

**General Psychology**

This class offers a study of human behavior, with emphasis on heredity, environment, life-span development from infancy to the end of life, intelligence, personality, learning, motivation, and emotions and requires at least one paper using a documentation format. (ACTS: PSYC1103) (Offered fall and spring semester)

**PSY213** 3 CR.(3 LEC.)

**Developmental Psychology**

*Prerequisite: PSY203 or permission of instructor*

This class offers a comprehensive study of human behavior as it develops from infancy through adulthood with consideration of the genetic, maturational, and environmental factors and requires at least one paper using a documentation format. (ACTS: PSYC2103) (Offered fall and spring

semester)

**PSY223** 3 CR.(3 LEC.)

**Abnormal Psychology**

*Prerequisite: PSY203 or permission of instructor*

This class studies the symptoms, treatment, and social implications of mental and emotional disorders and requires at least one paper using a documentation format. (Offered spring semester)

**SOC103** 3 CR.(3 LEC.)

**Introduction to Sociology**

This is a basic course in sociology designed to help the student better understand the interrelationship of group behavior and how these behaviors have their roots in early childhood. The main objective of this course is to teach the student about the interactions and interrelationship between man, society, social behavior, human nature, and the problems related thereto. This course requires at least one paper using a documentation format.

(ACTS: SOCI1013) (Offered fall and spring semester)

**SOC113** 3 CR.(3 LEC.)

**Social Problems**

This course studies the nature, cause, and treatment of social problems in modern society. This course requires at least one paper using a documentation format. (Offered spring semester)

**READING**

**ENG0023** 3 CR.

**Accelerated Reading/Writing**

This developmental level course is a co-requisite for those students whose test scores do not meet the qualifying assessment criteria for either reading or writing. Updated cut-off scores are listed in the online UA Rich Mountain catalog in the Placement Information Table. This co-requisite course supports accelerated student placement and achievement in

general education courses. (Offered fall and spring semester)

## SCIENCE

**BIOL1543** 3 CR.(3 LEC.)

### Biological Science

A study of the fundamental concepts and principles upon which the modern science of biology is founded. The course includes a survey of the major areas of the biological sciences. This course requires a co-requisite lab. (ACTS: BIOL1014) (Offered in fall and spring semesters)

**BIOL1541L** 1 CR.(2 LAB.)

### Biological Science Laboratory

The lab component to Biological Science 1543 lecture. (ACTS: BIOL1014)

**BIOL2443** 3 CR.(3 LEC)

### Human Anatomy

*Prerequisites: BIOL1543/1541L or CHM1053/1051L or LPN graduate*

A course provides a study of general body organization and function, cellular structure and function, and structure and function of the reproductive, skeletal, muscular, and digestive systems, and metabolism. (ACTS: BIOL2404) (Offered fall semester)

**BIOL2441L** 1 CR.(2 LAB.)

### Human Anatomy Laboratory

This course is a laboratory co-requisite to Human Anatomy. (ACTS: BIOL2404)

**BIOL2213** 3 CR.(3 LEC)

### Human Physiology

This class is a continuation of BIO134, this course consists of a study of the nervous, sensory, endocrine, circulatory, respiratory, and urinary systems; fluid and electrolyte balance; and acid-base balance. (ACTS: BIOL2414) (Offered spring semester)

**BIOL2211L** 1 CR.(2 LAB.)

### Human Physiology Laboratory

This course is a laboratory co-requisite to Human Physiology. (ACTS: BIOL2414)

**BIOL2013** 3 CR.(3 LEC.)

### Microbiology and Immunology

*Prerequisites: BIOL1543/1541L or CHM1053/1051L or LPN graduate*

This is an introductory course in the principles and applications of microbiology and immunology in the medical environment. It is designed primarily for students who plan to complete degree requirements for nursing or other medically-related programs. This course requires at least one paper using a documentation format. (ACTS: BIOL2004) ((Offered fall and spring semester)

