Welcome to UA Cossatot!

You may not know it yet, but you have taken the first step in getting a top-flight education and are on your way to a rewarding career.

Many people know the name Cossatot as it applies to the beautiful local river, but few know that Cossatot is a Native American word meaning "skull crusher." Our college adopted this name when we opened our doors in 1974. We feel that it is a name that fits our school well because imparting knowledge is what we do best at UA Cossatot.

We have come a long way since 1974 – with just 35 students. We now educate more than 1,400 students each semester, helping each student to carve out his or her start to a great future.

UA Cossatot is consistently ranked in the top five colleges in Arkansas for graduation rate and affordability. Our college and our faculty routinely win awards for creativity and excellence. This means you are enrolling in a college that supports and guides you all the way through your classroom education while still making it all incredibly inexpensive to attend.

Throw in the most creative and affordable textbook program in Arkansas, innovation in industry-certified technical training, a college that ranks in the top five for transfer education and you have the recipe for the perfect college for you!

We are glad to welcome you as a part of the "skull crusher" heritage at University of Arkansas Cossatot.

Dr. Steve Cole
Chancellor
UA Cossatot

2020-2021
CATALOG AND STUDENT HANDBOOK

183 College Drive, De Queen, AR 71832
1558 Hwy 371 West, Nashville, AR 71852
1411 N. Constitution Ave., Ashdown, AR 71822 128 E. Main Lockesburg, AR 71816
800-844-4471 / 870-584-4471
www.cccua.edu AR Relay Services: 711

Board of Visitors

Kathy Beavert	Jimmy Tumey	Barbara Horn
Jay Dooley	Glen Lance	Robert Martinez
Tim Pinkerton	Tyler Davis	Angie Walker

**UA Cossatot
Leadership**

Dr. Steve Cole	Dr. Ashley Aylett	Mike Kinkade	Charlotte Johnson
Chancellor	Vice Chancellor Academic Services	Vice Chancellor Facilities	Vice Chancellor Business Services
870-584-1173	870-584-1125	870-584-1320	870-584-1115
scole@cccua.edu	aaylett@cccua.edu	mkinkade@cccua.edu	cjohnson@cccua.edu

Equal Opportunity/Affirmative Action

UA Cossatot is an Equal Opportunity/Affirmative Action Institution in compliance with the Higher Education Act of 1965 and other Civil Rights laws, and offers equal opportunity for admission and employment. Employment preference is given to applicants possessing a Career Readiness Certificate (CRC) with all other qualifications being equal. Programs and activities of UAC are provided to all students without regard to race, color, national origin, religion, age, disability, Vietnam era veteran or special disabled veteran status, or sex. Questions or concerns regarding affirmative action can be directed to the Compliance Officer, c/o UA Cossatot, 183 College Drive, De Queen, AR 71832. For Arkansas RELAY Voiced Services call 711 or 800-285-1121.

Faculty and students are responsible for keeping informed regarding the information contained in this Catalog and other official communications issued by the College regarding regulations, policies, and requirements affecting the employee and the student's status at the College. Communication venues include, but are not limited to, UA Cossatot email, USPS, written announcements, oral announcements, web statements, and Blackboard announcements.

Information in this catalog is deemed accurate at the time of printing. The College reserves the right to change, without notice, any charges, courses, or regulations given in this Catalog, or to make changes as necessary in order to better carry out its mission or the college policies of the Board of Visitors, or applicable State or Federal laws. Alternative formats of catalog information may be received by contacting Student Services at 800-844-4471. For additional information, please see www.cccua.edu.

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April 13—August	Fall Campus Connect Registration for all Students	
April 13—August 1	Registration Open for August—October Flex 8	
April 15—October	Registration Open for October-December Flex 8	

Term Dates		
Fall 16 Week Term		
Monday	August 17	Courses Begin
Tuesday	August 18	Registration Ends
Friday	August 28	Last Day to Withdraw and Receive a Refund/ Submit Roster Certifications
Friday	September 18	5th Week Student Progress Report Posted
Friday	November 6	12th Week Student Progress Report Posted
Monday	November 16	Last Day to Withdraw
Monday-Thursday	December 7-10	Final Exams
Thursday	December 10	Courses End
Friday	December 11	Graduate Grades Due
Monday	December 14	All Grades Due
August—September Flex 8		
Monday	August 17	Courses Begin
Tuesday	August 18	Last Day to Register
Friday	August 21	Last Day to Withdraw and Receive a Refund
Friday	September 11	Last Day to Withdraw
Monday-Thursday	September 28-October 1	Final Exams
Friday	October 2	Courses End/Grades Due
October—December Flex 8		
Friday	September 25	Last Day to Register
Monday	October 5	Courses Begin
Friday	October 9	Last Day to Withdraw and Receive a Refund
Monday	November 16	Last Day to Withdraw
Monday-Thursday	December 7-10	Final Exams
Thursday	December 10	Courses End
Friday	December 11	Graduate Grades Due
Monday	December 14	All Grades Due

FALL 2020 ACADEMIC CALENDAR

August		
Monday	August 3	9, 10, and 11 Month Employees Return to Work
Monday	August 17	First Day of Classes
Friday	August 28	10th Class Day/Submit Roster Certifications
Monday	August 31	11th Class Day/ADHE Census Date

September		
Friday	September 4	Last Day to Change "I" Grades from Summer Term
Monday	September 7	College Closed: Labor Day Holiday
Monday	September 14	Fall Pell Disbursement
Friday	September 18	5th Week Student Progress Report Due
Wednesday	September 30	Application to Graduate Deadline

October		
Monday	October 26	VIP Registration for Returning Students
Monday	November 2	Campus Connect Spring Registration Opens

November		
Friday	November 1	Priority Deadline for Spring Pell And SEOG
Friday	November 6	12th Week Student Progress Report Due
Monday-Friday	November 23-27	No Classes; 9, 10, and 11 Month Employees off for Thanksgiving
Thursday-Friday	November 26-27	College Closed: Thanksgiving

December		
Monday-Thursday	December 7-10	Finals: Follow Special Test Schedule
Friday	December 11	Graduate Grades due 9:00am
Friday	December 11	Graduation @ Lockesburg gymnasium (practice 4:30; ceremony 6:00)
Monday	December 14	All Grades Due
Monday	December 14	Employee Christmas party
Monday	December 14	9, 10, and 11 Month Employees Last Work Day for Fall Assessment Day
Friday	December 18	12 Month Employees Last Work Day for Fall

SPRING 2021 ACADEMIC CALENDAR

Registrations		
October 26---October 30	VIP Registration	
November 2—January 11	Spring Campus Connect Registration for all Students	
November 2—January 11	Registration Open for January-March Flex 8	
November 2—March 5	Registration Open for March- May Flex 8	

Term Dates		
Spring 16 Week Term		
Monday	January 11	Courses Begin
Wednesday	January 13	Registration Ends
Monday	January 25	Last Day to Withdraw and Receive a Refund Submit Roster Certification
Friday	February 12	5th Week Student Progress Report Due
Friday	April 2	12th Week Student Grade/Progress Report Due
Monday	April 12	Last Day to Withdraw
Monday-Thursday	May 3-6	Final Exams
Thursday	May 6	Courses End
January-March Flex 8		
Monday	January 11	Courses Begin
Wednesday	January 13	Registration Ends
Friday	January 15	Last Day to Withdraw and Receive a Refund
Friday	February 5	Last Day to Withdraw
Monday-Thursday	March 1-4	Final Exams
Thursday	March 4	Courses End
March-May Flex 8		
Friday	March 5	Registration Ends
Monday	March 8	Courses Begin
Friday	March 12	Last Day to Withdraw and Receive a Refund
Monday	March 29	Last Day to Withdraw
Monday-Thursday	May 3-6	Final Exams
Thursday	May 6	Courses End

SPRING 2021 ACADEMIC CALENDAR

January		
Monday	January 4	All Employees Return to Work
Monday	January 11	Courses Begin
Monday	January 18	*College Closed: Martin Luther King Day*
Friday	January 29	Last Day to Change Fall "I" Grades
Monday	January 25	10th Class Day/Submit No-Shows/Last Day to Withdraw and Receive Refund
Tuesday	January 26	11th Class Day (ADHE Census Date)

February		
Tuesday	February 9	Spring Pell Disbursement
Friday	February 12	5th Week Student Progress Report Due
Friday	February 19	Last Day to submit "Application To Graduate"

March		
Monday-Friday	March 22-26	No Classes; 9, 10, and 11 Month Employees off for Spring Break

April		
Thursday	April 1	Scholarship Deadline for 2019-20 Academic Year
Friday	April 2	12th Week Student Grade/Progress Report Due
Monday	April 12	VIP Registration Opens for Summer/Fall Courses
Monday	April 19	All Registration Opens for Summer/Fall Courses
Thursday	April 15	Deadline for Summer Pell

May		
Saturday	May 1	Priority Deadline for Fall Pell and SEOG
Monday-Thursday	May 3-6	Finals: Follow Special Test Schedule
Monday	May 10	All Grades Due by 4pm
Friday	May 14	Graduation @ De Queen amphitheater (Practice 5:30; ceremony 7:00)
Monday	May 17	Faculty Last Day for Spring
Monday	May 17	Assessment Day
Monday	May 31	*College Closed: Memorial Day Holiday*
Monday	May 31	10 Month Employees Last Day for Spring

SUMMER 2021 ACADEMIC CALENDAR

June 4 Week Summer Term		
April 19-June 1		June 4 Week Term Registration Open
Tuesday	June 1	Courses begin
Thursday	June 3	Last Day to Drop and Receive 100% Refund (Submit No-Shows)
Friday	June 4	Census Day
Wednesday	June 16	Last Day to Drop with a "W"
Mon-Wed	June 28-30	Finals
Wed	June 30	End June 4 Week courses
July 4 Week Summer Term		
April 19-July 2		July 4 Week Term Registration Open
Monday	July 5	Courses begin
Wednesday	July 7	Last Day to Drop and Receive 100% Refund (Submit No-Shows)
Wednesday	July 21	Last Day to Drop with a "W"
Mon-Wed	August 2-4	Finals
Wed	August 4	End July 4 Week courses
6 Week Summer Term		
April 19-June 1		6 Week Term Registration Open
Tuesday	June 1	Courses begin
Thursday	June 3	Last Day to Drop and Receive 100% Refund
Friday	June 25	Last Day to Drop 6 Week Course with "W"
Mon-Wed	July 5-7	Finals
Wed	July 7	End 6 Week Summer Courses
Full Summer Term (8 weeks)		
April 19-June 1		Full Summer Term Registration Open
Tuesday	June 1	Courses begin
Friday	June 4	Last Day to Drop and Receive 100% Refund (Submit No-Shows)
Friday	June 4	Census Date
Friday	July 9	Last Day to Drop with a "W"
Mon-Wed	July 26-28	Finals
Wed	July 28	End Full term courses

June		
Friday	June 18	Summer Pell Disbursement

July		
Friday	July 2	June 4 Week Term Final Grades due by noon
Friday	July 2	Last day to change "I" grades from Spring semester
Monday	July 5	Campus Closed: Independence Day
Friday	August 6	July 4 Week Term 6 Week Term, and Full Term grades due by noon.

INSTITUTIONAL MEMBERSHIPS

Arkansas Association for the Assessment of Collegiate Learning (AAACL)
Arkansas Association for Developmental Education (ArkADE)
Arkansas Association of College and University Business Officers (AACUBO) Arkansas
Association of Collegiate Registrars and Admissions Officers (ArkACRAO) Arkansas
Association of Higher Education and Disability (ARK-AHEAD)
Arkansas Association of Student Financial Aid Administrators (AASFAA)
Arkansas Community Colleges (ACC)
Arkansas Institutional Research Organization (AIRO)
Accreditation Council for Business Schools and Programs (ACBSP)
Chamber of Commerce- De Queen / Sevier County, Little River County, City of Nashville, City of Dierks, City of Murfreesboro
Council of North Central Two-Year Colleges (CNCTYC)
Higher Learning Commission of the North Central Association of Colleges and Schools (HLC-NCA)
Hispanic Association of Colleges and Universities (HACU)
Learning Ally
National Association of College and University Business Officers (NACUBO)
National Association of Student Financial Aid Administrators (NASFAA) NIRSA
Leaders in Collegiate Recreation
Southern Association of College and University Business Officers (SACUBO)

ACCREDITATIONS

Higher Learning Commission
230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 / 800.621.7440
Accredited May 1, 1998

Accreditation Council for Business Schools and Programs
11520 West 119th Street, Overland Park, KS 66213 / 913.339.6226
Accredited April 19, 2002

Accreditation Council for Occupational Therapy Education
4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449 / 301.652.2682
Accredited December 2013

Commission on Accreditation in Physical Therapy Education (CAPTE)
1111 North Fairfax Street, Alexandria, Virginia 22314
Telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org.
Accreditation Granted: October 2019

APPROVED BY

Arkansas Association of General Contractors (AGC)
Arkansas Department of Workforce Education Arkansas
Department of Health, Cosmetology Arkansas State
Board of Nursing
Arkansas State Department of Education American
Welding Society (AWS)
National Automotive Technician Education Foundation (NATEF)
State Approving Agency for Veteran's Training
National Career Center for Educational Research (NCCER)

WHO WE ARE

MISSION

UA Cossatot embraces diversity and is committed to improving the lives of those in our region by providing quality education, outstanding service, and relevant industry training.

CORE VALUES

- We believe in the humanity of each individual, and no one has the right, in word or deed, to lower the existence of another human being.
- We believe each student should have the opportunity to excel to his/her full potential to acquire skills for the workplace and to enrich himself/herself through general education to become more understanding and tolerant of human differences.
- We believe integrity, honesty, perseverance, patience, kindness, justice, and faith in one's personal efforts are hallmarks to which the College shall always strive toward and help our students to achieve these values.
- We believe a rural college must be comprehensive in its curriculum and open to the varying academic differences and past experiences of our stakeholders. Through superior service and mastery of teaching, we will help students to help themselves become the individuals they strive to be.

VISION

UA Cossatot is an institution esteemed by the communities it serves for producing quality graduates, collaborating in economic development activities, and participating in the education of our citizens.

UA Cossatot, a well-developed system of three strategically located campuses, is taking the college to the communities it serves. It is convenient for the current workforce, the unemployed, and those seeking new skills. UA Cossatot has a flexible, tenacious staff of risk takers who seek new and improved means to deliver comprehensive curricula and services to its constituents. Curricula are up-to-date and structured with diverse learning patterns to meet the needs of its students. Services are provided with commitment, compassion, and caring.

UAC Fall 2016 cohort graduation rate was 42%

PHILOSOPHY OF GENERAL EDUCATION

UA Cossatot enjoys the diversity of its student population and welcomes all students from the region, state, nation, and the world. UA Cossatot believes that general education is providing opportunity for students to acquire knowledge and skills necessary for living and working in today's global society. The College has established a required core of general education courses for the Associate of Applied Science degrees, the Associate of Arts and Science degrees, and the Technical Certificates. General education is integrated into teaching each college course so that one or more of these concepts are practiced.

College Learning Outcomes

Students who earn an Associate's degree or Technical Certificate are expected to demonstrate proficiency in the following competencies

Personal and Global Awareness	Problem Solving
Students will:	Students will:
• Demonstrate an awareness and appreciation for cultural diversity.	• Select appropriate strategies to gather data suitable to a problem or task.
• Analyze and contrast historic, political, cultural, social, environmental, or economic factors that shape contemporary public issues.	• Apply appropriate Applied Math skills to solve problems.
• Establish awareness of self in the context of society.	• Interpret data, perform calculations, and analyze the validity of results

• Acknowledge personal needs for health, fitness, and safety. • Exemplify integrity, ethical behavior, and social responsibility in academic, vocational, and personal pursuits.	• Identify information needed to clarify and solve problems/tasks
Critical Thinking Students will: • Evaluate information for usefulness and validity. • Apply scientific reasoning and processes in new and varied contexts utilizing technology and real world situations. • Examine issues by identifying and challenging assumptions and biases, including one's own, and by distinguishing substantiated fact from opinion or misinformation.	**Communication** Students will: • Read for comprehension in order to restate and summarize written information. • Write clearly, concisely and accurately. • Speak clearly and logically and use appropriate nonverbal communication. • Listen for comprehension in order to interpret and explain information. • Organize information and cite resources properly.

DEGREES/CERTIFICATES AWARDED

Courses required for degrees and certificates may be offered via a traditional classroom setting or distance education.

ASSOCIATE DEGREES
Associate of Arts
Associate of General Studies
Associate of Science: Agriculture
Associate of Science: Business
Associate of Science: Criminal Justice
Associate of Science: Education
Associate of Science: Education (Middle School Ed.)
Associate of Science: Liberal Arts & Sciences
• Mass Communications
Associate of Science: Medical Sciences
Associate of Science: Natural Resources
Associate of Science: Psychology
Associate of Science: STEM
ASSOCIATE OF APPLIED SCIENCE DEGREES
General Business
Digital Media & Marketing
General Technology
Occupational Therapy Assistant
Physical Therapist Assistant*
Registered Nursing

A.A.S. Transfer Disclaimer

The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While some institutions do accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

TECHNICAL CERTIFICATES

Accounting	Agriculture
Management	Automotive Service Technology
Digital Media & Marketing	Cosmetology
Criminal Justice	Diesel Technology
Health Professions	Industrial Electricity
Medical Assisting	Industrial Technology
Practical Nursing	Pipe Welding
	Welding

Technical Certificates are awarded to students completing a specified level of competency in an occupational field. These programs are generally at least one year in length and less than two years.

CERTIFICATES OF PROFICIENCY

Automotive Service Technology: - Brakes, Suspension, & Steering - Electrical/Electronic Systems & Computerized Controls - Engine Performance - Engine Repair & Climate Control - Transmissions/Transaxles	Business: - Accounting - Digital Media & Marketing - Management
Medical Transcription	Emergency Medical Technician (EMT)
Industrial Electricity: - Industrial Motor Controls - Programmable Controls (with Instrumentation)	Industrial Technology: - Mechanical Devices - Hydraulics & Pneumatics
Diesel Technology - Diesel Engines - Brakes - Electrical/Electronics - Steering and Suspension	Child Development
Welding: - SMAW (Arc Welding) - GMAW (MIG) - GTAW (TIG)	Pipe Welding: - GTAW TIG Pipe - SMAW Pipe - SMAW Stainless Steel Pipe - GMAW MIG Pipe

Certificates of Proficiency are awarded for completion of programs generally one semester in length and are intended for employment purposes.

ARTICULATION AGREEMENTS

UA Cossatot, in conjunction with universities, develops articulation agreements that will assist students who wish to transfer from one college to another.

STATEWIDE AGREEMENT:

Satisfactory completion of an Associate of Arts degree designed for transfer will be accepted as satisfying the general education requirement. A student who holds an Associate of Arts degree with a 2.0 cumulative grade point average will be accepted for transfer with a "Junior" classification, subject to the following conditions:

1. Remedial course grades will not be computed in the cumulative grade point average for purposes of admission to a four-year institution.
2. Courses taken to satisfy AA degree requirements must have a "C" or better in order to transfer to a four- year institution.
3. Degree and program requirements (catalog rights) for students who transfer from a two-year institution to a four-year institution under this agreement will be determined in the same manner as if their initial enrollment had been at the four-year institution.
4. Participating institutions will provide all other participating colleges and universities with current copies of catalogs/curricular requirements as they are published.
5. Calculation of overall GPA for purposes of graduation and awarding of honors is left to the discretion of the institution granting the degree or award.

