



Arkansas Tech University - Ozark Campus 2010-2011 Technical Catalog

Ozark, Arkansas
www.atu.edu/ozark

University Mission Statement

Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

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.

Accreditation



Arkansas Tech University - Ozark Campus is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, Illinois 60602. (312) 263-0456

Program Accreditations

Arkansas State Board of Nursing
University Tower Bldg, Suite 800
1123 South University
Little Rock, Arkansas 72204
(501) 686-2700

National Automotive Technicians Education Foundation
101 Blue Seal Drive, Suite 101
Leesburg, Virginia 20175
(703) 669-6650

State Health Department Cosmetology Division
101 East Capitol Avenue, Suite 108
Little Rock, Arkansas 72201
(501) 682-2168

Arkansas Department of Health
Division of EMS & Trauma Systems
4815 W. Markham St., Slot 38
Little Rock, AR 72205
(501) 661-2262

Committee on Accreditation of Educational Programs
for the Emergency Medical Services Professions
1248 Harwood Road
Bedford, TX 76021
(817) 330-0080

Enrolling in Arkansas Tech

Students are urged to thoroughly acquaint themselves with this catalog. It sets forth policies and procedures for enrolling and successfully completing the various programs of study.

University Ozark Campus

The basic responsibilities of selecting a field, enrolling in the prescribed courses of study in the field and complying with Arkansas Tech University - Ozark Campus' requirements for graduation rest with the student; however, Arkansas Tech University - Ozark Campus personnel will assist the student with problems encountered. Further assistance is offered in the form of capable departmental advisors and an appropriate graduation check list to serve as a reminder of the various graduation requirements.

For More Information

Main Telephone Number/General Information (479) 667-2117
Office of Academic Affairs (479) 667-1707
Office of Student Services (479) 667-3433
Office of Fiscal Affairs (479) 667-2950
Financial Aid (479) 667-2117

Arkansas Tech University - Ozark Campus will provide equal opportunity in employment to all persons. This applies to all phases of the personnel process, including recruitment, hiring, placement, promotion, demotion, separation, transfer, training, compensation, discipline, and all other employment terms, conditions, and benefits. Arkansas Tech University - Ozark Campus prohibits discrimination based on race, color, religion, national origin, sex, age, disability, or veteran status.

Arkansas Tech University - Ozark Campus will provide a copy of this policy to all applicants for employment. All faculty and staff will be notified annually of the policy. Further, Arkansas Tech University - Ozark Campus will consider through a designated grievance procedure, the complaints of any person who feels that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

Arkansas Tech University - Ozark Campus will have an Affirmative Action Plan that contains a set of specific and result-orientated procedures to apply every good faith effort to achieve prompt and full utilization of minorities, women, those with disabilities or veterans at all levels and all segments of its workforce where deficiencies exist. Additionally, Arkansas Tech University - Ozark Campus will continually monitor and evaluate its employment practices to ensure that they are free of bias or discrimination based upon race, color, religion, national origin, sex, age, disability, or veteran status.

A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance will be made available upon request.

Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer, E-mail affirmative.action@atu.edu.

Arkansas Tech University - Ozark Campus complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, the Age Discrimination in Employment Act of 1967 as amended, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act Amendments of 1974, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990 and the Civil Rights Act of 1991.

It is the policy of Arkansas Tech University - Ozark Campus to maintain the Institute Community as a place of work and study for staff, faculty and students free of harassment, to include sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff and faculty should be aware that the Institute is concerned and prepared to take action to both prevent and correct such behavior. The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical contact and verbal comments or suggestions which adversely affect the working or learning environment of others. Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established informal or formal grievance procedures. Generally the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution.

A copy of the annual budget is available in the Ross Pendergraft Library and Technology Center on the main campus of Arkansas Tech University in Russellville. A copy of the annual financial report is available from the Office of the Vice President for Administration and Finance in Room 207 of the Administration building on the main campus of Arkansas Tech University in Russellville.

The provisions of this catalog are subject to change without notice and do not constitute an irrevocable contract between any student and Arkansas Tech University - Ozark Campus.



Academic Calendar 2010 - 2011

Summer Session 2010 First Term

Late registration for first term	June 7 - 8
Classes begin	June 7
Last day to register and add courses/change sections	June 8
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 11
Preregistration for freshmen for fall semester	May through August
Last day to drop courses with a "W" or change from credit to audit	July 2
Holiday	(Monday) July 5
First term ends	July 9

Second Term

Late registration for second term	July 12-13
Classes begin	July 12
Last day to register and add courses/change sections	July 13
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	July 16
Last day to drop courses with a "W" or change from credit to audit	August 6
Second term ends	August 13
Graduation	August 14

Fall Semester 2010

Registration	August 23 - 24
Classes begin	August 25
Last day to officially withdraw/drop courses with full reduction of tuition/fees	August 26
Last day to register and add courses/change sections	August 31
Labor Day holiday	September 6
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	September 29
Mid-term	October 13
Deadline for degree audit (transcript evaluation), December 2011 graduates	October 15
Preregistration for spring semester	November
Thanksgiving holidays	7:00 a.m., November 24 - 7:00 a.m., November 29
Last day to drop courses with a "W" or change from credit to audit	November 29
Reading Day	December 7
End of course examinations	6:00 a.m., December 8 - 12:30 p.m., December 14
Graduation	December 18

Spring Semester 2011

Registration	January 11 - 12
Classes begin	January 13
Last day to officially withdraw/drop courses with full reduction of tuition/fees	January 14
Martin Luther King Day holiday	January 17
Last day to register and add courses/change sections	January 20
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	February 17
Mid-term	March 4
Deadline for degree audit (transcript evaluation), May 2012 graduates	March 9
Spring holidays	7:00 a.m., March 21 to 7:00 a.m., March 28
Deadline for degree audit (transcript evaluation), summer 2012 graduates	April 1
Preregistration for fall semester	April
Last day to drop courses with a "W" or change from credit to audit	April 21
Reading Day	May 3
End of course examinations	6:00 a.m., May 4 to 12:30 p.m., May 10

Graduation

May 14

Summer Session
2011
(tentative)
First Term

Late registration for first term	June 6 - 7
Classes begin	June 6
Last day to register and add courses/change sections	June 7
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 10
Preregistration for freshmen for fall semester	May through August
Last day to drop courses with a "W" or change from credit to audit	July 1
Holiday	(Monday) July 4
First term ends	July 8

Second Term

Late registration for second term	July 11 - 12
Classes begin	July 11
Last day to register and add courses/change sections	July 12
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	July 15
Last day to drop courses with a "W" or change from credit to audit	August 5
Second term ends	August 12
Graduation	August 13

NOTE: The calendar for Weekend College classes or classes with unusual terms may differ from what is printed above. Please check with the instructor and/or the Registrar's Office for more information.



Administration

Board of Trustees

Charles Blanchard.....	Russellville
John Chambers III.....	Danville
Tom Kennedy.....	Little Rock
Leigh Whiteside.....	Russellville
Dean Wilburn.....	Harrison

Board of Advisors

Tom Banhart.....	Van Buren
Bruce Coleman.....	Mountainburg
C.A. Kuykendall.....	Ozark
Jimmy Rofkahr.....	Scranton
Bill Rue.....	Ozark
Donald Smith.....	Cecil
Jerry Standridge.....	Booneville
Ron Vest.....	Ozark
Shirley Young.....	Magazine

Administrative Officers

Robert Charles Brown, 1993	President
B.A., Northwestern State University, 1967	
M.A., Louisiana State University, 1969	
Ph.D., Louisiana State University, 1976	
Jo Alice Blondin, 2004	Chancellor
B.A., Purdue University, 1993	
M.A./Ph.D., Arizona State University, 1998	
Bruce Sikes, 2007.....	Chief Academic Officer
B.S.E., University of Central Arkansas, 1986	
M.S.E., University of Central Arkansas, 2000	
Sandra D. Cheffer, 2004.....	Chief Fiscal Officer
B.S., Illinois State University, 1990	
M.B.A., Olivet University, 1999	
Richard Harris, 2007.....	Chief Student Officer
B.A., Arkansas State University, 1997	
M.P.A., Arkansas State University, 1999	
Ken Warden III, 2009.....	Chief Business and Community Outreach Officer
A.A.S., Westark Community College, 1993	
B.S., University of Arkansas, 2001	
M.Ed., Arkansas Tech University, 2006	

Administrative Staff

Jessica Birchler.....	Coordinator of Student Recruitment
Brittany Brunson.....	Employability Coordinator of CPI
Heidi Gregory.....	Counselor of Career Pathways Initiative
Tara Johnson.....	Director of Career Pathways Initiative

Laura Rudolph..... Director of Public and External Relations
 Jason Salmans..... Associate Director of Computer Services
 Brenda Shoop..... Associate Registrar
 Sherry Tinnerella..... Librarian
 Holli Weiss..... Academic Advisor
 Deborah Wood..... Director of Financial Aid

Support Services Staff

Sandra Anderson..... Physical Plant Maintenance Supervisor
 Kathy Bartlett..... Office of Academic Affairs
 Dianne Bell..... Office of Student Accounts/Purchasing
 Tracy Chapman..... Physical Plant Maintenance
 Linda Clifton.....Office of Student Services
 Debbie Edgin..... Office of Student Services
 John Gwatney..... Physical Plant Maintenance
 Stacie Harden..... Office of Student Accounts/Payroll
 Faith Johnson.....Office of Student Services
 Justin McGrew.....Physical Plant Maintenance
 Sharyl Moffit..... Office of Allied Health
 Beverly Nehus..... Office of the Chancellor/Assistant
 Christa Nehus..... Bookstore
 Sandra Nelson.....Career Pathways Initiative
 Mitzi Reano..... Office of Human Resources
 Julie Schmalz.....Office of Student Services/Financial Aid
 Charles Stacy.....Physical Plant Maintenance
 Charles Stacy.....Physical Plant Maintenance



Ozark Campus Faculty

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

The date after each name indicates the first year of appointment to this institution.

Tekla Barr, 1990
English and Business Technology Instructor
B.S., University of the Ozarks, 1980

[Top](#)

[Top](#)

Brian Bass, 2008
Automotive Service Technology Instructor
A.A.S., Arkansas Tech University - Ozark, 2008

Kenneth Beeler, 2005
Air Conditioning/Refrigeration Instructor
Air Conditioning/Refrigeration, Arkansas Tech University - Ozark Campus, 2004

Jody Chrisman, 1987
Industrial Control Systems Instructor
Electronics Technology, Arkansas Tech University - Ozark Campus, 1982

[Top](#)

Danny Curtis, 2008
Physical Therapist Assistant Instructor
M.S., University of Central Arkansas, 1994

Corey Danekas, 2008
Welding Technology Instructor
A.A.S., Arkansas Tech University - Ozark Campus, 2008

[Top](#)

Judy Davis, 1991
GED/ABE Instructor
B.S., University of Arkansas, 1969

Theresa Fontaine, 2007
Practical Nursing Instructor
B.S., University of Central Arkansas, 1991;
A.A.S., Parkland College, 1999;
B.S.N., Arkansas Tech University, 2003

[Top](#)

Cathy Fultz, 1991
Cosmetology Instructor
Cosmetology, Arkansas Tech University - Ozark Campus, 1970
Cosmetology Instructor Training, Arkansas Tech University - Ozark Campus, 1989

Leann Goines, 2009
Physical Therapist Assistant Instructor/Academic Coordinator of Clinical Education
A.A.S., Northwest Arkansas Community College, 1993

[Top](#)

Lance Greathouse, 2008
EMT/Paramedic Instructor/Clinical and Internship Coordinator
B.S., Arkansas Tech University, 2006

Clinton Hall, 1996
Business Technology Instructor
A.A., University of Arkansas - Fort Smith, Fort Smith, 1989;
B.S., Arkansas Tech University, 1992;
M. Ed., Arkansas Tech University, 2007

[Top](#)

Stan Hatcher, 1998
Collision Repair Instructor
Collision Repair Technology, Arkansas Tech University - Ozark Campus, 1983

Natalie Helmert, 2007
Practical Nursing Instructor
B.S.N., Arkansas Tech University, 1999

Debra Hines, 1998
Practical Nursing Clinical Instructor
Licensed Practical Nursing, Arkansas Tech University - Ozark Campus, 1971

Kendall Hopkins, 2007
Collision Repair Instructor
Industry Certifications, 1993 - 2006

Ron Hutain, 1984
Industrial Control Systems Instructor
A.A., Chaffey Community College, 1978

Serelda Johnson, 2005

[Top](#)

Business Technology/Medical Technology Instructor

A.A.S., Coastal Bend College, 1999;
B.S., Arkansas Tech University, 2003

Charles Lee, 2005

Mathematics Instructor

B.A., Concordia College, 1993

M.Ed Education, Arkansas Tech University, 2009

[Top](#)

Ester Leonard, 2004

Practical Nursing Instructor

Licensed Practical Nursing, Arkansas Tech University - Ozark Campus, 1985;

A.A.S., University of Arkansas - Fort Smith, 1995

B.S.N., Arkansas Tech University, 2008

Bobbie Lewis, 2007

Practical Nursing Clinical Instructor

Practical Nursing, Arkansas Tech University - Ozark Campus, 2002

HEATHER LOYD, 2009

Practical Nursing Instructor

A.A.S., Carl Albert State College, 2006

Christy Mccollough, 2006

GED/ABE Instructor

B.A., Arkansas Tech University, 2000

[Top](#)

