

# GENERAL INFORMATION

## The Campus

Arkansas Tech University - Ozark Campus is located along Arkansas Highway 23 North in Ozark, Arkansas. The city of Ozark, with a population of approximately 3,500, is located on the banks of the Arkansas River and is surrounded on the north and south, respectively, by the Ozark and Ouachita National Forests. Located to the west of Ozark is the city of Fort Smith, a commercial and industrial center for western Arkansas. To Ozark's northwest are the cities of Fayetteville, Springdale, Rogers and Bentonville, collectively known as some of the fastest growing commercial centers in the state. Russellville, home to Arkansas Tech University's main campus and an area of vigorous industrial development, is located to the southeast of Ozark on Interstate 40.

## History

Arkansas Tech University - Ozark Campus was established in 1965 as Arkansas Valley Vocational Technical School (AVVTS). In September of 1975 the Arkansas State Board of Education/Vocational Education granted accreditation to AVVTS making it the first school of its kind in the state to receive that distinction. Arkansas Valley Vocational School became Arkansas Valley Technical Institute in 1991. On July 1, 2003, Arkansas Valley Technical Institute merged with Arkansas Tech University to become Arkansas Tech University - Ozark Campus.

## Mission Statement

Arkansas Tech University - Ozark Campus, in partnership with the community, will provide a quality educational environment which will enable all students to learn the skills and acquire the knowledge necessary for them to become contributing members in the workforce and in society.

## Programs of Study

In carrying out its mission, Arkansas Tech University – Ozark Campus offers programs of study leading to Associate of Applied Science degrees in the following areas:

- Associate of Applied Science in Allied Health
  - Paramedic/Emergency Medical Services
  - Practical Nursing
- Associate of Applied Science in Business Technology
  - Business Technology
  - Business Technology Banking
  - Business Technology Medical
- Associate of Applied Science in General Technology
  - Air Conditioning and Refrigeration
  - Facilities Management option
  - Applied Laboratory Technology
  - Automotive Service Technology
  - Collision Repair Technology
  - Computer Information Systems
  - Cosmetic Science
  - Industrial Control Systems
  - Welding Technology

Programs of Study leading to technical certificates are offered in the following areas:

- Air Conditioning and Refrigeration
- Facilities Maintenance option
- Automotive Service Technology
- Business Technology
  - Business Technology
  - Business Technology Banking
  - Business Technology Medical Transcription
- Collision Repair Technology

Computer Information Systems  
Cosmetology  
Industrial Control Systems  
Paramedic/Emergency Medical Services  
Practical Nursing  
Welding Technology

The physical plant of Arkansas Tech University - Ozark Campus includes five buildings on approximately 26 acres. The main building houses classrooms, administrative offices and Workforce Education (Business/Industry and Adult Education). Other buildings on campus are: Heating and Air Conditioning, Industrial Control Systems, Collegiate Center (Business Department) and Health Building (EMT/Paramedic/Nursing). All buildings are handicapped accessible. The cleaning and maintenance of all buildings and property is under the direction of the Physical Plant supervisor.

## **Physical Plant**

# ADMISSION

Admission to Arkansas Tech University - Ozark Campus is open to any qualified individual subject to the admission requirements listed below. However, Arkansas Tech University - Ozark Campus reserves the right to reject the application of any individual whose records do not satisfy the requirements. Every student must file an initial application for admission. Applications and additional information about Arkansas Tech University - Ozark Campus are available from the Office of Student Services, Arkansas Tech University - Ozark Campus, P.O. Box 506, Ozark, Arkansas, 72949.

Students may download an application from the Arkansas Tech University - Ozark Campus web site at <http://atuoc.atu.edu/> or email for additional information via [ozarkadmit@atu.edu](mailto:ozarkadmit@atu.edu).

Arkansas Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator can be contacted by calling (479) 667-2117.

All students born after January 1, 1957, must furnish proof of immunity (two inoculations) against measles and rubella to the Office of Student Services prior to enrollment in classes.

## Admission Requirements

Entering students must comply with the following admission requirements and placement standards. This includes students who enter with college credit earned prior to high school graduation, during summer following high school graduation, or by advanced placement.

1. Completion of secondary school graduation requirements evidenced by submission of official secondary school transcript showing completion of the curriculum required for graduation to include class rank, date of graduation, and a minimum of 2.0 grade point. Entering students who participate in the GED must have a minimum standard score of 450 and provide a score report.
2. Participation in the American College Testing (ACT)<sup>1</sup> program, Scholastic Aptitude Test (SAT-1)<sup>2</sup>, or COMPASS exam showing a minimum of 13 on the ACT or equivalent on other tests. NOTE: Entering freshmen taking the SAT-1 must also take the Test of Standard Written English (TSWE)<sup>3</sup> for placement in English.

<sup>1</sup> American College Testing Program's ACT Assessment Test

<sup>2</sup> College Board's Scholastic Aptitude Test

<sup>3</sup> College Board's Test of Standard Written English

## Placement Standards

In accordance with Arkansas Code of 1987 Annotated, paragraph 6-61-110, first-time entering students (including students who entered college the summer of 1995 or thereafter and students who enter with advanced standing) must meet the following placement standards prior to enrollment in college-level mathematics or English composition courses.

**Mathematics** – Students scoring 19 or above on the mathematics section of the ACT, 460 or above on the quantitative portion of SAT-1, may enroll in college-level mathematics courses. For students who take the COMPASS, those scoring a 41 or above on the mathematics section may enroll in college-level mathematics courses. Students not meeting the standard must successfully complete a developmental (precollege level) mathematics program, demonstrating achievement at least as sophisticated as intermediate algebra, in order to be placed in college-level mathematics courses.

**English Composition** – Students scoring 19 or above on the English section of the ACT or 460 or above on the verbal section of SAT-1 may enroll in college-level English courses. For students who take the COMPASS, those scoring 75 or above on the writing section may enroll in college-level English courses. Students not meeting the standard must successfully complete a developmental program.

**Reading** – Students scoring 19 or above on the reading section of the ACT, 460 or above on the verbal section of SAT-1 will be considered to have met minimal reading skill requirements. For students who take the COMPASS, those scoring 82 or above on the reading section will be considered to have met minimal reading skill requirements. English composition may be taken concurrent with or subsequent to any required developmental reading program.

Students who have interrupted their attendance at Arkansas Tech University - Ozark Campus will usually be automatically readmitted if the academic record for the last semester of college work is satisfactory. However, another application for admission must be filed by students who have not attended Arkansas Tech during the past year and by students who have attended another college since attending Arkansas Tech University - Ozark Campus.

#### **Degree Completion for Returning Students**

Technical course work taken after July 1, 2003 will be considered for application toward a degree, contingent upon the grade requirements for the major as well as overall GPA.

Technical course work taken prior to July 1, 2003 will be considered at the recommendation of program faculty.

Students returning to pursue an Associate of Applied Science degree who have not yet earned a degree and meet requirements to earn the Associate of Applied Science degree by having previously taken all required technical course work and general education requirements either at Arkansas Tech University or an accepted accredited transfer institution may earn the Associate of Applied Science degree by successfully completing a minimum of 3 additional hours at an Arkansas Tech University campus.

Students pursuing an Associate of Applied Science degree who have previously earned a degree must complete an additional 30 hours and meet all requirements for the Associate of Applied Science degree.

Transfer students making application for admission to Arkansas Tech University - Ozark Campus must submit official transcripts from all colleges/universities where they have been officially registered. Students seeking transfer of credit from other institutions may be asked to provide a catalog or course description from the transfer institution.

Students with fewer than 24 semester hours of earned college-level credit must also submit a high school transcript and must request current transferable ACT or SAT scores be sent to the University. ACT or SAT scores will not be required if the English and mathematics general education requirements have been satisfied with grades of "C" or better. In the event that receipt of a student's transcript is unavoidably delayed, as may frequently occur at midyear, a transfer student may be admitted provisionally pending receipt of the transcript, but the University reserves the right to require immediate withdrawal if the previous record does not meet admission requirements.

#### **Degree Completion for Transfer Students**

To earn a degree, student must complete at least 50% of technical course work at Arkansas Tech University – Ozark Campus.

Course work will only be eligible for transfer with a grade of "C" or better. Transfer credit will not count toward the overall GPA.

Students returning to pursue an Associate of Applied Science degree who have not yet earned a degree and meet requirements to earn the Associate of Applied Science degree by having previously taken all required technical course work and general education requirements either at Arkansas Tech University or an accepted accredited transfer institution may earn the Associate of Applied Science degree by successfully completing a minimum of 3 additional hours at an Arkansas Tech University campus.

Students pursuing an Associate of Applied Science degree who have previously earned a degree must complete an additional 30 hours and meet all requirements for the Associate of Applied Science degree.

## **Former Students**

## **Transfer Students**

## Transfer Credit

Credit from colleges and universities not accredited by one of the six regional accreditation associations may not be accepted for college level transfer credit. Courses with grades below a "C" are not transferable. Course work from other properly accredited Technical schools may be accepted for vocational transfer credit at the recommendation of program faculty and approval by the Chief Student Officer.

## Conditional Admission

Students who do not meet standard admission requirements will have the opportunity to be conditionally admitted on academic probation. Freshman eligibility will be based on ACT, SAT or COMPASS scores and GPA at time of application. Transfer students who do not meet standard admission requirements may be considered for conditional admission. Students granted conditional admission will be admitted on academic probation.

## Non-Degree Admission

Arkansas Tech University - Ozark Campus serves the general public by allowing individuals to enroll in classes for professional development and self-fulfillment without meeting regular admission requirements. The student admitted under this policy, who later chooses to pursue a degree, must reapply for admission as a degree seeking student and meet standard admission policies. A maximum of 27 credit hours earned as a nondegree seeking student may be applied to a degree program. Financial Aid benefits may not be granted to students admitted as non-degree seeking. For more information, call the Office of Student Services at (479) 667-3433

## High School University Admissions

Arkansas Tech University - Ozark Campus welcomes the opportunity to serve area schools by complementing their programs with special opportunities for students to enroll for courses and earn credit by attending Arkansas Tech University - Ozark Campus during summer sessions or by attending on a part-time basis during the regular academic year, concurrent with enrollment in secondary school. In accordance with the Arkansas Code of 1987 Annotated, paragraph 6-18-223 makes provisions whereby a student who is enrolled in a public school in Arkansas and who has completed the eighth grade is eligible to enroll at Arkansas Tech University - Ozark Campus upon approval of the appropriate public school official, provided the student does not need developmental courses in mathematics, English or reading and has a cumulative high school grade point average of 3.00 or greater on a 4.0 scale.

Upon completion of a course(s), students may choose whether or not to have course(s) and grade(s) recorded for credit. If student chooses not to have course(s) and grade(s) recorded, student must notify the Office of Student Services in writing within thirty days of the end of the term or semester. Students must reapply each term or semester they attend. The course(s) agreed upon by the student and their high school must also be approved for each term or semester attended by the Chief Student Officer.

## ACT (American College Testing) Program

Entering students are required to provide Arkansas Tech University - Ozark Campus with American College Testing (ACT) Assessment scores for purposes of admission, academic placement, and the awarding of academic scholarships. Arkansas Tech University - Ozark Campus will not accept ACT score reports that are more than five years old. Students who have not taken the ACT prior to arrival at Arkansas Tech or whose score report is more than five years old are required to take the COMPASS preceding their first semester. The ACT, which covers English, mathematics, reading and science reasoning, is administered five times per year at test centers, such as high schools, colleges, and universities across the nation. ACT information and registration forms may be obtained from local high schools, colleges, or universities.

You may also contact the Arkansas Tech University Testing Center on the main campus in Russellville for ACT information and registration materials. In addition, you may correspond directly with ACT at American College Testing Program, P.O. Box 168, Iowa City, Iowa 52243 or <http://www.act.org>.

The 2006-2007 ACT national test schedule is as follows:

<b>Test Date</b>	<b>Registration Deadline</b>
June 10, 2006	May 5, 2006
October 28, 2006	September 22, 2006
December 9, 2006	November 3, 2006
February 10, 2007	January 5, 2007
April 14, 2007	March 9, 2007
June 9, 2007	May 4, 2007

Please check with your local high school, college, university or the Arkansas Tech University Testing Center for the 2006-2007 test schedule.