UA COSSATOT 2 + 2 AGREEMENTS

- All Arkansas public four-year universities (excluding UA- Fayetteville): Associate of Science Business to Bachelor of Business

UA-Fayetteville
- Associate of Arts to Bachelor of Science in Education in Human Resource and Workforce Development Education

UA-Little Rock
- Associate of Science and Liberal Arts in Communications to Bachelor of Arts in Mass Communications
- Associate of Middle School Education to Bachelor of Science in Education

UA-Fort Smith
- Associate of Applied Science programs to Bachelor of Applied Science
- Associate of Arts, Associate of Science, or Associate of General Studies to Bachelor of Science in Organizational Leadership
- Associate of Science in Business to Bachelor of Science in Business Administration

UA-Monticello
- Associate of Science in Natural Resources to Bachelor of Science in Natural Resources

Henderson State University
- Associate of Science in Education to Bachelor of Science K6 or Bachelor of Science 4-8

Southern Arkansas University
- Associate of Science in Agriculture to Bachelor of Science in Agriculture Business
- Associate of Science in Criminal Justice to Bachelor of Science in Criminal Justice
- Associate of Science in Psychology to Bachelor of Science in Psychology
- Associate of Science in Education K6 to Bachelor of Science in Education K6

Arkansas Tech University
- Any Associate level degree to Bachelor of Professional Studies

University of Central Arkansas (UCA)
- Associate of Science STEM to Bachelor of Science in Addiction Studies
- Associate of Applied Science Registered Nursing to Bachelor of Science Nursing

- Associate of Science in STEM to Bachelor of Science in Nutrition
- Associate of Science in Psychology to Bachelor of Science in Psychology
- Associate of Science Business to Bachelor of Business Administration in Accounting
- Associate of Science Business to Bachelor of Business Administration
- Associate of Science Business to Bachelor of Business Administration in Economics emphasis International Trade
- Associate of Science Business to Bachelor of Business Administration in Finance
- Associate of Science in Business to Bachelor of Business Administration in Innovation & Entrepreneurship
- Associate of Science in Business to Bachelor of Business Administration in Insurance & Risk Management
- Associate of Science in Business to Bachelor of Business Administration in Logistics and Supply Chain Management
- Associate of Science in Business to Bachelor of Business Administration in Management
- Associate of Science in Business to Bachelor of Business Administration in Marketing
- Associate of Science in Business to Bachelor of Business Administration in MIS (Business Analysis)
- Associate of Science in Business to Bachelor of Business Administration in MIS (Application Development, E-Commerce)
- Associate of Science in Business to Bachelor of Business Administration in MIS (Application Development, GIS)
- Associate of Science in Business to Bachelor of Business Administration in MIS (Networking)
- Associate of Science in Business to Bachelor of Business Administration in MIS (App Development, Programmer Analyst)

Arkansas State University-Jonesboro
- Associate of Science Business to Bachelor of Science in Accounting
- Associate of Science Business to Bachelor of Science in Business Administration
- Associate of Science Business to Bachelor of Science in Business Economics
- Associate of Science Business to Bachelor of Science in Education in Business Technology
- Associate of Science Business to Bachelor of Science in Computer and Information Technology
- Associate of Science Business to Bachelor of Science in Global Supply Chain Management
- Associate of Science Business to Bachelor of Science in International Business
- Associate of Science Business to Bachelor of Science in Management: General Management
- Associate of Science Business to Bachelor of Arts in Economics
- Associate of Science Criminal Justice to Bachelor of Arts in Criminology
- Associate of Science in Criminal Justice to Bachelor of Arts in Sociology
- Associate of Arts to Bachelor of Science in Strategic Communication emphasis Social Media Management
- Associate of Arts to Bachelor of Science in Psychology
- Associate of Arts to Bachelor of Arts in Political Science
- Associate of Arts to Bachelor of Arts in History
- Associate of Arts to Bachelor of Arts in English
- Associate of Arts to Bachelor of Arts in Communication Studies
- Associate of Science STEM to Bachelor of Arts in Computer Science
- Associate of Applied Science to Bachelor of Applied Science in Organizational Supervision
- Associate of Science STEM to Bachelor of Science in Chemistry
- Associate of Science STEM to Bachelor of Arts in Chemistry

Texas A&M University-Texarkana
- Associate of Science Business to Bachelor of Business Administration

Franklin University
- Any Associate level Business degree to Bachelor of Science

UA-Cossatot (ARNEC)
- Arkansas Tech University: Associate of Applied Science Registered Nursing to Bachelor of Science Nursing
- Central Methodist University: Associate of Applied Science Registered Nursing to Bachelor of Science Nursing
- Henderson State University: Associate of Applied Science Registered Nursing to Bachelor of Science Nursing
- John Brown University: Associate of Applied Science Registered Nursing to Bachelor of Science Nursing
- Southern Arkansas University: Associate of Applied Science Registered Nursing to Bachelor of Science Nursing
- University of Arkansas for Medical Sciences: Associate of Applied Science Registered Nursing to Bachelor of Science Nursing
- University of Central Arkansas: Associate of Applied Science Registered Nursing to Bachelor of Science Nursing

ADMISSIONS PROCEDURES

STUDENT ADMISSION PROCEDURE

1. Complete and return an Application for Admission, obtained online at **www.cccua.edu** or from the Admissions Office by mail:

   UA Cossatot – Office of Admissions
   183 College Drive
   De Queen, Arkansas 71832

2. Proof of high school graduation or completion of GED. International transcripts MUST be certified and translated into English to be considered. GED graduates must provide GED test scores. Students who have earned a bachelor's degree or higher are not required to provide high school transcripts or GED information but must provide official college/university transcripts.

3. Placement Scores – ACCUPLACER, ACT, ASSET, COMPASS, and SAT are accepted. UA Cossatot Testing Centers administer the ACCUPLACER free of charge after the application for admission has been processed. ACCUPLACER retakes are $10.00 per section per attempt.

4. Proof of Immunization – Arkansas State law requires proof of two (2) immunizations against measles (rubeola), one (1) immunization against rubella, and one (1) against mumps. Students may go to the local county health office for additional immunizations if needed. Students may also contact the Arkansas Department of Health at 501-661-2169 or visit https://www.healthy.arkansas.gov/programs- services/topics/immunizations to claim a medical, philosophical, or religious exemption or to have immunity verified through serum testing documentation. Students born before Jan. 1, 1957, are not required to provide proof of immunization.

5. College Transcripts (if applicable) – Provide official transcripts from all colleges attended, including those where concurrent credit was gained during high school. Students who have graduated with a 4-year degree or higher and submit a college transcript documenting such may have the requirement of an official high school transcript waived. International transcripts MUST be certified and translated into English to be considered.

   Additional documentation may be requested such as a copy of a photo id and/or social security card.

The Admissions Packet is considered incomplete, and students will not be eligible for financial aid until ALL of the above documents are in the student's file.

COURSE TRANSFER POLICY

UA Cossatot may accept credit from transfer from other colleges/universities that are accredited by an accrediting agency recognized by the U.S. Department of Education. In order for a course to be eligible for transfer a grade of C or better must have been earned in the course.

READMITTED STUDENTS

Students wishing to return to UA Cossatot after an absence of one semester or longer (not including summer terms) must submit a new application for readmission and provide official college transcripts from all colleges attended since last attending UA Cossatot.

PROGRAMS WITH SPECIAL ADMISSION PROCEDURES

Cosmetology
Emergency Medical Technician Occupational Therapy Assistant
Physical Therapist Assistant
Practical Nursing
Registered Nursing

TRANSFER ADMISSION FROM OTHER INSTITUTIONS

Students wishing to enroll at UA Cossatot after attending another institution will be required to provide all admission documents as required by UA Cossatot's admission policy. Students must be in good standing at previous institutions as UA Cossatot honors other institutions' probation/suspension policies; therefore, students on suspension or probation from another institution may not be allowed to enroll at UA Cossatot OR may be allowed to enroll under special circumstances with the approval of the Vice Chancellor for Academic Services. To appeal an academic probation or suspension, submit request in writing to the Vice Chancellor for Academic Services. The transfer institution may or may not grant credit for courses taken at UA Cossatot while the student was on probation or suspension from their institution. Transfer students who have college-level work in reading; English composition, and/or college algebra by a score of 2.0 on a 4.0 scale shall be exempt from providing/taking placement tests for reading, English, and mathematics.

CONDITIONAL ENROLLMENT

All students graduating after May 1, 2002, from Arkansas high schools, out-of-state schools, home-schooling, private high schools, and GED recipients shall be evaluated for determining Conditional or Unconditional Admissions status. Act 1290 of 1997 (A.C.A. §6-60-208) requires students to have completed the core curriculum for unconditional admission to a college. Students who have not completed the core curriculum will be advised into specific courses to remove deficiencies as specified by Arkansas Act 1290 of 1997.

FELONY ENROLLMENT POLICY

When a student or applicant has been charged with or convicted of a violent crime or felony, the College reserves the right to place the student's registration on hold pending further review. To address these situations and to fulfill the College's obligation to provide a safe campus, the UAC Police Officers will obtain information from the student regarding the situation and submit said information to the Review Committee.

The existence of a conviction or pending charges may not mean a student will be denied registration privileges; however, failure to provide complete, accurate, and truthful information will be grounds to deny or withdraw admission or to dismiss after enrollment. Each case will be individually evaluated and assessed based on the facts of the conviction.

VETERANS PREFERENCE FOR ENROLLMENT

Students currently serving in the military and those with veteran status who have been honorably discharged will have preference of enrollment when all factors are held equal for classes with limited seating. Current military personnel and honorably discharged veterans will not take precedence over currently enrolled students.

HIGH SCHOOL PROGRAMS

SECONDARY CAREER CENTER

UA Cossatot, in conjunction with area high schools, the De Queen-Mena Educational Cooperative, and the Texarkana Technical Center offers high school students the opportunity to get a head start on a degree and technical career. High school students may enroll in skilled and technical classes that will count as credit toward high school graduation as well as credit toward a certificate of proficiency, technical certificate, or associate's degree. To obtain the most current course offerings, contact the high school counselor, Career Coach, or UA Cossatot Director of High School Programs. Students enrolled in Secondary Career Center Programs must maintain a cumulative GPA of 2.0 at UA Cossatot and their high school to continue taking courses at the college.

CONCURRENT ENROLLMENT

Academically qualified high school students who meet the admission requirements are allowed to enroll in college credit classes as concurrent students. Students may receive credit for the course(s) at the high school they attend, as well as at the college. Contact the high school counselor to ensure the college courses will count for high school credit. To obtain the most current course offerings, contact the high school counselor, Career Coach, or UA Cossatot Director of High School Programs. Students concurrently enrolled must maintain a 2.0 GPA in UA Cossatot classes and on their high school transcript. Failure to achieve a 2.0 GPA will result in the student being barred from enrolling in UA Cossatot classes until after high school graduation.

To enroll in Mathematics or Natural Science courses it is recommended, but not required, that students provide an ACT Math or Accuplacer Elementary Algebra score. Math scores will not prevent the student from taking an English, Social Science, or Technology course.

SPECIAL ADMISSION REQUIREMENTS FOR HIGH SCHOOL STUDENTS

Students who have completed the eighth grade and meet admission standards of UA Cossatot may be allowed to enroll in concurrent college courses.

Requirements for concurrent enrollment include:
1. Complete UA Cossatot Application
2. High school transcript showing a cumulative GPA of at least 2.0 on a 4.0 scale
3. Placement test **(ACT, ACCUPLACER, ASSET, ASPIRE [9-12 grade score], or COMPASS)** scores which meet the established minimums
4. Provide proof of _**TWO**_ (2) immunizations against measles (rubeola) and _**ONE**_ (1) immunization against rubella and _**ONE**_ (1) immunization against mumps.
5. Student's signature on Concurrent Enrollment form
6. Payment arrangements of all tuition and fees made with the Business Office
   In order to be accepted for post-secondary admission, concurrent/secondary students will be required to complete a post-secondary application.

MINIMUM SCORES FOR CONCURRENT ENROLLMENT					
	Communications, Life Sciences, or Technology classes		Mathematics or Physical Sciences classes		All other classes (ex., Speech, Health, etc.)
TEST	**Reading & English/Writing**		**Reading & Math**		**Reading**
ACCUPLACER	88	94	88	Elem. Alg. 77	88
ACCUPLACER Next Gen.	263	276	263	263	263
ACT	19	19	19	19	19
ASSET	43	45	43	Intrmd.Alg. 39	43
ASPIRE(9-12 grade score)	428	428	428	432	428
COMPASS	83	80	83	Algebra 36	83

TUITION & FEES

NOTE: Tuition/Fees are subject to change mid-year 2020-21 with approval of UA System Board of Trustees

TUITION
CHARGED PER CREDIT HOUR

In-District (Sevier, Howard & Little River)	**$74.00**
Out-of-District, In-State	**$87.00**
Out-of-State*	***$102.00**
Internet Courses (Out-of-Service-Area)	**$92.00**
LPN to RN Transition	**$87.00**

Waiver, if applicable, for citizens of border counties in Oklahoma and Texas.

[1] *EMT, Medical Assisting, LPN, RN, OTA, and PTA fees include any applicable student liability insurance costs, skills testing modules, supply kits, clinical software, and expendable supplies*

[2] *1st three semesters for students in the LPN, RN, OTA, and PTA programs to recoup the cost of tablets for use in clinical settings and for testing*

[3] *Includes welding hood and gloves during first semester*

[4] *$30 is the standard book rental. The book program will charge the cost plus tax for any texts, workbooks, or materials that cannot be rented and may be purchased by the student.*

[5] *Payment Plan fees are applicable for all accounts not paid in full at the beginning of each semester. Late fees may also be applicable for delinquent payments up to $10 per month.*

[6] *Beginning January 2020, the ARNEC program will collect a $25 application fee at the time of application.*

[7] *Application fee will be charged for use of online application software for LPN, OTA, and PTA programs only.*

Meal Plan Options	
Bronze	$100
Silver	$200
Gold	$300
Meal plans selected will be loaded on prepaid card to be used in any Campus Cafe	

REQUIRED REGISTRATION FEES
CHARGED PER CREDIT HOUR

Campus Improvement		**$3**
Student Success Center		**$3**
Critical Maintenance		**$5**
Security		**$6**
Academic Support		**$8**
MIS/Infrastructure		**$10**
Enterprise		**$10**

PROGRAM/SERVICE-SPECIFIC FEES

Interactive Video Use (per course)	$45	**Internet Course (per course)**	$45
Parking Permit (per semester on campus)	$5	**Parking Fines (per occurrence)**	$30
Materials/Book Fee[4] (per course)	$30	**Student ID Replacement Fee**	$10
Placement Retest (per section)	$10	**Course Challenge Exam (per exam)**	$85
Cosmetology Supply Kit (1st semester)	$600	**Cosmetology Lab (per credit hour)**	$150
TEAS Pre-Entrance Exam (per exam)	$65	**NACE Pre-Entrance Exam (per exam)**	$70
LPN program [1] (per credit hour)	$25	**RN program[1] (per credit hour)**	$30
OTA program[1] (per semester, 4 semesters)	$2250	**PTA program[1] (per semester, 3 semesters)**	$3000
Intro to OTA Course	$25	**Intro to Medical Assisting Course**	$25
Basic A&P/Med Terminology Courses (per course)	$45	**MED Orientation (all health occupations first semester)**	$50
Medical Assisting Lab [1] (per course)	$200	**EMT Lab [1] (per course)**	$200
Clinical Technology Access[2]	$245	**Computer/Business Lab (per course)**	$25
Microbiology (per course)	$50	**Science Lab (per course)**	$25
Pipe Welding[3] (per credit hour)	$100	**Welding Lab[3] (per credit hour)**	$100
Automotive Tech /Diesel Tech (per credit hour)	$25	**Industrial Maintenance (per credit hour)**	$25
Payment Plan Fee (per semester)[5]	$35	**Success Strategies**	$25
ARNEC application fee[6]	$20	**Medical program application fee[7]**	$25
Business Capstone fee (capstone course only)	$30		

SECTION 702 OF THE VETERANS CHOICE ACT

Section 702 of the Veterans Access, Choice and Accountability Act of 2014 ("Choice Act") requires VA to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty at public institutions of higher learning if the schools charge qualifying veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015. These new requirements will ensure that our nation's recently discharged veterans, and their eligible family members, will not have to bear the cost of out-of-state charges while using their well- deserved education benefits.

UA Cossatot charges in-state tuition and fee amounts to "covered individuals." A "covered individual" is defined in the Choice Act as:

- A veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the service member's death in the line of duty following a period of active duty service of 90 days or more. Questions regarding the provisions of Section 702 may be submitted to Section702.Vbavaco@va.gov.

VA will provide updates on its website at www.benefits.va.gov/gibill.

STUDENT ACCOUNT INFORMATION

1. **All student accounts must be paid or have concrete payment arrangements made by the first day of classes.** Payment arrangements include payment by cash, check, money order, or credit card. The college accepts Visa, MasterCard, and Discover. Payment arrangements also include completed and approved (awarded) financial aid of all types. Those who have not completed and been approved for financial aid by the first day of class either pay in full or set up payment plan arrangements. (See Payment Plan Information below.)
2. All student accounts must be paid in full by the end of the semester. If these accounts become delinquent, they will be turned over for collection. Finance charges and/or collection fees may be assessed on these overdue accounts.
3. Non-sufficient (NSF) check policy – Students who pay their account with a non-sufficient check will be charged a returned check fee by the college. NSF checks must be paid by cash, credit card, or money order, along with the returned check fee within two weeks of the return. Any returned check not paid within that period will be subject to action by the Office of the Prosecuting Attorney. The College reserves the right to refuse future check payments from students who have had a check returned as NSF.
4. Students who owe a balance from a previous semester will be prohibited from enrolling in courses at the College until the debt is satisfied.
5. Transcripts, degrees, certificates, and grades will **not** be issued to any student who has an overdue balance at the college.
6. Students with overdue balances are ineligible for work-study, student employment, extra-help, or any other part-time or full-time position with the college until their indebtedness is resolved. The Human Resources Office will check records on all former students who apply for employment at the college to determine if there is any unresolved indebtedness to the college.

PAYMENT PLAN

UA Cossatot has made available to students an Automatic Online Payment Plan. This plan can be accessed by visiting the college website and clicking on PAY FOR COLLEGE and then the Payments option or through a link within Campus Connect. Students may set up their own payment plan online at their convenience. Students must have payment plans set up by the first day of classes of the semester attending. The Automatic Online Payment Plan is for tuition and fees only. Book rental fees attached to a course may be included in the payment plan, but other books and supply costs cannot be charged. Changes to a student's schedule may result in the adjustment of the payment amount.

To participate:

- Students must have a checking or savings account or a credit card.
- There is a $25.00 set-up fee per semester to use the Automatic Online Payment Plan through NELNET.
- Payments are drafted on the 5th of each month through NELNET Enterprises.

QUIKPAY

UA Cossatot provides *Quik*PAY for student e-billing and e-payment options. *QuikPAY* is accessible from Campus Connect under the Student Information menu. *QuikPAY* will allow students to make electronic payments in real time from their checking, savings and/or credit cards. Using *QuikPAY*, a student may set up "authorized payers," such as parents, on his/her student account so that his/her authorized payers can set up payment options. Another preference students may select through *QuikPAY* is to receive e-bill notification by text.

UA Cossatot offers direct deposit for all student refunds. Students wishing to receive Pell grant and all other scholarship refunds may sign up for direct deposit by visiting the college website and logging in to the student account at Campus Connect and go to *Direct Deposit Refund* under Student Information menu. This Direct Deposit feature is part of the *QuikPAY* platform. Students must have a checking or savings account to receive direct deposit refunds. Direct deposit refunds may allow students to receive refunds quicker than the ordinary check method.

TEXTBOOK RENTAL PROGRAM

Prior to the beginning of each semester, dates in which textbooks will be available for rental will be announced and posted at the ERC website www.youseemore.com/cccua. Textbooks are available a week prior to the first day of class. Pell grants and/or scholarships may be applied to textbook rentals. (Check with Financial Aid to make sure particular scholarships cover textbook rental expenses). Upon course enrollment, textbook rental fees and/or purchases will be charged to the student account. Fees may not show up for certain courses upon enrollment but will be added manually. Students may return rental textbooks without incurring rental fees until the 11th day of class. Opened or used software and/or access codes are not eligible for refund. After the 11th day, students still pay the full rental fee. **Students enrolled in a course but opting not to rent the textbook must notify the ERC to ensure the rental fee is removed from their account.** Textbook rentals are currently $30 per textbook, unless otherwise indicated on the expense list at www.youseemore.com/cccua. (Some courses may require purchase of additional workbooks, software and/or access codes).

The college will ship textbooks with a return label to students who live 60 miles or more from any UA Cossatot campus.

Students may return rented textbooks at any point during the semester; however, if returned after the 11th class day, the rental fee is applicable. **Students must return textbooks by a specified deadline each semester, which is noted on the rental agreement. After the return deadline passes, students will be charged the full price of the textbook plus a $20 handling fee. Textbooks will not be accepted after the return deadline. STUDENTS WILL BE CHARGED THE FULL PRICE OF THE TEXTBOOK FOR NOT RETURNING BY THE DEADLINE OR FOR ANY DAMAGE INCURRED DURING THE RENTAL PERIOD.**

INSTITUTIONAL REFUND POLICY

Refund of Tuition Schedule	
Regular 16 Week Term	
Through 10th class day	100%
After 10th class day	No refund
8 Week FLEX Term	
Through 4th class day	100%

After 4th class day	No refund
4 Week FLEX Term	
Through the 2nd class day	100%
After the 2nd class day	No refund

- Class days are counted from the first day of class for the current semester. These do not include weekends or holidays.
- Students receiving VA benefits will receive a pro-rata refund based on the total length of the course. This complies with VA Regulations.
- UA Cossatot complies with Arkansas Act 85 for activated military personnel and will adjust accordingly, depending upon the choice of the activated student at the time of his/her withdrawal.
- The Institutional Refund Policy is not available to Cosmetology students due to the unique fee and course structure of the program.
- Refunds of unearned tuition and fees for military students receiving Federal Tuition Assistance will be adjusted accordingly and refunded to the federal government on a proportional basis.