**BIOL2011L** 1 CR.(2 LAB.)

### Microbiology and Immunology Laboratory

Techniques for handling microorganisms are included in this course. It is a companion to BIOL2013. (ACTS: BIOL2004)

**BIOL1603** 3 CR.(3 LEC)

### Principles of Zoology

This course provides a study of animal biology involving aspects of taxonomy, anatomy, physiology, phylogeny, and natural history of the major invertebrate and vertebrate groups. (ACTS: BIOL1054) (Offered fall semester)

**BIOL1601L** 1 CR.(2 LAB.)

### Principles of Zoology Laboratory

Laboratory exercises illustrating animal structure, physiology, genetics, and ecology. (ACTS: BIOL 1054)

**BIO224** 4 CR.(3 LEC., 2 LAB)

### General Botany

This course provides a survey of plant biology involving aspects of taxonomy, morphology, physiology, phylogeny, and natural history of the major groups. (ACTS: BIOL1034) (Offered spring semester)

**BIOL2533** 3 CR.(3 LEC)

### Cell Biology

Introduction to cell structure, cell processes, biological polymers, energetics, and diversity. An introduction to biochemistry and cell chemistry. Prerequisite: BIOL1543

|  |                      |
|--|----------------------|
| and BIOL1541L,   |                      |
| <b>BIOL2531L</b>   | <b>1 CR.(2 LAB)</b>  |
| <b>Cell Biology Laboratory</b>   |                      |
| Introduction to methods and techniques used in Cell Biology research. Laboratory experiences to highlight topics covered in BIOL 2533. Pre- or Corequisite: BIOL 2533.   |                      |
| <b>CHEM1103</b>  | <b>3 CR.(3 LEC)</b>  |
| <b>University Chemistry I</b>  |                      |
| <i>Prerequisite: Successful completion of 1 1/2 units of high school algebra or</i>  |                      |
| <i>Corequisite: MTH203 or permission of instructor</i>   |                      |
| An introductory course for science, engineering or agriculture majors. Atomic structure, electron configurations and periodic properties, nomenclature and bonding in compounds, Lewis structure and resonance forms, molecular geometries and polarity, stoichiometry, solution chemistry and aqueous reactions, thermochemistry, gas laws and kinetic molecular theory. (ACTS: CHEM1414) (Offered fall semester)                                     |                      |
| <b>CHEM1101L</b>   | <b>1 CR.(2 LAB.)</b> |
| <b>University Chemistry I Laboratory</b>   |                      |
| Laboratory exercises involving density, types of chemical reactions separations and chromatography, solubility, waters of hydration, freezing point depression, gas laws, and data interpretation.(ACTS: CHEM 1414 Lab)  |                      |
| <b>CHEM1123</b>  | <b>3 CR.(3 LEC)</b>  |
| <b>University Chemistry II</b>   |                      |
| <i>Prerequisite: CHEM1103</i>  |                      |
| Introductory course for science, engineering, or agriculture majors. Liquids, solids, intermolecular forces, phase diagrams, solution chemistry, solubility, colligative properties, chemical kinetics, chemical equilibria, acid-base equilibria, aqueous ionic equilibria, titrations, buffers, solubility equilibria, thermodynamics, electrochemistry, and nuclear chemistry. Lecture 3 hours per week. (ACTS: CHEM1424) (Offered spring semester) |                      |