**COMPASS  
(Computerized-  
Adaptive Placement  
Assessment and Support  
System)**

Entering Students are required to provide Arkansas Tech University - Ozark Campus with American College Testing (ACT) Assessment or Computerized-Adaptive Placement Assessment and Support System (COMPASS) scores for purposes of admission and academic placement. Entering students, who have been out of an educational setting for three or more years and who have not taken the ACT or COMPASS prior to arrival at Arkansas Tech University - Ozark Campus, are encouraged to take the COMPASS. The COMPASS is administered on the computer and consists of three tests: writing, math, and reading. Assessment scores that are more than five years old will not be accepted. Information about the COMPASS can be obtained by calling (479) 667-2117.

**Selecting a Major Field**

Arkansas Tech University - Ozark Campus encourages students to give long and serious thought to the selection of a major field of study. They should determine the academic pursuits that lead to the vocations most attractive not only in financial gain but in interest as well. Then they should examine the program of study most closely related to their interest areas.

**Undecided Study**

Some students entering the University have not chosen a major. The individual who has not decided on a major may enroll in general education courses which are required of all candidates for the Associate of Applied Science degree (see "General Education Requirements" on page 25). Students enrolling as "undecided" majors will be assigned to the Office of Student Services. The Office of Student Services is located in the Administration building and can be contacted by calling (479) 667-3433. Students enrolled as undecided may select a major at any time; however, a student must select a major during the semester in which student earns 15 semester credit hours.

**Procedure for  
Scheduling Courses**

Detailed procedures for registration/preregistration are contained each semester in the schedule of courses. Prior to enrollment, students, in consultation with an academic advisor in their major field of study, prepare a class schedule and officially register for classes and pay tuition/fees.

**Course Information**

All courses taught at Arkansas Tech University - Ozark Campus are listed alphabetically by subject area in the back of the catalog. Course symbols, the four-digit numbers used to identify courses within a department, have the following significance: the first digit of the number denotes the year level at which the course is given; the second and third digits differentiate the course from others in the department; the fourth digit shows the number of credit hours given. Typically an "hour of credit" requires one hour of classroom work per week for the duration of a semester.

# FEES AND EXPENSES

## General

Students enrolling at Arkansas Tech University, Ozark Campus are assessed tuition and fees to cover the costs of instruction and other student services common to a school setting. Additionally, certain courses requiring individual instruction or special facilities carry fees which are listed with the course description.

Students enrolling for twelve or more semester hours of technical courses for the fall or spring semester are considered full-time and are charged tuition as listed below. Students enrolling for fewer than twelve semester hours for the fall or spring semester are assessed tuition for each course at the appropriate credit-hour rate.

Students enrolled for the fall or spring semester (12 or more credit hours) are assessed a \$25 student activity fee, technology fee of \$5 per credit hour and a \$5 transcript fee. Students enrolled for the fall or spring semester (fewer than 12 credit hours) are assessed an activity fee of \$5, technology fee of \$5 per credit hour and a \$5 transcript fee.

All fees and charges to students are set by Arkansas Tech University's Board of Trustees. Every attempt is made to establish charges in time to appear in the catalog; however, when this is not possible, estimated charges are shown. **Arkansas Tech University, Ozark Campus reserves the right to change fees and charges at any time if conditions necessitate or permit the change.**

### Fees and Charges

Prices quoted are rates currently in place for the 2006 - 2007 academic year. All rates are subject to change as necessary.

Full-time (12 or more credit hours)	12 hrs/\$480
Fall and Spring semesters	15 hrs/\$600
Full-time Summer Terms (6 or more credit hours)	\$240
Part-time (Less than 12 hours)	\$40 per credit hour
Activity fee (12 or more credit hours)	\$25
(fewer than 12 credit hours)	\$5
Fall/Spring	
Technology Fee	\$5 per credit hour
Transcript Fee	\$5
Graduation Fee	\$25
Replacement of ID Cards	\$25

## Payment of Accounts

Tuition and all other fees and charges are due and payable prior to the beginning of each term at the Office of Fiscal Affairs, located in the Administration building. Financial settlement, which consists of tuition and fees, may be made by personal payment or **authorized** financial aid (loans, scholarships, grants, third parties, etc.). Visa and MasterCard credit cards are accepted for all charges. An alternate payment plan is offered via the web site: <http://stuacctts.atu.edu>. Registration is not complete until all financial obligations have been satisfied. Failure to make financial settlement may result in cancellation of the student's class schedule.

The student identification number is assigned as the student's account number for billing purposes. If the student wishes to not use their Social Security Number, an alternate nine digit number will be assigned as the student identification number upon written request to the Office of Student Services.

Monthly billing statements are payable upon receipt. Invoices for preregistration are mailed approximately thirty days prior to the first day of class. Students must return the top portion of the preregistration invoice along with applicable payment by the due date.

Students with delinquent accounts are not eligible for diplomas, transcripts, recommendations, advance registration, or readmission to any term. Collection fees for outstanding debts owed to Arkansas Tech University - Ozark Campus may be assessed to the student.

Arkansas Tech University - Ozark Campus reserves the right to amend or add to the regulations of the institution, including those concerning charges and methods of payment, and to make such changes applicable to students enrolled as well as to new students.

Students officially withdrawing from the school by the end of the fifth day of the semester in a summer term, as listed in the "Academic Calendar" on page iv, will receive an 80 percent reduction of tuition for courses in which they are enrolled in at the time of withdrawal. No reduction in tuition or fees will be made after the fifth day of the summer semester. No reduction in fees will be made beginning with the first day of class of the summer term.

Students registering for the fall or spring semester but officially withdrawing from Arkansas Tech University - Ozark Campus by the end of the second day of the semester, as listed in the "Academic Calendar" on page iv, will receive a 100 percent reduction of tuition and fees. Thereafter, students officially withdrawing by the end of the twenty-fifth day of the semester will receive an 80 percent reduction of tuition only for courses in which they are enrolled at the time of withdrawal. No reduction in tuition or fees will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the second day of the semester.

If a student withdraws and is receiving student financial aid, any refund amount attributable to a loan, grant, or scholarship will be returned to the appropriate account and not to the student. The amount returned to Federal programs will be the amount of unearned Federal aid based on the number of calendar days of attendance up to the sixty percent point of the semester. Aid accounts will be refunded in the following order up to the amount of the original disbursement: Federal Family Education Loan Programs, Federal Perkins Loan Program, Federal PLUS Loan Program, Federal Pell Grant Program, Federal SEOG Program, Arkansas Department of Higher Education Programs, Arkansas Tech-Ozark scholarships and private aid. Additionally, students who have received a cash payment of Federal aid money will receive a letter after their withdrawal informing them of any amount to be repaid. These repayments will be made through the Office of Fiscal Affairs.

The student will be ineligible for any further Federal financial aid until the required payments are made.

Students dropping to fewer hours before the end of the fifth day of the semester in a summer term as listed in the "Academic Calendar" on page iv, will receive an 80 percent reduction for the courses which are dropped. No reduction in tuition will be made after the fifth day of the semester. No reduction in fees will be made once the summer session begins.

Students dropping to fewer hours for the fall or spring semester by the end of the second day of the semester, as listed in the "Academic Calendar" on page iv, will receive a 100 percent reduction of tuition and fees for the courses dropped. Thereafter, students dropping to fewer hours before the end of the twenty-fifth day of the semester will receive an 80 percent reduction of tuition. No reduction will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the second day of the semester.

## **Reduction of Fees and Charges**

## **Reduction of Tuition for Official Withdrawal**

## **Reduction of Tuition/ Fees for Dropping to Fewer Hours**

# STUDENT SERVICES OPERATIONS

## **Bookstore**

The Arkansas Tech University - Ozark Campus Bookstore is located in the Administration Building. Textbooks, school supplies, and other items may be purchased.

## **Disability Services for Students**

Arkansas Tech University - Ozark Campus is committed to providing equal opportunities for higher education to academically qualified individuals who are disabled. Students with disabilities attending Arkansas Tech University - Ozark Campus will be integrated as completely as possible into the institution community. Arkansas Tech University - Ozark Campus does not offer a specialized curriculum for students with disabilities nor does it assume the role of a rehabilitation center, but does assume responsibility for modifying campus facilities and procedures to accommodate individual needs where feasible and without posing an undue hardship on the institution.

Services arranged through the Disabilities Coordinator include consideration of classroom and building accessibility, planning for adequate travel time between classes, note-taking assistance, alternative testing, and similar types of accommodations.

Arkansas Tech University - Ozark Campus is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator serves as the coordinator for these federal programs. The Disabilities Coordinator is located in Administration Building, Arkansas Tech University - Ozark Campus, Ozark, AR 72949, and can be contacted by calling (479) 667-2117, or by E-mail [ozark.disabilities@mail.atu.edu](mailto:ozark.disabilities@mail.atu.edu).

## **Student Financial Aid**

The primary purpose of student financial aid at Arkansas Tech University - Ozark Campus is to provide assistance to students who, without aid, would be unable to attend college. Financial assistance consists of scholarships, grants, loans, and part-time employment, which may be offered to students singularly or in various combinations, depending upon the degree of need. In determining the extent of a student's need, the institution must consider the financial support which may be expected from the income, assets, and other resources of the parents and the student. Aid awards by the institution are considered supplementary to the efforts of the student's family in assisting their children with educational expenses. All awards are administered by the Financial Aid Office in accordance with the university's equal educational opportunity policy. Application forms for all types of aid may be obtained from the Financial Aid Office.

## **Cost of Attendance**

A student's cost of attendance (also called the financial aid budget) is the total of required tuition and fees and allowances for books and supplies, travel and personal expenses. Since the most recent federal regulations allow the cost of a computer to be added to the cost of attendance one time during the post-secondary career of a student, the cost of a computer and related accessories up to \$1,500 purchased no earlier than four months prior to enrollment will be added to the student's cost of attendance budget upon receipt of documentation of a computer purchase. This will be a one time adjustment with the costs being spread over the school year. No further adjustments will be made for upgrades or additional software at any time during the student's career. Other adjustments to the cost of attendance allowed by federal regulations include purchase of equipment required by all students in the same course of study, and reasonable expenses incurred related to a student's disability. These adjustments may result in additional financial aid if the student was not already receiving the maximum amount of every type of aid for which they were eligible. For more information, contact the Financial Aid Office: (479) 667-2117.

Act 1180 of 1999 prohibits postsecondary institutions from using public funds in a student aid package which exceeds the cost of attendance at that institution. Arkansas Tech University - Ozark Campus follows the Arkansas Department of Higher Education regulations by reducing scholarship amounts which cause awards to exceed cost of attendance. Scholarships awarded by Tech will be reduced before other scholarships. If a student has both academic and performance scholarships from Tech, the academic scholarship will be reduced first. If a Departmental Performance Scholarship has to be reduced, the supervisor will be informed of the reduction in hours of service. In the absence of direction from a private donor, all private funds will be split equally between fall and spring semesters. For more information on the scholarship stacking policy, contact the Financial Aid Office: (479) 667-2117.

Students may receive only one Tech funded scholarship in any semester. The amount of total funds received by each student will be contingent on the Arkansas Department of Higher Education Scholarship Stacking Policy, Arkansas Act 1180 of 1999. All students applying for a Tech scholarship must complete the FAFSA prior to scholarship deadlines. For more information on the scholarship stacking policy, contact the Financial Aid Office at the Ozark Campus.

Scholarships are awarded by semester. Deadlines are: June 1 for the Fall semester and November 1 for the Spring semester. Student must have a minimum cumulative grade point average (GPA) of 3.25 and a minimum ACT score of 21 to apply. Application(s) are to be submitted to the Financial Aid Office at the Ozark Campus. Students must reapply for the scholarship each semester.

Scholarships are awarded by semester. Deadlines are: June 1 for the Fall semester and November 1 for the Spring semester. Student must have a minimum cumulative grade point average (GPA) of 3.00 or greater to apply. Application(s) are to be submitted to the Financial Aid Office at the Ozark Campus. Students must reapply for the scholarship each semester.

Scholarships are awarded by semester. Deadlines are: June 1 for the Fall semester and November 1 for the Spring semester. Any student demonstrating financial need may apply. Preference will be given to students experiencing financial hardship and who do not qualify for other aid. Application(s) are to be submitted to the Financial Aid Office at the Ozark Campus. Students must reapply each semester.