Patricia McCreary, 1990

Applied Laboratory Technology Instructor

B.A., North Texas State, 1965

Angie Medlock, 2002

Business Technology Instructor

B.S., University of the Ozarks, 1980;

M. Ed., Arkansas Tech University, 2007

Janet Mickens, 1983

Practical Nursing Instructor

A.A.S., University of Arkansas Fort Smith, 1977

Debbie Neumeier, 2007

Cosmetology Instructor

Cosmetology, Arkansas Tech University - Ozark Campus, 1992;

Cosmetology Instructor Training, Arkansas Tech University - Ozark Campus, 2006;

A.A.S., Arkansas Tech University, 2009

[Top](#)

Ritchie Powers, 2007

EMT/Paramedic Instructor

A.S., University of Arkansas for Medical Sciences, 2005;

B.S., Arkansas Tech University, 2006

[Top](#)

Kale Rudolph, 2007

Computer Information Systems Instructor

B.S., University of Arkansas, 1987;

M.S., Arkansas Tech University, 2007

[Top](#)

RIC SALAZAR, 2009

Practical Nursing Instructor

B.S.M.T., Southwestern University, 1990;

A.A.S., University of Arkansas-Fort Smith, 2004;

B.S.N., Oklahoma Wesleyan University, 2009

[Top](#)

Daniel Schroyer, 2006

Facilities Maintenance/Management Instructor

Air Conditioning and Refrigeration, Arkansas Tech University - Ozark Campus, 2004

Bobby Sewell, 2006

Automotive Service Instructor

Automotive Service Technology, Arkansas Tech University - Ozark Campus, 1981;

Advanced Automotive Service Technology, Arkansas Tech University - Ozark Campus, 1982;

A.A.S., Arkansas Tech University - Ozark Campus, 2008

Vicky Spur, 2001

GED/ABE Instructor

B.A., Arkansas Tech University, 1990

Tammy Verkamp, 1997

English Instructor

B.A., Arkansas Tech University, 1981;

B.S., Arkansas Tech University, 1997;

M.Ed., Arkansas Tech University, 1999

[Top](#)

Debbie Wofford, 1979

Business Technology Instructor

B.S., University of the Ozarks, 1977;

M.Ed., University of Arkansas, 1989

[Top](#)



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.

University Mission Statement

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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 with options in the following areas:

Associate of Applied Science in Allied Health
 Paramedic/Emergency Medical Services
 Practical Nursing
 Associate of Applied Science in Physical Therapist Assistant (pending approval)
 Physical Therapist Assistant
 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
 Automotive Service Technology
 Collision Repair Technology
 Computer Information Systems
 Cosmetic Science
 Industrial Control Systems
 Industrial Systems
 Law Enforcement
 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 Banking option
Business Technology Medical Transcription
Collision Repair Technology
Computer Information Systems
Cosmetology
Enology
Industrial Control Systems
Industrial Electronic Technology
Law Enforcement
Paramedic/Emergency Medical Services
Practical Nursing
Viticulture
Welding Technology

Programs of Study leading to certificate of proficiency are offered in the following areas:
Basic Emergency Medical Services Training
Certified Nursing Assistant
Intermediate Emergency Medical Services Training

Physical Plant

The physical plant of Arkansas Tech University - Ozark Campus includes nine buildings on approximately 26 acres. The Technology and Academic Support Building houses classrooms, the Library, administrative offices, Business and Industry, and the Student Success Lab. Other buildings on campus are: Air Conditioning and Refrigeration, Allied Health Building, Collegiate Center, Industrial Control Systems, Student Services and Conference Center, and the West Annex. The Booneville Training Site located in Booneville, Arkansas is also a part of the Ozark Campus facilities. All buildings are handicapped accessible. The cleaning and maintenance of all buildings and property is under the direction of the Physical Plant supervisor.

Inclement Weather Policy

In the event of inclement weather, Arkansas Tech University – Ozark Campus may be unable to operate our normal schedule. When campus is closed for inclement weather, the following television and radio stations will be notified by 6:00 a.m.:

KTCS Fort Smith
KDYN 96.7 Ozark
KHBS 40/29 Fort Smith
KFSM Channel 5 Fort Smith
KARK 4
KISR 93.7 Radio
B98 Radio 97.9
KMAG 99.1 Radio
Big Dog 95.9 Radio

When daytime classes are canceled, night classes are also canceled. The outlying areas sometimes experience inclement weather (snow, ice, and etc.). Even though the campus is not closed in these events, all faculty, staff, and students are advised to use their judgment in determining if the roads are safe to travel. Remember, your safety is our utmost concern!

Please note that our campus emergency notification text system will not be used to notify faculty, staff and students of campus closure due to inclement weather.

Severe Weather Policy

In case of severe weather, students will be notified and are asked to follow the emergency guidelines posted in each room.



Fees and Expenses

General

Tuition and all other fees and charges are due prior to the beginning of each term and payable in the Office of Student Accounts. 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.

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 are accepted for all charges and payments may be made in person, online, or mailed to the Student Accounts office at 1700 Helberg Lane, Ozark, AR 72949. Students who wish to schedule payments for their account balance may enroll in a payment plan by accessing <http://stuacct.s.atu.edu> and clicking on the eCashier link. If you choose this plan, the full account balance will be budgeted along with any subsequent charges incurred for the semester.

Billing statements are payable upon receipt. Student accounts issues bills electronically and they are accessible through each student's OneTech account. The current balance on a student's account may be accessed with the student's "T" number (identification number). Invoices for fall and spring are available approximately thirty days prior to the first day of class. For questions concerning billing please contact the Office of Student Accounts at 479-667-2950.

A credit balance on a student's account will be refunded to the student in the form of a check or direct deposit. You may enroll in direct deposit by accessing your account from the Student tab on OneTech and click on "Direct Deposit your Refund Check!" Funds are generally in your account by the second day after your refund appears on your student account.

Students may pick up refund checks and Student ID's in the Office of Student Accounts by presenting a photo ID.

Fees and Expenses

Prices quoted are rates currently in place for the 2010 -2011 academic year. The University reserves the right to change fees and charges at any time if conditions necessitate or permit the change.

Ozark Fees and Expenses	Technical	Undergraduate (General Education)
Tuition	\$70.00 per credit hour	\$170.00 per credit hour
Instructional Support Fee	\$2.00 per credit hour	\$4.00 per credit hour
Strategic Facilities Init. Fee		\$10.00 per credit hour
Student Support Fee	\$5.00 per credit hour	
Technology Fee*	\$5.00 per credit hour	\$5.00 per credit hour

*If pursuing a technical degree on the Ozark Campus

Replacement of ID Card \$ 25.00

Parking Permit \$ 15.00

All students are required to have parking permits.

For information on Parking Fees and Fines, see "Traffic Regulations".

Payment of Accounts

Tuition and all other fees and charges are due prior to the beginning of each term at the Office of Student Accounts, located in the Student Services and Conference Center. 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://stuacct.s.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's "T" number is assigned as the student's account number for billing purposes. Effective Summer I, 2008 term, monthly billing statements will be electronic. Notification and information for access will be provided to students via the individual student e-mail address and online at <http://stuacct.s.atu.edu>. Students are responsible for accessing billing statements and printing a paper copy if desired. Paper copies will not be mailed. Payment is due upon notification.

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.

Reduction of Fees and Charges

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", 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.

Reduction of Tuition for Official Withdrawal

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", 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 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 Student Accounts.

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

Reduction of Tuition/Fees for Dropping to Fewer Hours

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", 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", 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.



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.

Academic Dishonesty

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.

Academic Misconduct

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 Campus Safety Officer for appropriate action through regular institution's disciplinary channels.

Academic Probation

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.

Freshmen students who in a probationary semester fail to remove themselves will continue on probation for the following semester. Sophomore, junior and senior 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.

Academic Suspension

Suspension will be automatic for sophomore, junior and senior 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. 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.

Adding/Dropping Courses

The deadline for adding courses or changing courses or sections is given in the academic calendar (see "[Academic Calendar](#)"); thereafter, changing to audit 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 "FE". Courses dropped subsequent to this time will be

recorded as "F" (see "[Academic Calendar](#)").

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 "FE". 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.

Class Standing

Students with fewer than 30 semester hours are classified as freshmen, students Class Standing with 30 through 59 semester hours as sophomores, students with 60 through 89 hours as juniors, and students with at least 90 hours as seniors.

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.

Conduct

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.

Honor Rolls

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.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords student's certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request that the student's education records that the student believes are inaccurate or misleading be amended.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or internship agreement); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Arkansas Tech University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605
Directory Information

"Directory information" at Arkansas Tech University - Ozark Campus consists of the student's name, address, telephone listing, electronic mail address, dates of attendance¹, major field of study, enrollment status (e.g. undergraduate or graduate), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

This information may be made available upon request to members of the general public. If a student on the Ozark campus wishes for this information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, she/he should notify the Chief Student Officer at (479) 667-3433.

¹Dates of attendance means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester, or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Grading

Final grades are reported 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 not be computed in the grade point average for the semester recorded; however, the "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, 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

AUTHORITY

In accordance with A.C.A. 25-17-307, the Board of Trustees of Arkansas Tech University establishes the following rules and regulations for the registration, operation, and parking of motor vehicles on Arkansas Tech University campuses. These rules and regulations are binding on all members of the faculty, staff, student body and others utilizing the lands owned or controlled by Arkansas Tech University. Lands owned or controlled by Tech will henceforth be known as the CAMPUS for the purposes of clarification in this brochure.

Arkansas Tech Department of Public Safety officers are constituted peace officers by A.C.A. 25-17-305, by action of the Board of Trustees, and under the laws of this state possess all the authority provided by law for city police and county sheriffs to be exercised as required for the safety and protection of the University community. Enforcement of traffic regulations on the Tech campus is the responsibility of the Department of Public Safety. All drivers will observe and obey the orders of the Department of Public Safety officers while such officers are engaged in the performance of their respective duties. This includes producing and rendering identification and hangtags requested.

YOU ARE RESPONSIBLE FOR COMPLYING WITH ALL RULES AND REGULATIONS.

REGISTRATION OF VEHICLES

Registration shall be accomplished at the time of regular registration for the fall, spring or summer semesters at the Office of Student Services or at locations and times specified.

Only hangtag may be registered per person and only one vehicle per person shall be parked on campus.

Vehicles are defined as any self-propelled vehicle having two or more wheels.

All vehicles on Tech campuses are required to register and display a current parking hangtag.

Hangtags are valid from August 15 one year through August 15 of the next year. After securing a hangtag at the Office of Student Services, charges are assessed to the individual's account at the Office of Student Accounts.

Hangtags must be displayed by hanging on the rear view mirror so the number can be read through the front windshield from the outside. These hangtags can be moved from vehicle to vehicle. Do not tape hangtag on vehicle or lay on dash or seat.

Lost/stolen hangtags are full price for replacement.

Summer term hangtags will be one-half the original cost.

Hangtags are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle or upon termination of employment or withdrawal from the university.

Falsifying registration information, such as buying hangtags for another person in his/her name will be fined \$ 20.00. Also, the person who allows another individual to purchase a hangtag for him/her will be fined \$20.00.

Charges will be assessed at the time of registration of the vehicle as follows for all faculty, staff and students and other non-Tech employees.

A. \$15.00 for the calendar year (August 15 through August 15)

B. \$15.00 from the beginning of the second semester through August 15

Hangtags fees are non-refundable

Temporary Hangtags are available at the Department of Public Safety for faculty, staff and students who have misplaced their hangtag. These hangtags are provided at no cost and are valid for a maximum of seven days.

RESTRICTED PARKING AREAS

YELLOW CURBS RESTRICTED PARKING at all times.

FIRE ZONES-As marked.

RED-No students or ineligible employees between 7:30 a.m. and 5 p.m. Monday through Friday.

BLUE/WHITE-Designated disability parking zones. This includes ramps as well as parking spaces.

SIGNS-Restricted by signs posted.

ANY ATHLETIC OR DRILL FIELD-No parking at any time. these will not be posted. Arkansas Tech University reserves the right to

set aside areas as necessary for special events in all parking areas of the University. The University further reserves the right to temporarily block certain streets as necessary without notice to the public.

TOWING AND IMPOUNDING OF VEHICLES

The University reserves the right to immobilize, tow and/or impound any vehicle that is parked on University property in such a way as to constitute a serious hazard; or any vehicle owned by a violator having three or more violations in any academic year. The Department of Public Safety may direct an authorized commercial garage to carry out any towing action. Violators will be responsible for paying all costs for removal, impounding and storage of such vehicles. Vehicles may be held until all charges are paid.

PAYMENT OF VIOLATIONS/FINES

A person receiving notice of a parking or traffic violation should go to the Office of Student Services to pay the fine placed against his/her account. The office is closed Saturdays, Sundays and holidays. Check the PARKING AND TRAFFIC REGULATIONS for a listing of all fines for violations.