|   |                             |
|---|-----------------------------|
| <b>CHEM1121L</b>  | <b>1 CR.(2 LAB.)</b>        |
| <b>University Chemistry II Laboratory</b>   |                             |
| A Continuation of laboratory exercises involving density, types of chemical reactions separations and chromatography, solubility, waters of hydration, freezing point depression, gas laws, and data interpretation. (ACTS: CHEM1424)   |                             |
| <b>CHEM1053</b>   | <b>3 CR.(3 LEC)</b>         |
| <b>Principles of Chemistry - For Non-Science Majors</b>   |                             |
| This is an introductory course in chemistry designed to meet the needs of students in nursing, home economics, and other non-science majors. This course may not be taken for credit after successful completion of CHEM1103. (ACTS: CHEM1004) (Offered fall and spring semester) |                             |
| <b>CHEM1501L</b>  | <b>1 CR.(2 LAB.)</b>        |
| <b>Principles of Chemistry Laboratory - For Non-Science Majors</b>  |                             |
| This course is a laboratory co-requisite to CHEM1053. (ACTS: CHEM1004)  |                             |
| <b>CHM144</b>   | <b>4 CR.(3 LEC., 2 LAB)</b> |
| <b>General Organic &amp; Biochemistry</b>   |                             |
| <i>Prerequisite: CHM134 or CHM114</i>   |                             |
| This is an introductory course in organic and biochemistry designed as a continuation of CHM134. This course likely does not count toward a major in chemistry. (Offered on demand)   |                             |
| <b>EXSC2733</b>   | <b>3 CR.(3 LEC.)</b>        |
| <b>Introduction to Exercise Science</b>   |                             |
| This class will cover introductory topics for Exercise Science students in preparation for entry into the profession. In addition to specific topics, students will prepare their resumes and make a formal presentation.   |                             |
| <b>PSC104</b>   | <b>4 CR.(3 LEC., 2 LAB)</b> |
| <b>Earth Science</b>  |                             |
| This is a general education course that offers a survey of the earth and emphasizes principles of geology, but includes concepts from astronomy, meteorology, and oceanography. This course requires at least   |                             |

one paper using a documentation format.  
(Offered on demand)

---

**PHSC1003** 3 CR.(3 LEC.)

**Physical Science**

This is a general education course designed to meet the need of a laboratory science course for education and other non-science majors. This introductory level course includes the study of selected materials from the fields of chemistry, physics, and astronomy. This course requires at least one paper using a documentation format and multiple lab reports. (ACTS: PHSC1004)  
(Offered fall and spring semester)

---

**PHSC1001L** 1 CR.(2 LAB.)

**Physical Science Laboratory**

This is the required laboratory component of PHSC1003. (ACTS: PHSC1004 Lab)

---

**PHS113** 3 CR.(3 LEC.)

**Descriptive Astronomy**

This course offers a nonmathematical survey designed to give a general knowledge of the subject. Topics covered include the history of astronomy, cosmology, galaxies, nebulae, stars and stellar evolution, and the solar system. Several evening observation sessions will be included.  
(Offered on demand)

---

**PHS214** 4 CR.(3 LEC., 2 LAB)

**General Physics I**

*Prerequisites: MTH203 and MTH213 (or 2 units of high school algebra, 1 unit of high school trigonometry or permission of instructor)*

This course is designed to provide basic instruction in mechanics, wave motion, heat, and sound. Lab reports are required.  
(Offered fall semester)

---

**PHS224** 4 CR.(3 LEC., 2 LAB)

**General Physics II**

*Prerequisite: PHS214*

This course is a continuation of PHS214 and includes a study of the fundamentals of wave motion, heat, and sound, electricity, magnetism, light, and modern physics. Lab reports are required. (ACTS: PHYS2024)

(Offered spring semester)

## SPANISH

---

**SPN103** 3 CR.(3 LEC.)

**Beginning Spanish I**

This course consists of extensive oral and aural practice, a systematic study of the structure of the language, and readings in the area of Spanish-American culture. (ACTS: SPAN1013) (Offered fall semester)

---

**SPN113** 3 CR.(3 LEC.)

**Beginning Spanish II**

*Prerequisite: SPN103*

This course is a continuation of SPN103.  
(Offered on demand)