STUDENT ACCOUNT APPEALS
Students may appeal for a Financial Adjustment on their Student Account for a course or courses if they have a

Valid reason or issue due to unforeseen circumstances, either medical or extraordinary in nature. Appeals for charges older than two years will not be accepted. Forms for the Student Account Appeal may be obtained from the Business Office and must be returned to the Vice Chancellor for Business Services with the proper back-up documentation to be considered by the Student Account Appeals Committee.

FINANCIAL AID DEADLINES
Institutional and Foundation Scholarships ....April 1
Pell Grant:
Fall Semester (Priority Deadline) ....May 1
Spring Semester (Priority Deadline) ....November 1
Summer Semester Deadline.................................April 15
SEOG:
Fall Semester...May 1
Spring Semester ....November 1

> **UA Cossatot**
> **FAFSA School**
> **Code:**
> **012432**

TITLE IV/PELL GRANT PROGRAM
The Federal Pell Grant Program is designed to assist eligible students in their postsecondary education. The Pell Grant provides a foundation of financial aid to help defray the costs of education. The maximum yearly award is determined by the Department of Education. All undergraduate students may apply for Pell Grant assistance. Student eligibility is based on financial need and is determined by a formula that is applied consistently to all applications.

LIFETIME ELIGIBILITY FOR FEDERAL PELL GRANT
New regulations effective July 1, 2012 limits the receipt of a Pell Grant to a lifetime limit of up to 6 full-time years (600%) which is equal to 12 full-time semesters. This regulation applies to all institutions that award Federal Pell grant funds: community colleges, vocational schools, and four-year public and private universities. The U.S. Department of Education will track the limits for students' eligibility. The consolidated Appropriations Act, 2012 provided changes to the Federal Pell Grant eligibility and reduced the lifetime limit for students. The bill reduced the number of semester a student is eligible to receive Pell funds from 18 semesters to 12 semesters.

Regardless of the Pell Grant amount (i.e. maximum or minimum Pell eligibility), if a student received the full year amount then he/she has received 100%.

For example, if a student's Pell Grant for the year is $5,000 and the student receives $2,500 in fall and $2,500 in spring, the student has received the entire $5,000 or $100% for the year.

Fall $2,500 (50%)	Spring $2,500 (50%)	=100% Eligibility (2 semesters at full time)

For example, if student's Pell Grant for the year is $5,000 and the student receives $1,250 in fall and $1,250 in spring, the student has received 50% for the year.

Fall $1,250 (25%)	Spring $1,250 (25%)	=50% Eligibility (2 semesters at part time)

The 600% total eligibility applies at all schools and colleges. However, once the student has earned a Bachelor's Degree, he/she is no longer eligible for a Pell Grant even if he/she has not received the entire 600% eligibility. In addition, a student must also meet and maintain satisfactory academic progress standards to remain eligible each year.

Students that have questions about their eligibility should contact their UA Cossatot Financial Aid Office. To read more about Federal Pell grant lifetime limits visit http://studentaid.ed.gov/PORTALSWebApp/students/eng lish/PellLimit.jsp

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

This program makes funds available to qualified students who have the greatest need, as determined by the Financial Aid office. A limited amount of funds is available for this program: therefore, the funds are awarded based on student need. When the money for the program is gone, no more awards can be made from that program for that year.

LOANS

UA Cossatot does not participate in Federal Loan Programs.

FEDERAL WORK STUDY

The Federal Work Study Program is a campus-based program that provides part-time employment for students who have financial need. This program provides employment opportunities to assist students in earning the funds necessary to meet the cost of postsecondary education. The Free Application for Federal Student Aid is required for financial need to be determined. Upon completion of the FAFSA, students may contact the UA Cossatot Financial Aid Office to see which jobs are available for Work Study. The available positions usually consist of employment opportunities in an office or lab on the UA Cossatot campus. Eligibility is restricted to those students having need, as determined by the Financial Aid Office. Hours of work will be determined by each department at the beginning of each academic year. Checks are disbursed on the fifteenth and the last working day of the month.

FEDERAL STUDENT AID GUIDE

For further information in regards to the planning, preparing, and paying for college, please see the *Pay For College* section of our website and link to the Federal Student Aid Guide, or go to https://studentaid.ed.gov

HOW TO APPLY FOR FINANCIAL AID

Various types of financial aid are available to students who need assistance to continue their education. A student begins the financial aid process by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. This application is used to provide a standardized objective analysis of the student's and/or his/her family's ability to pay for the

education. The student's financial aid package is based on his/her Expected Family Contribution (EFC) as determined by the Department of Education through the FAFSA, the student's cost of attendance as determined by UA Cossatot, and the student's enrollment status. Students must reapply each year for assistance. Once the FAFSA has been completed, the student will receive a Student Aid Report (SAR), which will be used to determine eligibility for the programs mentioned above Regardless of the type of financial aid desired (grants, scholarships, or federal work study), all applications and requests for information should be addressed to the Office of Financial Aid at UA Cossatot, 183 College Drive, De Queen, Arkansas 71832. See our website for a list of available grants.

There are several general eligibility requirements that must be met in order to receive federal financial aid. Other sources of aid may also apply these requirements:
1. Evidence of financial need as determined by the federal government
2. Be a U.S. Citizen or an eligible non-citizen.
3. Have a high school diploma or a High School Equivalency Certificate (GED).
4. Not owe a refund on a federal grant or be in default on a federal educational loan.
5. Be registered with the Selective Service (if required).
6. Meet admissions requirements and have all admission documents on file with Student Services.
7. Enrollment in a certificate or degree program that meets the federal requirements for financial aid.
8. Meet all satisfactory academic standards as stated in the Financial Aid Satisfactory Academic Progress Policy.

Note: All financial aid funds received will be credited to the student's account. After all charges to the student's account have been satisfied, remaining funds will be disbursed to the student. Refunds from financial aid awards will be available approximately 14 days after the census date. After initial disbursement dates, student refunds continue to be made as monies are received and are available as determined by the Business Office.

Note: High School students enrolled at UA Cossatot are not eligible to receive federal and state financial aid.

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal Regulations require students to maintain Satisfactory Academic Progress (SAP) while working towards an approved degree or technical certificate program at CCCUA. All hours attempted at or transferred into CCCUA will be counted as part of the student's Satisfactory Academic Progress. Academic Progress will be reviewed prior to a student's initial enrollment period and at the end of each semester.

To be in good standing for Financial Aid, a student must:

*   Not Exceed Lifetime Eligibility for Pell Grant
*   Successfully complete at least 67% of all attempted credit hours
*   Have not received an Associate Degree* (Refer to Appeal Process on page 3)
*   Maintain a 2.00 Cumulative Grade Point Average (CGPA)
*   Be on track to complete degree plan within the maximum time frame

Financial Aid Warning:

Students will be placed on Financial Aid Warning if they do not complete 67% of attempted credit hours and/or do not maintain a 2.00 CGPA. The first semester a student fails to meet SAP, the student will be placed on financial aid warning and may receive financial aid. If the student does not meet SAP the following semester, the student will be placed on Financial Aid Suspension.

How does Financial Aid Warning affect my financial aid? Students may still receive federal (Pell, SEOG and Federal Work-Study) funds. Students are eligible under the **Warning** status for one semester. At the end of the semester, the student must be in **Good Standing.**

Financial Aid Suspension:

If you do not attain the required cumulative GPA and/or credit hour completion ratio during your warning period, exceed your maximum credit hour timeframe required to complete your program, or receive all "F" grades or a combination of W's and F's during the semester, you will be placed on Financial Aid Suspension. While on suspension, you are not eligible for financial aid programs. You may attend CCCUA, at your own expense, until you attain the cumulative GPA and cumulative credit hour completion requirement. To regain financial aid eligibility, your record must reflect that you have met these requirements at CCCUA (transferring to another college and transferring back to CCCUA does not remove your suspension status).

Financial Aid Warning and Financial Aid Suspension notifications are emailed to the student's CCCUA email or by mail once academic transcripts are reviewed. Notice of Financial Aid Warning or Suspension may be issued for past semesters based on an evaluation of the student's previous academic transcripts.

How does Financial Aid Suspension affect my financial aid? Students on Financial Aid Suspension are not eligible to receive federal (Pell, SEOG and Federal Work-Study) funding.

How can I be removed from Financial Aid Suspension? Being reinstated to Good Standing once the student's CGPA and overall course completion rate meet the Good Standing minimum standards. Students may be reinstated to Financial Aid Probation status with an approved Financial Aid Appeal.

Financial Aid Probation: Students may be placed on Financial Aid Probation for one payment period **after an approved appeal**. After Financial Aid Probation, the student must be making SAP or must be successfully following an academic plan.

Maximum Time Frame to Complete Program: Students are expected to complete degree requirements after attempting a certain number of credit hours. The maximum attempted credit hours allowed for degree/certificate completion will be up to 150% of the credit hours needed to complete that type of degree. All credit hours count whether or not the student received aid. All hours attempted including repeated courses, F's, W's, I's, P's, and audits count toward the student's maximum time frame. Students who change their degree and/or majors or who are pursuing a second degree are subject to the maximum number of hours. **Changing your degree may suspend your Financial Aid if you cannot mathematically complete the degree within the maximum time frame.**

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

Cosmetology Certificate	2250 Clock Hours
Technical Certificates	60 Credit Hours
LPN Certificate	90 Credit Hours
Associate Degrees	92 Credit Hours
PTA Associate Degree	116 Credit Hours
OTA Associate Degree	128 Credit Hours
LPN to RN Associate Degree	185 Credit Hours

Transfer Students: Transcripts from previous colleges will be evaluated in the same manner as CCCUA transcripts. Transfer hours accepted toward completion of the student's program will count as hours attempted and completed. Students must submit completed official transcripts. If a transcript is received with "in progress" grades, the student will be required to submit a second official transcript with completed grades.

Repeated Courses: Students may repeat a previously passed course once. Students may repeat a failed course until it is passed. All repeated courses will be counted against the maximum number of hours allowed. The highest grade received will be calculated in the student's CGPA.

NR = For Institutional and Financial Aid purposes, these students have not passed the course and must repeat the course

in order to advance to the next course offered for the student's program of study.

Remedial Coursework: Financial Aid will be awarded for up to 30 credit hours of remedial coursework. Remedial courses are not counted in the maximum timeframe allowed for the student's degree.

FINANCIAL AID APPEALS PROCESS

Students whose aid is cancelled may appeal this decision ONLY if there are EXTENUATING circumstances. The appeal should include a statement explaining the request for Financial Aid reinstatement and an explanation of the reasons for the request and what has changed that will now allow the student to be successful in meeting the SAP standards. The Appeal Form and all required supporting documentation must be submitted to the CCCUA Financial Aid Office by the first day of classes for the current semester. Appeal forms are available at the Financial Aid Office or you can download one from our website

If a student has completed a two-year degree within published credit hours and lacks one semester (15 credit hours) to complete a second degree, the student only needs to provide an Appeal Form, degree audit and explanation of how an additional two-year degree will benefit your educational intent.

Financial Aid Satisfactory Academic Progress Appeals are reviewed by the Financial Aid Appeals Committee. The committee meets as needed. Their decision is final and the student will be sent a response to their CCCUA email account or by mail.

WITHDRAWAL AND FINANCIAL AID

Recipients of financial aid, who withdraw before the 60% point in time of the period of enrollment, calculated using calendar days, will be required to return a portion of Title IV funds awarded in accordance with the Higher Education Amendments of 1998. Title IV funds to be refunded include Federal Pell Grant and Federal Supplemental Educational Opportunity Grant, but not Federal Work Study. The calculation of the return of these funds may result in the student owing a balance to the college and/or the federal government. Students who intend to return will have their eligibility evaluated under the applicable satisfactory academic progress policy. For additional information, contact the Financial Aid Office. Students receiving other forms of aid and scholarships will have their refund calculated using UA Cossatot refund policy unless the scholarship/grant stipulates differently.

FINANCIAL AID SAP CREDIT HOUR REQUIREMENTS

2020-2021 ACADEMIC YEAR

SEMESTER CREDIT HOURS ATTEMPTED	SEMESTER CREDIT HOURS COMPLETED
1-4	3
5-6	4
7	5
8	6
9-10	7
11	8
12-13	9
14	10
15-16	11
17	12
18-19	13
20	14
21	15

RETURN OF TITLE IV FUNDS

This requirement applies to students who receive federal student aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, but not Federal Work-Study) and completely terminate enrollment prior to completing 60% of the enrollment period.

Termination of enrollment can be the result of any of the following actions:
- Student initiates an official withdrawal from UA Cossatot
- Student is administratively dropped by instructors from all courses due to non-attendance.
- Student is administratively withdrawn from all courses as a result of disciplinary action.
- Students receiving all F's are considered to have unofficially withdrawn. The drop date is determined by your last day of attendance.

The amount of Title IV aid an institution must refund to the federal aid programs is determined by the federal return to Title IV funds formula as specified in Section 484B of the Higher Education Act. UA Cossatot utilizes software provided by the U.S. Department of Education to calculate the amount of aid that must be refunded, which was initially used to pay institutional charges. The drop date provided by your instructors will be utilized to document the last date of enrollment.

UA Cossatot returns unearned aid used to pay institutional charges in the following order within 45 days of the withdrawal determination:
1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant
3. Other Title IV Programs.

A repayment may also be required of the student when a refund check has been issued to a student from financial aid funds in excess of the amount used to pay institutional charges that the student fails to earn by maintaining enrollment. If the student owes a repayment, the student has 45 days to repay the funding. If the student does not pay the funding within 45 days, UA Cossatot will notify the
U.S. Department of Education that the student is in overpayment.
Students are notified by letter if the student owes funding to UA Cossatot or the U.S. Department of Education.

If a student earns more aid than was disbursed, the student may be eligible to receive a post withdrawal disbursement. Students are notified by mail of their eligibility for such a disbursement. A post withdrawal of grant funds is automatically credited to the student's account for outstanding charges.

VETERANS AFFAIRS BENEFITS

UA Cossatot has been approved by federal and state agencies governing Veterans Affairs to provide training to veterans. Veterans and their dependents may be entitled to educational assistance programs from the Department of Veterans Affairs to pay their tuition for the approved training. Veterans should apply for admission to the college and visit with the VA representative in the Financial Aid Office prior to enrolling in classes to apply for benefits. To apply for benefits please visit the G.I. Bill® website at www.benefits.va.gov. If veterans' benefits are not available at the deadline for payment due each semester, the veteran should make other arrangements to pay the tuition and fees. VA rehab payments must be documented at the time of the deadline or the veteran will be required to make payment. VA students need to be aware that there is a Military 50% Tuition Waiver that is available to them and a new waiver must be submitted each semester to receive the discount.

STATE GRANT PROGRAMS AND SCHOLARSHIPS

Arkansas Department of Higher Education (ADHE) is a state agency that administers the financial aid programs for the State of Arkansas.
Scholarships and grants include:

- Arkansas Academic Challenge (traditional and non- traditional students)
- AR Future Grant (traditional and non-traditional students)
- Governor's Distinguished Scholarship
- Military Dependents Scholarship (MDS)
- Single Parent Scholarship http://scholarships.adhe.edu/scholarships-and- programs/a-z/ for more information and application requirements. All applicants are encouraged to check the status of their ADHE accounts online through the YOUniversal website (www.adhe.edu). When an applicant's account is updated, the change is reflected in the respective account. However, it is the applicant's responsibility to ensure that all required documentation is properly submitted to ADHE.

CAREER PATHWAYS

Career Pathways is a grant-funded program that provides financial and instructional assistance to adults with minor children for their educational and career training needs. Career Pathways is need based with its participants falling at or below 250% of the poverty level. Students that are on public assistance may also qualify for the program Career Pathways offers assistance with tuition, fees, books, transportation, and childcare as well as any other required materials for courses. This assistance is available for college, adult education and technical certificate seeking students.

Note: Career Pathways is funded on a year-to-year basis, so please check with the Career Pathways office at 870- 584-1119 for program availability.

FOUNDATION AND INSTITUTIONAL SCHOLARSHIPS

UA Cossatot students are eligible to apply for a variety of scholarships through the UA Cossatot Foundation and UA Cossatot as an institution. Scholarships, criteria, application information is available at www.cccua.edu/scholarships. The deadline for scholarships is **April 1** each year**.** Early application is recommended.

ARKANSAS REHABILITATION SERVICES

UA Cossatot cooperates with the Arkansas Rehabilitation Services offices in placing students in approved training programs. Area rehabilitation counselors determine the benefits that students receive from this program. Arkansas Rehabilitation Texarkana office serves the following counties: Howard, Hempstead, Lafayette, Little River, Miller, Nevada, Polk, Pike, and Sevier. Contact the Arkansas Rehabilitation Counselor at 870.773.2807.

AMERICAN INDIAN

UA Cossatot collaborates with the American Indian Center offices in placing students in approved degree programs. American Indian Center counselors determine the benefits that students receive from this program. Contact the AIC Office 1.800.441.4513 or visit American Indian website at www.arindianctr.org

SINGLE PARENT SCHOLARSHIP

The purpose of the Single Parent Scholarship is to provide supplemental financial assistance to those single parents living in Arkansas who are pursuing a course of instruction that will improve their income-earning potential. Single Parent Scholarships are listed by county. Applications and deadlines are available online at www.aspsf.org/students_spscholarships.html

WORKFORCE INVESTMENT ACT

The Workforce Innovation and Opportunity Act (WIOA) program is designed to help job seekers find employment, education, training and supportive services to succeed in the labor marker. Information and eligibility requirements are available from the following agency:

Southwest Arkansas Planning and Development District, Inc. - Residents of the following counties should call the appropriate career planner:

- Ouachita, Dallas, Calhoun: 870.836.5024
- Hempstead, Sevier, Nevada, Little River, Howard, Miller: 870.777.3421
- Columbia, Lafayette: 870.234.3440
- Union: 870.863.0218

TUITION WAIVERS

UA Cossatot has many waivers available for students, employees, and employee members. Waivers include:

- UA Cossatot Employee Dependent Waiver
- Military Tuition Waiver
- Senior Citizen Waiver
- Out of State Tuition Waiver
- Waiver of Non-Resident Tuition for Native Americans
- Educational Assistance Plan for UA Cossatot employees

All Tuition Waiver forms are available in the Financial Aid Office or on the UA Cossatot website. All forms should be completed before the 11th class day of each semester.

ACADEMIC INFORMATION

ACADEMIC ADVISING

In order to coordinate services and assist with educational goals, each student at UA Cossatot is assigned an advisor who specializes in a particular area of study. Advisors help guide students to academic completion through individual correspondence and follow up. Students are encouraged to make contact with their advisors each semester.

Students planning to transfer from UA Cossatot to another college should be aware that courses completed at UA Cossatot toward a Certificate or an Associate of Applied Science Degree are designed for employment purposes and may not transfer to four-year institutions. Students seeking transferable credits should consult with their advisor before enrolling.

Grades of "D" are considered passing, but these courses may not be accepted when transferring to another institution. As a general rule, students planning to transfer to another institution should contact the Registrar's office of the receiving school to verify transferability of courses prior to taking the course.

ARKANSAS COURSE TRANSFER SYSTEM (ACTS)

The Arkansas Course Transfer System (ACTS) outlines 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 the admissions and degree requirements. See the ACTS website at https://editor.engagelively.com/lively.freezer/frozenParts/rick/Crosswalks/index.html

ADDING COURSES

Students may add courses during the registration period ONLY. VIP registration opens a week prior to general registration allowing currently enrolled students the opportunity to register early. Fall registration is available April through the first day of classes in August. Spring registration is available October through first day of classes in January. Summer registration is available April through first day of classes in June. Enrollment in FLEX courses follows a different registration schedule; refer to the Academic Calendar for specific dates. A student may drop a class prior to the Census Date (10th class day fall/spring; 4th class day summer) without penalty or payment required.

CREDIT FOR COURSES

UA Cossatot uses the semester credit hour for computation of courses, which is defined as the amount of credit given for one contact hour in class per week for a minimum of 16 weeks (or the equivalent). Some technical courses that consist of predominantly laboratory, hands-on training will contain more class (contact) hours for one semester hour credit. For detailed information about specific courses (including technical and medical courses), see the course descriptions.