MOVING VIOLATIONS

Moving violations include all traffic laws as stated in the Arkansas Motor Vehicle and Traffic laws and State Highway Commission Regulations. The official Tech parking citation notice placed on vehicles will be sufficient as summons for violation of these rules and regulations. In lieu of a University citation, the violator may be issued an Additional violation. Rules are as follows:

Speed limit on campus is 20 mph unless otherwise posted.

No U-turns

Yield the right-of-way to all pedestrians in campus crosswalks.

ACCIDENTS

All traffic accidents occurring on the campus or grounds controlled by the University must be reported immediately to the Department of Public Safety by calling on campus 479-508-3359. If you are unable to contact anyone at that number, call 911 and your call will be directed to the nearest Law Enforcement Agency.

DISABILITY PARKING

As required, a number of parking spaces have been set aside for use by handicapped individuals only. Each space has been marked with signs and or blue and white paint on the space.

Only individuals who have been issued, and are displaying, a disability license plate or placard issued by the State of Arkansas are permitted to park in spaces marked with blue and white stripes. Vehicles must also have valid Tech hangtag. License plates, decals and placards may be obtained from the State Revenue Office. Transfer of a disability license or placard is a violation of the Arkansas state law. The offender will be ticketed accordingly.

SPECIAL EVENT PARKING

Contact the person in charge of facilities use at 479-667-2117

VISITOR PARKING

Visitors are always welcome on campus and may park in any non-restricted area. Currently enrolled students or employees are not considered visitors. Visitors, please secure a visitor's hangtag at no cost at the Department of Public Safety.

MOTORCYCLES AND MOTORBIKE Motorbikes, motor scooters, motorcycles and bicycles must be operated only on streets normally designated for auto-mobile use. A hangtag must be displayed if parked on campus or an optional decal may be affixed to the left front fork.

APPEALS

All appeals will be dealt with according to the rules and regulations stated in this booklet. All appeals must be made within three school days. Appeals made after three school days will not be considered. All faculty, staff and students appeals should follow the above procedures. Appeals forms are available at Department of Public Safety.

PARKING REGULATIONS

All parking regulations will be enforced 7 days a week, 24 hours a day.

1. The responsibility for finding a legal parking space rests with the vehicle operator.
2. Lack of space is not a valid excuse for violating a parking regulation.
3. Standard parking/traffic regulations and definitions, as enacted in the Arkansas Motor Vehicle and Traffic Laws and State Highway Commission Regulations will be rigidly enforced on the Tech campus at all times, including legal holidays and the time between semesters when classes are not in session.
4. Violators of established Parking and Traffic Regulations may be issued a Uniform Traffic Ticket payable in Municipal Court in Ozark, Arkansas, in lieu of Tech citation.
5. Violation notices will be affixed to the motor vehicle or presented to the driver. Payment may be either mailed or paid in person at the Office of Student Services.
6. Vehicles are considered parked when left standing, stopped or unattended for any period of time.
7. It is illegal to re-use a ticket.
8. Pedestrians have the right-of-way at designated crosswalks at all times except at signal-controlled intersections where pedestrians will be expected to comply with the signal.
9. Students, faculty and staff members are expected to be familiar with and abide by the regulations at all times. The fact that any vehicle does not receive a violation notice while his/her vehicle is parked or operated in violation of any regulation or law does not mean or imply that such a regulation or law is invalid.
10. Due to evolving changes, signage will supercede zones as marked on the map.
11. Vehicles are assumed abandoned if left parked and stationary for a period of two weeks. Such vehicles will be towed at the owner's expense.
12. School buses and other large vehicles, as well as special purpose vehicles, are required to park in areas designated by the Department of Public Safety.
13. You are responsible for all violations by a vehicle displaying a hangtag issued in your name. If you lend your car, proper operation of the vehicle is still your responsibility.
14. Only one type of Tech hangtag is to be displayed on a vehicle at a time.
15. Obey regulatory signs and barricades established by the Department of Public Safety.
16. Vehicles will not be operated on the Tech campus without required safety equipment prescribed by the vehicle code of the State

of Arkansas.

17. Vehicles parked in parallel parking spaces must be parked with the passengers' door to the curb with flow of traffic.
18. Vehicles will be parked within designated parking boundaries and in no case shall they overlap into or onto roadway, crosswalk or sidewalk. The fact that other vehicles are parked improperly shall not constitute an excuse for parking with any part of the vehicle over the line.
19. The time limit on 15 minute zones will be observed at all times.
20. A traffic ticket or any other communication from a Department of Public Safety officer, while in the performance of his duties, is considered to be an official University notice. Failure to respond will make the recipient subject to disciplinary action.
21. If a hangtag is not visible to the officer while his is issuing a citation, the citation will be for no current hangtag. If, in the course of issuing a citation, the officer discovers the hangtag, he has the discretion to downgrade that ticket to improper display only.
22. Windshields, side wings, side or rear windows may not be obstructed with any sign, sunshield, sun visor, poster or other transparent material other than a certificate or sticker required by state law or campus regulations. This will include writing on vehicle windows with shoe polish.
23. No boats, campers or trailers allowed to park on campus.

GENERAL INFORMATION

1. Operating a motor vehicle in any manner which may create a disturbance on campus may be considered a traffic violation. This includes excessive use (determined by city ordinance or officer's discretion) of boom box, stereo, horn, illegal exhaust systems, squealing of tires or placing pedestrians or other drivers in a hazardous situation.
2. All personnel, including visitors, are expected to adhere to all campus and state regulations regarding safety procedures.
3. Arkansas Tech University cannot and does not assume the obligation of providing parking spaces for all vehicles at all times.
4. Arkansas Tech University does not assume responsibility for the care and protection of any vehicle or its contents while said vehicle is operated or parked on the campus or lands controlled by the University.
5. Vehicles that do not qualify for registration or "approved as safe" by the State of Arkansas are not permitted on the campus at any time. Disabled and abandoned vehicles will be turned over to the State Police for disposal according to law.
6. Mechanical work other than minor repairs such as replacement of vehicle battery or flat tires will not be permitted on the Tech campus. Exception will be given to students working under the direction of the Automotive Service Department.
7. Arkansas Tech University reserves the right to restrict or revoke the use of an automobile on campus to anyone if the use of that vehicle is thought to be detrimental to the academic achievement of any student or if the person has abused the privilege of operating said vehicle on or off campus.
8. It shall be the responsibility of any driver of a disabled vehicle (i.e. dead battery, out of gas, keys locked in car, etc.) to immediately notify the Department of Public Safety of the problem and location of the disabled vehicle. Failure to make notification may result in the vehicle's being either towed or given a ticket. Abandoned vehicles shall be towed at the owners expense.
9. Flagrant disregard of campus parking and traffic regulations will result in the vehicle being towed to storage and parking privileges on campus revoked. Towing and storage charges will be assessed prior to the release of the vehicle to the owner.

Board of Trustee approval is requested for the following Parking Violations and Fines on the Ozark Campus.

Violation Fine	
Warning.....	\$00.00
Failure to display current hang tag.....	\$20.00
Unauthorized Handicapped Parking.....	\$100.00
Parking Where Prohibited by Signs.....	\$20.00
Parking in and Unauthorized Zone.....	\$20.00
Blocking.....	\$20.00
Failure to Stop or Yield Right of Way.....	\$25.00
Reckless Driving.....	\$50.00
Speeding.....	\$35.00

Any rates or fines contained in this document are subject to change.

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.

University Policy

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



Student Services Operations

Bookstore

The Arkansas Tech University - Ozark Campus Bookstore is located in the Technology and Academic Support Building. Textbooks, school supplies, and other items may be purchased. Information about required course materials and additional program costs can be accessed in the bookstore, financial aid office and online.

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 the Technology and Academic Support Building, Arkansas Tech University - Ozark Campus, Ozark, AR 72949, and can be contacted through the Office of Student Services at (479) 667-2117.

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.

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: April 15 for the Fall semester and October 15 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. Applications are to be submitted to the Financial Aid Office at the Ozark Campus. Students must reapply each semester for the scholarship.

Academic Excellence Scholarship

Scholarships are awarded by semester. Deadlines are: April 15 for the Fall semester and October 15 for the Spring semester. Student must have a minimum cumulative grade point average (GPA) of 3.00 and a minimum ACT score of 19 to apply. Applications are to be submitted to the Financial Aid Office at the Ozark campus. Students must reapply each semester for the scholarship.

Financial Assistance Scholarship

Scholarships are awarded by semester. Deadlines are: April 15 for the Fall semester and October 15 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. Applications 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.

Subsequent Credentials

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.

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

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

Withdrawals

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) 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 (SEOG) is to provide additional funding for students who have exceptional need determined by the FAFSA application. Each grant is awarded according to federal guidelines and is offered on a first come first serve basis.

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 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. Prospective student employees can visit the website or check job postings located in the Technology and Academic Support building.

Direct Federal Loans

Students may borrow money to help defray the cost of attendance at postsecondary institutions through the Direct Student Loan program. Federal regulations require a delayed disbursement of thirty days for all first-year, first time borrowers. All students must be enrolled in a minimum of six semester hours to receive loans. Arkansas Tech University - Ozark Campus offers students two loan choices, the Direct Subsidized Loan and the Direct Unsubsidized Loan. A student must complete a FAFSA application to receive these loans. The total borrowed under each program may not exceed the student's yearly maximum under federal regulations.

Direct Subsidized Loans

The Direct Loan program authorizes loans up to \$3,500 per year undergraduates and all certificate students and \$4,500 for second year students. Under this program a student must have sufficient financial need determined by the FAFSA application to receive a Direct Subsidized Loan. The interest is subsidized on this loan while the student is enrolled in school. Interest rates are fixed, but vary each year. 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.

Direct Unsubsidized Loans

The student does not have to meet the same financial need to qualify for the Direct Unsubsidized Loan as on the Direct Subsidized Loan. The student must complete a FAFSA application to receive this loan. The interest is not subsidized on this loan while the student is enrolled in school. It starts accruing thirty days after first disbursement. Interest rates are fixed, but vary each year. Repayment of principal and accrued 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.

Direct PLUS Loans

Parents of students may borrow annually the amount of the student's cost of attendance minus other aid for each child who is enrolled at least halftime and is a dependent undergraduate student. Direct PLUS Loans are limited to parents who do not have an adverse credit history. The Direct PLUS loan has a fixed interest rate with the borrower beginning payment within sixty days of disbursement. All loan checks will be written as co-payable to the parent and the educational institution.

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.

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.

American Indian Center

The American Indian Center (AIC) helps to provide financial assistance for students seeking training opportunities. The student must have a Certificate of Degree of Indian Card (CDIB Card) and meet certain financial eligibility requirements. AIC helps students of Cherokee, Choctaw, Chickasaw, Creek and Seminole ancestry. Applications can be requested from the the American Indian Center, 1100 N. University, Suite 143, Little Rock, AR 72207. AIC's telephone number is 1-800-441-4513.

Veterans Benefits

Arkansas Tech University - Ozark Campus is approved by the State Approving Agency for Veterans training as a school (college, university, etc.) whereby veterans and dependents of deceased or disabled veterans may obtain subsistence pay while working toward a degree. Eligible students should contact the financial aid office at Arkansas Tech University - Ozark Campus to obtain information regarding school attendance under the following programs: 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; Title 32, Chapter 1607, Reserve Educational Assistance Program (REAP); and Title 5, Chapter 33, Post 9/11 Veterans Educational Assistance Act.

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. Only specific courses in the student's major can be certified to Veterans Affairs (VA) on the student's behalf. Veterans may be given placement credit for prior military training. Enrollment certification will not be sent to the VA until the student has been admitted into the university and has completed a certification request form.

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, an independent 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. Contact telephone number 479-783-1854.

Arkansas Rehabilitation Services

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.

American Opportunity, Hope and Lifetime Learning Credits

Students may qualify for the American Opportunity Credit and a Hope Scholarship Credit or Lifetime Learning Credit on the Federal Income Tax return. Students are mailed a 1098T form each year from the student accounts office. Qualified tuition and fees, excluding MPI, are the only eligible expenses which may be claimed by a qualified taxpayer. If a student receives financial assistance to pay the qualified tuition and fees, the taxpayer is not eligible for the credit.

Arkansas Department of Higher Education

The Arkansas Department of Higher Education has various state scholarships that are available each year for qualified Arkansas students. They administer such programs as the:

- Academic Challenge Scholarship (Lottery)
- Governor's Scholars Program
- Higher Education Opportunity Grant (GO! Grant)
- State Teacher Education Program (STEP)
- Teacher Opportunity Grant (TOP)
- Military Dependents' Scholarship

Applications for these programs are now under a new universal application found online at <http://www.adhe.edu/> The application is titled "YOUiversal Application." You may visit the website or write Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201 or telephone ADHE at 1-800-547-8839.

Arkansas Academic

The new Arkansas Lottery will provide funding for the new Arkansas Academic Challenge Scholarship to encourage academically minded traditional and non-traditional students to enroll in Arkansas' colleges and universities and to promote academic degree achievement for Arkansas residents. Arkansas Lottery funds have made it possible to expand the traditional Arkansas Academic

Challenge Scholarship (Lottery Scholarship Begins Fall 2010)

Challenge Scholarship program to include previously un-served Arkansans known as nontraditional students as well as traditional students.

