

# STUDENT SERVICES OPERATIONS

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

## **Bookstore**

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.

## **Disability Services for Students**

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 the 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@atu.edu](mailto:ozark.disabilities@atu.edu).

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.

## **Student Financial Aid**

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.

## **Cost of Attendance**

## **Scholarship Stacking Policy**

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, extension 322.

## **Scholarships**

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.

## **Chancellor's Scholarship**

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.

## **Academic Excellence Scholarship**

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.

## **Financial Assistance Scholarship**

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.

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

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 (Plus) 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.

## **Institutional Academic Suspension**

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.

## Satisfactory Academic Progress

### Undergraduates

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 Tech 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.
3. A student must receive a bachelor's degree by the end of six (6) years of full-time attendance, an associate's degree by the end of three (3) years of full-time attendance and a certificate by the end of one and one-half (1.5) years of full-time attendance. Allowances will be made for semesters involving required remedial course work and certificates which require more than one year. All fall and spring semesters attended will be counted whether a student received financial aid during the semester or not. Students may use summer hours earned at TECH to fulfill the academic progress requirement. Hours earned at another institution will not meet the requirement. Less than full-time semesters will be counted proportionally. (See chart below:)

1 - 5 hours	.25 semester
6 - 8 hours	.50 semester
9 - 11 hours	.75 semester
12+ hours	1 semester

4. Students granted academic clemency will have all semesters attended counted on the basis of attempted hours and actual attendance.
1. Full-time students must earn an average of twelve hours per semester; part-time students must earn the hours for which they enroll each semester.
2. Funds may be received for no more than three certificates and two associate degrees.

## Subsequent Credentials

## Required Grade Point Average

1. All students must have a minimum cumulative grade point average (GPA) of 1.0 at the end of their first semester, 1.50 at the end of their second semester, 1.75 at the end of their third semester and 2.0 at the end of their fourth and all following regular (fall and spring) semesters or "equivalent transfer semesters." Example: A student who earns 24 hours in four half-time semesters would be required to have a 2.0 at the end of the fourth semester. While a student who earns 24 hours in two full-time semesters would still have two additional semesters before a 2.0 GPA would be required. To continue on aid, this GPA must be maintained for all remaining semesters. No appeal will be granted for anyone in violation of the **required cumulative 2.0 GPA.**
2. Any student who fails to meet the required 2.0 GPA will be reinstated once the required GPA is met. However, financial aid will not be paid retroactively for any aid lost because of this requirement.

It is the student's responsibility to notify the Financial Aid Office when they have attained the required GPA.

## Subsequent Credentials Withdrawals

Students must maintain a 2.0 G.P.A. each semester.

During each undergraduate career, a student receiving aid may completely withdraw ONE SEMESTER ONLY or receive all grades of "F" and return the next semester to receive all entitled financial aid. Upon withdrawing any additional semesters or receiving all grades of "F" 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.)

Federal regulations require a calculation to determine how much aid, if any, must be returned to the Federal programs when a student withdraws or receives all grades of "F". Students who must repay funds will be notified of the amount by the Financial Aid Office.

## Application for Federal Student Aid

**General** – Students use the Free Application for Federal Student Aid (FAFSA) (File online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)) 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.**

## Federal Pell Grant

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.

## Federal Supplemental Educational Opportunity 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.

## Student Employment

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.

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 Family Education Loans**

The Federal Stafford Student Loan program authorizes loans up to \$3,500 per year for first-year undergraduates and all certificate students and \$4,500 for second year students. Under this program a student must financially qualify for the loan which is borrowed from a bank or other financial institution.

## **Federal Subsidized Stafford Student Loans**

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.

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 Subsidized Stafford and Unsubsidized Stafford Loans may not exceed the student's yearly maximum.

## **Federal Unsubsidized Stafford 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 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.

## **Federal PLUS Loans**

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. Interest must be paid beginning sixty days after disbursement of the loan unless the lender agrees to defer it.

## **Additional Federal Unsubsidized Stafford Loans**

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.

## **Over 60 Tuition Waiver**

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 (\$10,000 max). 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://dwe.arkansas.gov/LoanForgiveness/atcsflp.htm>>.

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

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.

## **Workforce Investment Act**

## **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.

## **American Indian Center**

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.

## **Arkansas Human Development Corporation**

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.

## **Vocational Rehabilitation**

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.

## **Hope and Lifetime Learning Credits**

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.

## **Arkansas Department of Higher Education**

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 1-800-547-8839 or online at: <http://www.adhe.edu/>.

## **Arkansas Academic Challenge Scholarship**

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 \$2,500 for the freshman year, \$2,750 for the sophomore year and is renewable 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.

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.

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.

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 (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 (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.

A Student Government Association is elected each school year 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.

## **Activities and Organizations**

### **Arkansas LPN Association**

### **National Technical Honors Society**

### **Phi Beta Lambda**

### **Skills USA**

### **Student Government Association**