Each course number provides specific information about the course. The first number is the academic level. The final digit of the course number on the right indicates the number of credit hours awarded for the course — 1, 2, 3, or 4. For example, course number 1113 would be a freshman level course valued at 3 hours credit. The two middle numbers help UA Cossatot to identify the course (see below).

ENGL 1113
ENGL indicates a course in the English department.
1 Indicates a first-year or freshman-level course.
1 Generally has no official meaning.
1 Sequence number of a class in a series; in this case, English Composition I as opposed to Composition II.
3 Indicates 3 credit hours.

AUDITING COURSES

Auditing a course means a student can take classes but is not graded or awarded credit for the course. Academic exploration and self-enrichment are reasons to audit a course. In order to audit a course, a student must meet the admission requirements and make payment of tuition and fees for the course. Students auditing a course are subject to the same

regulations as regular students but do not take examinations. A student may change from credit status to audit status until mid-term of each semester. Students may audit a course after completing it for credit, or they may take a course for credit after previously auditing it.

COURSE LOAD

Full-time status for fall and spring terms is 15 semester hours, although 12 semester hours is considered full-time for federal financial aid programs. Some scholarships or grants may require additional hours each semester. **Most programs of study require more than 12 semester hours per semester to complete a degree within the suggested   timeframe.** Generally, 19 hours is the maximum load a student may carry during a regular semester. Any student wishing to take more than 19 hours must have a cumulative GPA of at least 3.0 and request permission from the Vice Chancellor for Academic Services.

UA COSSATOT TEXTBOOK PROGRAM

UA Cossatot provides the option to rent course-required textbooks, for a maximum fee of $30 each per semester, directly from the college. Students should check the course list at www.youseemore.com/cccua to determine if a textbook is required and visit the Educational Resource Center (ERC) to rent textbooks. Textbook rental and return dates are posted. Some courses may require the purchase of software or supplementary material. Please direct any questions about the Textbook Program to the Director of Educational Resources at the ERC.

ATTENDANCE REQUIREMENTS

The college recognizes the correlation between student attendance and student retention, achievement and success. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Non-attendance may impact a student's financial aid. The college requires that instructors take and timely report student attendance.

Students are expected to attend all class sessions and laboratory periods for which they are enrolled. The class instructor defines circumstances under which an absence may be excused and absences are generally an individual matter between the student and instructor. *Each instructor shall, in writing, at the beginning of each semester make clear to the students in the course the expectations regarding attendance. The attendance policy is located in syllabi or program handbooks.* Students are responsible to instructors for class attendance and for any class work missed during an absence. Students are responsible for contacting instructors regarding work missed. Make-up assignments are only permitted with the approval of the instructor. Students who will be absent from class due to participation in athletics or a college-sponsored activity are responsible for completing all required coursework as provided by the instructor. The instructor determines how in-class activities associated with an absence(s) can be accommodated.

Instructors reserve the right to drop or withdraw students from classes due to lack of attendance at the point that a student has missed 25% of the class. Courses meeting twice a week correlates to 7 days; courses meeting once a week correlates to 4 days; online and summer courses correlate to 4 days. Certain programs may require more stringent attendance requirements.

Students are required to establish initial attendance in physical classes by the second week of class and in virtual classes by making a substantial contribution by the tenth (10th) business day of the semester. [fourth (4th) day of class for eight (8) week semesters, second (2nd) day of class for four (4) week semesters]. The instructor determines a substantial contribution as a homework assignment, a quiz or test, or an appropriately involved discussion board posting.
Students failing to establish initial attendance by the tenth (10th) business day of the semester will be reported as "no-shows" by their instructor. [Fourth (4th) day of class for eight (8) week semesters, second (2nd) day of class for four (4) week semesters.]

Student attendance in virtual classes will be established by weekly substantial contributions as defined above.
Students who wish to withdraw from a course must contact Student Services and/or the instructor to complete the drop process. Failure to withdraw can result in an "F" being posted on the student's transcript.

DROPPING COURSES

A student may drop a class prior to the Census Date without penalty or payment required. After the 10th class day for the fall/spring semesters and the 4th class day for the summer semester, a student must contact Student Services (studentservices@cccua.edu) to complete the withdrawal process. Instructors may withdraw students for lack of attendance, low academic achievement, or inadequate progress without student consent.
Failure to withdraw properly (in writing with signature and date) will result in an "F" being posted on the student's transcript.

WITHDRAWAL FROM COLLEGE

Students must contact the Vice Chancellor for Academic Services or Student Services to complete a total withdraw from the college. Students withdrawing prior to the last day to withdraw will receive a "W" on their transcript. **Failure to officially withdraw will result in an "F" being posted to the student's transcript. It is also the student's responsibility to pay the appropriate tuition, fees, and other charges.** Information concerning procedures and dates are widely publicized. The Appeals Committee will not consider petitions from students who claim "non-awareness" of withdrawal procedures and deadlines.

ADMINISTRATIVE REMOVAL

At the discretion of the appropriate Division Chair, and after consultation with the instructor and Vice Chancellor for Academic Services, a student may be removed from a program or course for violating division, program, and/or college policy/procedures. Students who are administratively removed for violating a policy or procedure are responsible for any remaining financial obligation to the school and may be required to repay federal financial aid.

INCOMPLETE COURSE GRADES

An instructor may assign an "Incomplete grade" (I) if the student requests and extenuating circumstances are present. Division Chairs must approve all incompletes prior to the "I" being assigned. The student must request the "I" grade prior to the last day of withdrawal for the semester. An instructor can initiate an "I" grade request after the last day under special instances and with approval of Vice Chancellor for Academic Services. An "I" grade will be calculated for that semester's grade point the same as if it were an "F" grade, i.e., zero quality points will be earned. If the "I" grade is remedied within eight weeks after the grade was assigned that semester's GPA will be revised accordingly. "I" grades may be extended past the eight-week period under extenuating circumstances with the pre-approval of both Division Chair and the Vice Chancellor for Academic Services, but the extension will not exceed one calendar year.

GRADES

Students may contact their instructors at any time to determine grade standing. 5 week, 12 week, and final grades will be posted via CampusConnect, provided the student is not on academic or financial hold. The following grading system is used to evaluate students:

Grade	Range*	Rating	Quality Points/ Credit Hour	Calc. in GPA
A	90% - 100%	Excellent	4	yes
B	80% - 89%	Above Standard	3	yes
C	70% - 79%	Meets Standard	2	yes

D	60% - 69%	Below Standard	1	yes
F	59% and below	Failing	0	yes
I		Incomplete	0	yes
W		Withdrew	N/A	no
NR		Not Recorded	N/A	no
N		No Grade	N/A	no
AU		Audit	N/A	no
TR		Transfer	N/A	no
P		Pass	0	no

*The following medical programs have higher required grade ranges (EMT; LPN; RN; Medical Assisting; OTA; PTA)

W" grades are disregarded when calculating grade point averages. A grade of "AU" indicates that the course has been audited and that no credit was given for the course; this will be indicated by the code on the transcript. A grade of "N" indicates that the credit was earned by work experience, advanced placement, or CLEP.

CALCULATION OF GPA

A student's grade point average (GPA) is calculated using the quality points earned in the course and the semester hours assigned to that course, in the following formula:

> Total Quality Points earned *divided by*
> Total Semester Credit Hours Pursued

Quality points are calculated by multiplying the value of the letter grade assigned for a course (A= 4; B= 3; C= 2; D= 1; F or I= 0) times the credit hours awarded for the course. A grade of "A" in a 3 credit hour course would be equal to 12 quality points (4 x 3=12).

ACADEMIC PROBATION/SUSPENSION

Students must maintain a cumulative GPA of 2.0 to achieve satisfactory academic progress (SAP). Failure to maintain a cumulative 2.0 GPA will result in the student being placed on academic probation. If the grade level performance does not improve within the next semester, the student may be suspended for a period of one regular semester. Upon readmission, the student will be on academic probation and must meet the guidelines set forth or be dismissed.

When placed on probation, the student must meet with the Division Chair and/or advisor to develop a plan of action for the semester prior to enrollment. If already enrolled for the upcoming semester at the time of entering probation, the student must still meet with the Division Chair and/or advisor prior to the start of classes. When returning from suspension prior to enrollment, the student must meet with the Vice Chancellor for Academic Services to develop a plan of action for the semester. Plans of action may vary from student to student. Students on probation or suspension from another institution must follow the same guidelines.

To appeal an academic probation or suspension, the student must submit a typed request similar to that of a formal grade grievance to the Vice Chancellor for Academic Services.

ACADEMIC CLEMENCY

UA Cossatot allows students to apply for academic clemency in certain situations. Under the provisions of academic clemency, students may petition to have previously earned grades and credits removed from the calculations of their cumulative grade point average. If granted, those forgiven credits will not count towards graduation. Transcripts **must** contain a student's comprehensive academic record and these courses will show up on that transcript.

In order to qualify for academic clemency:
- A student must not have been enrolled in **any** institution of higher education for at least three years prior to the request. Having been granted academic clemency at another institution does not disqualify a student requesting academic clemency at UA Cossatot.
- Returning students may petition for clemency upon application for admission or upon enrollment. The clemency will not take effect unless the student completes at least the next 12 semester hours of credit with a 2.0 GPA.
- Clemency is granted on a semester-by-semester basis with all grades in a semester being eliminated. In some cases, it may serve a student better to retake some classes in which poor grades were earned, rather than to eliminate all previous credit from that semester.
- Students must submit petitions (available at www.cccua.edu under Apply & Enroll>>Current Students) for academic clemency to the Vice Chancellor for Academic Services.

Clemency petitions will not be accepted until all admission documentation is complete and there is no outstanding debt.

GRADUATION INFORMATION

GRADUATION REQUIREMENTS

Students who complete the requirements of a program of study as prescribed by UA Cossatot and approved by the Arkansas State Department of Higher Education will receive a certificate or a degree. Specific degree information may be found later in the catalog.

Graduating students must satisfactorily complete all course with minimum amounts as outlined below completed through UA Cossatot:

Associate Degree: 15 hours

Technical Certificate: 50% of the degree

Certificate of Proficiency: 100% of the degree

Exceptions may be made with approval from the Vice Chancellor for Academic Services.

Exception: Members of the armed services who are enrolled under the Service-members Opportunity College (SOC) must complete at least 25% of their certificate or degree program requirements through UA Cossatot. Each required course must be passed with at least a "D."

EMT, Practical Nursing, Registered Nursing, OTA, PTA and Medical Assisting programs require at least a "C" and the student's cumulative GPA must be at least 2.0.

AS Education requires cumulative GPA of 3.0 in order to graduate.

Developmental and/or preparatory courses (all GSTD courses) will not be used to fulfill degree requirements or elective course requirements for any diploma or degree. Prospective graduates must complete an "Application to Graduate" by the date listed in the Academic Calendar. It is the student's responsibility to clear outstanding debts to the College prior to graduation.

Students not participating in the graduation ceremony will receive their diploma/certificate after the ceremony. A student may contact the Registrar to pick up awards at a specific UAC campus. If requesting awards to be mailed, students should contact the Registrar for proper postage amounts.

HONOR STUDENT DESIGNATIONS

UA Cossatot recognizes students who excel in college- level courses in the following manner.
- Vice Chancellor's List: Full-time students (12 or more hours completed within the semester) who have achieved a 3.5 to 3.99 grade point average for that semester and notification will be sent to area news media.

- Chancellor's List: Full-time students (12 or more hours completed within the semester) who have achieved a 4.0 grade point average for that semester and notification will be sent to area news media.

The following designations are reserved for graduates of Degree and Technical Certificate programs.

- Cum Laude: Students who have a cumulative grade point average of 3.50 to 3.74
- Magna Cum Laude: Students who have a cumulative grade point average of 3.75 to 3.8Summa Cum Laude: Students who have a cumulative grade point average of 3.90 to 4.00

Developmental courses (GSTD prefix) will not be calculated for the purpose of Honors designation.

CATALOG PRIVILEGE

A student has the option to graduate under the requirements of the catalog in effect at the time of initial enrollment, providing the student has maintained continuous enrollment, and meets all requirements within five (5) years of initial enrollment.

REVERSE TRANSFER

Students wishing to reverse transfer must meet the catalog requirements that they fall under. If a student is not currently enrolled, the catalog degree plan from when they were enrolled will be used. It is the responsibility of the student to have transcripts from other colleges sent to UAC Cossatot and confirm they wish to reverse transfer.

STUDENT ACADEMIC INTEGRITY

Academic Integrity is defined as **a commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility. Academic dishonesty includes any act that gives an unfair advantage or is damaging to the reputation or performance of the academic community.**

I.   Such acts may include, but are not limited to:
- Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
- Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.
- Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission.
- Use of an alternate, stand-in or proxy during an examination.
- Copying from the examination or work of another person or source.
- Submission or use of falsified data.
- Using false statements to obtain additional time or other accommodation.
- Unauthorized Collaboration / Collusion
- Misrepresenting facts (e.g., providing false information to postpone an exam, obtain an extended deadline for an assignment, or even gain an unearned financial benefit).
- Begging.
- Multiple submissions—submitting essentially the same written assignment for two courses without authorization.
- Any other acts (or attempted acts) that violate the basic standard of academic integrity.
- Falsifying or inventing any information, citation, or data; involvement in actions unbecoming to students in good standing or potentially damaging to the College reputation or that of the members of its academic community of students and scholars.

II. Plagiarism is defined as the representation of the words or ideas of another as one's own in any academic work. Avoiding plagiarism:
- Direct quotations must be identified by quotation marks, or by appropriate indentation (block text) and must be cited properly according to the format (MLA Style, APA Style, or Chicago Style) as appropriate for the particular course requirement.
- Material paraphrased or summarized from any source is acknowledged with citations to indicate the exact source of reference.
- Information that is common knowledge, such as names of leaders of prominent nations, basic scientific laws, etc.,

need not be cited. The sources of all facts or information obtained in reading or research that are not common knowledge among students in the course must be acknowledged.

- Material cited in the text must be noted in a Works Cited page. Materials contributing to understanding of the subject but not quoted or paraphrased in the text of the paper must be cited in the bibliography.
- Additionally, papers that have been previously submitted by the writer to the same or another class are considered self-plagiarism.
- Papers that contain more than a specific amount of quoted material (as defined by individual instructors), even though correctly cited, are considered to violate the definition of plagiarism.

III.   Disciplinary actions may include any of the below:
- *Warning*: Instructors reserve the right to give a warning to the student, lower the grade, or assign an F in the course, according to the instructor's discretion and determination of the severity of the offense. Instructors may also require the student to attend a specified number of meetings at the Educational Resource Center (ERC) to address the problem. Instructors must file the first and/or subsequent offense reports and the disciplinary action with the Office of the Vice Chancellor for Academic Services.
- *Completion of the Academic Integrity Course:* The Vice Chancellor for Academic Services, on behalf of the institution, may require the student to complete the Academic Integrity Course through the ERC. During this, the student may be placed on an Academic Integrity Hold by the Vice Chancellor for Academic Services until requirements are met. The hold will be removed and the student will be allowed to register once requirements are completed in full.
- *Probation:* During probation, a student may still enroll and attend classes and participate in college events and programs. However, organization, department, divisional, or national by-laws or policies may prevent students from participation in a leadership or organizational role. Additionally, the student may be placed on an Academic Integrity Hold by the Vice Chancellor for Academic Services. The student must receive approval from the Vice Chancellor for Academic Services to enroll in courses during the probationary period. Once this period concludes without additional acts of misconduct, the student is returned to good standing with the college.
- *Suspension:* During the period of suspension, the student is considered not to be in good standing with the college and is not allowed to attend classes or participate in college related events and programs. Once this period is concluded, without additional acts of misconduct, the student is returned to good standing with the college.
- *Expulsion:* The student may not enroll again at any UA Cossatot campus.

Aggravating and extenuating factors taken into consideration by the Vice Chancellor for Academics when assigning disciplinary sanctions may include:
- Severity of academic misconduct
- Prior acts of academic misconduct
- Status of student (i.e. transfer versus first year enrollment) and year in school
- Other circumstances (e.g., academic achievement, familial issues, emotional disturbance, etc.)

EDUCATIONAL RESOURCE CENTER

The UA Cossatot Educational Resource Center (ERC) is a fully functioning, media-rich, user-friendly resource center striving to enrich the lives of students through active learning. Working with faculty, we seek to promote higher education and help students achieve their maximum academic potential.

There is an ERC at each UA Cossatot campus with knowledgeable staff available to assist students during hours of operation. The ERC has several computer stations available for studying and a lounging area with comfortable seating. The ERC offers about 10,000 titles in book and media format, as well as numerous online databases. Students may access databases 24/7 after acquiring a student identification card.

Free tutoring is available at the ERC on all three UAC campuses. Tutors provide one-on-one assistance in academic endeavors, clarify information presented in classes, and help students understand concepts and patterns in course curriculum. Tutoring is also available via Blackboard Collaborate Ultra at the Virtual ERC.

The ERC offers tutorial videos on its YouTube channel. Tutorial guides are available in the form of libguides at the ERC website.

Tutors WILL NOT complete a student's homework, help with take-home or open-book tests, solve assigned homework

problems, or offer any assistance without direct student involvement, a show of critical thinking, and cooperation in the learning process. The ERC expects students to assume ultimate responsibility for their own academic performance. The ERC also offers workshops, study groups when possible, and online assistance. Hours vary by semester and are posted at the ERC web page and Facebook page. www.youseemore.com/cccua www.facebook.com/UACERC

DISABILITY SERVICES

The United States' Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act establishes that individuals with disabilities have a legal right to equal access to a college education. The ADA defines "disability" as "having a physical or mental impairment that substantially limits one or more of the major life activities." The ADA protects individuals from discrimination if they have a record of such impairments or if they are regarded as having such impairments. An individual with a disability is someone a) with a physical or mental impairment that substantially limits one or more major life activity, b) who has a record of such an impairment, and/or c) who is regarded as having such an impairment. Section 504 prohibits discrimination on the basis of disability against participants in programs receiving federal funds. Campuses are required to be physically and programmatically accessible and to provide reasonable accommodations for students with disabilities to ensure equal access to college offerings. ADA defines reasonable accommodation as: "changes or adjustments in a school site, program, or job that makes it possible for an otherwise qualified student with a disability to perform the duties or tasks required." A student with a disability is to have what is needed so that they may access every activity (or its equivalent) that is available to other students. Colleges are not required to provide personal aides or assistants. Colleges are not expected to provide something that will cause an "undue hardship" on the college. "Undue hardship" is defined as "action requiring significant difficulty or expense" when considered in light of factors such as: nature and cost of the accommodation in relation to the overall size, resources, nature and structure of the college's operation. Alternatives which may serve in place of the specific accommodation should be considered.

REQUESTING ACADEMIC ACCOMMODATIONS

Complete a Disability Services Application available at any UAC campus or online at www.cccua.edu/dss and submit to Disability Services via email at disabilityservices@cccua.edu, fax at 870.642.5088, or deliver to Student Services at any UAC campus.

Contact Disability Services for a documentation interview and review. The student's self-report regarding how he or she may be "limited by impairment" serves as primary disability documentation. Observation/interaction with the student serves as secondary documentation. Tertiary documentation from external or third parties such as educational or medical records, reports and assessments created by health care providers, school psychologists, teachers, or the educational system may be requested.

Once the application and relevant documentation are submitted, it may be necessary to complete an Accommodation Plan. Accommodation Plans are emailed to instructors teaching the courses in which the student is enrolled at the start of every semester. It is the student's responsibility to contact each instructor regarding their Accommodation Plan. A face-to-face meeting is preferred; however, a phone call or email correspondence may be sufficient. The signed plan must be returned to Disability Services. The instructor and/or student may contact Disability Services at any time throughout the semester with any questions or concerns. Accommodation Plans may also be sent to additional faculty/staff as deemed appropriate.

Accommodation Plans are automatically renewed every consecutive semester that the student enrolls. Students should contact Disability Services to review their Accommodation Plan to ensure it continues to meet their academic needs. A new Disability Services Application must be completed upon re-enrollment if a student does not remain enrolled in consecutive semesters. A student may terminate their Accommodation Plan at any time by submitting a signed written request to Disability Services.

DUAL ENROLLMENT/CONCURRENT STUDENTS

When a student with a disability, functioning under an IEP or 504 plan, is dually enrolled in both high school and college courses, it is the responsibility of the High School to notify the college and provide a copy of the student's IEP or 504 plan

to Disability Services if the student would like to receive accommodations. Disability Services will review the IEP or 504 plan to make modifications appropriate for college as provisions made at the high school level fall under different sets of rules and legislation.