A nontraditional student is defined as "a student who is not a traditional student." A traditional student is defined as, "a student who will enter postsecondary education as a full-time first-time freshman within twelve (12) months after graduating from high school and remains continuously enrolled as a full-time student. Near-completers in college, delayed starters, returning students, and earn-in students will now be able to apply for the Arkansas Academic Challenge Scholarship. This opens the door for GED completers once they have attended a full time semester of college and have maintained a 2.5 overall GPA, where as before, were not eligible.

The scholarship provides awards to students based on the postsecondary institution's degree award level. For 2010-2011, the annual award amount will be \$5,000 for 4 year institutions and the award amount for a 2 year institution will be \$2,500. Arkansas Tech University - Ozark Campus students will be awarded at the 2 year annual award amount of \$2,500. These amounts are subject to change pending changes in the Arkansas Lottery program.

For all rules and regulations regarding the new Arkansas Academic Challenge Scholarship, visit the Arkansas Department of higher Education's web site at: <http://adhe.edu/>.

The Arkansas Department of Higher Education has a new "YOUiversal" application online for students to apply for the Arkansas Academic Challenge Scholarship and for various other scholarships.

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 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 Skills USA 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 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.

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Curricula

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

Associate of Applied Science in Allied Health	
EMTP	Paramedic/Emergency Medical Services
LPN	Practical Nursing
CNA	Certified Nursing Assistant (Certificate of Proficiency only)
Associate of Applied Science in Business	
BUS	Business Technology Business Technology - Banking option Business Technology - Medical
Associate of Applied Science in General Technology	
ACR	Air Conditioning/Refrigeration
FAC	Facilities Management
AST	Automotive Service Technology
CIS	Computer Information Systems
COS	Cosmetic Science
CRT	Collision Repair Technology
ICS	Industrial Control Systems
LE	Law Enforcement
TMAT	Mathematics
VIN	Viticulture / Enology
WLD	Welding Technology
Associate of Arts	
ART	Art
AMST	American Studies
ANTH	Anthropology
BIOL	Biology
CHEM	Chemistry
COMS	Computer Information Science
ECON	Economics
ENGL	English
GEOL	Geology
HIST	History
JOUR	Journalism
MATH	Mathematics
MUS	Music
PHIL	Philosophy
PHSC	Physical Science
PHYS	Physics
POLS	Political Science
PSY	Psychology
READ	Reading
RP	Recreation and Park Administration
SOC	Sociology
SPH	Speech
TH	Theatre
Associate of Applied Science in Physical Therapist Assistant	
PTA	Physical Therapist Assistant
Associate of Applied Science in Industrial Systems	
ICS	Industrial Control Systems
ACR	Air Conditioning/Refrigeration
CIS	Computer Information Systems
WELD	Welding Technology

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Admission

Individuals who meet the admission requirements listed below may apply to Arkansas Tech University - Ozark Campus. The University reserves the right to reject the application of any individual. Every student must submit an 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, 1700 Helberg Lane, 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 atuozark@atu.edu.

Tech will provide equal opportunity in admission to all persons. This applies to all phases of the admission process. Any demographic information collected through the Admission Application is on a voluntary basis and is to be used in a nondiscriminatory manner consistent with applicable civil rights laws for reporting and statistical purposes only and cannot affect eligibility for admission. 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.

Beginning June 1, 2007, all students at Arkansas Tech University are assigned a permanent, randomly generated, student identification number, known as a "T" number. Students' social security numbers will be used only on applications for admission and solely for the purposes of Federal reporting requirements and determination of eligibility for Federal financial aid.

All students must provide proof of immunity (2 inoculations) against measles, mumps and rubella by way of an official record from another educational institution, certificate from a licensed medical doctor, or an authorized public health department representative. Students seeking enrollment at Arkansas Tech University - Ozark Campus must provide proof of appropriate immunizations.

Entering freshmen must comply with the following admission requirements and freshman 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.

Residual college entrance exams, taken on other college campuses, will not be accepted for admissions.

Entering Freshmen New Students

New students to Arkansas Tech University - Ozark Campus must submit an application for admission, college entrance exam scores, a record documenting completion of secondary requirements, and proof of immunization. If you have concurrent college credit, an official transcript from that institution is required. For Advanced Placement (AP), College Level Examination Program (CLEP) or International Baccalaureate (IB) credit, an original or certified copy from your high school will need to be submitted prior to credit being awarded. Detailed course articulation for AP, CLEP, and IB can be located under Credit by Exam. A minimum criterion for exam scores and grade point averages is listed below:

1. Completion of graduation requirements from an accredited public or private secondary school, a non-accredited private secondary school, or a home school program documenting a minimum 2.0/4.0 cumulative grade point average, and completion of the university's secondary school core curriculum, OR minimum GED score of 450.
2. Composite ACT score of 13 or above, or equivalent score on SAT Reasoning Test (formerly SAT-1) or COMPASS Exam. Note: SAT exam scores are to include the SAT Reasoning Test averages for mathematics and critical reading only. Writing exams for neither ACT nor SAT are required.
 - 1 American College Testing Program's ACT Assessment Test
 - 2 College Board's Scholastic Aptitude Test
 - 3 College Board's Test of Standard Written English

Freshmen 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 are required to complete developmental program(s) in mathematics, English, and/or reading must earn a grade of "C" or better in all developmental courses before the student may advance to higher level courses.

Former Students

Students who have interrupted their attendance at Arkansas Tech University - Ozark Campus must reapply for admission. Academic clemency may be granted in accordance with the clemency policy detailed in the Regulations and Procedures section.

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

Transfer students making application for admission to Arkansas Tech University - Ozark Campus must submit official transcripts from all colleges/universities where they were officially registered. Students seeking transfer from all colleges/universities where they were 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 an official high school transcript and must request current transferable ACT, SAT, or COMPASS scores be sent to the University. ACT, SAT, or COMPASS 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 transfer transcript does not meet admission requirements. Students should be aware that receipt of official transcripts is required for transfer work to be articulated and to comply with scholarship application deadlines.

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

Transfer Credit

The following policy is effective January 2, 2007. Credit from colleges and universities accredited by one of the eight U.S. regional accreditation associations will be accepted for transfer credit. Credit from U.S. colleges and universities not accredited by one of the six regional accreditation associations will not be accepted for transfer credit. Credit from colleges or universities outside the U.S. presented for transfer credit will be considered on an individual basis. A maximum of 68 semester hours of acceptable credit may be transferred from community colleges. **Transfer credit, although accepted by the university, is not guaranteed to be applicable toward meeting degree requirements for all programs offered by the university. Applicability of transfer credit to meet degree requirements depends on the major selected by the transfer student.**

Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) is designed to assist in planning the academic progress of students from the high school level through the adult workforce. This system contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. Students may complete specified General Education courses anywhere in the public system as well as many courses in the degree/major that have been pre-identified for transfer. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Transferability of courses taken prior to January 1, 2007, is at the discretion of the receiving institution. The Arkansas Transfer System can be accessed at <http://acts.adhe.edu/>.

Conditional Admission

Students who have been denied admission may file a written appeal addressed to the Chief Student Officer seeking conditional admission. The appeal should be made within ten calendar days from the date admission was denied and should state applicant's grounds for appeal. 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 2.00 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. Concurrent students must reapply each fall semester for the school year. Students not attending in fall will apply for the semester in which they attend.

Testing for Admissions and Placement

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. Information about the COMPASS can be obtained by calling (479) 667-2117.

Academic Advising and Selecting a Major Field of Study

Arkansas Tech University - Ozark Campus encourages students to meet with an academic advisor for help in selecting a major. The Ozark Campus Academic Advisor works closely with faculty in order to provide assistance to our students. The Academic Advisor is available to discuss major areas of interest, assist in planning for registration, and maintain a degree checklist of requirements to complete for graduation. While an academic advisor can guide the student, it is the student's responsibility to take an active role in their educational process by knowing what courses are required complying; with requirements for graduation application, and degree audit; and gaining a general knowledge of requirements to complete their program successfully.

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](#)"). Students enrolling as "undecided" majors will be assigned to the Office of Student Services. The Office of Student Services is located in the Student Services and Conference Center 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 45 semester credit hours.

Procedure for Scheduling Courses

Procedures for registration are available on the university Web site at <http://atu.edu/ozark>. Prior to enrollment, students, in consultation with an academic advisor, will 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 courses 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.

Degree Completion

Degree-seeking students enrolled at an Arkansas Tech University campus must complete their degree as follows:

Bachelor's Degree - Ten semesters or six years, whichever is longer

Associate Degree - Six semesters or three years, whichever is longer

Certificate - Four semesters or two years, whichever is longer.

Students who fail to complete their degree or certificate requirements within the time allotted will be ineligible for continued or future enrollment at any Arkansas Tech University campus unless special permission to enroll is granted by the Chief Student Officer. Such permission shall be granted only upon a showing of good cause.

Student Retention and Graduation Rates

For information about retention and graduation rates at Tech, please contact the Office of Institutional Research.

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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; physical therapist assistant; industrial systems technology; general technology with major areas of emphasis in air conditioning and refrigeration, automotive service, computer information systems, cosmetic science, collision repair, facilities management, industrial control systems, law enforcement and welding. Arkansas Tech University - Ozark Campus is seeking approval for an Associate of Applied Science degree in Physical Therapist Assistant.

Technical certification is offered in air conditioning and refrigeration, automotive service technology, business technology, business technology banking, business technology medical transcription, collision repair technology, computer information systems, cosmetology, enology, facilities maintenance, industrial control systems, industrial electronics technology, law enforcement, paramedic/emergency medical services, practical nursing, viticulture and welding technology. Proficiency certification is offered in nursing assistant, basic emergency medical services and intermediate emergency medical services.

Effective Fall 2005 new, transfer, or returning students must choose to complete requirements for graduation under the provisions of the 2005 - 2006 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.

Degree Audit and Application for Graduation

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.

Students who file an application for graduation but fail to complete all graduation requirements as planned must submit a new degree audit and new application for graduation.

Financial Obligation

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

Graduation Honors

The Associate of Applied Science degree with honors will be conferred upon candidates who at graduation have earned a minimum grade point average on all courses taken at Arkansas Tech as follows: Summa Cum Laude—3.900 - 4.000, Magna Cum Laude—3.700 - 3.899, Cum Laude—3.500 - 3.699. Graduation honors will be determined by work taken at Arkansas Tech only. **This policy is effective to new students enrolling in the first summer term, 2000, and subsequent terms. Previously enrolled students should contact the Office of the Student Services for clarification of the policy.**

Commencement Participation

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

Students taking courses at other institutions must have official transcripts submitted to the Registrar's Office and have completed all degree requirements prior to the commencement ceremony to be allowed to participate.

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 other than the Arkansas Tech University Honors cord and medallion shall be worn or placed on the academic regalia.

Diplomas are mailed to graduates following commencement.

Requirements for Associate of Applied Science Degrees

The requirements for the associate of applied science degree are outlined under each program of study. Associate of applied science programs include a general education component consisting of a minimum of 15 semester credit hours in English, mathematics, social sciences, and computer applications. In addition to the general education component, each program will require a technical component consisting of 45-56 hours. Please refer to individual programs of study for specific requirements. In addition to completing the necessary hours prescribed, candidates for associate of applied science degrees must meet the following requirements:

A. Residence

1. The last 30 semester hours of work toward a degree must be done in residence.
2. No more than a total of 30 semester hours of correspondence, extension, military service, or credit by examination work may be applied as credit towards a degree.

B. Hours of Credit and Grades

1. Refer to major field of study for semester hour requirements.
2. The cumulative grade point average must not be less than 2.00 and not more than 25 percent of the semester hours may carry the "D" grade. Students must have a 2.00 grade point in their major.
3. No more than 50% of technical coursework may be transferred into a program.
4. An official record of any correspondence or transfer work completed at another institution must be on file in the Office of Student Services prior to the end of the semester or term in which graduation is planned.

Requirements for Additional Degrees

To complete an additional associate degree, whether the first degree is a bachelor or associate, the following must be completed: (a) a minimum of 30 semester hours at Arkansas Tech in addition to the hours for the first degree, (b) all University catalog requirements for the major field of study, (c) applicable requirements specified under "Requirements for Associate Degrees" above.

Students pursuing an associate degree must use the Arkansas Tech University - Ozark Campus catalog in effect at the time they first enroll or any subsequent Tech catalog provided they were enrolled at the University during the year the catalog was in effect. No catalog prior to 2005 - 2006 may be selected.

Associate of Arts General Studies

The associate of arts degree program in general studies is designed primarily for continuing education students who enroll on a part-time basis in the University's evening school. This degree offers students the background, knowledge, and academic preparation necessary to pursue career opportunities not requiring the traditional four-year degree while at the same time providing the foundation for continued study toward a bachelor's degree. This degree is available through the Arkansas Tech University main campus. To qualify for the associate of arts in general studies, the student must satisfy the associate degree requirements and complete the following curriculum:

Curriculum	Hours
General Education Courses ¹	37
Electives	25
Total	62

¹See "[General Education Requirements](#)"

General Education Requirements

The general education curriculum is designed to provide a foundation for knowledge common to educated people and to develop the capacity for an individual to expand that knowledge over his or her lifetime. Students who have completed the general education curriculum at Arkansas Tech University will be able to:

- Communicate effectively
- Think critically
- Develop ethical perspectives
- Apply scientific and quantitative reasoning
- Demonstrate knowledge of the arts and humanities
- Understand wellness concepts

To accomplish the above goals, Arkansas Tech requires the completion of the following general education curriculum. Students should refer to the curriculum in their major area of study for specific courses either recommended or required by the academic department to fulfill the general education requirements.