## SPEECH AND DRAMA

---

**DRA203** 3 CR.(3 LEC.)

**Theatre Arts Appreciation**

This humanities course is designed to acquaint the student with the historical background and the development of drama from the Greek through the contemporary periods. Examination is made of the practical concepts of drama with an emphasis on appreciation of the drama as an art form. This course requires at least one paper using a documentation format. (ACTS: DRAM1003) (Offered fall and spring semester)

---

**DRA213** 3 CR.(3 LEC.)

**Acting I**

This course will introduce students to the basic techniques of acting with emphasis on motivation for movement and emotion. This course will also study the theory and history of acting. (Offered spring semester)

---

**DRA223** 3 CR.(3 LEC.)

**Acting II**

*Prerequisite: DRA213*

This course is a continuation of DRA213.  
(Offered on demand)

**HUM283** **3 CR.(3 LEC.)**

**Humanities through the Arts**

This course is an introduction to the arts in western civilization and their relationship to basic humanistic ideas. In addition to serving as an introduction to music, painting, sculpture, architecture, and literature (drama and poetry), the course explores fundamental principles and ideas of western culture and how these are expressed in each of the artistic disciplines. This course requires at least one paper using a documentation format. (Offered on demand)

**SPC203** **3 CR.(3 LEC.)**

**Oral Communication**

This course will assist students through an integrated study of theory and practice to be more competent in oral communication situations. Emphasis will be placed on student preparation and presentation of various types of speeches. This course satisfies the requirement for teacher certification in Arkansas public schools. This course requires at least one paper using a documentation format. (ACTS: SPCH1003) (Offered fall and spring semester)

**SPC213** **3 CR.(3 LEC.)**

**Oral Interpretation**

This course covers those principles and techniques involved in the analysis and oral reading of basic literary forms: poetry, prose, and drama. The class is designed for teachers, speakers, actors, and students of literature. (Offered on demand)

**WELDING**

**WELD1003** **3 CR.**

**Introduction to Welding**

This course is designed to teach students the basic knowledge to operate SMAW, GTAW, and GMAW welding equipment, function safely in the welding shop and to demonstrate some types of shop practices. Students will learn welding safety, use of

SMAW, GTAW, and GMAW welding machines, and how to make basic fillet welds and butt welds in all welding positions. Students will study welding nomenclature, design of joints, and electrode classification. Students will also learn safe handling of the oxy-actylene torch and its different uses. Students will also study Plasma Cutting and Carbon Arc Cutting.

**WELD1107** **7 CR.**

**Arc Welding I**

This course is designed to teach students the basic knowledge to operate SMAW welding equipment, to function safely in the welding shop, and to demonstrate some types of shop practices. Students will learn welding safety, use of the SMAW welding machine, and how to make basic fillet welds in all welding positions. Students will study welding nomenclature, design of joints, and electrode classification. Students will also learn safe handling of oxy-acetylene cutting torch and the different uses for it. (Offered fall semester)

**WELD1207** **7 CR.**

**Arc Welding II**

*Prerequisite: WELD1107 with a "C" or better*

This is a continuation of Arc Welding I. The course is designed to teach students the basic knowledge to operate SMAW welding equipment, function safely in the welding shop, and to demonstrate some types of shop practices. Students will continue to learn welding safety, use of the SMAW welding machine, and how to make basic open butt welds in all welding positions. Students will continue to study welding nomenclature, design of joints, and electrode classification. Students will also learn safe handling of the plasma arc cutting torch and the different uses for it. Students will learn the use of air carbon arc torch and get an introduction to the GMAW process and equipment. (Offered spring semester)

---

**WELD1307****7 CR.****MIG Welding**

*Prerequisite: WELD 1003 Basic Welding or WELD 1107 ARC I Welding*

This course is the study of GMAW (gas metal arc welding) commonly known as MIG, FCAW (flux core arc welding) and GTAW (gas tungsten arc welding) commonly known as TIG. The student will learn the different modes of transfer associated with GMAW, machine setup and operation and the different positions each mode is suited for. The applications of the different shielding gasses and their effect on weld quality, productivity and cost will be studied. Correct usage and storage of filler wire for both ferrous and non-ferrous metals for both processes will also be covered. In the GTAW portion of the class the student will learn the effect of different alloy additions to tungsten, the methods of tungsten preparation and the different techniques of weld application for both ferrous and non-ferrous metals. Students will learn which processes are appropriate for the different welding positions and materials and how to apply them. Safe shop practices will be emphasized and strictly adhered to.