This policy applies to funds received through the Federal Pell Grant, the Federal Work Study, the Federal Perkins Loan, the Federal Supplemental Educational Opportunity Grant, the Federal Subsidized Stafford Loan, the Federal Unsubsidized Stafford Loan, the Federal Parent Loan for Undergraduate Students.

The standards will be applied automatically and without favor or prejudice, with progress being checked at the end of each fall and spring semester.

Any appeal of this policy must be made in writing to the Financial Aid Academic Policy Appeal Committee and turned into the Financial Aid Office within thirty-days of the notification of non-compliance.

No special consideration of the effects of dropping classes will be allowed unless the Student Financial Aid Director is contacted for approval prior to dropping the course(s).

Students must meet all conditions of the policy. Noncompliance with any section will result in loss of aid. Financial Aid will not be paid retroactively for any semester's lost eligibility.

Any student whose name appears on the institutional suspension list will not be eligible to receive aid for their next period of enrollment even if they do re-enroll with the approval of the Admissions Council.

It is the student's responsibility to notify the Financial Aid Office when they are no longer on the suspension list.

## **Scholarship Stacking Policy**

## **Scholarships**

## **Chancellor's Scholarship**

## **Academic Excellence Scholarship**

## **Financial Assistance Scholarship**

## **Academic Standards for Students Receiving Financial Aid Through Federally Funded Programs**

## **Institutional Academic Suspension**

**Satisfactory  
Academic  
Progress**

**Technical Certificate**

All students receiving financial aid must complete at least 75% of all courses in which they have enrolled in while attending the institution. Once a student falls below the 75%, the student is placed on financial aid probation. The student is allowed to receive financial aid for this period. However, the student must pass at least 75% of his or her next (current) semester course load during the probationary period in order to continue to receive financial aid. If a student fails to pass at least 75% of his or her next (current) semester course load, the financial aid will be suspended.

Students must complete requirements for a degree within 150% of normal time. The actual number of hours attempted is the number of hours in which the student is enrolled in after the “drop and add” period. Courses that are repeated will be considered as hours attempted.

**First Undergraduate Degree (Associate of Applied Science)**

1. A student is considered making satisfactory academic progress as a full-time student if the total credits earned (with a grade of “D” or better) are:

# of Semesters	Minimum Hours Earned
1	9
2	21
3	33
4	48
5	60
6	72
7	84
8	96
9	108
10	120

NOTE: ALL part-time students must always earn the number of hours in which they are enrolled. Incomplete, repeat and audit classes are counted as hours attempted. No special consideration of the effects of dropping classes will be allowed unless the Student Financial Aid Director is contacted for approval prior to dropping the courses. Students may use summer hours earned at Arkansas Tech University - Ozark Campus to fulfill the academic progress requirement. Hours earned at another institution will not meet the requirement.

2. Transfer students will be assigned an “equivalent semesters attended” based on the number of hours accepted by the Registrar’s Office rounded down to the nearest quarter semester. Example: A student with fifty-four transfer hours would have “equivalent semesters attended” of 4.5 (54 divided by 12 = 4.5). It is the student’s responsibility to make sure transfer transcripts are on file with the Registrar.

**Required Grade Point  
Average**

When the cumulative grade point average (GPA) of the student falls below a “C” average (2.0), the student will be placed on financial aid probation.

Students on financial aid probation who achieve a GPA of a 2.0 or higher in a given semester and their cumulative GPA continues to be below the scale will be allowed to receive financial aid the next semester, but will remain on financial aid probation. If a student doesn’t make academic progress for two semesters in a row, his/her financial aid will be suspended.

**Withdrawals**

A student receiving aid may completely withdraw **one semester only** and return the next semester to receive all entitled financial aid. **Upon withdrawing any additional semesters** while on financial aid, the student will not receive aid for their next period of enrollment. The next period of enrollment hours must be equivalent to the number of hours enrolled during the withdrawal semester. (Example: If a student withdraws a second time while enrolled in 12 hours, the student would have to pay for 12 hours before becoming eligible to receive financial aid.)

## **Application for Federal Student Aid**

**General** – Students use the Free Application for Federal Student Aid (FAFSA) and list Arkansas Tech University, Russellville AR (001089) as one of the schools to receive information. Federal Student Aid includes grants, loans and work study.

**Priority Deadline** – To receive equal consideration, a student must have a complete application on file by April 15 for fall and October 15 for spring. All remaining funds will be awarded on a first-come, first-serve basis until depleted. **Note: All requested information must be returned to the Financial Aid Office by July 15 to ensure aid availability at the beginning of the fall semester.**

The Federal Pell Grant provides direct grants from the government to the undergraduate student for educational expenses. Since this is a grant program, the student does not have to repay the amounts received, unless the semester for which a grant is received is not completed.

Under current guidelines, only students who have never received a bachelor's degree are eligible for the Pell Grant. The university does not determine whether a student is financially eligible. The amount of the grant given to an individual student is based on a schedule provided to the university by the government. No eligible student will be denied a grant.

The purpose of the Supplemental Educational Opportunity Grant is to provide the means for a college education to qualified students of exceptional need. Each grant is awarded according to federal guidelines.

## **Federal Pell Grant**

## **Federal Supplemental Educational Opportunity Grant**

When funds are available, the institution uses student employees when practicable, but students are not encouraged to work to an extent which would hinder their scholastic program.

Employment assignments are made under both the Federal College Work-Study Program and the institutional Non-Work-Study Program. To be eligible for student employment, the student must be enrolled at least half-time, successfully pass minimum load requirements, satisfy grade point requirements, maintain satisfactory employer-employee relations and have conduct and personal appearance that reflect credit to the student and Arkansas Tech University - Ozark Campus.

The annual loan limit for Federal Perkins Loans is \$3,000.

The repayment period and the interest do not begin until six months after the student completes studies. The loan bears interest at the rate of five percent per year and repayment of principal may be extended over a ten-year period. Arkansas Tech University - Russellville Campus approves and makes the loans and is responsible for collections. Repayment is deferred for as long as a borrower is enrolled at an institution of higher education and is carrying at least a halftime academic load. Under certain conditions, a part or all of the loan may be canceled if the student enters the teaching profession.

## **Student Employment**

## **Federal Perkins Loans**

## **Federal Family Education Loans**

Federal regulations require a delayed disbursement of thirty days for all first-year, first-time undergraduate student borrowers in any Federal Family Education loan program. Additionally, all student borrowers must be enrolled in a minimum of six hours.

## **Federal Stafford Student Loans**

The Federal Stafford Student Loan program authorizes loans up to \$2,620 per year for first-year undergraduates, and all certificate students. Under this program a student must financially qualify for the loan which is borrowed from a bank or other financial institution. The loan has a fixed interest rate of 6.8%.

Repayment of principal and interest ordinarily begins six months after the student leaves school or ceases to be at least a halftime student. The amount of the monthly payments will be based on the total amount borrowed.

## **Unsubsidized Federal Stafford Loans**

The Federal Unsubsidized Stafford Loan has the same loan limits, deferments, and interest rate as the Stafford Loan. However, the student does not have to be financially eligible for the loan and must either pay the interest while in school or have it capitalized for repayment with the loan principal. The total borrowed in regular Stafford and Unsubsidized Stafford Loans may not exceed the student's yearly maximum as shown above.

## **Federal PLUS Loans**

Parents of students who do not qualify for the Federal Stafford Loan may borrow annually the amount of the student's cost of education minus other aid for each child who is enrolled at least halftime and is a dependent undergraduate student. PLUS is limited to parents who do not have an adverse credit history, and late payments on outstanding obligations are not to be considered as having adverse credit history. The Plus loan has a fixed interest rate of 8.5% with the borrower beginning payment within sixty days of loan disbursement. All loan checks will be written as co-payable to the parent and the educational institution.

## **Additional Federal Unsubsidized Stafford Loan**

Independent students may borrow up to \$4,000 per year for the first two years of undergraduate study and \$5,000 per year thereafter with an undergraduate maximum of \$23,000. Borrowers do not have to show need but do have to apply for financial aid and may have to undergo a credit analysis. The loan has a fixed interest rate of 6.8%. Interest must be paid beginning sixty days after disbursement of the loan unless the lender agrees to defer it.

## **Over 60 Tuition Waiver**

Students who are sixty or older may have tuition and fees waived upon completion of certification of eligibility. Students must notify the Financial Aid Office each semester of the number of enrolled hours which need to be waived. Applications are available in the Financial Aid Office.

## **Arkansas Technical Careers Student Loan Forgiveness Program**

The Arkansas Technical Careers Student Loan Forgiveness Program was created by Act 652 of 1999. The program is designed to assist and encourage people to enter and complete programs qualifying them to fill the demands for employees in various technical occupations. Student loans may be forgiven up to \$2,500 per year for a maximum of four years. High demand career fields are determined annually by the State Board of Workforce Education and Career Opportunities. Further information may be obtained from the Department of Workforce Education at (501) 682-1500 or by visiting their web site at <<http://www.work-ed.state.ar.us>>.

## **Workforce Investment Act**

The Workforce Investment Act (WIA) is a Federal program designed to provide training for unemployed or underemployed persons if definite employment opportunities are available in a training field. Financial assistance may cover tuition, books, fee/ supplies, and transportation. A student wanting to make application for WIA assistance should call or write to a local employment office or career development center. Information concerning the programs of study available to WIA eligible candidates may be obtained from the Arkansas Tech University - Ozark Campus Financial Aid Office in the Administration Building or call (479) 667-2117, extension 322.

## **Veterans Benefits**

Arkansas Tech University - Ozark Campus is approved by the State Approving Agency for Veterans as a school (college, university, etc.) whereby veterans and dependents of deceased or disabled veterans may obtain subsistence while working toward a degree. Eligible students should contact Office of Student Services to obtain information regarding school attendance under the following program: Title 38, Chapter 30, Montgomery GI Bill for Veterans; Title 38, Chapter 32, Veterans Educational Assistance Program (VEAP); Title 38, Chapter 35, Survivors and Dependents Education; Title 10, Chapter 1606, Montgomery GI Bill for Selective Reserves; and Chapter 1607, Reserve Educational Assistance Program (REAP).

All students must be working toward an Associate of Applied Science degree or a technical certificate and should follow the curriculum outline for their objectives, since only specific courses may be applied toward VA certification and graduation. Veterans may be given placement credit for prior military training. The Financial Aid Office is available to assist students concerning VA benefits. The Financial Aid Office is located in the Administration Building.

Enrollment certification will not be sent to the Department of Veteran's Affairs until transcripts are on file and the person applying for veteran's benefits has been admitted to the university.

This program is designed to provide training for qualified individuals. To receive financial assistance students need an American Indian card and appropriate documentation. If you think you might qualify for this program, contact the American Indian Center, 1100 N. University, Suite 143, Little Rock, AR 72207. AIC's telephone number is 1-800-441-4513.

The purpose of this program is to provide educational assistance to qualified students under AHDC's farm workers program. The program may pay tuition, fees, books, supplies, and a weekly allowance to the trainee. To be eligible, a student must have derived 51% of his/her gross income from the past year from farm-related employment or be a dependent of a farm worker who derived 51% of his or her gross income from farm work. The AHDC representative will make the determination as to student eligibility.

This program may pay for the eligible student's tuition, fees, books, and supplies. To receive financial assistance under this program, a student must have a physical or mental disability that has been diagnosed as a handicap, have a financial need, and be approved by the area rehabilitation counselor. A student wanting to make application for rehabilitation assistance should call or write to a local rehabilitation office.

Students with eligible expenses may qualify for a Hope Scholarship Credit or Lifetime Learning Tax Credit. IRS form W-9 must be completed and filed in the Arkansas Tech University - Ozark Campus' Business Office to receive credit. Qualified tuition and fees, excluding MPI, are the only eligible expense which may be claimed by a qualified taxpayer.

The programs listed below are awarded and administered by the Arkansas Department of Higher Education. Further information and applications may be obtained by writing to: Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201, or by calling (479) 371-2000, or 1-800-547-8839.