English – 6 hours

(See Course Descriptions for minimum grade requirements)

Three hours from one of the following:

[ENGL 1013](#) Composition I

[ENGL 1043](#) Honors Composition I

Three additional hours from one of the following:

ENGL 1023 Composition II
ENGL 1053 Honors Composition II

Mathematics – 3 hours

(See Course Descriptions for minimum grade requirements)

Three hours from one of the following:

MATH 1003 College Mathematics
MATH 1113 College Algebra
Any higher level mathematics course

Science – 8 hours

Four hours of a biological science with laboratory from one of the following:

BIOL 1014 Introduction to Biological Science OR
Any higher level biology course that includes a lab (Note that BIOL 1014 is specifically designed to meet general education objectives and is highly recommended unless you meet the prerequisites for a different course specified by your major).

Four additional hours of a physical science with laboratory from one of the following:

PHSC 1013 Introduction to Physical Science AND
PHSC 1021 Physical Science Laboratory
CHEM 1114 Survey of Chemistry
CHEM 2124 General Chemistry I
GEOL 1004 Essentials of Earth Science
GEOL 1014 Physical Geology
PHYS 1114 Applied Physics
PHYS 2014 Physical Principles I
PHYS 2024 Physical Principles II
PHYS 2114 General Physics I
PHYS 2124 General Physics II
PHSC 1053 Astronomy AND PHSC 1051 Observational Astronomy Lab OR
PHSC 3053 Astronomy AND PHSC 3051 Observational Astronomy Lab

Physical Activity – 2 hours

Two hours from the following:

Physical education activity courses
Recreation (RP) coeducational activity courses
Wellness science activity courses
Theatrical dance activity
Appropriate military science courses completed through cross-enrollment agreement with UCA.

Fine Arts – 3 hours

Three hours from one of the following:

*ART 2123 Experiencing Art
MUS 2003 Introduction to Music
TH 2273 Introduction to Theatre
*ENGL 2173 Introduction to Film
*JOUR 2173 Introduction to Film

Art Majors:

Art Education Majors Take ART 2123

Fine Arts and Graphic Design majors take any of the above options except ART 2123

Music Majors:

Any of the above course options except MUS 2003

Humanities – 3 hours

Three hours from one of the following:

*ENGL 2003 Introduction to World Literature
ENGL 2013 Introduction to American Literature
PHIL 2003 Introduction to Philosophy

Social Sciences – 12 hours

Three hours from one of the following:

HIST 2003 U.S. History to 1865
HIST 2013 U.S. History from 1865
POLS 2003 American Government

Nine additional hours from the following:

*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
ECON 2003 Principles of Economics I
SOC 1003 Introductory Sociology
PSY 2003 General Psychology
*ANTH 1213 Introduction to Anthropology OR
*ANTH 2003 Cultural Anthropology
*GEOG 2013 Regional Geography of the World
AMST 2003 American Studies

*Of the above 18 hours in Fine Arts, Humanities, and Social Science, three hours must be from one of the following:

ART 2123 Experiencing Art

ENGL 2173 Introduction to Film
JOUR 2173 Introduction to Film
ENGL 2003 Introduction to World Literature
HIST 1503 World Civilization I
HIST 1513 World Civilization II
ANTH 1213 Introduction to Anthropology OR
ANTH 2003 Cultural Anthropology
GEOG 2013 Regional Geography of the World

State Minimum Core

The courses that comprise Tech's general education curriculum also constitute the University's State Minimum Core, established in accordance with Act 98 of 1989, for implementation the fall semester of 1991. Act 98 requires colleges and universities to identify "a minimum core of courses which shall apply toward the general education core curriculum requirements for baccalaureate degrees at state supported institutions of higher education and which shall be fully transferable between state institutions."

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Adult Education

Program Coordinator

This program is designed to meet the needs of the adult learner who does not possess a high school diploma or would like to improve basic skills in computer, math, English, or literacy.

Mission Statement

Arkansas Tech University – Ozark Campus Adult Education is committed to motivating and encouraging our students to continue their education and to function as a competent member of society.

General Information

The Arkansas Tech University – Ozark Campus Adult Education is fully approved and funded by Arkansas Career Education and the Adult Education Section.

Program Options

Adult Education is available to those students who require the Arkansas High School Diploma or who require training or retraining for employment.

Basic Skills Enhancement provides a review of academic areas for the high school graduate in need of upgrading skills to enter higher education, military, or the workforce.

English as a Second Language (ESL) allows adults to learn to speak, read, and write English as their second language.

Workplace classes may be arranged with local businesses or industries to upgrade employees' basic skills needed on the job. Contact 479.667.3520 for more information.

Locations

Booneville Adult Education Center
2932 State Hwy 10 East
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



Air Conditioning and Refrigeration

Program Chair
 Kenneth Beeler
 Air Conditioning
 Bldg
 (479) 508-3333
 kbeeler@atu.edu

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 need for air conditioning and refrigeration service technicians will continue to expand with the growth of computer applications into the industrial fields. This program also places emphasis on Green Technology initiatives and incorporates an emphasis on PV arrays and wind turbines.

Arkansas Tech University-Ozark Campus offers a technical certificate in air conditioning and refrigeration (36 hours) and an associate of applied science in general technology with an option in air conditioning and refrigeration (60 hours) in a completely equipped shop. Students are required to take the EPA Certification Test. Industry competency exams such as The NATE exam and the HVAC excellence exams are available to the student prior to graduation.

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.

Air Conditioning
 and
 Refrigeration

Curriculum in Air Conditioning/Refrigeration Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302	Basic Compression and Refrigeration	2
BUS 1003 ENGL 0303 ENGL 1013	Business English or Foundational Composition or Composition I	3
BUS 1023 MATH 0803	Business Mathematics or Beginning Algebra (or higher math)	3
	Total	17
Spring		
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
	Total	13
1st Summer		
ACR 2112	Air Conditioning Service	2
ACR 2904	Internship (or approved elective)	4
	Total	6

Curriculum in Air Conditioning/Refrigeration Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
1st Semester		

ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302	Basic Compression and Refrigeration	2
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra (or higher math)	3
	Total	17
2nd Semester		
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
ENGL 1023	Composition II	3
	Total	16
3rd Semester		
	Any Approved Social Science ¹	3
ACR 2112	Air Conditioning Service*	2
ACR 2134	Boiler Operations	4
COMS 1003	Introduction to Computer Based Systems or Microcomputer Application or Introduction to Computers	3
COMS 2003		
BUS 1303		
	Total	12
4th Semester		
ACR 2114	Industrial Refrigeration	4
ACR 2124	Sheet Metal	4
ACR 2904	Internship (or approved elective)*	4
WLD 1403	Welding for Trades and Industry	3
	Totals	15
	¹ See appropriate alternatives or substitutions in "General Education Requirements". *Usually offered Summer I term	

Facilities
Maintenance
Option

Curriculum in Air Conditioning/Refrigeration Facilities Maintenance Option Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302	Basic Compression and Refrigeration	2
BUS 1003	Business English or Foundational Composition or Composition I	3
ENGL 0303		
ENGL 1013		
WLD 1302	Metallurgy	2
	Total	16
Spring		
ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
BUS 1023	Business Mathematics or Beginning Algebra (or higher math)	3
MATH 0803		

FAC 2202	Carpentry (or approved elective)	2
FAC 2212	Plumbing (or approved elective)	2
	Total	14
1st Summer		
ELT 2123	Industrial Fluid Power	3
FAC 2203	Facilities Analysis and Troubleshooting (or approved elective)	3
	Total	6
	(Suggested approved electives include: AST 1004, BUS 1073, CRT 1124, ICS 1104, and ICS 1303)	

Facilities
Management
Option

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

Course Number	Course Name	Semester Hours
1st Semester		
ACR 1203	Fundamentals of Electricity	3
ACR 1205	Tubing and Piping	5
ACR 1301	Industrial Safety in Air Conditioning and Refrigeration	1
ACR 1302	Basic Compression and Refrigeration	2
ENGL 1013	Composition I	3
WLD 1302	Metallurgy	2
	Total	16
2nd Semester		
ACR 1222	Industrial Controls	2
ACR 1503	Electronic Components	3
ACR 1602	Schematics	2
FAC 2202	Carpentry (or approved electives)	2
FAC 2212	Plumbing (or approved electives)	2
MATH 0903	Intermediate Algebra (or higher math)	3
	Total	14
3rd Semester		
ACR 2134	Boiler Operations	4
ELT 2115	or Programmable Controllers	5
BUS 2143	Introduction to Management	3
COMS 1003	Introduction to Computer Based Systems	3
COMS 2003	or Microcomputer Applications	
BUS 1303	or Introduction to Computers	
ELT 2123	Industrial Fluid Power	3
FAC 2203	Facilities Analysis and Troubleshooting (or approved electives)	3
	Total	16 or 17
4th Semester		
	Any Approved Social Science ¹	3
ACR 2904	Internship*	4
ENGL 1023	Composition II	3
FAC 2222	Grounds Maintenance (or approved electives)	2
WLD 1403	Welding for Trades and Industry	3
	Total	15
	¹ See appropriate alternatives or substitutions in "General Education Requirements". (Suggested approved electives include: AST 1004, BUS 1073, CRT 1124, ICS 1104, and ICS 1303) *Usually offered in Summer I term	

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Automotive Service Technology

Program Chair
Bobby Sewell
Shop Complex
(479) 508-3311
bswell@atu.edu

Instructor
Brian Bass

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.

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
Fall		
AST 1003	Automotive Electronics	3
AST 1004	Gasoline Engine Theory	4
AST 1103	Automotive Brake Systems	3
AST 1113	Introduction to Automotive Drive Trains	3
BUS 1003 ENGL 0303 ENGL 1013	Business English or Foundational Composition or Composition I	3
	Total	16
Spring		
AST 1005	Engine Performance	5
AST 1213	Automotive Chassis and Steering	3
AST 2103	Advanced Automotive Electronics	3
BUS 1023 MATH 0803	Business Mathematics or Beginning Algebra	3
	Total	14
Summer I		
AST 1203	Automotive Climate Control	3
AST 2203	Diesel Theory	3
	Total	6

Curriculum in Automotive Service Technology Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
Fall		
AST 1003	Automotive Electronics	3
AST 1004	Gasoline Engine Theory	4
AST 1103	Automotive Brake Systems	3
AST 1113	Introduction to Automotive Drive Trains	3
ENGL 1013	Composition I	3
	Total	16

Spring		
AST 1005	Engine Performance	5
AST 1213	Automotive Chassis and Steering	3
AST 2103	Advanced Automotive Electronics	3
MATH 0903	Intermediate Algebra (or higher math)	3
	Total	14
Summer I		
AST 1203	Automotive Climate Control	3
AST 2203	Diesel Theory	3
	Total	6
Fall		
AST 1223	Advanced Automotive Drive Trains	3
AST 2113	Advanced Engine Performance	3
ENGL 1023	Composition II	3
WLD 1403	Welding for Trades & Industry	3
	Total	12
Spring		
	Any Approved Social Science	3
AST 2903	Internship (or approved elective)	3
AST 2993	Special Topics	3
COMS 1003	Introduction to Computer Based Systems	3
COMS 2003	or Microcomputer Applications	
BUS 1303	or Introduction to Computers	
	Total	12



Business and Industry

Program
Coordinator
Ken Warden

Business and Industry Training

The Business and Industry Training Program strives to meet the needs of the service community by providing instruction appropriate to the needs of area businesses. Training programs are customized to the requests of the specific business. Assistance establishing appropriate instruction opportunities for individuals and groups as well as assistance securing training grant funds is available.

Mission

Arkansas Tech University - Ozark Campus' Business and Industry Program works to create a professional effective workforce by meeting the customized training needs of the community and assisting in regional economic development efforts.

Non-credit Instruction

Instruction is customized to the needs of a specific business. Examples of some of the non-credit courses offered include:

Communication

Conflict Resolution
Motivating Employees
Problem Solving
Running Effective Meetings

Computer Skills

Microsoft Excel
Microsoft Word
Microsoft Powerpoint
Microsoft Windows

Leadership and Strategy

Diversity
Sales and Marketing Optimization
Strategy Development
Team Building
Time Management

Manufacturing

Lean Manufacturing/Lean Office
Quality Systems (ISO, etc)
Six Sigma, Lean Six Sigma

Miscellaneous

Conversational Spanish
Environmental, Health and Safety (OSHA, ROHS-WEE, etc.)
Finance and Accounting

Paramedic/EMS

Advanced Cardiac Life Support
Basic Life Support CPR Classes
Basic and Advanced EMS Training Refresher
Basic and Advanced Prehospital Trauma Life Support
Pediatric Advanced Life Support

Technical Skills

Welding
Industrial Controls
Hydraulics, Pneumatics
Maintenance (mechanical or electrical)



Business Technology

Program Chair
Debra Wofford
Collegiate Center
(479) 508-3331
dwofford@atu.edu

Instructors
Tekla Barr
Clinton Hall
Serelda Johnson
Charles Lee
Angela Medlock

The Business Technology program is designed to prepare students for careers as an administrative assistant, accounting clerk, computer operator, or office manager. Students will gain the technical and computer knowledge for meeting the necessary skills to attain positions in their chosen field. Given the necessary time on the job to build expertise and accumulate experience, students can take advantage of opportunities to advance. Students can choose from one of the three programs of study: Business Technology, Banking, or Medical Transcription. Comprehensive computer classes and their applications prepare students for the MOS (Microsoft Office Specialist) certification

The Business Technology Banking program of study 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 Transcription program of study will prepare the student for employment as a medical transcriptionist and to be a participating member of the healthcare team. Students will acquire skills to transcribe medical dictation or code medical records with accuracy, clarity, and timeliness, while applying the principles of professional and ethical conduct.