The student will be receiving college credit for the course, therefore grading policies, workload, and attendance policies are non-negotiable. No modifications or reductions of any kind, such as reduction in multiple choice, elimination of essay, reduced assignments, etc. will be permitted. The student is going to earn whatever grade is received and it will be because he or she has demonstrated the same level of mastery and responsibility as any other student in that class receiving the same grade. At the post-secondary level there is not much give in our refusal to jeopardize the academic integrity of coursework by watering down the curriculum or lowering evaluation standards used to assess student achievement, however, we can and will be very flexible when it comes to procedures used to access the accommodations we provide.
The responsibility of requesting academic accommodations typically falls on the student at the post- secondary level; however, we have found that this procedure has not been effective in the past for secondary students. Therefore, the procedures for requesting accommodations have been modified as follows for this demographic of students.

1. Upon enrollment of a secondary student with an IEP or 504 plan into a college course through either the Secondary Career Center or concurrent program, the high school should provide a copy of the IEP or 504 plan to Disability Services or Director of High School Programs.
2. Upon receiving IEP or 504 plan documents, Disability Services will review, make appropriate adjustments for the college curriculum, and create an Accommodation Plan which will take the place of the IEP or 504 plan for the college courses.
3. Once the Accommodation Plan is established, it will be sent via email to the appropriate instructor and the Director of High School Programs who will then forward the Accommodation Plan to the appropriate high school counselor for documentation purposes.
4. Once the instructor receives the Accommodation Plan, he or she will meet with the student to review and sign the plan. Any questions or concerns should be addressed at this time. The Accommodation Plan with all signatures will be sent back to Disability Services to be kept in the students file for documentation purposes.
5. This procedure will need to be followed every semester a student is dually enrolled.
6. Students planning to attend UA Cossatot following high school graduation must follow normal Disability Services procedures for requesting accommodations. These procedures can be found on the UA Cossatot website at www.cccua.edu or in the student catalog/handbook.

PARENTAL INVOLVEMENT
Educational institutions are bound by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.
§ 1232g; 34 CFR Part 99), which is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Once a student enrolls in a concurrent or Secondary Career Center course, the FERPA rights transfer to the student, regardless of the age of the student, as they are attending a school beyond the high school level. Based on this, Disability Services WILL NOT communicate in any way with any parent of any student without one of the following:
1. A current signed, dated, and verified FERPA Release form in the student file.
2. Certified copy of court records documenting the legal guardianship of the student awarded to the parent.

NON-CREDIT REQUESTING ACCOMMODATIONS
Non-credit students participating in Adult Education, Continuing Education, or Workforce Development programs or services may request accommodations due to a disability by completing an Application for Disability Services for Non-Credit Students and providing relevant documentation.

DISABILITY SERVICES GRIEVANCE PROCEDURES
If a student with a disability and a current accommodation plan finds necessary to file a formal complaint regarding an accommodation or the way in which an accommodation is provided they should follow the Disability Services grievance process.
1. Student must schedule an appointment with Disability Services to discuss the complaint. The student will be asked to

detail the grounds for the complaint, the sought remedy, and justification of the sought remedy based on valid and current documentation of disability. Disability Services has five business days to review documentation, investigate, and respond to the student.

2. If unsatisfied with the decision of Disability Services, the student may present the complaint to the Vice Chancellor for Academic Services in typed form that must include details of the accommodation issue, sought remedy for the issue, and justification of sought remedy. The Vice Chancellor for Academic Services has five business days to review the written complaint, investigate, and respond in written form.
3. If unsatisfied with the decision of the Vice Chancellor for Academic Services, the student may re-appeal within five business days to the Vice Chancellor for Academic Services who must respond in writing within five business days.
4. If unsatisfied with the decision of the Vice Chancellor for Academic Services, the student may appeal within five business days to the Chancellor who will hear the complaint and render a decision within ten business days.

Formal complaints regarding disability based discrimination or harassment should follow the grievance procedures for non-grade issues.

COLLEGE LEVEL EXAMINATION PROGRAM – CLEP [Procedure 640-1]

In accordance with the recommendations of the American Council on Education, UA Cossatot accepts the results of the College Level Examination Program (CLEP), for specific subject exams and grants credit within established limitations. A student must complete at least twelve (12) scheduled hours of college level coursework in residence prior to placing CLEP coursework on UA Cossatot transcript. Contact the Registrar's office to determine which CLEP exam to take in order to receive credit at UA Cossatot. **For consideration to receive disability testing accommodations, contact the Disability Services office.**

- American Literature (elective credit only)
- College Composition
- English Literature (elective credit only)
- Analyzing and Interpreting Literature (elective credit only)
- Humanities
- Spanish Levels 1 and 2
- American Government
- History of the US I
- History of the US II
- Human Growth and Development
- Introductory Psychology
- Introductory Sociology
- Principles of Macroeconomics
- Principles of Microeconomics
- Social Sciences and History (elective credit only)
- Western Civilization I
- Western Civilization II
- Biology (elective credit only)
- Calculus
- Chemistry
- College Algebra
- College Mathematics
- Precalculus (elective credit only)
- Introductory Business Law
- Financial Accounting

UA COSSATOT 2020-2021 PLACEMENT GUIDELINES

	NEXT GEN	ACCUPLACER	ACT	SAT	Student may enroll in:
READING	**READING (still have to check Writing scores below for proper placement)**				
	249 or below	77 or below	16 or below	439 or below	**College Reading** CANNOT enroll in Comp I CAN enroll in Essential English if needed, see Writing score
	250-262	78 – 87	17 – 18	440 – 509	**College Reading** CAN enroll in Comp I as co-requisite if appropriate Writing score
	263 or above	88 or above	19 or above	510 or above	**No Reading Requirement**
WRITING	**WRITING**				
	249 or below	75 or below	14 or below	439 or below	**Essential English** CANNOT enroll in Comp I CAN enroll in College Reading if needed, see Reading score
	250-275	76 – 93	15 – 18	440 – 509	**Composition I with Lab** CAN enroll in College Reading if needed, see Reading score
	276 or above	94 or above	19 or above	510 or above	**Composition I** CAN enroll in College Reading if needed, see reading score
MATHEMATICS	**MATHEMATICS**				
	Arithmetic	*Arithmetic*			
	249 or below	75 or below			Pre-Algebra Technical Math Medical Math
	250-275				Intermediate Algebra Technical Math Medical Math
	276 or above take QAS test	75 or above take Elem Algebra test			
	QAS	*Elem Algebra*			
		25 or below	15 or below	419 or below	Pre-Algebra Technical Math Medical Math
	236 or below	26 – 55	16	420-459	Intermediate Algebra Technical Math Medical Math Business Math
	237-262	56 – 76	17 – 18	460 – 509	Intermediate Algebra College Algebra with Lab Technical Math Quantitative Reasoning Medical Math Business Math
	263 or above	77 or above	19 or above	510 or above	College Algebra Intro to Statistics Technical Math Quantitative Reasoning Medical Math Business Math

PRIOR LEARNING CREDIT

College credit may be awarded for verifiable prior learning experiences deemed to have outcomes equivalent to college coursework. Some training or licensing is recognized for credit in the National Guide to Educational Credit for Training Programs. Credit will be granted as recommended in the Guide as appropriate to the certificate or degree programs approved for the College.

If the Guide does not identify the specific learning for credit, the student must provide the College with substantial information, through such things as letters from employers, certificates of training, licenses, verifications of job positions, job descriptions, etc., in order to support the request. When seeking such credit, a student will arrange with the Division Chair to take SPD 2002 Portfolio Development. The Division Chair will direct the student as a portfolio is developed detailing the learning experiences for which credit is sought. There is no guarantee that, upon completion of the course, the prior learning credit sought will be granted. In some instances verification of learning and training are impossible — businesses close, supervisors leave, records are lost. In such cases, it may be possible to test out of a course through special arrangements with the course instructor and Division Chair. A maximum of 15 hours is available for prior learning credit.

CREDIT BY EXAM [Procedure 640-1]

Challenge exams may be completed prior to the student enrolling in the course or at any point during the semester after enrolling in the course. Students who pass the exam will receive credit for the course and will be noted on their transcript as the grade received on the exam

Taking Exam Prior to Enrolling in Course—

- Determine if a CLEP test is available (Division Chair for General Education can assist or see prior paragraph). If a CLEP exam exists, credit through a challenge exam will not be appropriate. Other institutions are not required to accept credit in transfer from institutional challenge exams. CLEP is a nationally recognized examination.
- If moving forward with a challenge exam, student contacts academics assistant. If a medical student, the student will be referred to medical advisor. Vice Chancellor for Academics assistant or medical advisor will work with the student and testing center to schedule a testing time.
- Student goes to the Business Office and pays the fee
- Student takes receipt to Testing Center and takes exam
- Exam is graded by UA Cossatot instructor
- The instructor completes the Course Credit by Examination form indicating the score made on the challenge exam.
- The form is then submitted to the Division Chair, who signs, and submits to the Registrar.
- The Registrar awards credit on the transcript

Note: transfer institutions do not have to accept credit for classes awarded by challenge exams.

Challenging course during the semester while enrolled—

Note: Students enrolled in a course may request to challenge the course at any point during the semester but will remained enrolled in the course and must pay for the course.

- The instructor sends the exam to the Testing Center and notifies the Testing Center.
- Exam is graded by UA Cossatot instructor
- Instructor reviews grade with the student. If passing and student wishes to proceed with the grade, grade is entered into Campus Connect and instructor completes form to be scanned into student file.

CREDIT FOR MILITARY EXPERIENCE

Those students with military experience (MOS and Service Schools) will be evaluated upon presentation of a certified copy of the Discharge Form DD 214 or DD

295 to the Registrar. Credit will be awarded in accordance with recommendations set forth in the Guide to the Evaluation of

Educational Experiences in the Armed Services, published by the American Council on Education (ACE).

ADVANCED PLACEMENT (AP) CREDIT

Institutions should award course credit to students who score a three (3) or higher on any Advanced Placement Exam. In order to increase transferability, ACTS courses have been assigned to relevant exams. These courses are outlined in the following section of this policy. This list is maintained by the Department of Higher Education and will be reviewed every five years. The following table outlines the courses that a student should earn credit for if a three (3) or higher on the corresponding AP Exam is earned. Those Advanced Placement exams without a corresponding ACTS course listed below should be awarded at the discretion of the institution.

Institutions are limited in awarding additional course credit for a score of three (3). Institutions will be limited to awarding credit for one corresponding ACTS course listed in the table above to students who score a three (3) on the exam. Institutions may choose to award additional credit for those students who score a four (4) or five (5) on an exam. While transfer institutions are encouraged to accept any additional AP credit awarded, the transfer institution will not be obligated to honor additional credit given beyond the requirement. In order to maintain consistency and high academic standards in the state, no course credit will be awarded for an Advanced Placement test score below a three (3). An institution is not required to award credit for an AP exam if the institution does not offer the corresponding ACTS course.

AP Exam	**Min Score**	**Credit for UA Cossatot Course**
English Language and Composition	3	ENGL1113 Composition I
English Literature and Composition	3	ENGL2213 World Literature to 1650 *or* ENGL 2223 World Literature since 1650
Psychology	3	PSYC2003 General Psychology
Spanish Language and Culture	3	SPAN1014 Elem. Spanish I *or* SPAN1024 Elem. Spanish II
US Government and Politics	3	PSCI2003 American Government
World History	3	HIST1103 World Civilization I *or* HIST1203 World Civilization II
US History	3	HIST2013 US History to 1876 *or* HIST2023 US History since1876
European History	3	HIST1003 Western Civilization to 1700 *or* HIST1013 Western Civilization since 1700
US Government and Politics	3	PSCI2013 State and Local Government
Biology	3	BIOL1014 General Biology/Lab
Statistics	3	MATH2023 Intro to Statistics
Calculus AB	3	MATH2053 Survey of Calculus *or* MATH2054 Calculus I
Art History	3	FA2003 Introduction to FA: Art
Music Theory	3	FA2013 Introduction to FA: Music
Macroeconomics	3	ECON2003 Macroeconomics
Microeconomics	3	ECON2103 Microeconomics

GENERAL INFORMATION

FEDERAL POLICIES

FERPA

The Family Educational Rights and Privacy Act (FERPA) is the federal law that governs release of and access to student education records. These rights include:

1. The right to inspect and review your educational record within a reasonable time after the College receives a request for access. If you want to review your record, contact the Office of Student Services to make appropriate arrangements.
2. The right to request an amendment of your educational record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the Director of Student Services, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. The Director will notify you of the decision and advise you regarding appropriate steps should you disagree with the decision.
3. The right to consent to disclosure of personally identifiable information contained in your educational 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 has a legitimate educational interest if the school official has "a need to know" information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include college faculty and staff, agents of the institution or who serve on official institutional committees, and representatives of agencies under contract with the College.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

UA Cossatot prohibits release of student record information without the student's expressed, written consent. Schools may disclose, without consent "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Schools must inform eligible students about directory information and allow students a reasonable amount of time to request that the College not disclose directory information about them. To do so, you must complete a "Request for Non-Disclosure of Directory Information" form, which is 36 available from the Office of Student Services. Please note two important details regarding placing a "No Release" on your record:

- UA Cossatot receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media, and honor societies. Having a "No Release" on your record will preclude release of such information, even to those people.
- A "No Release" applies to all elements of directory information on your record. UA Cossatot does not apply a "No Release" differentially to the various directory information data elements.

Schools must notify eligible students of rights under FERPA. The actual means of notification (letter, catalog, and website) is left to the discretion of the College. For a copy of the Act, more details about your rights, or additional information on College policies related to the Act, please refer to the Office of Student Services or visit the website at www.cccua.edu/student-life.
Questions concerning FERPA should be referred to the Office of Student Services.

Only students should request/submit FERPA waivers allowing access to their records.

TITLE IX

Title IX of the Education Amendments of 1972 states: *"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."*
Implementing Regulations at: 20 U.S.C. § 1681 & 34
C.F.R. Part 106

Title IX protects the college community from sexual discrimination, harassment and misconduct in a school's education programs and activities. Title IX protects the college community in connection with all academic, educational, extracurricular, athletic and other college programs, whether those programs take place on college property, in college transportation, as a class or training program sponsored by the college, or at another location or elsewhere.

All complaints or concerns about conduct that may violate policy should be submitted to the Title IX Coordinator, Title IX Assistant Coordinator or to a Title IX Deputy either in person or by calling 1-800-844-4471.

- Title IX Coordinator – Suzanne Ward, sward@cccua.edu
- Title IX Assistant Coordinator – Kelly Plunk, kplunk@cccua.edu
- Title IX Awareness & Outreach – Erika Buenrrostro, ebuenrrostro@cccua.edu
- Nashville Campus Title IX Deputies –
    o Addison Hill, ahill@cccua.edu
    o Rachel Barfield, rhickey@cccua.edu
- Ashdown Campus Title IX Deputies –
    o Holly Norman, hnorman@cccua.edu
    o Sheila McCandless, smccandless@cccua.edu
- De Queen Campus Title IX Deputies –
    o Jocelin Galvez, jgalvez@cccua.edu
    o Lizz Garza, lgarza@cccua.edu

UA Cossatot has a no-tolerance policy regarding retaliation for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of Title IX. Individuals taking part in retaliation, intimidation, threats, coercion, or discrimination, undertaken or attempted either directly or by someone acting on behalf of another, will be subject to immediate disciplinary action.

FILING A REPORT WITH LOCAL LAW ENFORCEMENT
In some instances, sexual misconduct may constitute both a violation of college policy and criminal activity. The college grievance process is not a substitute for instituting legal action. The college encourages individuals to report alleged sexual misconduct promptly to campus officials and to law enforcement authorities, where appropriate. Individuals may also contact any of the following for assistance in filing a report with local law enforcement:

Campus Police Officers

De Queen – Monte Stringfellow Cell Phone: 870-582-5639

Nashville – Hector Cortez Cell Phone: 870-582-5743

Ashdown – Jason Curtis Cell Phone: 870-582-6809

Local City Police Department
De Queen Police Department
220 N. Second Street, De Queen, AR 71832 870-642-2213 or 911 for emergency

Nashville Police Department
426 Main Street, Nashville, AR 71852
870-845-3434 or 911 for emergency

Ashdown Police Department
745 Locust Avenue, Ashdown, AR 71822
870-898-5640 or 911 for emergency

STUDENT AND VISITOR RESPONSIBILITY TO REPORT

Students and visitors to the college are strongly encouraged to report allegations of discrimination, harassment, retaliation and sexual misconduct to the Title IX Coordinator, Assistant Coordinator, or a Title IX Deputy. A report should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the college to investigate. Reports may be made by the person experiencing the misconduct or by a third party, such as a witness or someone who is told of the misconduct.

MANDATORY EMPLOYEE REPORTING

In order to enable the college to respond effectively and to proactively stop instances of discrimination, harassment, retaliation and sexual misconduct, all employees must, within 24 hours of receiving information regarding a potential violation of this policy, report information to the Title IX Coordinator, Assistant Coordinator, or a Title IX Deputy. Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements.

OFF-CAMPUS CONDUCT

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the college's attention.

CONFIDENTIALITY

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that all information received as part of the college's Complaint/Grievance Procedure is treated discreetly. All parties to the complaint are required to maintain the confidentiality of all information received during this process. However, it is not possible to guarantee that all complaints will remain confidential because of the college's obligation to investigate allegations of misconduct. All requests to maintain confidentiality shall be directed to the Title IX Coordinator who has the authority to make such determinations.

Except as compelled by law or in the interest of fairness, just resolution or health and safety considerations, disclosure of information contained in complaints, their substance, procedures and the results of investigations will be limited to the immediate parties, witnesses and other appropriate officials. Limited disclosure may also be necessary to conduct a full and impartial investigation.

AVAILABILITY OF COUNSELING AND ADVOCACY

Counseling and other mental health services for victims of sexual assault are available in the community. Students who are victims of sexual assault should immediately contact UA Cossatot Police.

Community mental health agencies, counselors, and psychotherapists in private practice can provide individual and group therapy. Women's shelters or domestic violence and rape crisis programs may assist in making referrals for individual counseling and support groups and identifying non-counseling campus and community resources that may be of additional help and service as a victim advocate upon request.

PREGNANCY AND POSTPARTUM

Students requesting accommodations for pregnancy or postpartum must follow the Disability Services procedure for requesting academic accommodations.

DRUG-FREE SCHOOL POLICY

Public law 101-226 requires that as a condition of receiving funds of any other form of financial assistance under any Federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Alcoholic beverages, controlled substances/illicit drugs, or persons under the influence are strictly prohibited on school premises. Any violation of this regulation will result in expulsion.

STATE POLICIES

TOBACCO-FREE SCHOOL POLICY

Adhering to ACT 734 of the 2009 General Assembly all UA Cossatot property is a tobacco-free zone. State law provides a fine between $100 and $500 for each offense.

ACT 562

The 2017 General Assembly has approved certain persons to carry concealed firearms on college campuses. Contact UAC Police for the most recent information.

UA COSSATOT POLICIES

SEX OFFENDER NOTIFICATION

In accordance with University of Arkansas System Policy 525.1 and UA Cossatot Policy 535, notification of staff and students of the presence of a registered sex offender will follow these general guidelines.

Campus Notification applies to all offenders required to register under Act 989. The plan will include the following: Offender's name and risk level, scope of notification, date of notification, how the notification took place, names of those who prepared the plan and date the plan was made. Each offender is assigned a risk level assessment for his/her potential to re-offend. This assessment is determined using a procedure by which an offender's history and characteristics are reviewed in order to assign the offender to one of three levels of risk of re-offense, which helps determine the plan of action for the offender's community notification. Students who fail to register as a sex offender with UA Cossatot when required to do so by law will be subject to immediate arrest and expulsion. Information regarding all public notices of level three and level four sex offenders who are registered with UA Cossatot is available on the college website.

PROCESS FOR NOTIFICATION

1. Upon notification by the offender, the level of offense will be confirmed using the Arkansas Crime Information Center (ACIC) website www.acic.org.
2. A meeting of the Community Notification Committee will be convened within 5 business days of notification by the offender to discuss plans for notification.
3. Notification of staff and/or students will be determined based on the level of the offense.
4. A meeting will be scheduled with the offender and the administrator on the campus to be attended. The administrator will present the written plan of notification and any limitations placed on the offender while attending the college.
5. If notification of staff and/or students is deemed prudent, notification will be given to the campus community within 5 business days of the Community Notification Committee meeting

LEVELS OF OFFENSE AND NOTIFICATION PLAN

LEVEL 1: Low risk individuals with no prior history of sexually acting out, strong antisocial tendencies, sexual compulsions or psychological factors impairing judgment. **Level 1 Notification:** Notification will be given to the UA Campus Police and the Community Notification Committee.