## **Other Sources of Assistance**

A college scholarship plan to promote academic achievement and encourage academically prepared Arkansas high school graduates to enroll in the state's colleges and universities. The scholarship provides \$2,000 for the freshman year and is renewable for up to three more years provided the student meets the continuing eligibility standards established by the Arkansas Department of Higher Education. This scholarship will not displace any other state grants or scholarships unless required by state or federal regulations. Names of recipients may be released to the news media to recognize the accomplishments of the recipients. This scholarship is available to students seeking an associate degree or higher and is not available to technical certificate seeking students.

Award is made based on the applicant meeting minimum standards with regard to the ACT composite score, grade point average (GPA) in the pre collegiate core curriculum defined by the State Board of Higher Education, and financial need.

## **American Indian Center**

## **Arkansas Human Development Corporation**

## **Vocational Rehabilitation**

## **Hope and Lifetime Learning Credits**

## **Arkansas Department of Higher Education**

## **Arkansas Academic Challenge Scholarship**

## **Activities and Organizations**

Arkansas Tech University - Ozark Campus offers several activities and organizations for its students. There are few members of the student body who do not take part in one or more of these activities.

### **Arkansas LPN Association**

Practical Nursing Students belong to the Arkansas Licensed Practical Nursing Association and the National Association of Licensed Practical Nurse. The activities of the Arkansas LPN Association are an integral part of the instructional program that provides occupational skills as well as leadership skills.

The Arkansas LPN Association provides workshops and speakers on current nursing needs and skills.

The students are assisted in developing the skills and abilities that will lead to successful employment in the nursing profession.

### **National Technical Honors Society**

The National Technical Honor society requires members to maintain a high standard of personal and professional conduct at all times, strive for excellence in all aspects of education and employment, refuse to engage in or condone activities for personal gain at the expense of their fellow students, school or employer.

Students interested in joining the society must maintain an overall grade point average of 3.0 or higher, a 3.25 grade point average in courses in their majors; have one or more faculty members' recommendation; and active involvement in student government, CTSO, civic or service organization.

### **Phi Beta Lambda**

Phi Beta Lambda (PBL) is the national organization of students enrolled in programs of business education or computer information systems on the post-secondary level. The organization, composed of more than 450 chapters, operates as a liaison between instructors, state supervisors, school administrators, and members of the business community.

The activities of PBL provide opportunities for business students to establish occupational goals and facilitate the transition from school to work. Members of PBL learn how to engage in individual and group business enterprises, how to hold office and direct the affairs of the group, how to work with other organizations and how to compete honorably with their colleagues on the local, state, and national levels.

PBL helps build competent, aggressive business leadership; strengthen the confidence of students in themselves and in their work; develop character; prepare for useful citizenship; foster patriotism; and practice efficient money management.

### **Skills USA**

Skills USA (VICA) is active at all state post-secondary schools. Membership in these clubs is open to students, former students, and other persons interested in the various career fields represented.

The purpose of VICA clubs is to help the student develop social and leadership skills. Activities which enhance the development of these skills will be conducted by the clubs' members and advisors. The activities may include events between post-secondary schools and between students, such as parliamentary procedure contests between schools, troubleshooting contests for Automotive Service Technology students, etc.

Each club elects officers from its membership to serve as follows: President, Vice President, Secretary, Treasurer, Reporter, and Parliamentarian.

### **Student Government Association**

A Student Government Association will be formed each school year composed of representatives of each program at Arkansas Tech University - Ozark Campus. This group will be representing the student body during school activities. They will also be responsible for planning student activities throughout the year. The Student Government Association selects the outstanding student of the year at Arkansas Tech University - Ozark Campus. This student will be given the Bob Adams Outstanding Student Award at graduation each year.

# REGULATIONS AND PROCEDURES

**All students must give prompt attention to communications from faculty and staff members of Arkansas Tech University - Ozark Campus. Most communications will be sent through the United States mail or to your official Tech E-mail address.**

In addition to taking reasonable steps to discourage cheating, the faculty must accept a responsibility to clarify and interpret for the students matters of dishonesty, such as cheating, plagiarism or misconduct.

If an occurrence of academic dishonesty or misconduct is detected, the instructor should refer to the "Conduct Violations" outlined in the *Student Handbook* for the appropriate procedures. The policies also outline procedures to appeal a charge of academic dishonesty if the student feels the charge was inappropriate.

The faculty must also accept a responsibility to clarify and interpret for the students matters of academic misconduct especially those concerning the student's classroom behavior. For example, students may disrupt the learning environment in a classroom through inappropriate behavior, such as talking to students, unnecessary interruptions, attempting to monopolize the professor's attention, or being chronically late to class. Misconduct also covers verbal or nonverbal harassment and/or threats in relation to classes. Student behavior should not infringe on the rights of other students or faculty during a class.

Involvement in such activities as conspiracy or breaking and entering is to be reported to the Chief Student Officer for appropriate action through regular institution's disciplinary channels.

Students will be placed on academic probation whenever their semester grade point falls below 2.0 unless the cumulative grade point is 2.00 or higher. These criteria also apply to entering transfer students. Removal of probation will be accomplished by raising the cumulative grade point to 2.00 or higher.

Students who in a probationary semester fail to remove themselves will continue on probation for the following semester. Students who in a probationary semester fail to remove themselves but achieve a 1.75 semester grade point will continue on probation for the following semester unless the academic suspension policy applies.

Suspension will be automatic for students who in a probationary semester fail to achieve a 1.75 semester grade point: or who fail to remove themselves from probation within three successive full semesters. Students may combine summer term grades at Arkansas Tech University - Ozark Campus with those of the spring semester immediately preceding in order to establish eligibility for retention.

Suspension means that the student will not be allowed to attend Arkansas Tech University - Ozark Campus the succeeding regular semester. After one regular semester the student may be eligible for readmission on academic probation. Students receiving a second academic suspension will be eligible to seek readmission one year from the date of suspension. Students who believe there are extenuating circumstances which would justify earlier readmission must appeal to the Chief Student Officer for a hearing with the Admissions Council. Students who meet the semester/year stipulation must file a request for readmission with the Office of Student Services.

Students on academic suspension who wish to transfer to Arkansas Tech University - Ozark Campus may be granted the opportunity to be conditionally admitted on academic probation.

**Academic  
Dishonesty or  
Misconduct**

**Academic  
Probation**

**Academic  
Suspension**

## **Adding/Dropping Courses**

The deadline for adding courses or changing courses or sections is given in the academic calendar (see "Academic Calendar on page iv); thereafter, changing to add or dropping a course are the only changes permissible. Courses officially dropped after the 11th class day and through the thirteenth week of a fall or spring semester will be recorded with a grade of "W." Students may add, drop, or change sections of courses only by following the official procedure which requires that they obtain and return the necessary forms to the Office of Student Services after obtaining written approval of their academic advisor. Failure to complete this procedure can result in a grade of "F" being entered on the student's record. *Please note: A student accumulating an excessive number of absences in a course may be dropped from the course by the instructor with a grade of "F\*"*. Courses dropped subsequent to this time will be recorded as "F" (see "Academic Calendar" on page iv).

## **Auditing Courses**

Auditing of courses requires official admission to the University, approval by the instructor involved, and payment of the regular fee for the course. Audit will be on a "space available" basis. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they do not take examinations or receive credit for the course. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor. Students may change from taking a course for credit to audit during the first thirteen weeks of the semester. Students enrolled for audit who do not wish to complete the course(s) must complete the official drop/withdrawal procedures stated in this section of the catalog.

## **Class Absence**

Regular class attendance is considered essential if students are to receive maximum benefit from any course. Control of class attendance is vested in the teacher, who has the responsibility of defining early in each course his/her standards and procedures. A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of "F\*". A student who is dropped from three courses in a semester for unsatisfactory class attendance may be immediately suspended.

## **Class Load Policy**

It is recommended that a full-time student enroll in no more than 18 hours per semester (7 hours per summer session). Students working full-time are encouraged to take no more than 12 hours per semester. Students readmitted after academic suspension cannot take more than 12 hours per semester (3 hours per summer session). Students on academic probation must obtain approval from their advisor to enroll in more than 15 hours per semester.

These totals include all courses for which students may enroll. Permission to take course loads above these maximums must be obtained in advance of registration from the Chief Student Officer.

## **Course Overload**

Students who enroll above the maximum loads without securing permission from the Chief Student Officer may be dropped from their classes. To be considered for a course overload, the student must submit a petition to the Chief Student Officer and should meet the following criteria:

1. Have a 3.25 minimum grade point average in the preceding two summer sessions (minimum: 12 semester hours) or in the preceding fall or spring semester (minimum: 12 semester hours) at the university, or
2. Be in good academic standing in the school if in the last semester before graduation.

The maximum overload permitted in any school by an approved petition is a load totaling 24 hours for a fall or spring semester, nine hours in summer session I or II, and 15 hours for any combination of summer enrollments. Overloads over 21 hours will be subject to review by the Office of Student Services.

## **Clemency**

In accordance with ACT 1000 of 1991, a student who has not attended Arkansas Tech University - Ozark Campus for a period of at least three years may apply to have the grades and credits for one or more consecutive terms or semesters earned prior to the three year separation removed from his/her grade point average. Any student who has previously attended Arkansas Tech University - Ozark Campus may qualify to request academic clemency providing the following criteria are met.

After re-entering Arkansas Tech - Ozark, following a separation of at least three years, a student may request academic clemency at the Office of Student Services for approval by the Chief Student Officer. The student must specify the term or consecutive terms for which academic clemency is desired. Any petition for academic clemency must be requested and granted prior to the beginning of the second semester of enrollment after returning to Arkansas Tech - Ozark. Academic clemency may be granted only one time and is irreversible. If the request is approved, academic clemency will cover all credits earned during the term or terms for which academic clemency is requested. The student's complete record will remain on the transcript with the added notation of "academic clemency granted" and the effective date.

For purposes of degree requirements, a student who received academic clemency must follow the provisions of the catalog in effect at the time of re-enrollment.

Academic clemency does not restore eligibility for student financial aid or scholarships.

Arkansas Tech University - Ozark Campus expects its students to obey all the policies of the university and all federal, state and local laws. Each student, as a member of the Arkansas Tech University - Ozark Campus community, assumes an obligation to obey all rules and regulations made by properly constituted authorities. Failure to comply can result in disciplinary actions which may include disciplinary probation, suspension for a stated period of time, or expulsion which is permanent forced withdrawal. Conduct for which a student is subject to disciplinary action is published in the *Student Handbook* available in the Office of Student Services.

## **Conduct**

Students whose grade point at the end of each semester is 4.00 will be placed on the Chancellor's Roll for outstanding scholarship. Students whose grade point at the end of each semester is 3.50 or better will be placed on the Honor Roll. Recognition will be accorded these students through appropriate news media.

## **Honor Rolls**

The Family Educational Rights and Privacy Act of 1974 (FERPA) assures confidentiality of education records containing information directly related to a presently enrolled student, a former student, or alumni. Arkansas Tech University - Ozark Campus uses the FERPA requirements as the basis for maintaining the confidentiality of student records.

## **Family Educational Rights and Privacy Act**

A request to suppress from public distribution the above mentioned information must be made in writing annually, to the Chief Student Officer no later than September 15 of the academic year for which the information is being made public. This request will remain in effect until rescinded in writing by the student. Further information may be obtained from the Office of Student Services.

## **Grading**

Final grades are reported to the Office of Student Services at the end of each semester. Mid-term grades are reported for freshmen only. A final grade of "I" may be recorded for a student who has not completed all the requirements of a course **only** in situations where the student has an illness or other circumstances beyond the student's control, and has completed seventy-five percent of the course requirements provided work already completed is of passing quality. If a grade of "I" is assigned, the instructor will complete an "Incomplete Grade Contract", setting a reasonable time limit within the following semester in which the work must be completed. The incomplete grade contract is to be signed by both the instructor and student. A grade of "I" will be automatically changed to a grade of "F" for grade and grade point purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of the semester.

No grade other than "I" may be changed after it is recorded except if an instructor finds that a grade has been erroneously recorded. The instructor may correct the grade by submitting a written request and explanation of the error to the Chief Academic Officer.

Grade points are awarded on the basis of: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points.

## **Graduation**

Please refer to the section entitled "Graduation Requirements" for information pertaining to degree audit, application for graduation, payment of graduation fees, and other graduation requirements.