Business Technology

Curriculum in Business Technology Technical Certificate

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

Business Technology Option Associate of Applied Science

Curriculum in Business Technology Option Associate of Applied Science Degree in Business Technology

Course Number	Course Name	Semester Hours
1st Semester		

BUS 1013	Word Processing I	3
BUS 1073	Accounting	3
COMS 1003	Introduction to Computer Based Systems	3
COMS 2003	or Microcomputer Applications	
BUS 1303	or Introduction to Computers	
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra (or higher math)	3
	Total	15
2nd Semester		
BUS 1033	Administrative Support Procedures	3
BUS 1053	Spreadsheets	3
BUS 1063	Legal Environment for Business Technology	3
BUS 2113	Word Processing II	3
ENGL 1023	Composition II	3
	Total	15
3rd Semester		
BUS 1043	Professional Communication	3
BUS 1083	Introduction to Economics	3
BUS 2123	Computer Applications for Accounting	3
BUS 2133	Multimedia	3
BUS 2143	Introduction to Management	3
	Total	15
4th Semester		
	Any Approved Social Science ¹	3
BUS 2153	Database Management	3
BUS 2163	Desktop Publishing	3
BUS 2903	Internship (or approved elective)	3
BUS 2993	Special Topics for Business Technology	3
	Total	15
	¹ See appropriate alternatives or substitutions in "General Education Requirements".	

Business
Technology
Banking

Curriculum in Business Technology - Banking Technical Certificate

Course Number	Course Name	Semester Hours
1st Semester		
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 1303	Introduction to Computers	3
BUS 2313	Deposit Operations	3
	Total	15
2nd Semester		
BUS 1013	Word Processing I	3
BUS 1033	Administrative Support Procedures	3
BUS 1053	Spreadsheets	3
BUS 1083	Introduction to Economics	3
BUS 2303	Money and Banking	3
BUS 2333	Loan Operations	3
	Total	18
3rd Semester		
BUS 1073	Accounting	3

BUS 1043	Professional Communication	3
	Total	6

Business
Technology
Banking Option
Associate of
Applied Science

Curriculum in Business Technology - Banking Option Associate of Applied Science Degree in Business Technology

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1073	Accounting	3
BUS 2303	Money and Banking	3
BUS 2313	Deposit Operations	3
BUS 1303 or COMS 1003 or COMS 2003	Introduction to Computers or Introduction to Computer Based Systems or Microcomputer Applications	3
ENGL 1013	Composition I	3
	Total	15
2nd Semester		
BUS 1013	Word Processing I	3
BUS 1033	Administrative Support Procedures	3
BUS 1043	Professional Communication	3
BUS 2333	Loan Operations	3
ENGL 1023	Composition II	3
	Total	15
3rd Semester		
BUS 1053	Spreadsheets	3
BUS 1083	Introduction to Economics	3
BUS 2123	Computer Applications for Accounting	3
BUS 2143	Introduction to Management	3
MATH 0903	Intermediate Algebra (or higher math)	3
	Total	15
4th Semester		
	Any Approved Social Science ¹	3
BUS 1063	Legal Environment for Business Technology	3
BUS 2153	Database Management	3
BUS 2903	Internship (or approved elective)	3
BUS 2993	Special Topics for Business Technology	3
	Total	15
	¹ See appropriate alternatives or substitutions in "General Education Requirements"	

Business
Technology
Medical
Transcription

Curriculum in Business Technology - Medical Transcription Technical Certificate

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1003 or ENGL 0303 or ENGL 1013	Business English or Foundational Composition or Composition I	3
BUS 1073	Accounting	3
BUS 1303	Introduction to Computers	3
BUS 2213	Introduction to Human Anatomy	3
BUS 2233	Medical Terminology	3
	Total	15

2nd Semester		
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
	Total	15
3rd Semester		
BUS 2243	Disease Processes	3
BUS 2263	Medical Coding II ¹	3
BUS 2273	or Medical Transcription II ¹	
	Total	6
	¹ Students may choose to take either BUS 2273 Machine Transcription II or BUS 2263 Medical Coding II.	

Business
Technology
Medical Option
Associate of
Applied Science

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

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1063	Legal Environment for Business	3
BUS 2213	Introduction to Human Anatomy	3
BUS 2233	Medical Terminology	3
COMS 1003	Introduction to Computer Based Systems	3
COMS 2003	or Microcomputer Applications	
BUS 1303	or Introduction to Computers	
ENGL 1013	Composition I	3
	Total	15
2nd Semester		
BUS 1013	Word Processing I	3
BUS 2253	Medical Coding I	3
BUS 1043	Professional Communication	3
BUS 2223	Medical Transcription I	3
MATH 0903	Intermediate Algebra (or higher math)	3
	Total	15
3rd Semester		
BUS 1033	Administrative Support Procedures	3
BUS 1053	Spreadsheets	3
BUS 1073	Accounting I	3
BUS 2263	Medical Coding II	3
ENGL 1023	Composition II	3
	Total	15
4th Semester		
	Any Approved Social Science ¹	3
BUS 1083	Introduction to Economics	3
BUS 2243	Disease Processes*	3
BUS 2273	Medical Transcription II	3
BUS 2903	Internship (or approved elective)	3
	Total	15
	*Usually offered in Summer I term. ¹ See appropriate alternatives or substitutions in "General Education Requirements"	

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Career Pathways Initiative

Program
Coordinator
Tara Johnson

The Arkansas Career Pathways Initiative is a new program that enables Arkansas Tech University – Ozark Campus to offer, to those who qualify, help with overcoming the barriers that keep parents from receiving the training and education needed to succeed in today's workforce. Career Pathways provides parents with services and resources needed to capture high wage / high demand careers.

Career Pathways provides a framework for connecting a series of educational programs with integrated work experience and support services. This combination of structured learning creates achievable stepping-stones for career advancement of adult workers and increases the pool of qualified workers needed by Arkansas employers.

Features of the Career Pathways program include:

- An educational pathway that starts with employability skills and adult education.
- "Bridge" programs that prepare educationally disadvantaged students to enter college-level academic courses by teaching developmental or basic skills, saving the student both time and money. Includes specialized assistance to improve skills necessary for competency exams, such as the Nursing Entrance Test.
- Enhanced student services that include career assessment, advising, and tutoring to enhance student success. Also includes job search skills, training, and job placement assistance.
- Credentials for specific occupations that can be built upon as the student advances in his or her career and education.
- Outreach via community-based organizations and other groups to recruit and serve students underrepresented in higher education.
- Internship and student mentoring services for real-world experience as well as increased job placement outcomes.
- Career Pathways may be able to assist eligible parents with fuel, child care, books, tuition, supplies, and testing fees. Assistance is limited by available funds and program guidelines and state priority goals.

Eligibility

You must be a parent with children under age 21 living in your home
 You must be receiving Department of Human Services benefits such as Food Stamps, ARKids First, Transitional Employment Assistance (TEA) benefits, OR have an annual income below 250% of the federal poverty level as specified below:

Size of Family	Annual Income Limit
2	\$36,425
3	\$45,775
4	\$55,125
5	\$64,475
6	\$73,825
7	\$83,175
8	\$92,525
For each additional person, add \$9,350	

Location:
 Student Services and Conference Center
 Arkansas Tech University – Ozark Campus, Rooms 110 and 111
 1700 Helberg Lane
 Ozark, AR 72949
 479 667-0695



Collision Repair Technology

Program Chair
Stan Hatcher
Shop Complex
(479) 508-3312
shatcher@atu.edu

Instructor
Kendall Hopkins

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, replacing damaged parts, color matching, painting, and basic principles of air brushing. Students will receive instruction in solvent-based paints and in the implementation of green technology with water-borne paints.

Each student will be required to furnish their own tools as approved by the instructor.

Collision Repair Technology

Curriculum in Collision Repair Technology Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
CRT 1103	Automotive Welding	3
CRT 1114	Metal Repair I	4
CRT 1124	Painting I	4
CRT 1134	Color Matching I	4
	Total	15
Spring		
BUS 1003 ENGL 0303 ENGL 1013	Business English or Foundational Composition or Composition I	3
CRT 1214	Metal Repair II	4
CRT 1224	Painting II	4
CRT 1234	Color Matching II	4
	Total	15
1st Summer		
CRT 1312	Air Brushing	2
CRT 1322	Detailing	2
CRT 1332	Cost Analysis of Collision Repair	2
	Total	6

Curriculum in Collision Repair Technology Associate of Applied Science Degree in Business Technology

Course Number	Course Name	Semester Hours
1st Semester		
CRT 1103	Automotive Welding	3
CRT 1114	Metal Repair I	4
CRT 1124	Painting I	4
CRT 1134	Color Matching I	4
	Total	15
2nd Semester		
CRT 1214	Metal Repair II	4
CRT 1224	Painting II	4

CRT 1234	Color Matching II	4
ENGL 1013	Composition I	3
	Total	15
3rd Semester		
	Any Approved Social Science ¹	3
CRT 1312	Air Brushing *	2
CRT 1322	Detailing *	2
CRT 1332	Cost Analysis of Collision Repair *	2
ENGL 1023	Composition II	3
MATH 0903	Intermediate Algebra (or higher math)	3
	Total	15
4th Semester		
AST 1003	Automotive Electronics	3
AST 1103	Automotive Brake Systems	3
AST 1203	Automotive Climate Control*	3
AST 1213	Automotive Chassis and Steering	3
BUS 1303	Introduction to Computers	3
COMS 1003	or Introduction to Computer Based Systems	
COMS 2003	or Microcomputer Applications	
	Total	15
	¹ See appropriate alternatives or substitutions in "General Education Requirements" *Usually offered in Summer I term	

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Computer Information Systems

Program Chair
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Administration
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brudolph@atu.edu

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. This program of study prepares students to sit for the A+ Certification exam.

Computer
Information
Systems

Curriculum in Computer Information Systems Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
BUS 1023 or MATH 0803	Business Mathematics or Beginning Algebra (or higher math)	3
BUS 1303 or COMS 1003 or COMS 2003	Introduction to Computers or Microcomputer Applications or Introduction to Computer Based Systems	3
CIS 1113	Fundamentals of Computer Operation	3
CIS 1153	Networking I	3
CIS 1213	Operating Systems	3
	Total	15
Spring		
BUS 1003 or ENGL 0303 or ENGL 1013	Business English or Foundational Composition or Composition I	3
CIS 1103	Programming I	3
CIS 1253	Networking II	3
CIS 1243	HTML	3
CIS 1303	PC Maintenance	3
	Total	15
Summer I		
	Approved Elective Credit	6
	Total	6

Approved electives include (but are not limited to): BUS 2153 Database Management, any additional CIS course, any ICS course. Electives must be approved by the program director.

Curriculum in Computer Information Systems Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
Fall		
MATH 1113	College Algebra	3
BUS 1303 or	Introduction to Computers or	

COMS 1003 or COMS 2003	Microcomputer Applications or Introduction to Computer Based Systems	3
CIS 1113	Fundamentals of Computer Operation	3
CIS 1153	Networking I	3
CIS 1213	Operating Systems	3
	Total	15
Spring		
ENGL 1013	Composition I	3
CIS 1103	Programming I	3
CIS 1253	Networking II	3
CIS 1243	HTML	3
CIS 1303	PC Maintenance	3
	Total	15
Summer I		
	Approved Elective Credit	6
	Total	6
Fall		
ENGL 1023	Composition II	3
CIS 2133	Web Page Design	3
CIS 1203	Programming II	3
	Approved Elective	3
	Total	12
Spring		
	Any Approved Social Science	3
CIS 2143	Help Desk Support	3
CIS 2153	Programming in C++	3
CIS 1233	Systems Analysis and Design	3
	Total	12

Approved electives include (but are not limited to): BUS 2153 Database Management, any additional CIS course, any ICS course. Electives must be approved by the program director.



Cosmetology

Program Chair
Cathy Fultz
Administration
Bldg
(479) 508-3320
cfultz@atu.edu

Instructor
Debbie Neumeier

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

The Arkansas State Health Department Cosmetology Division 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 a copy of their social security number, drivers license, copy of high school transcript or proof of GED, and a \$20 money order made payable to the Arkansas Board of Cosmetology for a temporary training permit.