LEVEL 2: Typically, offenders in this category have a history of sexual offending where notification inside the home is insufficient. Community notification requires notice to the offender's known victim preference and those likely to come into contact with the offender. If the level two offender was 18 or older at the time of the crime and the victim was 14 or younger at the time for the crime, this offender should appear on the website information. **Level 2 Notification:** Notification will be given to the UA Campus Police and the Community Notification Committee. Notification will be given to persons of known victim preference that may likely come in contact with the offender.

LEVEL 3: Typically, offenders in this category have a history of repeat sexual offending, and/or strong antisocial, violent or predatory personality characteristics. These are individuals whose offense and criminal history require notification throughout the community. **Level 3 Notification:** Notification will be given to the UA Campus Police and the Community Notification Committee. Notification will be given to all persons attending classes or working on the campus of attendance. Students and employees will be directed to the ACIC website as well as the local law enforcement website to view a photograph and description of the offender.

LEVEL 4: Sexually Violent Predator refers to a person who has been adjudicated guilty of a sex offense or acquitted on the grounds of mental disease or defect of a sex offense that makes the person likely to engage in predatory sex offenses. The designation indicates that the highest and most visible means of community notification is required. **Level 4 Notification:** Notification will be given to the UA Campus Police and the Community Notification Committee. Notification will be given to all persons attending classes or working on the campus of attendance. Students and employees will be directed to the ACIC website as well as the local law enforcement website to view a photograph and description of the offender.

Discrimination, Harassment, Retaliation, and Sexual Misconduct

UA Cossatot is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability or genetic information. Such an environment is necessary to a healthy learning, working and living atmosphere. Accordingly, all acts of discrimination, harassment and sexual misconduct are strictly prohibited. (Also, see College Policy 206).

STUDENT GRIEVANCES

UA Cossatot does not tolerate actions by students or staff that interfere with student learning and safety. Students have the right to grieve an action by an employee or another student if the action related to improper conduct includes but is not limited to harassment of any kind, bullying, threatening another individual or the college, or terroristic threats. Complaints for issues unrelated to improper conduct may be made to the appropriate Division Chair or program director who then has the ultimate responsibility to resolve the complaint. Steps to be used in a formal, non-grade related grievance can be found in the Student Handbook and Catalog. Refer to Policy and Procedure 206 for Title IX Complaints.

If a student believes an error in a grade has occurred, the student should initiate a review of the grade no later than three business days of grade being posted. If the course is a FLEX or part of a medical program, the student should be initiate a review of the grade within twenty-four hours of the grade being posted.
https://www.cccua.edu/Content/Uploads/cccua/files/Policies%20and%20Procedures/November%20Board%20Approved/COLLEGE%20POLICY%20501%20Student%20Grievances.pdf

STUDENT GRADE APPEAL/GRIEVANCE PROCEDURE

If a student believes an error in a grade has occurred, the student should formally initiate a review of the grade no later than three business days of grade being posted. If the course is a FLEX or part of a medical program the student should initiate a review of the grade within twenty-four hours of the grade being posted.

FORMAL GRADE APPEAL PROCESS

1. The student should submit the grievance petition form, which is available on the website, within the required timeframe to the Vice Chancellor of Academics. The Vice Chancellor will provide the appeal to the Division Chair and faculty member. The completeness and accuracy of the grade will be reviewed by the Division Chair and faculty. The Division Chair will respond to the student in writing of the appeal status within two business days of receiving the appeal.
2. If the student is unsatisfied with the response, the student must submit a second grievance petition form to the Vice Chancellor of Academics within two business days of receiving the response. All information from the initial petition must be included. The Vice Chancellor of Academics has the responsibility to research the situation and will respond

to the student in writing within two business days of receiving the student's request.

3. If the student is unsatisfied and wishes to further appeal, the student should contact the Vice Chancellor of Academics requesting a hearing by the Student Appeals Committee. At the hearing, the instructor and the student may both make individual presentations, and the Student Appeals Committee may ask questions and seek clarification. The committee will make the final decision, and the Vice Chancellor of Academics will provide the final written decision. In the event of a grade change, the final grade will be recorded by the Registrar as directed by the Vice Chancellor of Academics.

STUDENT NON-GRADE GRIEVANCE PROCEDURE

If a student has a complaint regarding processes or practices at UA Cossatot, he or she should discuss such with an instructor, advisor, or department chair. UA Cossatot does not tolerate actions by students, staff, or residents of the College's service area that interferes with student learning and safety. Students have the right to report actions by an employee or another student if the grievance relates to improper conduct, including but not limited to, harassment of any kind, bullying, threatening another individual or the college, terroristic threats or behavior and other forms of improper conduct that lowers the existence of another person. The college holds a non- retaliation stance for all parties in the event a complaint or appeal is submitted.

If a formal grievance is submitted, as a part of due process, the following steps should be used in any formal complaint or grievance:

1. The student must present the complaint verbally within 5 business days of the alleged incident to the Division Chair or Program Director. The specific complaint and remedies sought should be included.

2. If unsatisfied with the response, the student must present the complaint in written form within 5 business days following the response from the Chair or Director to the Vice Chancellor for Academic Services and include the specific grievance/complaint and specific remedies sought.

3. The Vice Chancellor for Academic Services has 5 business days in which to investigate and respond in written form.

4. If unsatisfied with the response, the student may again appeal within 5 business days to the Vice Chancellor for Academic Services who will refer the appeal to the Student Appeals committee, who must respond in writing within 5 business days.

5. If the student is unsatisfied with this result, a final appeal may be made within 5 business days to the Chancellor, who will hear the complaint and render a decision within 10 business days.

*Interpreters, readers, note-takers, etc., may be requested to assist in the appeals process. Please contact the Disability Services Advisor to request accommodations.

The student should continue required coursework during this process. Any penalties normally assessed during a student's absence will also be applied during the appeals process. This includes but is not limited to: missed absences, tardiness, late exam penalties, etc.

STUDENT APPEALS COMMITTEE

The Student Appeals Committee exists to review and make recommendations regarding matters of student grievances or grade appeals. Members include the Vice Chancellor for Academic Services, Vice Chancellor of Business Services or designee, two faculty members, one chosen by the student and one by the Vice Chancellor for Academic Services, and a Student Ambassador or a designee.

STUDENT CONDUCT
STUDENTS' RESPONSIBILITIES

Students at UA Cossatot are treated as adults. Student conduct is expected to be wholesome and meet community standards. Students who hinder the success of other students are asked to leave the College.

1. Students are held responsible for information published through notices and announcements placed on bulletin boards, general brochures and catalogs, or read to the class by the instructor(s). If you need alternative formats, see the Office of Student Services.

2. If a student damages, destroys, loses, sells, or otherwise disposes of college property entrusted to you, you will be charged the full extent of the damage or loss, and will be subject to disciplinary action and prosecution under state laws.

3. Falsifying or misrepresenting any document pertaining to college activities, including financial aid documents, academic documents, or disability documents, is prohibited and will be cause for suspension from the college.

4. There is a no-tolerance policy of students engaging in such acts as terrorism, stealing, disrupting classes, disturbing normal college operations, gambling, profanity, verbal or physical threat or abuse, and illegal possession of firearms and other dangerous weapons. Any of these make you subject to disciplinary action.

5. Tobacco cannot be used in any form on college property. Offenders will be subject to dismissal from the College. Using tobacco is prohibited by law in any college vehicle.

6. Under no conditions will alcoholic beverages or illegal drugs, or persons under the influence of drugs or alcohol, be permitted on college premises or allowed to participate in any college or student organization activities. Involvement in the unlawful possession, use, or distribution of drugs and/or alcohol will result in immediate suspension and/or expulsion. The College's administration and instructional staff cooperates with law enforcement officials in the apprehension of students engaged in these activities.

7. Students should dress in a professional manner and respectful to peers. Appropriate personal hygiene is expected.

8. Tools and equipment will not be loaned to students for home use. Personal software cannot be used on College computers.

9. Conduct and disciplinary standards apply to all students during all college functions or activities.

10. If a student is assigned to a clinical or work experience area, you will be subject to its policies, procedures, and working hours.

11. While UA Cossatot provides a public place for discussion, dissent, and demonstration, guidelines for the expression of free speech exclude the use of violence, intimidation, disruption of classes, takeover of buildings, interference with campus communication, or any other activity that interferes with the ability of students, faculty, or staff to perform their work.

A student dismissed from UA Cossatot for misconduct may be considered for re-entry the following semester, upon submission of a written request to the Vice Chancellor for Academic Services.

STUDENT PERSONAL USE OF COMPUTERS AND THE INTERNET

UA Cossatot provides computers, video devices, and Internet services for students' use as a means to enhance the quality of life of the student, to facilitate learning, and as a means to develop skills needed in the workforce.

Therefore, students are forbidden to use College equipment, computers, or access to the Internet as a means to view, copy, store, create webpages, create screen savers, or any other means to bring to the campus sexually explicit written materials, graphics, or pictorial images that are of a pornographic nature as determined by contemporary standards of the community.

A student who intentionally violates this policy will face disciplinary action by the appropriate Dean and may be dismissed from the College. Illicit pornographic materials and the student will be reported to the appropriate authorities for any criminal action that is determined by authorities to be appropriate. *(Also, see College Policy 530.)*
This is a summary of College Policy 465. To view the policy in its entirety visit
https://www.cccua.edu/Content/Uploads/cccua/files/Policies%20and%20Procedures/400/COLLEGE%20POLICY%20465%20Acceptable%20Computer%20Use%20Policy.pdf

I. General Principles
A. This policy governs the use of computers, networks, and other computing resources at UA Cossatot. These resources are provided by the College to enhance its mission of teaching, research, and public service and to provide access to local, national, and international facilities in achieving these goals. The College is committed to computing and network systems that effectively meet the needs of its users.

B. Individuals who are granted computing accounts or who use computing resources at the College accept the responsibilities that accompany such access. Each user is expected to use College accounts and resources for educational, research, or administrative purposes; except as otherwise provided in this policy, activities unrelated to these purposes are prohibited. Use of computing resources in violation of the regulations set forth in this policy will be reviewed through established College procedures for student and employee misconduct. Restrictions imposed on usage of computer and network systems may be challenged through the same procedures.

C.   The College is committed to intellectual and academic freedom in connection with its computing and network resources. Computers and networks can provide access to resources on and off campus, including the ability to communicate with other users worldwide. Such open access is a privilege, much like access to books in the library, and requires that individual users act responsibly. Use of computing and network resources should always be legal and ethical, reflect academic honesty, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, the right to personal privacy, and to the right of individuals to freedom from intimidation and harassment.

D.   All federal and state laws, as well as general College regulations and policies, are applicable to the use of computing resources. These include, but are not limited to, the Family Education Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; the Electronic Communications Privacy Act of 1986, 18 U.S.C. §§ 2510 et seq.; the Arkansas Freedom of Information Act, Ark. Code Ann. §§ 25-19-101 et seq.; and state and federal computer fraud statutes, 18 U.S.C. § 1030 and Ark. Code Ann. §§ 5-41-101 et seq. Illegal reproduction of software and other intellectual property protected by U.S. copyright laws and by licensing agreements may result in civil and criminal sanctions.

II. Administration of Computing Resources

A. Privacy of Electronic Files
   1.   Users do not own accounts on College computers but are granted the privilege of exclusive use of their accounts. Use of College computing resources for storage or transmission of data does not alter any ownership interest of the user in that data, Users are entitled to privacy regarding their computer communications and stored data.
   2.   College officials will access electronic files, including e-mail files according to the following list (non-inclusive):
      a.   The user consents in writing to such access.
      b.   There is a valid search warrant or court order, or a request for electronic records that are open to public inspection under the Arkansas Freedom of Information Act.
      c.   There exists an emergency situation in which the physical safety and/or well-being   of person(s) may be affected or College property may be damaged or destroyed. Responsibility for authorizing access rests with the Director of DISS, Vice Chancellor, or Chancellor.
      d.   There exist reasonable grounds to believe that a violation of law or College policy is occurring or has occurred. Access will take place only after a reasonable effort has been made to obtain consent. Responsibility for authorizing access rests with the Director of DISS, Vice Chancellor, or Chancellor.
      e.   Access is necessary for maintenance of computers, networks, data, and storage systems. Authorized personnel may routinely monitor and log usage data. In all cases, the privacy rights of users shall be protected to the greatest extent possible.

III. Use of Computing Resources

A.   In General: This section does not cover every situation involving the proper or improper use of College computing resources; however, it does set forth some of the responsibilities that a person accepts if he or she chooses to use those resources. The purpose of this section is to establish rules for the benefit of all users and encourage responsible use of computing resources.

B.   Use without Authorization Prohibited
   1.   No one shall (a) connect with or otherwise use any College computer or modem without proper authorization; (b) assist in, encourage, or conceal any unauthorized use, or attempted unauthorized use, of any College computer or modem; or (c) misrepresent his or her identity or relationship to the College to obtain access to computing resources.
   2.   Users shall use only those computing and network resources that have been authorized for their use and must identify computing work with their own names or an approved means of identification so that responsibility for the work can be determined and users contacted, if necessary.

C.   Accounts
   1.   Users shall use their accounts for the purposes for which they are established.
   2.   Users shall not subvert restrictions associated with their accounts such as levels of access.
   3.   No one shall give any password for any College computer or network to any unauthorized person, nor obtain any other person's password by any unauthorized means. Users are responsible for the use of their computer accounts and shall not allow others access to their accounts, through sharing passwords or otherwise. Users should   take advantage of system-provided protection measures to prevent such access. Users are required to logoff when done using computer or network resources.

D.   Security and Related Matters
   1.   No one shall (a) knowingly endanger or compromise the security of any College computer, network facility, or other computing resource or willfully interfere with others' authorized computer usage; (b) attempt to circumvent data protection schemes, uncover security loopholes, or decrypt secure data; (c) modify or reconfigure or attempt to modify or reconfigure any software or hardware of any College computer or network facility, no matter where located, or to interfere with others' legitimate use of any such computing resource.
   2.   No one shall attempt to access, copy, or destroy programs or files that belong to other users or to the College without prior authorization, nor shall anyone use College computing resources for unauthorized monitoring of electronic communications.
   3.   No one shall create, run, install, or knowingly distribute a computer virus, Trojan Horse, or other surreptitiously destructive program, e-mail, or data via any College computer or network facility, regardless of whether demonstrable harm results.
   4.   Users shall not place confidential information in computers without protecting it appropriately. The College cannot guarantee the privacy of computer files, e-mail, or other information stored or transmitted by computer; moreover, the College may access such information in accordance with Part II of this policy.
   5.   Users shall not knowingly or recklessly perform any act that will interfere with the normal operation of computers, terminals, peripherals, or networks and shall not intentionally waste or overload computing resources.
E.   Intellectual Property: No one shall copy, install, use, or distribute through College computing resources any photographs, logos, images, graphics, graphic elements, audio, video, software, html markup, data files, or other information in violation of U.S. copyright, trademark, or patent laws or applicable licensing agreements. It is the user's responsibility to become familiar with the terms and requirements of any such laws or agreements. This subsection does not apply to any material that is in the public domain.
F.   User Communications
   1.   Users assume full responsibility for messages that they transmit through College computers and network facilities.
   2.   No one shall use the College's computing resources to transmit fraudulent, defamatory, or obscene messages, or any material prohibited by law.
   3.   No one shall use the College's computing and network resources to: (a) annoy, harass, threaten, intimidate, terrify, or offend another person by conveying offensive language or images or threats of bodily harm to the recipient or the recipient's immediate family; (b) repeatedly contact another person to annoy or harass, whether or not any actual message is communicated, and the recipient has expressed a desire for the contact to cease; (c) repeatedly contact another person regarding a matter for which one does not have a legal right to communicate (such as debt collection), once the recipient has provided reasonable notice that he or she desires such contact to cease; (d) disrupt or damage the academic, research, administrative, or related pursuits of another person; or (e) invade the privacy, academic or otherwise, of another person or threaten such an invasion.
   4.   Users shall comply with this policy as well as the regulations and policies of newsgroups, lists, and other public forums through which they disseminate messages.
   5.   Users shall not (a) initiate or propagate electronic chain letters; (b) engage in spamming or other indiscriminate mass mailings to newsgroups, mailing lists, or individuals; (c) forge communications to make them appear to originate from another person, e.g., spoofing; or (d) engage in resource-intensive activities unrelated to College functions, e.g., online role playing games (RPGs), listening to internet radio stations, connecting to any peer-to-peer file sharing network, etc.
G. Priority in Use of Computing Facilities
   1.   In College libraries and general-access computer labs, or in any other environment in which users must share computing resources, priority shall be given to users engaged in activities directly related to the College's mission, e.g., completing course assignments or engaging in research. The libraries and computer labs may adopt regulations to implement this policy and to encourage cooperation among users of the same equipment.
   2.   Use of electronic messaging systems for non- course work is not permitted in libraries and general-access computer labs when others are waiting to use the equipment.

IV. Enforcement of Sanctions

A.   System administrators are responsible for protecting the system and users from abuses of this policy. Pursuant to this duty, system administrators may (1) formally or informally discuss the matter with the offending party, (2) temporarily revoke or modify access privileges, or (3) refer the matter to the appropriate disciplinary authority.
B.   Any violation of this policy may result in the revocation or suspension of access privileges. Imposition of such a sanction

is within the discretion of the DISS or the appropriate academic or administrative unit.
C. Any violation of this policy is misconduct for purposes of the student code of conduct, the College personnel policies and may be punished accordingly.
D. Any offense that violates local, state, or federal laws may result in immediate loss of College computing and network privileges and may be referred to the appropriate College disciplinary authority and/or law enforcement

COLLEGE STUDENT ID AND EMAIL

Upon admission to UA Cossatot, students will be issued a student ID number and a student email account. The ID number is used to access CampusConnect for registration, schedules, grades, unofficial transcripts, and financial aid information. The student ID number is the basis for student log-on to campus computers and for the campus email account. The ID includes a 15-digit number to access ERC databases and check out library books.

IDs are issued on each campus by the campus Police Officers.

The campus email account will be used to deliver important information regarding pre-registration, financial aid data, lacking document information, graduation, transfer information, or other information that is vital for the students to know. It is important that you check this email account often for updates.

STUDENT PARKING ON CAMPUS

UA Cossatot provides parking on campus for student vehicles. A parking hangtag displayed from the rear view mirror of vehicles is required for all credit students taking classes on campus. See a campus police officer to obtain a permit. Tickets may be issued to students without proper hangtags.

COLLEGE PUBLICATIONS

Students may receive copies of the school catalog or access the catalog on the College's website. It is the student's responsibility to be aware of all information published in the catalog. Unfamiliarity of college procedures is not an excuse for not following procedures. Contact the Office of Student Services for an alternate format.

INCLEMENT WEATHER

In the event that the area weather is so severe the College feels that life and property may be in danger, classes may be canceled until weather and road conditions improve. We strive to distribute announcements regarding closures to students, faculty, and staff in a timely fashion. Announcements regarding College closings will be made through College social media accounts, over the following radio stations: in De Queen KDQN 92.1 and KTYC 88.5 and in Nashville KMTB 99.5 and KBPU 88.7. The college will use the college's mass notification system to notify all college employees and students regarding campus closures.

DEPLOYMENT AND MILITARY DRILL

Many students choose to serve while pursuing their degrees. UA Cossatot strives to accommodate your continuing service. Your choice to serve should not negatively affect your academic progress at the UA Cossatot. If you are one of the many students in the National Guard, Reserve, or inactive reserve components, UA Cossatot recognizes that there is a chance you might be mobilized or recalled to active duty or that there may be times when you need to miss class because your drill weekend is extended beyond your control. **Students are responsible to keep their course instructor(s) informed of all military- related absences**, but per UAC policy, you may be eligible for accommodations in these circumstances.

This section outlines your rights and responsibilities under campus policy and the appropriate steps to follow should you miss class due to military service.

What happens to my grades/classes if I'm called to active duty during the semester?

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In order to receive appropriate credit/grades and avoid negative impacts to their record, students ordered to active duty during the semester are encouraged to officially withdraw from the college following established withdrawal procedures.

If you withdraw from the college due to being ordered to active duty after completing the seventh week and before completing the twelfth week of the semester, you may be entitled to receive credit for one-half of each course in which you have attained a standing of C- or better at the time of withdrawal. Full credit is given if the withdrawal occurs after completing the twelfth week of the semester. For more information, please contact the Vice Chancellor for Academic Services and/or your financial aid representative.