## **Repeated Courses**

Students may repeat courses they have taken at Arkansas Tech University - Ozark Campus for the purpose of grade point adjustments (1) only by re-enrolling in the same courses at Arkansas Tech University - Ozark Campus and (2) subject to the following provisions. For repeated 1000- and 2000- level courses, only the grade from the last attempt of the repeated course is calculated into a student's cumulative grade point although all grades and all attempts are recorded on the student's academic record. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

## **Student Records**

Student academic records are maintained in Office of Student Services. Unofficial copies of academic records are available for guidance purposes to students and their advisors. All student records are maintained in compliance with the standards and guidelines of The Family Educational Rights and Privacy Act of 1974, Federal Law 93-380.

## **Traffic Regulations**

By authority of the Board of Trustees and in accordance with Legislative Act 328, 1967, Arkansas Tech University requires all members of the faculty, staff, student body and classified personnel to register motor vehicles which they own or operate on the Tech campus or on lands controlled by the University. All registrants shall abide by all traffic and parking regulations as outlined by a printed pamphlet available in the Office of Student Services.

Registration of vehicles shall be accomplished at the time of regular registration for the fall, spring or summer semesters at Office of Fiscal Affairs. All faculty, staff and students must present a current Arkansas Tech University - Ozark Campus ID card before a parking permit will be issued. All vehicles on campus are required to register and display a current parking permit. Vehicles are defined as any self-propelled vehicle having two or more wheels.

Parking permits are valid from August 15th one year through August 15th of the next year. After securing a parking permit at the Office of Fiscal Affairs, charges are assessed to the student's account at the Office of Fiscal Affairs. Parking permits must be displayed by hanging on the rear view mirror so the number can be read through the front windshield from the outside; they may not be taped on the vehicle or laid on the dash or seat. These permits can be moved from vehicle to vehicle. Parking permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle, upon termination of employment or withdrawal from the school. Only one parking permit per individual can be purchased unless prior permit was lost or stolen. The reported lost or stolen permit will be invalid. There is no refund for permit cost.

## **Withdrawals**

A student who wishes to withdraw from school during a semester is required to follow the official withdrawal procedure which requires reporting to the Office of Student Services. Students who withdraw without following this required procedure will have their grades recorded as "F." If a student withdraws officially, the procedure for recording grades is identical with that for dropping an individual course, as described in this section under the heading "Adding/Dropping Courses." If a student withdraws from school during the final two weeks of a semester, the Chief Student Officer may waive the requirement that grades of "F" be recorded if the circumstances forcing a withdrawal justify special consideration.

While every effort will be made to conform to catalog announcements, the school reserves the right to adapt its program as may be necessary.

## **University Policy**

# CURRICULA

The following abbreviations are used in describing curricula listed in this catalog:

BIOL	Biology
COMS	Computer Information Science
ENGL	English
HIST	History
MATH	Mathematics
PSY	Psychology

## **Associate of Applied Science in Allied Health**

EMTP	Paramedic/Emergency Medical Services
LPN	Practical Nursing

## **Associate of Applied Science in Business**

BUS	Business Technology
	Business Technology - Banking
	Business Technology - Medical

## **Associate of Applied Science in General Technology**

ACR	Air Conditioning/Refrigeration
AST	Automotive Service Technology
CIS	Computer Information Systems
COS	Cosmetic Science
CRT	Collision Repair Technology
ELT	Industrial Control Systems
FAC	Facilities Maintenance/Management
WLD	Welding Technology

# GRADUATION REQUIREMENTS

Associate of Science degrees are offered in allied health with major areas of emphasis in paramedic/emergency medical services and practical nursing; business with major areas of emphasis in business technology, business technology banking and business technology medical ; and general technology with major areas of emphasis in air conditioning and refrigeration, automotive service, applied laboratory, computer information systems, cosmetic science, collision repair, industrial control systems and welding.

Technical certification is offered in air conditioning and refrigeration, automation maintenance technology, automotive service technology, business technology, business technology/banking, business technology/medical transcription, collision repair technology, computer information systems, cosmetology, industrial control systems, paramedic/emergency medical services, practical nursing, and welding technology.

Effective Fall 2006 new, transfer, or returning students must choose to complete requirements for graduation under the provisions of the 2006 - 2007 Arkansas Tech University - Ozark Campus catalog or any subsequent catalog provided they were enrolled at the university during the year the catalog was in effect. **The catalog a student selects to use to complete degree requirements may require departmental approval and approval of the Office of Student Services if significant curriculum changes have occurred.**

For effective use of the result of its constant reexamination of student needs as a means for improving its total educational program, the university reserves the right to make effective immediately any change in graduation requirements for students whose studies have not advanced beyond the level at which the change becomes operative.

Candidates for graduation must complete a degree audit and an application for graduation. Students completing graduation requirements at the end of the fall semester must submit to the Office of Student Services an application for graduation and complete a degree audit in consultation with their advisor on or before the end of the eighth week of the previous spring semester. Students completing graduation requirements at the end of the spring semester or either of the following summer sessions must submit an application for graduation and complete a degree audit in consultation with their advisor on or before the end of the eighth week of the previous fall semester.

A graduation fee, payable at the Office of Fiscal Affairs, is assessed when the application for graduation is approved. If the student fails to complete all graduation requirements, an additional graduation fee will be assessed for the next semester or term in which graduation is planned.

Before any transcript or diploma is issued, the student must have paid any debt owed the university.

Students will participate in the commencement ceremony held in summer.

Participation in commencement is required of all graduates except in cases involving hardship. The student may officially petition the Chief Student Officer for the degree or certificate to be awarded in absentia.

Students who do not have a minimum grade point of 2.00 in the major and overall will not be eligible to participate in the commencement ceremony.

Academic regalia shall be worn by the student during the graduation ceremony. The academic regalia will consist only of the cap and gown. No decorations, writings, necklaces, braids, pins, cords, medallions or other items shall be worn or placed on the academic regalia.

Diplomas and/or certificates are mailed to graduates following commencement.

## Degree Audit and Application for Graduation

## Graduation Fee

## Financial Obligation

## Commencement Participation

## **General Education Requirements**

Students are required to complete the following general education curriculum. Students should refer to the curriculum in order to obtain an Associate of Applied Science degree. Students should refer to the curriculum in their program of study for specific courses either recommended or required by the academic department to fulfill the 15 hours of general education requirements.

### **Computer and Information Science – 3 hours**

COMS 1003 Introduction to Computer Based Systems

COMS 2003 Microcomputer Applications

### **English – 6 hours**

(See course Descriptions for minimum grade requirements.)

ENGL 1013 Composition I

ENGL 1023 Composition II

### **Mathematics – 3 hours**

(See course Descriptions for minimum grade requirements.)

Math 0903 Intermediate Algebra

Any higher level mathematics course

### **Social Sciences – 3 hours**

Three hours from one of the following:

AMST 2003 American Studies

ANTH 1213 Introduction to Anthropology

ANTH 2003 Cultural Anthropology

ECON 2003 Principles of Economics I

GEOG 2013 Regional Geography of the World

HIST 1503 World Civilization I

HIST 1513 World Civilization II

HIST 2003 U.S. History to 1865

HIST 2013 U.S. History from 1865

POLS 2003 American Government

PSY 2003 General Psychology

SOC 1003 Introductory Sociology

# ADULT EDUCATION

This program is designed to meet the needs of the adult learner who does not possess a high school diploma.

**Mission Statement:**

To provide a quality educational environment which will enable students to learn the skills and acquire the knowledge necessary to become contributing members in the workforce and society.

**Offerings:**

Adult Education Classes: to strengthen reading, writing and math skills.

Workforce Education: promotes workplace readiness skills such as computer literacy, math, communication skills, problem solving and essential workplace skills.

English as a Second Language: for adults with primary languages other than English.

Adult Secondary Education: designed for the adult learner to work toward General Education Development or GED. GED testing is given in Ozark and in Paris. In lieu of attending public high school, students seventeen years or older may receive their Arkansas High School Equivalency Diploma at our Adult Education Centers in Booneville, Ozark, and Paris. ASE serves home-schooled students as well.

**Locations:**

Booneville Adult Education Center  
#4 Village Loop  
Booneville, AR 72927  
479-675-4326  
Instructor: Christy McCollough

Ozark Adult Education Center  
1700 Helberg Lane  
Ozark, AR 72949  
479-667-3520  
Instructor: Vicky Williams

Paris Adult Education Center  
103 East Pine Street  
Paris, AR 72855  
479-963-6962  
Instructor: Judith Davis

**Program Coordinator  
Sherry Brown**

# AIR CONDITIONING AND REFRIGERATION

**Instructor**  
**Kenneth Beeler**

**Air Conditioning  
and  
Refrigeration**

The air conditioning and refrigeration industry offers a bright future for people who wish to prepare for entry into this profession. This field includes sales, installation, maintenance, service and operation of equipment not only in residential settings, but also in commerce and industry.

The Facilities Maintenance/Management program offers training in addition to the Air Conditioning and Refrigeration course work to enable graduates to pursue broader employment opportunities. Course work prepares students for careers in facilities and grounds maintenance fields. Students pursuing the Associate of Applied Science degree will be better prepared to pursue positions that will lead to promotion and management positions in the facilities and grounds maintenance fields.

Students are required to take the Industry Competency Exam, a test in residential air conditioning and heating, and the EPA certification test before graduation.

## Curriculum in Air Conditioning/Refrigeration Technical Certificate

Course Number	Course Name	Semester Hours
<b>Fall</b>		
ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning	1
ACR 1302	Basic Compression and Refrigeration	2
BUS 1023	Business Mathematics or	3
MATH 0803	Beginning Algebra (or higher math)	
ENGL 0303	Foundational Composition or	3
ENGL 1013	Composition I	
<b>Total</b>		<b>17</b>
<b>Spring</b>		
ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
ACR 2102	Residential Systems	2
ACR 2104	Heat Gain and Loss	4
<b>Total</b>		<b>13</b>
<b>1st Summer</b>		
ACR 2112	Air Conditioning Service	2
ACR 2904	Internship	4
<b>Total</b>		<b>6</b>

## Curriculum in Air Conditioning/Refrigeration

### Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning	1
ACR 1302	Basic Compression and Refrigeration	2
COMS 1003	Introduction to Computer Based Systems <i>or</i>	3
COMS 2003	Microcomputer Applications	
ENGL 1013	Composition I	3
	<b>Total</b>	<b>17</b>
<b>2nd Semester</b>		
ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
ACR 2104	Heat Gain and Loss	4
ENGL 1023	Composition II	3
	<b>Total</b>	<b>14</b>
<b>3rd Semester</b>		
ACR 2102	Residential Systems	2
ACR 2112	Air Conditioning Service	2
ACR 2204	Industrial Refrigeration	4
MATH 0903	Intermediate Algebra	3
WLD 1402	Welding for Trades and Industry	2
	<b>Total</b>	<b>13</b>
<b>4th Semester</b>		
	Any Approved Social Science <sup>1</sup>	3
ACR 2304	Sheet Metal	4
ACR 2305	Boiler Operations	5
ACR 2904	Internship	4
	<b>Totals</b>	<b>16</b>
<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements" on page 25		

**Facilities Maintenance  
Option**

**Curriculum in Air Conditioning/Refrigeration  
Facilities Maintenance Option  
Technical Certificate**

Course Number	Course Name	Semester Hours
<b>Fall</b>		
ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning	1
ACR 1302	Basic Compression and Refrigeration	2
ENGL 0303	Foundational Composition or	3
ENGL 1013	Composition I	
WLD 1302	Metallurgy	2
<b>Total</b>		<b>16</b>
<b>Spring</b>		
ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
BUS 1023	Business Mathematics or	3
MATH 0803	Beginning Algebra (or higher math)	
FAC 2202	Carpentry	2
FAC 2212	Plumbing	2
<b>Total</b>		<b>14</b>
<b>1st Summer</b>		
ELT 2123	Industrial Fluid Power	3
FAC 2203	Facilities Analysis and Troubleshooting	3
<b>Total</b>		<b>6</b>

**Curriculum in Air Conditionin/Refrigeration  
Facilities Management Option  
Associate of Applied Science Degree in General Technology**

**Facilities Management  
Option**

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning	1
ACR 1302	Basic Compression and Refrigeration	2
COMS 1003	Intro to Computer Based Systems	3
COMS 2003	or Microcomputer Applications	
ENGL 1013	Composition I	3
<b>Total</b>		<b>17</b>
<b>2nd Semester</b>		
ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
BUS 2143	Introduction to Mangagement	3
ENGL 1023	Composition II	3
<b>Total</b>		<b>13</b>
<b>3rd Semester</b>		
ELT 2123	Industrial Fluid Power	3
FAC 2202	Carpentry	2
FAC 2203	Facilities Analysis and Troubleshooting	3
MATH 0903	Intermediate Algebra	3
WLD 1402	Welding for Trades and Industry	2
<b>Total</b>		<b>13</b>
<b>4th Semester</b>		
	Any Approved Social Science <sup>1</sup>	3
ACR 2125	Boiler Operations or	5
ELT 2115	Programmable Controllers	
FAC 2212	Plumbing	2
FAC 2222	Grounds Maintenance	2
FAC 2903	Internship	3
WLD 1302	Metallurgy	2
<b>Total</b>		<b>17</b>

<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements" on page 25

# APPLIED LABORATORY TECHNOLOGY

**Instructor**  
**Patricia McCreary**

The Applied Laboratory Technology program provides training and academic instruction that enables students to become competent, effective lab technicians able to work in the areas of quality control, quality assurance, and chemical analysis in environmental testing, food processing, and industrial manufacturing.