---

**WELD1407****7 CR.****TIG Welding**

*Prerequisite: WELD 1003 Basic Welding or WELD 1107 ARC I Welding*

This course is the second half of the study of GMAW (gas metal arc welding) commonly known as MIG, FCAW (flux core arc welding) and GTAW (gas tungsten arc welding) commonly known as TIG. The student will learn the different modes of transfer associated with GMAW, machine setup and operation and the different positions each mode is suited for. The applications of the different shielding gasses and their effect on weld quality, productivity and cost will be studied. Correct usage and storage of filler wire for both ferrous and non-ferrous metals for both processes will also be covered. In the GTAW portion of the class

the student will learn the effect of different alloy additions to tungsten, the methods of tungsten preparation and the different techniques of weld application for both ferrous and non-ferrous metals. Students will learn which processes are appropriate for the different welding positions and materials and how to apply them. Safe shop practices will be emphasized and strictly adhered to.



# PERSONNEL DIRECTORY

TABLE OF  
CONTENTS

## UNIVERSITY OF ARKANSAS BOARD OF TRUSTEES

|                         |                     |
|-------------------------|---------------------|
| John Goodson            | Chairman            |
| Stephen Broughton, M.D. | Vice Chairman       |
| Kelly Eichler           | Secretary           |
| Morril Harriman         | Assistant Secretary |
| C.C. "Cliff" Gibson III |                     |
| Sheffield Nelson        |                     |
| Tommy Boyer             |                     |
| Steve Cox               |                     |
| Ed Fryar, Ph.D          |                     |
| Ted Dickey              |                     |

## UNIVERSITY OF ARKANSAS PRESIDENT

Dr. Donald R. Bobbitt

## UA RICH MOUNTAIN BOARD OF VISITORS

|               |            |
|---------------|------------|
| Al Gathright  | Chair      |
| Sue Cavner    | Vice Chair |
| Linda Rowe    | Secretary  |
| Michael Myers |            |
| Gar Eisele    |            |

## UA RICH MOUNTAIN BOARD OF VISITORS

Carlos Rocha

John Maddox

Avel Mendoza

Michael Wood

## FOUNDATION BOARD OF DIRECTORS

David Alley

Chair

Vice Chair

Al Gathright

Secretary

Dr. Phillip Wilson

Treasurer

Phillip Hensley

Sherry Johnson

Chris Ray

Bo Collins

Karen Mosier

Dr. Krystal Thrailkill

Sarah Curry

Telissa Montgomery

Joe Liles

## ADMINISTRATION

Dr. Phillip Wilson

*Chancellor*

Ed.D., University of Arkansas at Fayetteville; M.B.A., University of Arkansas at Fayetteville; B.A., Hendrix College; A.A.S. Computer Systems Technology, Rich Mountain Community College

Chad Fielding

*Vice Chancellor of Student Affairs*

M.S., Henderson State University; B.A., Ouachita Baptist University

Morris Boydston

*Vice Chancellor of Administration*

M.B.A., Henderson State University; B.B.A., Delta State University

Dr. Krystal Thrailkill

*Vice Chancellor of Academic Affairs*

Ed.D., University of Arkansas; M.B.A., Henderson State University; M.S.E., Arkansas Tech University; B.S.B.A., University of Arkansas