What if I need to miss class due to Annual Training (AT)?
Per campus policy, Annual Training (AT) and other normal training orders are treated differently from mobilization or recall to active duty orders. If these orders interfere with your normal progress during the semester, you are encouraged to formally request through your chain of command postponement of your orders until the summer or the end of the semester so that you can complete the courses in which you are enrolled. If your request for postponement is denied, then you may be eligible for credit/grades under the campus policy for military withdrawals.
Students who are members of the Active Reserve Forces (including the National Guard) called to active duty under normal training orders will not be granted academic credit for courses in which they are enrolled unless they have requested a postponement of such a period of active duty for training until the summer, and unless the college has received a verification that such a request was officially denied.
This requirement, however, does not apply if you are called to active duty because of national emergency or because of the mobilization of the Reserve Forces (including the National Guard).

What if I need to miss class due to military obligations like monthly drill?
For members of the National Guard and Reserves, there may be times when you miss a class or two due to a weekday drill or similar military training. If orders are not issued, the student must contact the Vice Chancellor for Academic Services and/or your financial aid representative and bring a signed letter (usually from the unit CO) that specifically outlines the date(s) on which the student was in a military status. The Vice Chancellor for Academic Services, upon verifying the letter, will complete an "Absence Letter Request" and email it directly to the student. The student will then submit the letter to the instructor, either in person or through email.

What if I am in a medical program that requires clinical during the week or on the weekend and need to miss class due to military obligations like monthly drill?
Students applying for medical programs with mandatory clinical should visit with their unit CO regarding clinical and monthly drill. Only sixteen hours of clinical time can be missed during the year without making it up. In the event of an emergency (documentation required), the student must immediately re-schedule the clinical with the clinical coordinator. If the coordinator is able to re- schedule the student with another group in their program, the student will pay a fee of **ten dollars per hour ($10.00)** for each clinical hour missed. If the coordinator is unable to reschedule with another group in their program, the student will pay a fee of **fifteen dollars per hour ($15.00)** for each clinical hour missed. This fee will be paid to the business office, and a receipt will be given to the student. This receipt must be presented to the instructor who will be monitoring the make-up days before the clinical time is made up.

It cannot be emphasized enough that students are responsible to keep their course instructor(s) informed of all military absences.

CENTER FOR STUDENT SUCCESS (CSS)
The UA Cossatot Center for Student Success strives to provide college access to all people in Southwest Arkansas. The CSS assists underserved and nontraditional students achieve success in college. Students served by the center are Veterans, African Americans, Latinos, women, and other minorities. The CSS collaborates with other UA Cossatot organizations to ensure unity across all campuses and support for all students. CSS provides services emphasizing motivation and personal development. CSS events share cultural appreciation, civic responsibility, and health awareness with UA Cossatot and the service area communities.

Current events and services are found on the CSS Facebook Page at www.facebook.com/CSSatUAC/

TESTING CENTERS

Testing Centers are available on each UA Cossatot campus to provide Accuplacer testing, course testing, and even proctored exams. Each campus has different schedules, so view the website or contact the campus specific center when making exam plans.

Testing Center Tips:

- Bring your UA Cossatot issued Student ID
- Know when your test will be available in the Testing Center
- Know the name of the instructor for which test you are going to take
- Testing Center staff will not issue tests 30 minutes before closing for lunch or for the day, so double check center hours and plan accordingly
- Electronic devices are not allowed during exams

STUDENT ACTIVITIES

UA Cossatot believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insight. Active student organizations at the College include:

PHI THETA KAPPA (PTK)

Phi Theta Kappa is an international honor society recognizing academic achievement at two-year colleges. Phi Theta Kappa not only provides academic recognition but also provides assistance to students transferring to four-year institutions. To be eligible for membership, students must have acquired twelve credit hours with a GPA of 3.5. Members must maintain a GPA of 3.25 to remain in PTK.

ARKANSAS LICENSED PRACTICAL NURSING ASSOCIATION (ALPNA)

The ALPNA is designed to promote awareness and professionalism among students in the Practical Nursing program. As members of ALPNA, students exchange views with other students in similar programs at other colleges and participate in scheduled activities throughout the year.

SKILLS USA

The purpose of the Skills USA student organization is to help students train in technical fields and develop social and leadership skills. Activities that enhance the development of these skills will be conducted by the organization's members and advisors. The activities may include events within the local organization and other two-year colleges, such as parliamentary procedure, leadership, technical-specific, and troubleshooting contests.

COLLEGIATE FFA

Collegiate FFA empowers values- driven pre-professionals to lead and serve in schools, businesses and communities. Collegiate FFA enhances the collegiate experience through service and engagement to create premier leaders, enable personal growth and ensure career success. To join UAC's Collegiate FFA, students must be attending UA Cossatot and pursuing one of the following degree plans:

- Associate of Science in Agriculture Business
- Associate of Science in Agriculture Science
- Associate of Science in Agriculture Education
- Associate of Science in Natural Resources
- Technical Certificate in Agriculture

Being a member of UAC FFA will provide the following for students:
- Scholarship opportunities
- Develop and improve leadership, communication, and networking skills
- Make a difference in your community through leadership and service
- Build lasting friendships with your fellow FFA members

STUDENT OCCUPATIONAL THERAPY ASSOCIATION (SOTA)

SOTA is an organization open to all OTA Program students. Its purpose is to promote community service among its students, as well as enhance communication, interaction, and positive relationships between the OTA students at UA Cossatot and the community while ensuring students display a commitment to their educational duties.

CLUB SOCCER

The UA Cossatot Club Soccer team is comprised of current students who were selected to participate as players of the Arkansas League representing UA Cossatot. The team competes in games and tournaments throughout the soccer season. UA Cossatot is committed to creating motivated players, instilling self-confidence and self-worth in each player.

STUDENT AMBASSADORS

UA Cossatot Student Ambassadors are current students who are chosen to be the face of UA Cossatot on campus and in the community. Through a joint effort with Student Services, they reach out to prospective students, sharing personal UA Cossatot experiences and successes. UA Cossatot Student Ambassadors are hard-working, honest, curious, adventurous, and have strong communication skills as well as high academic standards. In return for their service, these students receive tuition waivers and experience that aid in personal development – and fun!

STUDENT DIVERSITY ASSOCIATION

SDA promotes cultural diversity and unity to all students regardless of race, age, or gender. SDA articulates the concerns of underserved students and brings forth cultural understanding to all students. SDA will also cultivate relationships within the community and other student organizations in order to promote academic success and social unity.

STUDENT PHYSICAL THERAPIST ASSISTANT CLUB (SPTAC)

SPTAC is an organization open to all PTA Program students. Its purpose is to promote community service among its members as well as enhance communication, interaction, and positive relationships between the PTA students at UA Cossatot and the community while ensuring students display a commitment to their educational duties.

INTERCOLLEGIATE ATHLETICS

UA Cossatot currently provides the opportunity to compete in two intercollegiate sports: men's basketball and women's basketball. The Colts and Lady Colts compete as members of the National Junior College Athletic Association (NJCAA) and are subject to its rules and regulations. Students must complete at least 12 hours of course credit and maintain a 2.0 grade point average to be eligible to compete. Athletes must also agree to and sign a code of conduct, in which they agree to uphold high character and academic discipline throughout their career at UA Cossatot. The teams competes in games and tournaments throughout the basketball season, with home games being played at the UAC restored Lockesburg gymnasium.

GENERAL EDUCATION

DIVISION OF GENERAL EDUCATION
FACULTY & STAFF

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Degree Programs

Technical Certificate of General Studies Associate of General Studies
Associate of Arts
Associate of Science in Liberal Arts & Sciences
- Communications

Associate of Science in Education
- Kindergarten – 6th Grade
- 4th – 8th Grade
- Middle School
  - Math & Science
  - Language Arts & Social Studies Associate of Science in Psychology Associate of Science in Science, Technology, Engineering, & Math

Division of General Education Program Learning Outcomes

In addition to the four College Learning Outcomes, students in the following programs will be able to:

Education—AEK6, AE48, AMLE (both LA/SS and M/S)

- Identify attributes of an effective teacher, including establishing a positive classroom environment, maintaining student/teacher rapport, and understanding cultures and diverse backgrounds of students.
- Demonstrate application of technology used to complete activites and lesson plans.

Psychology

- Understand diversity of gender, race, social class, ethnicity, and sexuality in their own and other cultures and society.
- Use critical thinking to analyze, synthesize, and evaluate information and ideas from multiple perspectives

STEM, Medical Sciences

- Demonstrate proper lab techniques and safety practices.
- Apply scientific knowledge, skills, and understandings to problems and issues in daily life

ASSOCIATE OF GENERAL STUDIES
60 CREDITS

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	GENERAL STUDIES REQUIREMENTS	HOURS
	SPD 1003 Success Strategies	3
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	FA2XX3 Intro to Fine Arts (Music or Art)	3
	PSCI2003 American Government	3
	ECON/HIST1XX3/PSYC2003/SOC2003	3
	MATH1023/1113/2023 Mathematics	3
	BIOL1XX4/PHYS2024/CHEM1014	4
	PHED1XX1 Physical Education Activity	1
GENERAL STUDIES REQUIREMENTS		**29**

GRADE	GENERAL STUDIES ELECTIVES	HOURS
	Elective	3/4
	Elective	3/4
	Elective	3/4
	Elective	3/4
	Elective	3/4
	Elective	3/4
	Elective	3/4
	Elective	3/4
	Elective	3/4
	Elective	3/4
	Elective	3/4
GENERAL STUDIES ELECTIVES		**31**

GRADE	CERTIFICATE OF GENERAL STUDIES	HOURS
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	SPCH1113 Speech	3
	BIOL1XX4/PHYS2024/CHEM1014	4
	MATH1023/1113 Mathematics	3
	HIST2XX3 US History or PSCI2003 American Government	3
	PSYC2003 General Psychology or SOC2003 Introduction to Sociology	3
	Social Science electives (HIST/ECON/PSYC/SOC)	6
	FA2XX3 Intro to Fine Arts (Music or Art) or ENGL2XX3 World Literature	3
CERTIFICATE OF GENERAL STUDIES REQUIREMENTS		**31**

PROGRAM INFORMATION: The Associate of General Studies (AGS) degree is particularly well suited for students who have acquired a number of college credits and need or want a degree. The degree can be structured like an Associate of Arts degree for almost complete transfer, may be designed with a business or technical career focus, or can be structured to meet the unique educational needs of the student. Students need not have acquired previous college credit to enter this program.

CAREER OPTIONS: Completion of the Associate of General Studies degree does not qualify students for any specific career; however, completion of an associate degree will improve overall employability and will make students eligible for employment opportunities that require an associate level degree. Students often complete the Associate of General Studies degree for promotion purposes or when encouraged by their employers to earn an associate level degree.

TRANSFER OPTIONS:
- Arkansas Tech University to complete a Bachelor of Professional Studies.
- UA Fort Smith to complete Bachelor of Science in Organizational Leadership
- While it is expected that most of the 29 semester hours of core courses will transfer, the transferability of the 31 elective hours in the program will depend on careful coordination by the student with the transfer institution. Students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to Arkansas colleges and universities.
- Associate of General Studies may be the best option for students planning to transfer to out of state institutions since they will be able to work with the transfer institution to identify transferrable courses and can take them as electives.

ASSOCIATE OF ARTS
60 CREDITS

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS		GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0103 College Reading	3			GSTD0383 Pre-Algebra	3
	GSTD0243 Essential English	3			GSTD0433 Intermediate Algebra	3
	GSTD0201 Composition I Lab	1			GSTD0101 College Algebra Lab	1
GRADE	GENERAL EDUCATION STATE CORE	HOURS		GRADE	ASSOCIATE OF ARTS REQUIREMENTS	HOURS
	ENGL1113 Composition I	3			SPD1003 Success Strategies	3
	ENGL1123 Composition II	3			BUS1003/HS1403	3
	ENGL2XX3 World Literature	3			ECON/ENGL2XX3/HIST/PSYC20X3/SOC20X3	3
	SPCH1113 Principles of Speech	3			BIOL/CHEM/ECON/ENGL/FA/HIST/MATH/PHYS/ PSYC20X3/SOC20X3/SPAN	3/4
	FA2XX3 Intro to Fine Arts	3			BIOL/CHEM/ECON/ENGL/FA/HIST/MATH/PHYS/ PSYC20X3/SOC20X3/SPAN	3/4
	PSCI2003 American Government	3			BIOL/CHEM/ECON/ENGL/FA/HIST/MATH/PHYS/ PSYC20X3/SOC20X3/SPAN	3/4
	HIST1XX3 Civilization	3				
	HIST2XX3 United States History	3			BIOL/CHEM/ECON/ENGL/FA/HIST/MATH/PHYS/ PSYC20X3/SOC20X3/SPAN	3/4
	MATH1023/1113 Mathematics Requirement	3				
	BIOL1XX4 Biological Science Requirement	4			BIOL/CHEM/ECON/ENGL/FA/HIST/MATH/PHYS/ PSYC20X3/SOC20X3/SPAN	3/4
	CHEM/PHYS Physical Science Requirement	4				
GENERAL EDUCATION STATE CORE		**35**			PHED1XX1 Physical Education Activity	1
				ASSOCIATE OF ARTS REQUIREMENTS		**25-30**

PROGRAM INFORMATION: The Associate of Arts (AA) degree is a two-year program made up of general education courses. 18 hours must be directed electives.

This degree is designed to transfer to any Arkansas four-year university. The Arkansas Higher Education Coordinating Board has approved statewide articulation agreement to aid in transfer. The articulation agreement requires a grade of "C" or better in any transfer courses. Students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to Arkansas colleges and universities.

CAREER OPTIONS: The Associate of Arts degree is designed to transfer and therefore does not qualify students for any specific career; however, completion of an associate degree will improve overall employability and will make students eligible for employment opportunities that require an associate level degree.

TRANSFER OPTIONS:
- University of Arkansas- Fayetteville to complete Bachelor of Science in Education, Human Resource and Workforce Development (UAF courses fully online). Students interested in this program should speak with an advisor through UAF to ensure elective courses will transfer.
- Arkansas Tech University to complete a Bachelor of Professional Studies
- ASU-Jonesboro to complete Bachelor of Science in Strategic Communication emphasis in Social Media Management (ASU courses fully online)
- ASU-Jonesboro to complete Bachelor of Science in Psychology; Bachelor of Arts in Political Science (ASU courses fully online); Bachelor of Arts in History; Bachelor of Arts in English; Bachelor of Arts in Communication Studies (ASU courses fully online)
- UA Fort Smith to complete Bachelor of Science in Organizational Leadership

Students interested in any of the transfer programs listed above should speak with an advisor to select specific electives that fit into the program.

EDUCATION K – 6TH GRADE
Associate of Science: 60 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	GENERAL EDUCATION STATE CORE	HOURS
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	SPCH1113 Principles of Speech	3
	FA2XX3 Intro to Fine Arts	3
	PSCI2003 American Government	3
	HIST1XX3 Civilization	3
	HIST2XX3 United States History	3
	MATH1023 College Algebra	3
	BIOL1014 Biological Science Requirement	4
	PHYS2024 Physical Science Requirement	4
GENERAL EDUCATION STATE CORE		**35**

GRADE	AS: EDUCATION K-6TH REQUIREMENTS	HOURS
	SPD1003 Success Strategies	3
	MATH2003 Number Systems	3
	MATH2013 Geometry for Teachers	3
	SOC2003 Intro to Sociology	3
	HIST1113 Arkansas History	3
	EDUC2003 Intro to Education	3
	EDUC2103 Child Growth & Development	3
	EDUC2013 Technology for Teachers	3
	PHED1XX1 Physical Education Activity	1
AS: EDUCATION K-6TH REQUIREMENTS		**25**

PROGRAM INFORMATION: The Associate of Science in Education K-6th degree is an articulated 2+2 with Southern Arkansas University (SAU) and Henderson State University (HSU). This degree is designed to transfer towards a Bachelor of Science in Education. A 3.0 cumulative GPA is required for graduation. Successful completion of the PRAXIS CORE exam is require to be eligible to transfer as a candidate in an education program at an Arkansas four-year university. Completion of this degree does not guarantee admission to SAU or HSU's program.

CAREER OPTIONS: The Associate of Science Education K-6th degree is designed to transfer and therefore completion of the degree alone does not qualify students to become K-6th grade classroom teachers. It may make students more qualified for substitute teaching or paraprofessional positions.

TRANSFER OPTIONS:
- Henderson State University (HSU) to complete the Bachelor of Science in Education.
- Southern Arkansas University (SAU) to complete Bachelor of Science in Education.
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- If planning to transfer to an institution other than the ones listed above, students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to any Arkansas college or university.

EDUCATION 4ᵀᴴ – 8ᵀᴴ GRADE
Associate of Science: 60-62 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	GENERAL EDUCATION STATE CORE	HOURS
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	SPCH1113 Principles of Speech	3
	FA2XX3 Intro to Fine Arts	3
	PSCI2003 American Government	3
	HIST1XX3 Civilization	3
	HIST2XX3 United States History	3
	MATH1023 College Algebra	3
	BIOL1014 Biological Science Requirement	4
	PHYS2024 Physical Science Requirement	4
GENERAL EDUCATION STATE CORE		**35**

GRADE	AS: EDUCATION 6ᵀᴴ – 8ᵀᴴ REQUIREMENTS	HOURS
	SPD1003 Success Strategies	3
	MATH2003 Number Systems	3
	MATH2013 Geometry for Teachers	3
	HIST1113 Arkansas History	3
	EDUC2003 Intro to Education	3
	EDUC2013 Technology for Teachers	3
	ENGL2XX3/BIOL1034/ECON2003/SOC2003	3/4
	ENGL2XX3/BIOL1034/ECON2003/SOC2003	3/4
	PHED1XX1 Physical Education Activity	1
AS: EDUCATION 4ᵀᴴ – 8ᵀᴴ REQUIREMENTS		**25-27**

PROGRAM INFORMATION: The Associate of Science in Education K-6th degree is an articulated 2+2 with Henderson State University (HSU). This degree is designed to transfer towards a Bachelor of Science in Education. A 3.0 cumulative GPA is required for graduation. Successful completion of the PRAXIS CORE exam is required to be eligible to transfer as a candidate in an education program at an Arkansas four-year university.

CAREER OPTIONS: The Associate of Science Education 4th-8th degree is designed to transfer and therefore completion of the degree alone does not qualify students to become 4th-8th grade classroom teachers. It may make students more qualified for substitute teaching or paraprofessional positions.

TRANSFER OPTIONS:
- Henderson State University (HSU) to complete the Bachelor of Science in Education.
- Southern Arkansas University (SAU) to complete Bachelor of Science in Education.
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- If planning to transfer to an institution other than the ones listed above, students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to any Arkansas college or university.

MIDDLE SCHOOL EDUCATION
Math & Science Specialty
Associate of Science: 62 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	GENERAL EDUCATION STATE CORE	HOURS
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	SPCH1113 Principles of Speech	3
	FA2XX3 Intro to Fine Arts	3
	HIST1XX3 Civilization	3
	HIST2XX3 United States History	3
	SOC2003 Intro to Sociology	3
	MATH1023 College Algebra	3
	BIOL1014 Biological Science Requirement	4
	PHYS2024 Physical Science Requirement	4
GENERAL EDUCATION STATE CORE		**35**

GRADE	AS: MIDDLE SCHOOL REQUIREMENTS	HOURS
	SPD 1003 Success Strategies	3
	EDUC2003 Introduction to Education	3
	HIST1113 Arkansas History	3
	MATH2023 Introduction to Statistics	3
	MATH2053 Survey of Calculus	3
	BIOL2094 General Microbiology	4
	CHEM1024 University Chemistry I	4
	PHYS2XX4 Earth Science	4
AS: MIDDLE SCHOOL REQUIREMENTS		**27**

PROGRAM INFORMATION: The Associate of Science in Middle School Education degree is an articulated 2+2 with the University of Arkansas at Little Rock (UALR). This degree is designed to transfer towards a Bachelor of Science in Education, which may be completed entirely online through UALR. A 3.0 cumulative GPA is required for graduation. Successful completion of the PRAXIS CORE exam is required to be eligible to transfer as a candidate in an education program at an Arkansas four-year university.

CAREER OPTIONS: The Associate of Science in Middle School Education degree is designed to transfer and therefore completion of the degree alone does not qualify students to become middle school classroom teachers. It may make students more qualified for substitute teaching or paraprofessional positions.

TRANSFER OPTIONS:
- University of Arkansas at Little Rock (UALR) to complete a Bachelor of Science in Education.
  (UALR courses are fully online for this degree)
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- If planning to transfer to an institution other than the ones listed above, students may visit
  https://acts.adhe.edu/studenttransfer.aspx to inquire about transferability of courses to any Arkansas college or university.