The technical certificate in Applied Laboratory Technology is currently inactive. Students who have previously earned this certificate may return to pursue the Associate of Applied Science degree.

**Applied  
Laboratory  
Technology**

## **Curriculum in Applied Laboratory Technology** **Associate of Applied Science Degree in General Technology**

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
ALT 1104	Introduction to Applied Microbiology	4
ALT 1112	Government Regulations	2
ALT 1122	Food Science	2
ALT 1132	Introduction to Quality Control	2
ENGL 1013	Composition I	3
MATH 1113	College Algebra	3
<b>Total</b>		<b>16</b>
<b>2nd Semester</b>		
ALT 1202	Introduction to Statistical Process Control	2
ALT 1203	Introduction to Chemistry	3
ALT 1212	Food Grades and Standards	2
ALT 1214	Applied Food/Environmental Microbiology	4
COMS 2003	Microcomputer Applications	3
<b>Total</b>		<b>14</b>
<b>3rd Semester</b>		
ALT 1301	Food Sanitation	1
ALT 1311	Industrial Safety in ALT	1
BIOL/PHSC 1004	Principles of Environmental Science	4
BUS 1043	Professional Communications	3
CHEM 2124	General Chemistry I	4
ENGL 1023	Composition II	3
<b>Total</b>		<b>16</b>

**Curriculum in Applied Laboratory Technology**  
**Associate of Applied Science Degree in General Technology**  
*Continued*

**4th  
Semester**

	Any Approved Social Science <sup>1</sup>	3
ALT 2904	Internship	4
BIOL 1014	Introduction to Biological Sciences	4
BUS 1053	Spreadsheets	3
	<b>Total</b>	<b>14</b>

<sup>1</sup> See appropriate alternatives or substitutions in  
"General Education Requirements" on page 25

# AUTOMOTIVE SERVICE TECHNOLOGY

**Instructor**  
**Kenneth Warden III**

The field of automotive service and repair has become so specialized and technical that the demand for trained technicians increases daily. The Automotive Service Technology program currently holds a certification from the National Automotive Technicians Education Foundation (NATEF), and offers courses in all eight certification areas.

**Lab Instructor**  
**Ewell Wadley**

Each student will be required to purchase a tool kit approved by the instructor. Students will be asked to take the NOCTI exam before graduation.

**Automotive  
Service  
Technology**

## Curriculum in Automotive Service Technology Technical Certificate

Course Number	Course Name	Semester Hours
<b>Fall</b>		
AST 1105	Gasoline Engine Theory	5
AST 1206	Engine Performance	6
BUS 1023	Business Mathematics or	3
MATH 0803	Beginning Algebra	
ENGL 0303	Foundational Composition or	3
ENGL 1013	Composition I	
<b>Total</b>		<b>17</b>
<b>Spring</b>		
AST 1103	Automotive Brake Systems	3
AST 1202	Introduction to Automotive Drivetrains	2
AST 1203	Automotive Climate Control	3
AST 1213	Automotive Chassis and Steering	3
ELT 1222	Basic Electronics for Trades and Industry	2
<b>Total</b>		<b>13</b>
<b>1st Summer</b>		
AST 1212	Advanced Automotive Drivetrains	2
AST 1904	Internship I	4
<b>Total</b>		<b>6</b>

## Curriculum in Automotive Service Technology

### Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
AST 1103	Automotive Brake System	3
AST 1105	Gasoline Engine Theory	5
COMS 1003	Introduction to Computer Based Systems	3
COMS 2003	Microcomputer Applications	
ENGL 1013	Composition I	3
<b>Total</b>		<b>14</b>
<b>2nd Semester</b>		
AST 1202	Introduction to Automotive Drivetrains	2
AST 1203	Automotive Climate Control	3
AST 1206	Engine Performance	6
ELT 1222	Basic Electronics for Trade and Industry	2
ENGL 1023	Composition II	3
<b>Total</b>		<b>16</b>
<b>3rd Semester</b>		
AST 1212	Advanced Automotive Drivetrains	2
AST 1213	Automotive Chassis and Steering	3
AST 1904	Internship I	4
ELT 1104	Fundamentals of Electricity	4
MATH 0903	Intermediate Algebra	3
WLD 1402	Welding for Trades and Industry	2
<b>Total</b>		<b>18</b>
<b>4th Semester</b>		
	Any Approved Social Science <sup>1</sup>	3
AST 2103	Automotive Electricity/Electronics	3
AST 2113	Advanced Engine Performance	3
AST 2903	Internship II	3
<b>Total</b>		<b>12</b>

<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements" on page 25

# BUSINESS TECHNOLOGY

**Instructors**  
**Debra Wofford**  
**Tekla Barr**  
**Clinton Hall**  
**Serelda Johnson**  
**Charles Lee**  
**Angela Medlock**

**Business  
 Technology**

The Business Technology program is designed to prepare students for careers in general secretarial and accounting employment positions such as administrative assistant, accounting clerk, secretary, data entry operator, or computer operator. Students will gain the technical knowledge and skills necessary to attain positions in their field. Given the necessary time on the job to build expertise and accumulate experience, students can take advantage of opportunities to advance.

The Business Technology - Banking program will prepare students for careers in the banking industry. Course work is designed to provide the banking industry with skilled employees who possess strong communication, math, critical thinking, computer skills, and knowledge of banking processes and procedures.

The Business Technology – Medical program will prepare the student for entry-level employment as a health information manager by providing the basic knowledge, understanding, and skills required to transcribe medical dictation or code medical records with accuracy, clarity, and timeliness, while applying the principles of professional and ethical conduct.

Students may choose to complete requirements for the Associate of Applied Science in Business Technology degree with an emphasis in Business Technology Business Technology - Banking, or Business Technology - Medical.

## Curriculum in Business Technology

### Technical Certificate

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
BUS 0903	Keyboarding w/ Lab	3
BUS 1003	Business English	3
ENGL 0303	or Foundational Composition	
ENGL 1013	or Composition I	
BUS 1023	Business Mathematics	3
MATH 0803	or Beginning Algebra	
BUS 1073	Accounting	3
BUS 1303	Introduction to Computers	3
<b>Total</b>		<b>15</b>
<b>2nd Semester</b>		
BUS 1013	Word Processing I	3
BUS 1033	Administrative Support Procedures	3
BUS 1043	Professional Communications	3
BUS 1053	Spreadsheets	3
BUS 2133	Multimedia	3
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		
BUS 2113	Word Processing II	3
BUS 2123	Computer Applications for Accounting	3
<b>Total</b>		<b>6</b>

## Curriculum in Business Technology

### Associate of Applied Science Degree in Business Technology

## Business Technology Associate of Applied Science

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
BUS 1013	Word Processing I	3
BUS 1033	Administrative Support Procedures	3
COMS 1003	Introduction to Computer Based Systems	
	<i>or</i>	3
COMS 2003	Microcomputer Applications	
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra	3
	<b>Total</b>	<b>15</b>

<b>2nd Semester</b>		
BUS 1053	Spreadsheets	3
BUS 1063	Legal Environment of Business	3
BUS 1073	Accounting	3
BUS 1083	Introduction to Economics	3
ENGL 1023	Composition II	3
	<b>Total</b>	<b>15</b>

<b>3rd Semester</b>		
BUS 1043	Professional Communication	3
BUS 2113	Word Processing II	3
BUS 2123	Computer Applications for Accounting	3
BUS 2133	Multimedia	3
BUS 2143	Introduction to Management	3
	<b>Total</b>	<b>15</b>

<b>4th Semester</b>		
	Any Approved Social Science <sup>1</sup>	3
BUS 2153	Database Management	3
BUS 2163	Desktop Publishing	3
BUS 2173	Special Topics for Business Technology	3
BUS 2903	Internship (or other approved elective)	3
	<b>Total</b>	<b>15</b>

<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements" on page 25

**Business  
Technology  
Banking**

**Curriculum in  
Business Technology - Banking  
Technical Certificate**

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Hours</b>
<b>1st Semester</b>		
BUS 0903	Keyboarding w/Lab (or other elective if competency met)	3
BUS 1003	Business English	3
ENGL 0303	or Foundational Composition	
ENGL 1013	or Composition I	
BUS 1033	Administrative Support Procedures	3
BUS 1073	Accounting	3
BUS 1303	Introduction to Computers	3
<b>Total</b>		<b>15</b>
<b>2nd Semester</b>		
BUS 1013	Word Processing I	3
BUS 1043	Professional Communications	3
BUS 1053	Spreadsheets	3
BUS 2303	Money and Banking	3
BUS 2313	Branch Support	3
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		
BUS 2323	Item Processing	3
BUS 2333	Credit Administration	3
<b>Total</b>		<b>6</b>

## Curriculum in Business Technology - Banking

### Associate of Applied Science Degree in Business Technology

**Business  
Technology/Banking  
Associate of Applied  
Science**

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
COMS 1003	Introduction to Computer Based Systems <i>or</i>	3
COMS 2003	Microcomputer Applications	
BUS 1043	Professional Communications	3
BUS 1073	Accounting	3
BUS 2143	Introduction to Management	3
BUS 2303	Money and Banking	3
<b>Total</b>		<b>15</b>

#### 2nd Semester

BUS 1013	Word Processing	3
BUS 1083	Introduction to Economics	3
BUS 2313	Branch Support	3
BUS 2323	Item Processing	3
ENGL 1013	Composition I	3
<b>Total</b>		<b>15</b>

#### 3rd Semester

BUS 1053	Spreadsheets	3
BUS 1063	Legal Environment for Business	3
BUS 2173	Special Topics for Business Technology	3
BUS 2333	Credit Administration	3
ENGL 1023	Composition II	3
<b>Total</b>		<b>15</b>

#### 4th Semester

	Any Approved Social Science <sup>1</sup>	3
BUS 2123	Computer Applications for Accounting	3
BUS 2153	Database Management	3
BUS 2903	Internship (or other approved elective)	3
MATH 0903	Intermediate Algebra	3
<b>Total</b>		<b>15</b>

<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements" on page 25

**Curriculum in  
Business Technology - Medical  
Technical Certificate**

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Hours</b>
<b>1st Semester</b>		
BUS 1003	Business English or	
ENGL 0303	Foundational Composition or	3
ENGL 1013	Composition I	
BUS 1073	Accounting	3
BUS 1303	Introduction to Computers	3
BUS 2213	Introduction to Human Anatomy	3
BUS 2233	Medical Terminology	3
<b>Total</b>		<b>15</b>
<b>2nd Semester</b>		
BUS 1033	Administrative Support Procedures	3
BUS 1043	Professional Communication	3
BUS 1013	Word Processing I	3
BUS 2223	Medical Transcription I	3
BUS 2253	Medical Coding I	3
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		
BUS 2243	Disease Processes	3
BUS 2263	Medical Coding II <sup>1</sup> or	3
BUS 2273	Medical Transcription II <sup>1</sup>	
<b>Total</b>		<b>6</b>

<sup>1</sup>Students may choose to take either BUS 2273 Machine Transcription II or BUS 2263 Medical Coding II.