Chris Masters

*Chief Information Officer*

M.S., University of Arkansas Little Rock; B.A., Hendrix College

## FACULTY

Jeri Ashcraft

*Nursing Instructor*



|                         |  |
|-------------------------|--|
| Tonya Boydston          | <i>Cosmetology Coordinator/Instructor</i><br>Licensed Cosmetologist; Licensed Cosmetology Instructor; Redken Specialist;; Certified Color Specialist ; Alexandria Specialist/<br>Educator; Farouk Artistic Theory & Technique Specialist   |
| Robert Burt             | <i>Humanities Instructor</i><br>M.A., Louisiana Technical University; B.A., Northeastern State<br>University   |
| Kelly Craig             | <i>Cosmetology Instructor</i>  |
| Mysti Gates             | <i>English Instructor</i><br>M.S.I.S, Texas A & M University; M.A. TESOL, Arkansas Tech<br>Universtiy; B.S., Texas A & M University; ESL Endorsement,<br>Arkansas Department of Education  |
| Dr. Gaumani<br>Gyanwali | <i>Chemistry Instructor/Physical Science Instructor</i><br>Ph.D., Oklahoma State University; M.S., Tribhuvan University; B.S.,<br>Tri-Chandra College  |
| Charla Hollin           | <i>Nursing Instructor; Technical Division Chair</i><br>B.S.N., Concordia College; R.N., Arkansas State Board of Nursing;<br>A.D.N., Westark Community College  |
| Jennifer Howard         | <i>English Instructor</i><br>M.A., Arkansas Tech University; B.S.E., Henderson State<br>University; A.A., Rich Mountain Community College  |
| Craig Jumper            | <i>Computer Maintenance Technology Instructor</i><br>M.B.A., Baker College; B.A., University of Texas; A.A.S, Howard<br>College; A+ Computer Technician Certification; Oracle Academy<br>Certified Instructor, Database Design & Prog.; Oracle Academy<br>Certified Instructor, PL/SQL |
| Jonathan Lunsford       | <i>Machine Tool Technology Instructor</i><br>A.A.S., Rich Mountain Community College   |
| Penny Lunsford          | <i>History Instructor</i><br>M.L.A., Arkansas Tech University; B.A., University of Arkansas Little<br>Rock   |
| Bonnie Medlin           | <i>Adult Education Instructor</i><br>B.S., Southern Arkansas University; A.A., Rich Mountain<br>Community College  |
| Stephen Moody           | <i>Welding Instructor</i><br>Oklahoma Certification on Pipe: All positions American Welding<br>Society QC1 Certified Welding Inspector   |
| Dr. Krishna Nath        | <i>Life Science Instructor</i><br>Ph.D. Pusan National University; B.Ed., Tribhuvan University;<br>B.Sc., Kumaun University  |

|                |   |
|----------------|---|
| Kandy Page     | <i>Computer Technology Instructor ; Computer Business Division<br/>Chair</i><br>M.S., Baker College; B.S., University of Arkansas; A.A.S.,<br>Microcomputer Technician ; A.A.S, Information Systems<br>Technology, Rich Mountain Community College; Certificate of<br>Proficiency, Computer Systems Technology<br>Technical Certificate, Computer Systems Technology; ; Oracle<br>Academic Certified Instructor, Database Design and Programming;<br>Oracle Academy Certified Instructor, PLSQL |
| Tammy Parnell  | <i>Massage Therapy Instructor</i><br>Master Massage Therapist; Advanced Medical Massage<br>Practitioner   |
| Janet VanDeest | <i>Health Information Systems/Technology Instructor/Career Center<br/>Coordinator</i><br>A.A.S. Health Information, National Park Community College   |