Cosmetology

Curriculum in Cosmetology Technical Certificate

Course Number	Course Name	Semester Hours
1st Semester		
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
	Total	15
2nd Semester		
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
	Total	14
Summer Term		
COS 1231	Manicuring II	1
COS 2405	Theory and Practical Application	5
	Total	6
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
	Total	15

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

Course Number	Course Name	Semester Hours
1st Semester		

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
	Total	15
2nd Semester		
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
	Total	15
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
ENGL 1013	Composition I	3
	Total	18
4th Semester		
	Any Approved Social Science ¹	3
COMS 1003	Introduction to Computer Based Systems or Microcomputer Applications or Introduction to Computers	3
COMS 2003		
BUS 1303		
COS 2405	Theory and Practical Application*	5
ENGL 1023	Composition II	3
MATH 0903	Intermediate Algebra (or higher math)	3
	Total	17
	¹ See appropriate alternatives or substitutions in "General Education Requirements" *Usually offered in Summer I term	



Enology

Enology

The Technical Certificate in Enology allows the learner to demonstrate wine making applications and theory in the wine production process. Students completing this technical certificate will be prepared for entry to mid-level positions in the wine making industry. The Altus vineyards and wineries, due to their proximity to the Ozark Campus, provide employment and internship opportunities, entrepreneurial support, as well as professional growth opportunities for those currently employed.

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1003 ENGL 0303 ENGL 1013	Business English or Foundational Composition or Composition I	3
BUS 1023 MATH 0903	Business Mathematics or Intermediate Algebra or Higher Math	3
VIN 1463	Introduction to Enology	3
VIN 2103	Introduction to Wine Microorganisms	3
	Total	12
2nd Semester		
CHEM 1114	Survey of Chemistry	4
VIN 2683	Wine and Must Analysis	3
VIN 1593	Grape Varieties of Mid America (Ark Wines)	3
VIN 1483	Winery Sanitation	3
VIN 1602	Winery Equipment Operations	2
	Total	15
3rd Semester		
VIN 2463	Intermediate Enology	3
VIN 2592	Cellar Operation Technology	2
VIN 2663	Sensory Evaluation	3
VIN 2573	Fall Wine Production Internship	3
	Total	11



Industrial Control Systems

Program Chair
Ron Hutain
Electronics Bldg
(479) 508-3328
rhutain@atu.edu

Instructor
Jody Chrisman

Industrial Control Systems provides for a study of components, circuits, instruments and control techniques used with Industrial Automated Systems. Students will develop skills sets which enable the integration of: electronics, mechanics, pneumatics, hydraulics and computer controls. 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, this will allow the student to have an understanding of how to repair, upgrade, or network a complete computer system, both hardware and software. The intent of this program is to prepare the student to deal with a broad concept of automation technology. The diverse educational training provides for a host of integrated skills that can be applied in a variety of job contexts to include: green energy technology, electronics, medical, manufacturing, and production.

Industrial Control Systems

Curriculum in Industrial Control Systems Technical Certificate

Course Number	Course Name	Semester Hours
1st Semester		
ICS (CIS) 1103	Programming I	3
ICS 1104	Fundamentals of Electricity	4
ICS 1123	Semiconductors I	3
ICS (CIS) 1143	Introduction to Digital Logic*	3
ICS (CIS) 1153	Networking I	3
	Total	16
2nd Semester		
ICS (CIS) 1253	Networking II	3
ICS (CIS) 1303	PC Maintenance	3
ICS 2203	Computer System Components	3
ICS 2213	Semiconductors	3
	Total	12
3rd Semester		
ICS 2115	Programmable Controllers	5
ICS 2116	Basics of Industrial Automation	6
ICS 2123	Industrial Fluid Power	3
	Total	14
	*Usually offered in Summer I term	

Curriculum in Industrial Control Systems Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
1st Semester		
ICS (CIS) 1103	Programming I	3
ICS 1104	Fundamentals of Electricity	4
ICS 1123	Semiconductors I	3
ICS (CIS) 1143	Introduction to Digital Logic *	3
ICS (CIS) 1153	Networking I	3
MATH 0903	Intermediate Algebra (or higher math)	3
	Total	19
2nd Semester		
ICS (CIS) 1253	Networking II	3

ICS (CIS) 1303	PC Maintenance	3
ICS 2203	Computer System Components	3
ICS 2213	Semiconductors II	3
ENGL 1013	Composition I	3
	Total	15
3rd Semester		
ICS 2116	Basics of Industrial Automation	6
ICS 2115	Programmable Controllers	5
ICS 2123	Industrial Fluid Power	3
	Total	14
4th Semester		
	Any Approved Social Science ¹	3
BUS 1303	Introduction to Computers	3
COMS 1003	Introduction to Computer Based Systems	
COMS 2003	Microcomputer Applications	
ICS 2903	Internship (or approved elective)	3
ENGL 1023	Composition II	3
	Total	12
¹ See appropriate alternatives or substitutions in "General Education Requirements"		
*Usually offered in Summer I term		

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Industrial Systems

Industrial Systems

The Technical Certificate in Industrial Electronic Technology is designed to enhance the technical skills and job-related knowledge of individuals who are currently employed in the industrial field as well as other persons seeking careers in Industrial Systems. Upon advisor approval, documented competencies acquired through training, certification, or licensure may be substituted as equivalencies for related technical courses. The majority of the technical courses are offered on a flexible schedule on campus, at off-site industrial locations and on the web. Courses taken for the certificate may be applied to the Associate of Applied Science degree in Industrial Systems.

Curriculum in Industrial Electronic Technology Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
ICS 1004	Foundationals of Electricity	4
ICS 1123	Semiconductors I	3
ICS 2123	Industrial Fluid Power	3
	Approved Elective Credit	3
	Total	13
Spring		
ICS 2213	Semiconductors II	3
	Approved Elective Credit	2
BUS 1003 or ENGL 0303 or ENGL 1013	Business English or Foundational Composition or Composition I	3
BUS 1023 or MATH 0803	Business Mathematics or Beginning Algebra	3
	Total	11
Summer I		
ICS 1143	Introduction to Digital Logic	3
	Approved Elective Credit	3
	Total	6

The Industrial Systems program leads to the Associate of Applied Science degree. This program is designed to: (1) prepare students for jobs in the use and maintenance of common electrical and electronic instruments along with industrial machines and equipment, and (2) enhance the technical skills and job-related knowledge of persons who are currently employed in the industrial field or anticipating a career in a related field.

Courses in general areas related to electronics and maintenance for industry are combined with general education courses to provide a firm foundation in basic electronics, math, and writing skills. Instruction also includes power distribution, programmable logic controllers, hydraulic power, welding, and basic machining. Emphasis is placed on troubleshooting skills and preventive maintenance techniques.

Curriculum in Industrial Systems Associate of Applied Science Degree

Course Number	Course Name	Semester Hours
Fall		
ICS 1004	Fundamentals of Electricity	4
ICS 1103	Programming I	3
ICS 1123	Semiconductors I	3
ICS 2123	Industrial Fluid Power	3
	Approved Elective Credit	3
	Total	16

Spring		
ICS 1303	PC Maintenance	3
ICS 2213	Semiconductors II	3
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra (or higher math)	3
	Approved Elective Credit	2
	Total	14
Summer I		
ICS 1143	Introduction to Digital Logic	3
	Approved Elective Credit	3
	Total	6
Fall		
ENGL 1023	Composition II	3
ICS 1153	Networking I	3
ICS 2115	Programmable Controllers	5
ICS 2116	Basics of Industrial Automation	6
	Total	17
Spring		
BUS 1303 or COMS 1003 or COMS 2003	Introduction to Computers or Introduction to Computer Based Systems or Microcomputer Applications	3
ICS 1253	Networking II	3
ICS 2203	Computer System Components	3
	Any Approved Social Science	3
	Total	12
Approved electives include but are not limited to: ACR 1205, ACR 1222, ACR 1602, ACR 2114, ACR 2134, ICS 1303, ICS 2303, ICS 2991-6, INT 2903.		



Law Enforcement

Law Enforcement

The law enforcement program provides students the skill set and knowledge necessary to prepare to enter the law enforcement field as well as provide promotional opportunities for those currently employed in law enforcement. This program, designed with the assistance and support of surrounding law enforcement agencies, offers a competitive advantage to potential law enforcement employees as a precursor or supplement to police academy training. This program will enhance critical communications skills, computer skills, and knowledge of the legal system and current legislation.

Curriculum in Law Enforcement Technical Certificate

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1003 or ENGL 0303 or ENGL 1013	Business English Foundational Composition Composition I	3
BUS 1023 or MATH 0803 or MATH 0903	Business Math Beginning Algebra Intermediate Algebra	3
BUS 1303	Introduction to Computers	3
LE 1003	Introduction to Law Enforcement	3
LE 1013	American Legal System	3
	Total	15
2nd Semester		
EMTP 1001	CPR and First Aid	1
LE 1023	Judical Process	3
LE 1043	Criminal, Civil, and Juvenile Law	3
LE 1053	Spanish for Law Enforcement	3
	Elective Coursework1	5
	Total	15
3rd Semester		
LE 1033	Public Relations in Law Enforcement	3
	Elective Coursework1	3
	Total	6
	* Elective coursework recommended include: EMTP 1006 Basic EMT, courses in Computer Information Systems, courses in Business, or courses offered by Arkansas Tech University - Russellville Campus	

Curriculum in Law Enforcement Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1303	Introduction to Computers	3
ENGL 1013	Composition I	3
LE 1003	Introduction to Law Enforcement	3
LE 1013	American Legal System	3
MATH 0903	Intermediate Algebra (or higher math)	3
	Total	15

2nd Semester		
EMTP 1003	Medical First Responder	3
ENGL 1023	Composition II	3
LE 1023	Judicial Process	3
LE 1043	Criminal, Civil, and Juvenile Law	3
LE 1053	Spanish for Law Enforcement	3
	Total	15
3rd Semester		
ANTH 1003 or PSY 2003 or SOC 1003	Introduction to Anthropology General Psychology Introduction to Sociology	3
BUS 1043	Professional Communication	3
LE 1033	Public Relations in Law Enforcement*	3
LE 2003	Interview, Interrogation, and Testimony	3
	Elective Coursework**	3
	Total	15
4th Semester		
BUS 2133	Multimedia	3
EMTP 1001	CPR and First Aid	1
LE 2013	Introduction to Computer Crime	3
LE 2903	Internship (or approved elective)	3
	Elective Coursework**	5
	Total	15
	* Offered in Summer I 2008 ** Elective coursework recommended include: EMTP 1006 Basic EMT, courses in Computer Information Systems, courses in Business, or courses offered by Arkansas Tech University - Russellville Campus	



Paramedic/Emergency Medical Services

Program Chair
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Instructor
Lance
Greathouse
Paramedic

This program is designed to meet the educational and training needs of those individuals who wish to gain Arkansas Department of Health Licensure and National Registry of EMT's Certification as a Paramedic. Career opportunities exist with air and ground emergency medical services, fire departments, medical centers and industry. Among other characteristics, a Paramedic should possess dignity, empathy and tolerance. Under the direction of a physician, the student will be presented with a patient to aid them in: assessment of the pre-hospital needs of the acutely ill or injured patient, triage, basic as well as advanced life support, communication skills and maintaining the level of care as the patient is transported to a health care facility.

The student must complete all courses in the previous semester with at least 75% to be eligible for the next level of the Paramedic program. Students must also pass the end of course assessment to be recommended for the National Registry of EMT's exam. Arkansas EMT certification must be obtained by the student prior to enrollment in EMTP 1223 Clinical Practicum I and EMTP 1231 Lab I.

Curriculum in Emergency Medical Technician Certificate of Proficiency

Course Number	Course Name	Semester Hours
EMTP 1007	Emergency Medical Technician	7
	Total	7

Note: In order for the Certificate of Proficiency to be awarded, a grade of "C" must be earned in EMTP 1007.

Curriculum in Advanced Emergency Medical Technician Certificate of Proficiency

Course Number	Course Name	Semester Hours
EMTP 1107	Advanced Emergency Medical Technician	7
	Total	7

Note: In order for the Certificate of Proficiency to be awarded, a grade of "C" must be earned in EMTP 1107.