## Curriculum in Business Technology - Medical Transcription Associate of Applied Science Degree in Business Technology

## Business Technology Medical Transcription Associate of Applied Science

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
BUS 1083	Introduction to Economics	3
BUS 2213	Introduction to Human Anatomy	3
BUS 2233	Medical Terminology	3
COMS 1003	Introduction to Computer Based Systems or	3
COMS 2003	Microcomputer Applications	
ENGL 1013	Composition I	3
<b>Total</b>		<b>15</b>
<b>2nd Semester</b>		
BUS 1013	Word Processing I	3
BUS 1033	Administrative Support Procedures	3
BUS 1043	Professional Communications	3
BUS 2223	Medical Transcription I	3
MATH 0903	Intermediate Algebra	3
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		
BUS 1053	Spreadsheets	3
BUS 1063	Legal Environment for Business	3
BUS 1073	Accounting I	3
BUS 2253	Medical Coding I	3
ENGL 1023	Composition II	3
<b>Total</b>		<b>15</b>
<b>4th Semester</b>		
	Any Approved Social Science <sup>1</sup>	3
BUS 2243	Disease Processes	3
BUS 2263	Medical Coding II	3
BUS 2273	Medical Transcription II	3
BUS 2903	Internship (or other approved elective)	3
<b>Total</b>		<b>15</b>
<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements" on page 25		

# COLLISION REPAIR TECHNOLOGY

**Instructor**  
**Stan Hatcher**

The work of the collision repair technician consists of those jobs that require knowledge of automotive construction and a relatively high degree of manual dexterity. Students enrolled in this program will become skilled in frame alignment, dent removal, and glass installation, as well as replacing damaged parts, color matching, and painting.

**Collision Repair  
Technology**

## Curriculum in Collision Repair Technology Technical Certificate

Course Number	Course Name	Semester Hours
<b>Fall</b>		
BUS 1023	Business Mathematics or	3
MATH 0803	Beginning Algebra	
CRT 1106	Basic Metal Repair	6
CRT 1202	Industrial Safety in Collision Repair Technology	2
CRT 1403	Painting	3
<b>Total</b>		<b>14</b>
<b>Spring</b>		
ENGL 0303	Foundational Composition or	3
ENGL 1013	Composition I	
CRT 1206	Body and Frame Alignment I	6
CRT 1505	Color Matching	5
ELT 1222	Basic Electronics in Trades and Industry	2
<b>Total</b>		<b>16</b>
<b>1st Summer</b>		
CRT 1302	Body and Frame Alignment II	2
CRT 2904	Internship	4
<b>Total</b>		<b>6</b>

## Curriculum in Collision Repair Technology

### Associate of Applied Science Degree in Business Technology

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
COMS 1003	Introduction to Computer Based Systems <i>or</i>	3
COMS 2003	Microcomputer Applications	
CRT 1106	Basic Metal Repair	6
CRT 1202	Industrial Safety in Collision Repair	2
ENGL 1013	Composition I	3
<b>Total</b>		<b>14</b>
<b>2nd Semester</b>		
CRT 1206	Body Frame Alignment I	6
CRT 1403	Painting	3
ELT 1222	Basic Electronics in Trades and Industry	2
ENGL 1023	Composition II	3
WLD 1402	Welding for Trades and Industry	2
<b>Total</b>		<b>16</b>
<b>3rd Semester</b>		
AST 1103	Automotive Brake Systems	3
AST 1213	Automotive Chassis and Steering	3
CRT 1302	Body & Frame Alignment II	2
ELT 1104	Fundamentals of Electricity	4
MATH 0903	Intermediate Algebra	3
<b>Total</b>		<b>15</b>
<b>4th Semester</b>		
	Any Approved Social Science <sup>1</sup>	3
AST 1203	Automotive Climate Control	3
CRT 1505	Color Matching	5
CRT 2904	Internship	4
<b>Total</b>		<b>15</b>
<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements" on page 25		

# COMPUTER INFORMATION SYSTEMS

**Instructor**  
**William Nehus**

With the growing importance of computers in the workplace and the emphasis on more sophisticated technologies, qualified computer technicians are in high demand. This program is designed to provide individuals with the knowledge and skills needed to become network administrators. Training includes microcomputer operating systems, basic networking skills, computer repair and troubleshooting skills, and Internet knowledge.

**Computer**  
**Information**  
**Systems**

## Curriculum in Computer Information Systems Technical Certificate

Course Number	Course Name	Semester Hours
<b>Fall</b>		
CIS 1103	Programming I	3
CIS 1113	Operating Systems I	3
CIS 1123	Networking I	3
CIS 1133	Microcomputer Applications	3
BUS 1023	Business Mathematics or	3
MATH 0803	Beginning Algebra	
<b>Total</b>		<b>15</b>
<b>Spring</b>		
CIS 1203	Programming II	3
CIS 1213	Operating Systems II	3
CIS 1223	Networking II	3
CIS 1233	System Analysis and Design	3
CIS 1243	HTML Programming	3
<b>Total</b>		<b>15</b>
<b>1st Summer</b>		
CIS 1303	PC Maintenance	3
ENGL 0303	Foundational Composition or	3
ENGL 1013	Composition I	
<b>Total</b>		<b>6</b>

## Curriculum in Computer Information Systems

### Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
BUS 1063	Legal Environment of Business	3
CIS 1103	Programming I	3
CIS 1113	Operating Systems I	3
COMS 1003	Introduction to Computer Based Systems	3
COMS 2003	<i>or</i> Microcomputer Applications	3
ENGL 1013	Composition I	3
<b>Total</b>		<b>15</b>
<b>2nd Semester</b>		
	Any Approved Social Science <sup>1</sup>	3
BUS 2153	Database Management	3
CIS 1123	Networking I	3
ENGL 1023	Composition II	3
MATH 0903	Intermediate Algebra	3
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		
CIS 1203	Programming II	3
CIS 1213	Operating Systems II	3
CIS 1223	Networking II	3
CIS 1233	System Analysis and Design	3
CIS 1243	HTML Programming	3
<b>Total</b>		<b>15</b>
<b>4th Semester</b>		
CIS 1303	PC Maintenance	3
CIS 2133	Web Page Design	3
CIS 2143	Help Desk Support	3
CIS 2153	Microsoft Programming	3
CIS 2903	Internship	3
<b>Total</b>		<b>15</b>
<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements" on page 25		

# COSMETOLOGY

Instructor  
Cathy Fultz

This program is designed to prepare students for professional licensing in the cosmetology field. Students are taught the basic techniques of hair care, chemical services, professional ethics, sanitation, manicuring, facials, salon management, and rules and regulations as designated by the state.

## Cosmetology

The Arkansas State Board of Cosmetology requires an individual to successfully complete 1500 clock hours in order to qualify for the state cosmetology licensing examination. In addition to admission requirements for this program, a student must submit two letters of recommendation, a copy of his or her Social Security card, and a \$10 money order made payable to the Arkansas State Board of Cosmetology for a temporary training permit.

## Curriculum in Cosmetology Technical Certificate

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
COS 1101	Hygiene and Sanitation I	1
COS 1110	Hairdressing I w/Lab	10
COS 1121	Related Science I	1
COS 1131	Manicuring I	1
COS 1141	Cosmetic Therapy I	1
COS 1151	Salesmanship, Shop Management and Shop Department I	1
<b>Total</b>		<b>15</b>
<b>2nd Semester</b>		
COS 1201	Hygiene and Sanitation II	1
COS 1210	Hairdressing II w/Lab	10
COS 1221	Related Science II	1
COS 1241	Cosmetic Therapy II	1
COS 1251	Salesmanship, Shop Management and Shop Department II	1
<b>Total</b>		<b>14</b>
<b>Summer Term</b>		
COS 1231	Manicuring II	1
COS 2405	Theory and Practical Application	5
<b>Total</b>		<b>6</b>

## Curriculum in Cosmetology Technical Certificate *Continued*

### 3rd Semester

COS 2301	Hygiene and Sanitation III	1
COS 2310	Hairdressing III w/Lab	10
COS 2321	Related Science III	1
COS 2331	Manicuring III	1
COS 2341	Cosmetic Therapy III	1
COS 2351	Salesmanship, Shop Management and Shop Department III	1
	<b>Total</b>	<b>15</b>

## Curriculum in Cosmetic Science

### Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
COS 1101	Hygiene and Sanitation I	1
COS 1110	Hairdressing I w/Lab	10
COS 1121	Related Science I	1
COS 1131	Manicuring I	1
COS 1141	Cosmetic Therapy I	1
COS 1151	Salesmanship, Shop Management and Shop Department I	1
<b>Total</b>		<b>15</b>
<b>2nd Semester</b>		
COS 1201	Hygiene and Sanitation II	1
COS 1210	Hairdressing II w/Lab	10
COS 1221	Related Science II	1
COS 1231	Manicuring II	1
COS 1241	Cosmetic Therapy II	1
COS 1251	Salesmanship, Shop Management and Shop Department II	1
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		
COS 2301	Hygiene and Sanitation III	1
COS 2310	Hairdressing III w/Lab	10
COS 2321	Related Science III	1
COS 2331	Manicuring III	1
COS 2341	Cosmetic Therapy III	1
COS 2351	Salesmanship, Shop Management and Shop Department III	1
ENGL 1013	Composition I	3
<b>Total</b>		<b>18</b>

**Curriculum in Cosmetic Science**  
**Associate of Applied Science Degree in General Technology**  
*Continued*

**4th Semester**

	Any Approved Social Science <sup>1</sup>	3
COMS 1003	Introduction to Computer Based Systems or	3
COMS 2003	Microcomputer Applications	
COS 2405	Theory and Practical Application	5
ENGL 1023	Composition II	3
MATH 0903	Intermediate Algebra	3
	<b>Total</b>	<b>17</b>

<sup>1</sup> See appropriate alternatives or substitutions in  
 "General Education Requirements" on page 25

# INDUSTRIAL CONTROL SYSTEMS

**Instructors**  
**Ron Hutain**  
**Jody Chrisman**

## **Industrial Control Systems**

Industrial Control Systems provides for a study of components, circuits, instruments and control techniques used with Industrial Automated Systems. The focus of study is on two main areas, one is control techniques for industrial components, such as electric motors, variable-speed drives, programmable logic controllers, servomechanisms and sensors. The second area of concentration is the computer system itself. The intent of this program is to prepare the electronic technician to deal with a broad concept of automation technology. The student will also have the ability to repair or upgrade the computer, install the necessary software to run the system, and integrate the system into computer networks.

## **Curriculum in Industrial Control Systems Technical Certificate**

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
ELT 1102	Basic Programming	2
ELT 1104	Fundamentals of Electricity	4
ELT 1113	Introduction to Digital Logic	3
ELT 1123	Semiconductors I	3
<b>Total</b>		<b>12</b>
<b>2nd Semester</b>		
ELT 2202	Semiconductors II	2
ELT 2204	Computer System Components	4
ELT 2214	Computer Interfacing and Networking	4
ELT 2215	Computer Troubleshooting	5
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		
ELT 2107	Basics of Industrial Automation	7
ELT 2115	Programmable Controllers	5
ELT 2123	Industrial Fluid Power	3
<b>Total</b>		<b>15</b>

## Curriculum in Industrial Control Systems

### Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
ELT 1102	Basic Programming	2
ELT 1104	Fundamentals of Electricity	4
ELT 1113	Introduction to Digital Logic	3
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra	3
<b>Total</b>		<b>15</b>
<b>2nd Semester</b>		
	Any Approved Social Science <sup>1</sup>	3
COMS 1003	Introduction to Computer Based Systems or	3
COMS 2003	Microcomputer Applications	
ELT 1123	Semiconductors I	3
ENGL 1023	Composition II	3
<b>Total</b>		<b>12</b>
<b>3rd Semester</b>		
ELT 2107	Basics of Industrial Automation	7
ELT 2115	Programmable Controllers	5
ELT 2123	Industrial Fluid Power	3
<b>Total</b>		<b>15</b>
<b>4th Semester</b>		
ELT 2202	Semiconductors II	2
ELT 2204	Computer System Components	4
ELT 2214	Computer Interfacing and Networks	4
ELT 2215	Computer Troubleshooting	5
ELT 2903	Internship	3
<b>Total</b>		<b>18</b>

<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements" on page 25

# PARAMEDIC/EMERGENCY MEDICAL SERVICES

**Instructors**  
**Lisa Robles**  
**Susan Kontir**

**Paramedic**  
**Emergency**  
**Medical Services**

This program is designed to meet the educational and training needs of those individuals who strive to meet the goal of obtaining certification as a nationally registered Paramedic. Career opportunities exist with ambulance services, police and fire departments, medical centers, and industry. A Paramedic should possess dignity, empathy, and tolerance. Students will learn, under the direction of a physician to: assess the pre-hospital needs of the acutely ill or traumatized patient; provide triage and render basic and advanced life support; communicate effectively with patients, family, and other health care providers; maintain the level of care as patient is transported to a health care facility.