## PROFESSIONAL AND SUPPORT STAFF

|                  |   |
|------------------|---|
| Michael Beck     | <i>Maintenance/Groundskeeping</i>   |
| Brandon Burk     | <i>Educational Talent Search Outreach Representative</i><br>B.S.B.A., Arkansas Tech University; A.A., Rich Mountain<br>Community College                                  |
| Christa Castillo | <i>Career Pathways Outreach Representative</i><br>A.A.S., Technical Certificate, Certificate of Proficiency, UA Rich<br>Mountain;   |
| Glenn Cecil      | <i>Maintenance/Custodial</i>  |
| Melissa Cloud    | <i>Systems Administrator</i><br>B.S., University of Central Arkansas  |
| Amber Cowan      | <i>Food Preparation Coordinator</i>   |
| Samuel Crees     | <i>Upward Bound Outreach Representative</i>   |
| Elizabeth Davis  | <i>Educational Opportunity Center Outreach Representative</i><br>B.S., John Brown University; A.A.S., Rich Mountain Community<br>College                                  |
| Kayla Davis      | <i>EOC Outreach Representative</i><br>A.A.S., Rich Mountain Community College   |
| Theresa Davis    | <i>Student Support Services Secretary/Tutor Coordinator</i><br>A.A.S., Rich Mountain Community College  |
| David Dilbeck    | <i>Construction/Grounds Supervisor</i>  |
| LeAnn Dilbeck    | <i>Director of Marketing, Community Relations &amp; Business Outreach</i><br>B.B.A. Henderson State University; Gamma Beta Phi; A.A.S. Rich<br>Mountain Community College |
| Lindsey Drewry   | <i>Financial Aid Counselor</i><br>A.A., Rich Mountain Community College; B.A., University of<br>Arkansas Fort Smith   |

|                 |   |
|-----------------|---|
| Linda Ellison   | <i>Accounts Payable Assistant</i><br>American Institute of Banking Classes  |
| Terry Francis   | <i>Associate Vice Chancellor for Student Affairs</i><br>M.S., Henderson State University; B.S.E., Henderson State<br>University; A.A., Rich Mountain Community College                      |
| Julie Gordon    | <i>Adult Education Director</i><br>M.S., University of Central Arkansas; B.S. University of Arkansas<br>Fort Smith; A.A.S, Rich Mountain Community College                                  |
| Patricia Hall   | <i>Controller</i><br>B.S., Arkansas Tech University   |
| Lisa Harrison   | <i>Educational Opportunity Center Outreach Representative &amp; Career<br/>Pathways Representative</i><br>B.S., University of Arkansas Fort Smith; A.A., Rich Mountain<br>Community College |
| Nancy Hohman    | <i>Payroll Officer</i><br>T.C., Rich Mountain Community College   |
| Marsha Jenkins  | <i>Student Support Services Professional Tutor/Advisor</i><br>B.S.E., Henderson State University  |
| Lisa Jumper     | <i>Community Service Coordinator</i><br>B.A., University of Texas Permian Basin; A.A.S. Rich Mountain<br>Community College  |
| John Lloyd      | <i>Computer Technician</i><br>A.A.S. North Arkansas College   |
| Amy Ludwig      | <i>Director of Budget Analysis &amp; Human Resources</i><br>B.S., University of Arkansas Little Rock; A.A., Rich Mountain<br>Community College  |
| Kathy Mash      | <i>Accounts Receivable Assistant</i><br>B.A., University of Illinois  |
| Jerod McCormick | <i>Recruiter</i><br>M.S., Arkansas Tech University; B.S. Arkansas Tech University   |
| Wendy McDaniel  | <i>Director of Admissions</i><br>M.E., University of Arkansas; B.A., University of Arkansas   |
| Brenda Miner    | <i>Director of Library Services</i><br>M.L.I.S University of Oklahoma; M.S.E., Henderson State<br>University; B.S.E., Henderson State University  |
| Jeff Neufeld    | <i>Director of Educational Talent Search Program</i><br>M.A.R., Liberty University; B.S.M., Central Christian College   |
| Matthew Norman  | <i>Upward Bound Math/Science Outreach Representative</i><br>B.S., Arkansas Tech University; A.G.S., Rich Mountain Community<br>College  |
| Tammy Odom      | <i>Programmer/Institutional Research Coordinator</i><br>B.S., University of Arkansas Fort Smith; A.A.S., Rich Mountain<br>Community College   |