Curriculum in Paramedic Technical Certificate

Course Number	Course Name	Semester Hours
Prerequisites		
EMTP 1007 or EMTP 1107	Emergency Medical Technician or Advanced Emergency Medical Technician	7
EMTP 1103	Life Span Development	3
EMTP 1113	Pharmacology	3
EMTP 1133	Anatomy and Physiology	3
	Total	16
Summer I		
EMTP 1213	Pre-Hospital Environment	3
EMTP 1223	Clinical Practicum I	3
EMTP 1231	Lab I	1
	Total	7
Fall		
EMTP 1303	Cardiology	3
EMTP 1304	Medical Emergencies I	4
EMTP 1305	Clinical Practicum II	5
EMTP 1331	Lab II	1
	Total	13
Spring		
EMTP 1401	Lab III	1
EMTP 1403	Medical Emergencies II	3

EMTP 1413	Clinical Practicum III	3
EMTP 1423	Paramedic Internship I	3
EMTP 1424	Trauma Management	4
	Total	14
Summer I		
EMTP 1504	Paramedic Internship II	4
EMTP 1512	Assessment Based Management	2
	Total	6

Curriculum in Paramedic Associate of Applied Science Degree in Allied Health

Course Number	Course Name	Semester Hours
Fall		
BUS 1303 or COMS 1003 or COMS 2003	Introduction to Computers or Introduction to Computer Based Systems or Microcomputer Applications	3
EMTP 1007 or EMTP 1107	Emergency Medical Technician or Advanced Emergency Medical Technician	7
MATH 0903	Intermediate Algebra	3
	TOTAL	13
Spring		
	Any approved Social Science	3
EMTP 1103	Life Span Development	3
EMTP 1113	Pharmacology	3
EMTP 1133	Anatomy and Physiology	3
ENGL 1013	Composition 1	3
	Total	15
Summer I		
EMTP 1213	Pre Hospital Environment	3
EMTP 1223	Clinical Practicum I	3
EMTP 1231	Lab I	1
	Total	7
Fall		
EMTP 1303	Cardiology	3
EMTP 1304	Medical Emergencies I	4
EMTP 1305	Clinical Practicum II	5
EMTP 1331	Lab II	1
ENGL 1023	Composition II	3
	Total	16
Spring		
EMTP 1401	Lab III	1
EMTP 1403	Medical Emergencies II	3
EMTP 1413	Clinical Practicum III	3
EMTP 1423	Paramedic Internship I	3
EMTP 1424	Trauma Management	4
	Total	14
Summer I		
EMTP 1504	Paramedic Internship II	4
EMTP 1512	Assessment Based Management	2
	Total	6



Physical Therapist Assistant

Program Chair
Daniel Curtis
Health Building
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dcurtis7@atu.edu

Instructor
Leann Goines

The Physical Therapist Assistant program integrates classroom theory with clinical lab practice. It is designed to prepare successful graduates for entry-level employment in the field as Physical Therapist Assistants. The Physical Therapist Assistant is an educated health care provider who works under the direction and supervision of a licensed Physical Therapist and assists in the provision of physical therapy. The Physical Therapist Assistant provides specially prescribed treatments and exercises through a plan of care developed by the physical therapist that are aimed at improving mobility; relieving pain; or preventing and /or limiting physical disability.

Prior to admission, students must complete a platform of 28 hours which includes general education and medical courses. Students must submit an application to the program and meet entrance requirements for acceptance into the Physical Therapist Assistant program.

*The Physical Therapist Assistant Program at Arkansas Tech University-Ozark Campus has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.captionline.org). Candidacy for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

Physical Therapist Assistant

Curriculum in Physical Therapist Assistant
Associate of Applied Science Degree in Physical Therapy Assistant (Pending Approval)

Course Number	Course Name	Semester Hours
BUS 2213	Introduction to Human Anatomy	3
BUS 2233	Medical Terminology	3
BUS 1303 or COMS 1003 or COMS 2003	Introduction to Computers Introduction to Computer Based Systems Microcomputer Applications	3
ENGL 1013	Composition I	3
MATH 1113	College Algebra	3
	Total	15
Spring		
BUS 2283	Human Anatomy and Physiology	3
ENGL 1023	Composition II	3
PHSC 1013	Introduction to Physical Science	3
PHSC 1021	Introduction to Physical Science Lab	1
PSY 2003	General Psychology	3
	Total	13
Summer I (Extended length term to extend through Summer II)		
PTA 1121	Clinical Kinesiology Lab	1
PTA 1122	Clinical Kinesiology	2
PTA 1132	Pathological Conditions	2
PTA 1231	Therapeutic Procedures I Lab	1
PTA 1232	Therapeutic Procedures I	2
PTA 1241	Principles of Physical Therapy Lab	1
PTA 1243	Principles of Physical Therapy	3
PTA 1251	Data Collection in Physical Therapy Lab	1
	Total	13
Fall		
PTA 2112	Therapeutic Procedures II Lab	2

PTA 2113	Therapeutic Procedures II	3
PTA 2121	Neurological Development and Motor Control	1
PTA 2142	Therapeutic Ex. and Cardiopulmonary Rehab Lab	2
PTA 2143	Therapeutic Ex. and Cardiopulmonary Rehab	3
PTA 2151	Administrative Procedures	1
PTA 2164	Clinical Experience I	4
	Total	16
Spring		
PTA 2211	Musculoskeletal Rehab Lab	1
PTA 2212	Musculoskeletal Rehab	2
PTA 2221	Neurological Rehab Lab	1
PTA 2222	Neurological Rehab	2
PTA 2234	Clinical Experience II	4
PTA 2235	Clinical Experience III	5
	Total	15

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Practical Nursing

Program Chair
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Instructors
Theresa Fontaine
Natalie Helmert
Ester Leonard

Clinical
Instructors
Debra Hines
Bobbie Lewis

The Practical Nursing program of ATU-Ozark Campus is an entry level 15-month, 3 semester nursing course. Upon completion of the program the student will receive a certificate in Practical Nursing. The course integrates theory with clinical practice. Theoretical content is based on the concept of holism in which the physical, emotional, social, and spiritual well-being is considered. Clinical experiences will be obtained in the following health care service areas: adult health, maternal-child, mental health, geriatrics, pediatrics.

Upon completion of the program, the student will be eligible to make application for 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.

Students are required to complete and pass with a passing minimum of 80% the ATI Standardized PN Assessment prior to being certified to make application for the NCLEX.

Students wishing to enroll in the practical nursing program should submit an application to the University with an official high school transcript, or GED transcript, and all college transcripts by June 1st for the August Class and October 1st for the January class.

To be eligible to apply to the Practical Nursing program, students must supply the Office of Student Services a COMPASS, ACT, or SAT score report verifying that remediation in English, mathematics, and reading is not required; or complete the appropriate remedial coursework with a grade of "C" or better to satisfy remediation requirements. Students who speak English as a second language shall meet the same admission requirements.

Practical Nursing

Complete the required Pre-requisite course:

BUS 2213 Intro to Human Anatomy,

BUS 2233 Medical Terminology,

EMTP 1001 First aid and CPR or hold a current CPR for Health Care Providers certification.

Submit an application to the Nursing Department, and schedule an appointment with a Nursing Department faculty member.

Applications not submitted by the deadline or incomplete applications will not be considered for that semester's class.

Schedule the TEAS (Test of Essential Academic Skills) exam with the Office of Student Services.

Attend the scheduled Nursing Department Pre-orientation meeting.

Student Nursing Applications may be withdrawn if all of the above criteria are not met. Students not meeting required criteria may be required to reapply to the Practical Nursing program.

Meeting the minimum requirements for admission to the university does not guarantee admission to the practical nursing program.

Minimum Requirements for Graduation with a Technical Certificate

Course.....	Theory Clock Hours
Vocational, Legal and Ethical Concepts.....	15 Hours
Body Structure and Function.....	90 Hours
Nursing of the Geriatric Patient.....	15 Hours
Nutrition in Health and Illness.....	15 Hours
Basic Nursing Principles and Skills.....	150 Hours
Nursing of Adult Patients with Medical/Surgical Conditions.....	90 Hours
Nursing of Mothers and Infants.....	45 Hours
Nursing of Children.....	45 Hours
Mental Health and Care of the Mentally Ill.....	45 Hours
Pharmacology.....	90 Hours
Theory/Clinical Hours.....	600/768 Hours
1368 Total Program Hours	

Curriculum in Certified Nursing Assistant Certificate of Proficiency

Course Number	Course Name	Semester Hours
CNA 1114	Basic Nursing Principals and Skills I	4
BUS 2233	Medical Terminology	3
	Total	7

Curriculum in Practical Nursing Technical Certificate



Course Number	Course Name	Semester Hours
1st Semester		
LPN 1101	Vocational, Legal and Ethical Concepts	1
LPN 1103	Body Structure and Function	3
LPN 1111	Nursing of the Geriatric Patient	1
LPN 1112	Pharmacology I	2
LPN 1114	Basic Nursing Principles and Skills I	4
LPN 1115	Clinical I	5
LPN 1121	Nutrition in Health and Illness	1
	Total	17
2nd Semester		
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 1221	Pharmacology II	1
	Total	17
3rd Semester		
LPN 1302	Nursing of Children	2
LPN 1303	Nursing of Adults with Medical/Surgical Conditions II	3
LPN 1312	Clinical III	12
LPN 1322	Mental Health	2
	Total	19

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
1st Semester		
Summer Terms (I&II)		
COMS 1003 COMS 2003 BUS 1303	Introduction to Computer Based Systems or Microcomputer Applications or Introduction to Computers	3
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra (or higher math)	3
	Total	9
2nd Semester		
Fall		
LPN 1101	Vocational, Legal and Ethical Concepts	1
LPN 1102	Pharmacology I	2
LPN 1103	Body Structure and Function	3
LPN 1111	Nursing of the Geriatric Patient	1
LPN 1114	Basic Nursing Principles and Skills I	4
LPN 1115	Clinical I	5
LPN 1121	Nutrition in Health and Illness	1
	Total	17
2nd Semester		
Spring		
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 1221	Pharmacology II	1
	Total	18
3rd Semester		
Summer Terms (I&II)		
ENGL 1023	Composition II	3
PSY 2003	General Psychology	3

	Total	6
4th Semester	Fall	
LPN 1302	Nursing of Children	2
LPN 1303	Nursing of Adults with Medical/Surgical Conditions II	3
LPN 1312	Clinical III	12
LPN 1322	Mental Health	2
	Total	17

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Viticulture

Viticulture

The Technical Certificate in Viticulture allows the learner to demonstrate the application of specific agricultural knowledge, techniques, and theories to improve vineyard health. Students completing this technical certificate will be prepared for entry to mid-level positions in the grape growing industry. The Altus vineyards and wineries, due to their proximity to the Ozark Campus, provide employment and internship opportunities. Students will also have access to entrepreneurial support along with professional growth opportunities for those currently employed.

Curriculum in Viticulture Technical Certificate

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1303	Intro to Computers	3
BUS 1003 or ENGL 0303 or ENGL 1013	Business English Foundational Composition Composition I	3
BUS 1023 or MATH 0903	Business Mathematics Intermediate Algebra or Higher Math	3
BIOL 2134	Principles of Botany	4
VIN 1113	Intro to Viticulture and Vineyard Establishment	3
	Total	16
2nd Semester		
CHEM 1114	Survey of Chemistry	4
VIN 1132	Winter Viticulture Technology	2
VIN 2112	Integrated Pest Management	2
VIN 2132	Midwest Vineyard Management	2
VIN 1142	Spring Viticulture Technology	2
	Total	14
3rd Semester		
VIN 2363	Grape Varieties of Mid America (Ark Grapes)	3
VIN 2933	Soils for Viticulture	3
VIN 1152	Summer/Fall Viticulture Technology	2
	Total	8



Welding Technology

Program Chair
Corey Danekas
Shop Complex
(479) 508-3312
cdanekas@atu.edu

This program is designed to develop the skills necessary for entry into industrial and commercial welding employment. Instruction is provided in SMAW, GMAW, and GTAW welding, thermal cutting, 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.

Welding
Technology

Curriculum in Welding Technology Technical Certificate

Course Number	Course Name	Semester Hours
Fall		
BUS 1023 MATH 0803	Business Mathematics or Beginning Algebra (or higher math)	3
WLD 1103	Introduction to Thermal Cutting	3
WLD 1202	Blueprint Reading	2
WLD 1212	Industrial Safety in Welding	2
WLD 1224	Introduction to Arc Welding	4
WLD 1302	Metallurgy	2
	Total	16
Spring		
BUS 1003 ENGL 0303 ENGL 1013	Business English or Foundational Composition or Composition I	3
WLD 1405	Position Welding	5
WLD 1503	Gas Metal Arc (MIG) Welding	3
WLD 1603	Gas Tungsten Arc (TIG) Welding	3
	Total	14
1st Summer		
WLD 1702	Weldment Testing	2
WLD 1804	Certification Welding I	4
	Total	6

Curriculum in Welding Technology Associate of Applied Science Degree in General Technology

Course Number	Course Name	Semester Hours
1st Semester		
MATH 0903	Intermediate Algebra (or higher math)	3
WLD 1103	Introduction to Thermal Cutting	3
WLD 1202	Blueprint Reading	2
WLD 1212	Industrial Safety in Welding	2
WLD 1224	Introduction to Arc Welding	4
WLD 1302	Metallurgy	2
	Total	16
2nd Semester		

ENGL 1013	Composition I	3
WLD 1405	Position Welding	5
WLD 1503	Gas Metal Arc (MIG) Welding	3
WLD 1603	Gas Tungsten Arc (TIG) Welding	3
	Total	14
3rd Semester		
ACR 2124	Boiler Operations	5
ENGL 1023	Composition II	3
WLD 1403	Welding for Trades and Industry	2
WLD 1702	Weldment Testing I*	2
WLD 1804	Certification Welding I*	4
	Total	16
4th Semester		
	Any Approved Social Science ¹	3
ACR 2124	Sheet Metal	4
COMS 1003	Introduction to Computer Based Systems or Microcomputer Applications or Introduction to Computers	3
COMS 2003		
BUS 1303		
WLD 2904	Internship (or approved elective)	4
	Total	14
	¹ See appropriate alternatives or substitutions in "General Education Requirements" *Usually offered in Summer I term	

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