The student must complete all courses in the previous semester with at least 80% to be eligible for the next level of the Paramedic program.

## Curriculum in Paramedic/Emergency Medical Services Technical Certificate

Course Number	Course Name	Semester Hours
<b>Prerequisites</b>		
EMTP 1007	Basic Emergency Medical Services Training	7
EMTP 1107	Intermediate Emergency Medical Services Training	
EMTP 1103	Life Span Development	3
EMTP 1123	Pre-hospital Environment	3
EMTP 1133	Anatomy and Physiology	3
EMTP 1113	Pharmacology I	3
<b>Total</b>		<b>19</b>
<b>Summer Term</b>		
EMTP 1201	Patient Assessment/Pathophysiology of Shock	1
EMTP 1221	Pharmacology II	1
EMTP 1223	Clinical Practicum I	3
EMTP 1231	Lab I	1
<b>Total</b>		<b>6</b>
<b>Fall</b>		
EMTP 1302	Rhythm Recognition	2
EMTP 1304	Medical Emergencies I	4
EMTP 1305	Clinical Practicum II	5
EMTP 1331	Lab II	1
<b>Total</b>		<b>12</b>

**Curriculum in Paramedic/Emergency Medical  
Services  
Technical Certificate  
*Continued***

**Spring**

EMTP 1401	Lab III	1
EMTP 1412	Medical Emergencies II	2
EMTP 1413	Clinical Practicum III	3
EMTP 1424	Paramedic Internship I	4
EMTP 1431	Advanced Cardiac Life Support	1
EMTP 1451	Pre-hospital Trauma Life Support	1
EMTP 1461	Pediatric Advanced Life Support	1
<b>Total</b>		<b>13</b>

**Summer Term**

EMTP 1512	Assessment Based Management	2
EMTP 1504	Paramedic Internship II	4
<b>Total</b>		<b>6</b>

## Curriculum in Paramedic/Emergency Medical Services Associate of Applied Science Degree in Allied Health

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
EMTP 1007	Basic Emergency Medical Services Training or	7
EMTP 1107	Intermediate Emergency Medical Services Training	
EMTP 1103	Life Span Development	3
EMTP 1123	Pre-hospital Environment	3
EMTP 1133	Anatomy and Physiology	3
EMTP 1113	Pharmacology I	3
<b>Total</b>		<b>19</b>
<b>2nd Semester</b>		
COMS 1003	Introduction to Computer Based Systems or	3
COMS 2003	Microcomputer Applications	
EMTP 1201	Patient Assessment/Pathophysiology of Shock	1
EMTP 1223	Clinical Practicum I	3
EMTP 1231	Lab I	1
EMTP 1302	Rhythm Recognition	2
EMTP 1304	Medical Emergencies I	4
ENGL 1013	Composition I	3
EMTP 1221	Pharmacology II	1
<b>Total</b>		<b>18</b>
<b>3rd Semester</b>		
EMTP 1305	Clinical Practicum II	5
EMTP 1331	Lab II	1
EMTP 1412	Medical Emergencies II	2
EMTP 1424	Paramedic Internship I	4
ENGL 1023	Composition II	3
MATH 0903	Intermediate Algebra	3
<b>Total</b>		<b>18</b>

**Curriculum in  
Paramedic/Emergency Medical Services  
Associate of Applied Science Degree in Allied Health  
*Continued***

<b>4th Semester</b>		
	Any Approved Social Science <sup>1</sup>	3
EMTP 1401	Lab III	1
EMTP 1413	Clinical Practicum III	3
EMTP 1431	Advanced Cardiac Life Support	1
EMTP 1451	Pre-hospital Trauma Life Support	1
EMTP 1461	Pediatric Advanced Life Support	1
EMTP 1512	Assessment Based Management	2
EMTP 1504	Paramedic Internship II	4
	<b>Total</b>	<b>16</b>
<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements" on page 25		

# PRACTICAL NURSING

**Instructors**  
**Janet Mickens**  
**Ester Leonard**  
**Angela Morton**  
**Elizabeth Pruitt**

**Clinical Instructors**  
**Leigh Ann Baldwin**  
**Debra Hines**

**Practical Nursing**

Nursing practice combines the science of health and the art of caring. The Practical Nursing program integrates theory with clinical practice. The student must complete all courses in the previous semester with at least 80% in order to articulate to the next semester level, including clinical objectives. Clinical experiences will be obtained in the following health care service areas: adult health, maternal child, mental health, geriatrics, pediatrics and basic skills. Theoretical content is based on the concept of holism in which the physical, emotional, social, and spiritual well-being is considered. Area hospitals, clinics, nursing homes, mental health units, and pediatric and adolescent facilities are utilized for clinical experiences.

Students enrolled in the program may become members of the Arkansas Licensed Practical Nursing Association and take part in competitive events and education workshops. Workshops, conferences, and seminars are used to enhance the educational experience.

Upon successful completion of the program, the student will be eligible to write the NCLEX-PN exam for licensure. State and FBI background checks are required of each student by the Arkansas State Board of Nursing when applying for licensure exam. An applicant may be denied permission to write based on background check results.

## Minimum Requirements for Graduation with a Technical Certificate

Course	Theory Clock Hours
Vocational, Legal and Ethical Concepts .....	30 Hours
Body Structure and Function .....	90 Hours
Nursing of the Geriatric Patient .....	30 Hours
Nutrition in Health and Illness .....	30 Hours
Basic Nursing Principles and Skills .....	150 Hours
Nursing of Adult Patients with Medical and Surgical Conditions .....	150 Hours
Nursing of Children .....	60 Hours
Nursing of Mothers and Infants .....	90 Hours
Mental Health and Care of the Mentally Ill .....	60 Hours
Pharmacology .....	90 Hours
Theory/Clinical Hours .....	780/810 Hours

**1554 Total Program Hours**

## Curriculum in Practical Nursing Technical Certificate

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
LPN 1103	Body Structure and Function	3
LPN 1101	Vocational, Legal and Ethical Concepts	1
LPN 1111	Nursing of the Geriatric Patient	1
LPN 1121	Nutrition in Health and Illness	1
LPN 1102	Pharmacology I	2
LPN 1114	Basic Nursing Principles and Skills I	4
LPN 1115	Clinical I	5
<b>Total</b>		<b>17</b>

## Curriculum in Practical Nursing Technical Certificate *Continued*

### 2nd Semester

LPN 1221	Pharmacology II	1
LPN 1203	Nursing of Mothers and Infants	3
LPN 1211	Basic Nursing Principles and Skills II	1
LPN 1202	Nursing of Adults with Medical/Surgical Conditions I	2
LPN 1210	Clinical II	10
<b>Total</b>		<b>17</b>

### 3rd Semester

LPN 1303	Nursing of Adults with Medical/Surgical Condition II	3
LPN 1302	Nursing of Children	2
LPN 1322	Mental Health	2
LPN 1312	Clinical III	12
<b>Total</b>		<b>19</b>

## Curriculum in Allied Health

### Associate of Applied Science Degree in Allied Health

The A.A.S. in Allied Health with a Practical Nursing option is intended to be a “feeder program” to the BSN program at the Russellville campus. This degree prepares the graduate to sit for licensure in Practical Nursing and does not result in an RN credential.

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra	3
COMS 1003	Introduction to Computer Based Systems or	3
COMS 2003	Microcomputer Applications	
LPN 1101	Vocational, Legal and Ethical Concepts	1
LPN 1103	Body Structure and Function	3
LPN 1111	Nursing of the Geriatric Patient	1
LPN 1102	Pharmacology I	2
LPN 1121	Nutrition in Health and Illness	1
<b>Total</b>		<b>17</b>

**Curriculum in Allied Health**  
**Associate of Applied Science Degree in Allied Health**  
*Continued*

<b>2nd Semester</b>		
ENGL 1023	Composition II	3
PSY 2003	General Psychology	3
LPN 1114	Basic Nursing Principles and Skills I	4
LPN 1115	Clinical I	5
LPN 1221	Pharmacology II	1
<b>Total</b>		<b>16</b>
<b>3rd Semester</b>		
LPN 1202	Nursing of Adults with Medical/Surgical Conditions I	2
LPN 1203	Nursing of Mothers and Infants	3
LPN 1210	Clinical II	10
LPN 1211	Basic Nursing Principles and Skills II	1
LPN 1302	Nursing of Children	2
<b>Total</b>		<b>18</b>
<b>4th Semester</b>		
LPN 1303	Nursing of Adults with Medical/Surgical Conditions II	3
LPN 1312	Clinical III	12
LPN 1322	Mental Health	2
<b>Total</b>		<b>17</b>

# WELDING TECHNOLOGY

This program is designed to develop the skills necessary for entry into industrial and commercial welding equipment. Instruction is provided in arc, MIG, and TIG welding; blueprint reading; and layout techniques. Students are required to take a two-part examination composed by the American Welding Society to apply for AWS entry-level welding certification.

Instructor  
Richard Fraska

**Welding  
Technology**

## Curriculum in Welding Technology Technical Certificate

Course Number	Course Name	Semester Hours
<b>Fall</b>		
BUS 1023	Business Mathematics or	3
MATH 0803	Beginning Algebra	
WLD 1103	Introduction to Thermal Cutting	3
WLD 1224	Introduction to Arc Welding	4
WLD 1302	Metallurgy	2
WLD 1202	Blueprint Reading	2
WLD 1212	Industrial Safety in Welding	2
	<b>Total</b>	<b>16</b>
<b>Spring</b>		
ENGL 0303	Foundational Composition or	3
ENGL 1013	Composition I	
WLD 1405	Position Welding	5
WLD 1503	Gas Metal Arc (MIG) Welding	3
WLD 1603	Gas Tungsten Arc (TIG) Welding	3
	<b>Total</b>	<b>14</b>
<b>1st Summer</b>		
WLD 1702	Weldment Test	2
WLD 1804	Certification Welding	4
	<b>Total</b>	<b>6</b>

## Curriculum in Welding Technology

### Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
<b>1st Semester</b>		
COMS 1003	Introduction to Computer Based Systems <i>or</i>	3
COMS 2003	Microcomputer Applications	
WLD 1103	Introduction to Thermal Cutting	3
WLD 1202	Blueprint Reading	2
WLD 1224	Introduction to Arc Welding	4
WLD 1212	Industrial Safety in Welding	2
<b>Total</b>		<b>14</b>
<b>2nd Semester</b>		
ENGL 1013	Composition I	3
WLD 1302	Metallurgy	2
WLD 1402	Welding for Trades and Industry	2
WLD 1405	Position Welding	5
WLD 1503	Gas Metal Arc (MIG) Welding	3
<b>Total</b>		<b>15</b>
<b>3rd Semester</b>		
ENGL 1023	Composition II	3
MATH 0903	Intermediate Algebra	3
WLD 1603	Gas Tungsten Arc (TIG) Welding	3
WLD 1702	Weldment Testing	2
WLD 1804	Certification Welding	4
<b>Total</b>		<b>15</b>
<b>4th Semester</b>		
	Any Approved Social Science <sup>1</sup>	3
ACR 2304	Sheet Metal	4
ACR 2305	Boiler Operations	5
WLD 2904	Internship	4
<b>Total</b>		<b>16</b>

<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements" on page 25