|                          |  |
|--------------------------|--|
| Jacinda Pollard          | <i>Upward Bound Classic Outreach Representative</i><br>B.A., Arkansas Tech University  |
| Lura Powell              | <i>Director of Upward Bound Programs</i><br>M.B.A., Texas A & M Texarkana; B.S., Arkansas Tech University;<br>Global Career Development Facilitator (GCDF)   |
| Michelle Quinn           | <i>Procurement Assistant</i><br>A.A.S., The Victoria College   |
| Lisa Rackley             | <i>Director of Student Support Services/Transfer Specialist/TRIO<br/>Internal Auditor</i><br>M.B.A., Henderson State University; B.S.E., Henderson State<br>University; A.A., Tarrant County Junior College  |
| John Reed                | <i>Custodian</i>   |
| Yanel Rios               | <i>Executive Assistant to the Chancellor</i>   |
| Leah Roberts             | <i>Adult Education Secretary</i>   |
| Tammye Sherrill          | <i>Director of Educational Opportunity Center Program</i><br>M.S., Arkansas Tech University; B.S., Arkansas Tech University  |
| Samantha Shores          | <i>Financial Aid Officer</i><br>B.S., Harding University   |
| Mary Standerfer          | <i>Director of Financial Aid</i><br>M.Ed., University of Arkansas ; B.S.E., University of Arkansas;<br>A.A.S., Rich Mountain Community College; Secretarial Science<br>Certificate   |
| Debbie Todd              | <i>SSS Computer Lab Coordinator</i><br>A.A.S, Information Systems Technology, Rich Mountain Community<br>College ; Computer Systems Technology Technical Certificate;<br>Database Applications Technical Certificate; Information Technology<br>Certificate of Proficiency |
| Charlotte Wiles          | <i>Director of Career Pathways</i><br>M.S., Southern Arkansas University; B.S.E., University of Arkansas;<br>A.A.S., Rich Mountain Community College; Computer Systems<br>Technology Certificate   |
| Adrianna<br>Wolfenbarger | <i>Bookstore Manager</i><br>B.S., Southern Arkansas University; A.A. UA Rich Mountain  |
| Jason Wood               | <i>Director of Auxiliary Services</i>  |

## FREQUENTLY USED TELEPHONE NUMBERS

### UA Rich Mountain (479) 394-7622

|                       |          |
|-----------------------|----------|
| Academic Information  | EXT 1310 |
| Adult Basic Education | EXT 1380 |
| Admissions            | EXT 1440 |
| Assessment/Testing    | EXT 1422 |
| Bookstore             | EXT 1555 |

|                            |               |
|----------------------------|---------------|
| Business Office            | EXT 1510      |
| Campus Security            | EXT 1700      |
| Career Pathways            | EXT 1450      |
| Community Service          | EXT 1310      |
| Financial Aid/Scholarships | EXT 1420      |
|                            | EXT 1421      |
| Library                    | EXT 1371      |
| Mt. Ida Center             | (870)867-5264 |
| Nursing                    | EXT 1366      |
| Chancellor's Office        | EXT 1210      |
| Registrar                  | EXT 1400      |
| Student Services           | EXT 1410      |
| Title IX                   | EXT 1460      |
| Transcripts                | EXT 1410      |
| VC for Academic Affairs    | EXT 1300      |
| VC for Student Affairs     | EXT 1400      |
| VC for Administration      | EXT 1500      |
| TRIO Programs              | EXT 1621      |
| Waldron Center             | (479)637-5502 |
| Workforce Training         | EXT 1300      |

**TABLE OF  
CONTENTS**