MIDDLE SCHOOL EDUCATION
Language Arts & Social Studies Specialty
Associate of Science: 62 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	GENERAL EDUCATION STATE CORE	HOURS
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	SPCH1113 Principles of Speech	3
	FA2XX3 Intro to Fine Arts	3
	PSCI2003 American Government	3
	HIST1XX3 Civilization	3
	HIST2XX3 United States History	3
	MATH1023 College Algebra	3
	BIOL1014 Biological Science Requirement	4
	PHYS2024 Physical Science Requirement	4
GENERAL EDUCATION STATE CORE		**35**

GRADE	AS: MIDDLE SCHOOL REQUIREMENTS	HOURS
	SPD 1003 Success Strategies	3
	EDUC2003 Introduction to Education	3
	HIST1XX3 Civilization	3
	HIST1113 Arkansas History	3
	HIST2XX3 United States History	3
	ENGL2113 American Literature I	3
	ENGL2993 Creative Writing	3
	ECON2XX3 Economics	3
	SOC2003 Introduction to Sociology	3
AS: MIDDLE SCHOOL REQUIREMENTS		**27**

PROGRAM INFORMATION: The Associate of Science in Middle School Education degree is an articulated 2+2 with the University of Arkansas at Little Rock (UALR). This degree is designed to transfer towards a Bachelor of Science in Education, which may be completed entirely online through UALR. A 3.0 cumulative GPA is required for graduation. Successful completion of the PRAXIS CORE exam is required to be eligible to transfer as a candidate in an education program at an Arkansas four-year university.

CAREER OPTIONS: The Associate of Science in Middle School Education degree is designed to transfer and therefore completion of the degree alone does not qualify students to become middle school classroom teachers. It may make students more qualified for substitute teaching or paraprofessional positions.

TRANSFER OPTIONS:

University of Arkansas at Little Rock (UALR) to complete a Bachelor of Science in Education. (UALR courses are fully online for this degree)

- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- If planning to transfer to an institution other than the ones listed above, students may visit
  https://acts.adhe.edu/studenttransfer.aspx to inquire about transferability of courses to any Arkansas college or university.

PSYCHOLOGY
Associate of Science: 60 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	GENERAL EDUCATION STATE CORE	HOURS
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	SPCH1113 Principles of Speech	3
	FA2XX3 Intro to Fine Arts	3
	PSCI2003 American Government	3
	HIST1XX3 Civilization	3
	HIST2XX3 United States History	3
	MATH1113 Applied Math	3
	BIOL2074 Biological Science Requirement	4
	PHYS2024 Physical Science Requirement	4
GENERAL EDUCATION STATE CORE		**35**

GRADE	AS: PSYCHOLOGY REQUIREMENTS	HOURS
	SPD1003 Success Strategies	3
	BUS1003 Microcomputer Applications	3
	HS1403 Personal & Community Health	3
	SOC2003 Introduction to Sociology	3
	PSYC2003 General Psychology	3
	PSYC2033 Developmental Psychology	3
	PSYC2303 Abnormal Psychology	3
	BIOL1024/1034/2064/2304/2094	4
AS: PSYCHOLOGY REQUIREMENTS		**26**

PROGRAM INFORMATION: The Associate of Science in Psychology degree is an articulated 2+2 with Southern Arkansas University (SAU) and University of Central Arkansas (UCA). This degree is for a student who wants to earn a Bachelor of Science in Psychology. The first two years are completed at UA Cossatot and the last two years with SAU or UCA.
For those transferring to UCA, BIOL2094 Microbiology is required.

CAREER OPTIONS: The Associate of Science in Psychology degree is designed to transfer and therefore completion of the degree alone does not qualify students for any specific career; however, completion of an associate degree will improve overall employability and will make students eligible for employment opportunities that require an associate level degree.

TRANSFER OPTIONS:
- Southern Arkansas University (SAU) to complete a Bachelor of Science in Psychology.
- University of Central Arkansas (UCA) to complete a Bachelor of Science in Psychology.
- Arkansas Tech University to (ATU) complete a Bachelor of Professional Studies.
- If planning to transfer to an institution other than the ones listed above, students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to any Arkansas college or university.

STEM: SCIENCE, TECHNOLOGY, ENGINEERING, MATH
Associate of Science: 60 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	GENERAL EDUCATION STATE CORE	HOURS
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	SPCH1113 Principles of Speech	3
	FA2XX3 Intro to Fine Arts	3
	PSCI2003 American Government	3
	HIST2XX3 United States History	3
	SOC2003 Introduction to Sociology	3
	MATH1023 College Algebra	3
	BIOL1014 Biological Science Requirement	4
	PHYS2024 Physical Science Requirement	4
GENERAL EDUCATION STATE CORE		**35**

GRADE	AS: STEM REQUIREMENTS	HOURS
	SPD1003 Success Strategies	3
	BIOL/CHEM/MATH	3/4
	BIOL/CHEM/MATH	3/4
	BIOL/CHEM/MATH	3/4
	BIOL/CHEM/MATH	3/4
	BIOL/CHEM/MATH	3/4
	BIOL/CHEM/MATH	3/4
	BIOL/CHEM/MATH	3/4
	BIOL/CHEM/MATH	3/4
AS: STEM REQUIREMENTS		**25**

PROGRAM INFORMATION: This degree program is for students who want to major in a STEM field. STEM majors include Biology, Chemistry, Engineering, and Math. This degree is also recommended for anyone planning to pursue pre-professional studies, such as pre-med or pre-vet.

CAREER OPTIONS: The Associate of Science in Science, Technology, Engineering, and Math degree is designed to transfer and therefore completion of the degree alone does not qualify students for any specific career; however, completion of an associate degree will improve overall employability and will make students eligible for employment opportunities that require an associate level degree.

TRANSFER OPTIONS:
- University of Central Arkansas (UCA) to complete a Bachelor of Science in Addiction Studies/Treatment. The second two years may be completed entirely online. Transfer into this program requires substitution of A&P I and A&P II as well as specific directed electives for completion.
- University of Central Arkansas (UCA) to complete Bachelor of Science in Nutrition. Transfer into this program requires substitution of A&P I and A&P II as well as completion of specific directed electives. Interested students should speak with an advisor in order to ensure all classes seamlessly transfer.
- Arkansas State University-Jonesboro to complete Bachelor of Arts in Computer Science; Bachelor of Science in Chemistry; or Bachelor of Arts in Chemistry
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- If planning to transfer to an institution other than the ones listed above, students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to any Arkansas college or university.

Students interested in any of the transfer programs listed above should speak with an advisor to select specific electives that fit into the program.

MEDICAL EDUCATION

DIVISION OF MEDICAL EDUCATION

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Degree Programs

Certificate of Proficiency Emergency Medical Technician; Medical Transcription

Technical Certificates Health Professions; Medical Assisting; Practical Nursing (LPN)

Associate of Applied Science Occupational Therapy Assistant (OTA);

Physical Therapist Assistant (PTA); Registered Nursing (RN)

PROGRAMS REQUIRING CLINICAL EXPERIENCE
Although UA Cossatot has an open admission policy, students who apply to a medical program may be denied clinical opportunities based on their criminal background history. UA Cossatot reserves the right to stand by its criminal background procedure and does not have the obligation to find a student clinical space in the event the student is denied a clinical opportunity by the facility.

EMERGENCY MEDICAL TECHNICIAN
Certificate of Proficiency: 8 Credits

GRADE	DEVELOPMENTAL COURSES	HOURS		GRADE	EMT PROGRAM CORE – 8 Credits	HOURS
	GSTD0103 College Reading	3			EMT1108 Emergency Medical Technician	8

PROGRAM INFORMATION: The Emergency Medical Technician (EMT) program consists of a 150 hour course. Students must meet all admission requirements for the college, show proficiency in college reading based on placement scores or complete developmental courses, pass a criminal background check, and receive all required immunizations prior to enrollment into the EMT program. Students may enroll in College Reading and the EMT course during the same semester.

To meet the requirements of the Arkansas Department of Health, the EMT program follows a special calendar and class days are different from those followed by students in other programs. Regular class days are 2-3 evenings per week with clinicals at various times and locations. Students are required to be proficient in both cognitive and practical skills to pass this program. Students must maintain an average of 76% in all EMS coursework. Those who fail to maintain a 76% average will be required to repeat the course with a 76% or better to be eligible for graduation.

GRADING SCALE FOR EMT PROGRAM: 90-100 = A; 80-89 = B; 76-79 = C; 70-75 = D (failing); 69 or below = F

EMT licensure is obtained through the Arkansas Department of Health Section of EMS and certification is obtained through the National Registry of EMTs (NREMT) and must be renewed by completing the following requirements every two (2) years in order to meet re-licensure and/or certification requirements for both national and state levels of EMT:
* National Continued Competency Requirements (NCCR) as outlined by the National Registry of EMTs

CAREER OPTIONS: This course prepares students to sit for both the Arkansas and National Registry EMT examinations. EMT are the entry level for pre-hospital care. This course covers all the skills necessary for the EMT to provide emergency medical care at a basic life support level with an ambulance service or other specialized service.

HEALTH PROFESSIONS
Technical Certificate: 29 Credits

GRADE	DEVELOPMENTAL COURSES	HOURS	GRADE	TC: HEALTH PROFESSIONS – 29 Credits	HOURS
	GSTD0103 College Reading	3		SPD1003 Success Strategies	3
	GSTD0243 Essential English	3		ENGL1113 Composition I	3
	GSTD0201 Composition I Lab	1		BUS1003 Microcomputer Applications	3
				MED1453 Medical Terminology	3
				MED1803 Basic Anatomy & Physiology	3
				BIOL2064/2074/2094/2003 BUS2013 EMS1108 MAS1703/1153/1703/1143/1503 MED1223 PSYC 2003/2033 SOC2003 OTA1113 MATH1023	14
			Total Health Professions		**29**

PROGRAM INFORMATION: The Health Professions Technical Certificate is designed to provide students a basic medical education foundation and offers pathways to various medical education degrees. Some courses may not be transferable to all colleges in Arkansas. Please contact the Division of Medical Education to discuss your specific degree plan and where you are considering transfer.

CAREER OPTIONS: The Technical Certificate in Health Professions offers basic medical knowledge for employment in the medical field.

TRANSFER OPTIONS:
- Arkansas Tech University (ATU) to complete a Bachelor of Science in Professional Studies.
- If planning to transfer to an institution other than the ones listed above, students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to any Arkansas college or university.

MEDICAL ASSISTING/TRANSCRIPTION CERTIFICATES
Certificate of Proficiency: Medical Transcription (15 Credits)
Technical Certificate: Medical Assisting (39 Credits)

GRADE	DEVELOPMENTAL COURSES	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3

GRADE	CP: MEDICAL TRANSCRIPTION – 15 Credits	HOURS
	SPD1003 Success Strategies	3
	BUS1003 Microcomputer Applications	3
	MAS1153 Medical Office Management	3
	MED1453 Medical Terminology	3
	MAS1703 Medical Transcription	3
Total Medical Transcription		**15**

GRADE	TC: MEDICAL ASSISTING – 39 Credits	HOURS
	SPD1003 Success Strategies	3
	BUS1003 Microcomputer Applications	3
	MAS1143 Intro to Medical Assisting	3
	MED1453 Medical Terminology	3
	MED1803 Basic Anatomy & Physiology	3
	MAS1104 Medical Laboratory I	4
	MAS1206 Medical Laboratory II	6
	MAS1153 Medical Office Management	3
	MAS1503 Medical Legal/Ethical Practices	3
	MAS1703 Medical Transcription	3
	MAS2055 Co-Op Internship	5
Total Medical Assisting		**39**

PROGRAM INFORMATION: There is a special application for this program. Students will be entered into a full-time or part-time cohort group to ensure completion of program. The Medical Transcription program teaches students how to transcribe patient histories and physicals, physicians' notes and other medical documents.

Students in the Medical Assisting program must maintain an average of 76% in all MED coursework. Those who fail to maintain a 76% average will be required to repeat the course with a 76% or better to be eligible for graduation.

GRADING SCALE FOR MEDICAL ASSISTING PROGRAM: 90-100 = A; 80-89 = B; 76-79 = C; 70-75 = D (failing); 69 or below = F

CAREER OPTIONS: Graduates of the Medical Transcription program may work in a medical office, hospital or lab or out of their own homes as a private contractor. This certificate gives graduates the knowledge, skills, and practice to begin a successful career as a medical transcriptionist.

Students must complete MAS2055 Co-op Internship within one year of complete of MAS1206 Med Lab II. Students who do not meet this requirement must re-take MAS1206 Med Lab II and pass with a 76 or better.

LICENSED PRACTICAL NURSING
Technical Certificate: 60-65 Credits

GRADE	DEVELOPMENTAL COURSES	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3

GRADE	LPN PRE-REQUISITES – 12-17 Credits	HOURS
	SPD1003 Success Strategies	3
	MED1223 Medical Math	3
	MED1453 Medical Terminology	3
	MED1803 Basic Anatomy & Physiology OR	3
	BIOL2064/BIOL2074 Anatomy & Physiology I & II	8
Total Pre-Requisites		**12-17**

GRADE	LPN PROGRAM CORE – 48 Credits	HOURS
	LPN1101 Nursing I	1
	LPN1112 Basic Nursing Principles	12
	LPN1206 Medical Surgical Nursing I	6
	LPN1004 Pharmacology	4
	LPN2106 Maternal / Infant / Pediatric Nursing	6
	LPN1602 Mental Health	2
	LPN1210 Medical Surgical Nursing II	10
	LPN1307 Medical Surgical Nursing III	7
Total Program Core		**48**

The Practical Nursing program offers two educational formats for students, an 11 month day program on the DeQueen Campus that begins in August and ends in June and an 18 month evening program on the Nashville Campus that begins in January and ends in June of the following year. Application deadline for the 11 month day program is March 1st of each year. Application deadline for the 18 month evening program is August 31st of each year. Enrollment is limited. Students not selected must submit a new online application each year.

LPN applicants must meet all college admission and placement requirements, have pre-requisite grades of a C or better, and take an entrance exam. Students wishing to enter the day program must have all pre-requisite courses completed by the end of the spring semester. Students wishing to enter the evening program must have all pre-requisite courses completed by the end of the summer semester. Pre-requisite courses include Basic Anatomy & Physiology, Medical Terminology, Medical Math, and Success Strategies. Students must also complete College Reading and Essential English courses with a "C" or higher or show scores on ASSET, COMPASS, or ACT indicating proficiency in these areas. Selection is based on entrance exam scores and pre-requisite GPA. Selected students must have all immunizations prior to entering the program and pass a background check as well as random drug screenings throughout the year.

GRADING SCALE FOR LPN PROGRAM: 90-100 = A; 80-89 = B; 76-79 = C; 70-75 = D (failing); 69 or below = F

Students must receive a grade of "C" (76%) or better in all required courses, maintain at least a 2.0 GPA, and adhere to the Student Code of Ethics (see LPN student handbook) and the Student Conduct section in the UA Cossatot Academic Catalog. Due to the strenuous nature of nursing and practice-orientation of UA Cossatot, the College reserves the right to determine the eligibility of any student to enroll or continue in the nursing program. This determination is based on, but not limited to, the characteristics required of a clinical nurse. Eligibility determination is made by the faculty's evaluation of a student's ability to perform the clinical tasks necessary to complete the clinical and course objectives. These abilities are re-evaluated after each course.

LPN coursework and required general education courses function as prerequisites to the next semester of required courses. Failure to successfully complete any of these courses will prohibit the student from continuing in the program and the student will be administratively withdrawn. Students applying for re-admission must meet with the Academic Advisor to identify reasons for failure to achieve program completion and develop a plan of action for student success during the student's second attempt. The student will then meet with the Division Chair for final approval and must follow the readmission criteria.

Re-admission into the program will be considered on a space available basis. Re-admission candidates will follow the same requirements and admissions procedures as students who have never attended the LPN program. In addition, readmission candidates must take end of course assessment(s), and/or enroll in a refresher course deemed by the Division Chair. If the student does not test at or above national average, the student must repeat the course. Further, the student must check off on all skills prior to entering the clinical setting (refresher course fees will apply). A student who fails or leaves the program for any reason may be permitted one opportunity to re-enroll (regardless of which semester).

Students enrolled in the LPN day program are not allowed to take additional course work not directly related to their degree plan program until the final semester. Students may take one (1) pre-requisite toward their RN degree plan. LPN evening program students may take one course during the semester if the student is enrolled in less than 12 hours and is in good academic standing. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more. The hours ascribed to each semester while in the LPN Program are considered by the program to be full time.

Students must have successfully completed all courses with a grade of "C" or better and have an overall accumulative GPA of 2.0. Upon completion, the student's status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing

examination. The student MUST achieve a score at or above the current national passing average on the final comprehensive assessment exam to complete the requirements for the final semester. The student will be allowed to take the final comprehensive exam a total of three times. Should the student not achieve the required score after three attempts, the student will not have completed the requirements for the course, and will not graduate or be allowed to sit for the NCLEX-PN. The student will be given an incomplete grade "I" for the final semester until the student can provide documentation of enrollment and completion of the ATI virtual NCLEX review with a coach. Once the student has followed all recommendations of the coach and the coach releases the student for testing, the student's final grade will be posted and transcripts will be released to the ASBN for approval and authorization to test. If the student fails to do so, the student will need to reapply to the program and follow re-admission guidelines

Due to differences in nursing curriculum in other nursing programs, UA Cossatot will not accept transfer credit or advanced placement for previously taken medical or practical nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program

The course of study meets the requirements of the Arkansas State Board of Nursing and after graduation students are eligible to apply for the state licensing examination to become an LPN. If a student has been convicted of a crime they may not be eligible to take the state licensing examination. This is determined by the Arkansas State Board of Nursing and may be reviewed **at** www.asbn.org along with the criminal background FAQs at:
http://www.arsbn.arkansas.gov/licensing/Documents/Criminal%20Background%20Check%20Frequently%20Asked%20Questions.pdf.
Students applying to the program must read the Arkansas Nurse Practice ACT, AC 17-87-312 indicating acknowledge and understanding of the Nurse Practice ACT.

 To meet the requirements of the Arkansas State Board of Nursing, the Practical Nursing programs follow a special calendar and class days are different from those followed by students in other programs. Regular class days will be 5-6 hours each; clinical days will be 8- 12 hours each.

TRANSFER OPTIONS:
- Arkansas Rural Nursing Education Consortium (ARNEC) LPN/LVN to RN Transition Program available at the following locations: Arkansas State University-Newport, Black River Technical College-Pocahontas, University of Arkansas Cossatot-Nashville, Ozarka College-Melbourne, South Arkansas Community College-ElDorado, University of Arkansas Community College-Morrilton, University of Arkansas Community College-Hope, Rich Mountain Community College-Mena.

REGISTERED NURSING
Associate of Applied Science: 66 Credits

GRADE	DEVELOPMENTAL COURSES	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	RN PRE-REQUISITES – 33 Credits	HOURS
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	MED1223 Medical Math	3
	PSYC2003 General Psychology	3
	PSYC2033 Developmental Psychology	3
	BUS1003 Microcomputer Applications	3
	BIOL2003 Nutrition and Diet	3
	BIOL2064 Anatomy & Physiology I	4
	BIOL2074 Anatomy & Physiology II	4
	BIOL2094 General Microbiology	4
Total Pre-Requisites		**33**

GRADE	RN PROGRAM CORE – 33 Credits	HOURS
	RNSG2119 Nursing Process I	9
	RNSG2123 Nursing Practicum I	3
	RNSG2216 Nursing Process II	6
	RNSG2223 Nursing Practicum II	3
	RNSG2318 Nursing Process III	8
	RNSG2323 Nursing Practicum III	3
	RNSG2311 NCLEX-RN Preparation	1
Total Program Core		**33**

The LPN to RN transition program is a 12 month program that begins in January and ends in December each year. It is available through the Arkansas Rural Nursing Education Consortium (ARNEC). It combines classroom instruction with clinical experiences and offers a new and innovative approach via a nontraditional delivery format of nursing theory through interactive video. Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 3:30 – 8:30 PM and most clinical time will take place on weekends. This program was designed to meet the needs of working LPNs/LVNs.

Program Mission Statement
The mission of the Arkansas Rural Nursing Education Consortium is to provide a quality, comprehensive, accessible, and affordable registered nursing program to students in rural Arkansas. Through the associate degree programs offered at participating institutions, ARNEC seeks to instill the value of educational progression and lifelong learning. ARNEC is committed to providing LPN and LVN students the knowledge, skills, and attitudes necessary for successful entry into registered nursing practice.

The four program student learning outcomes are:
- Demonstrate quality and safe care that supports a culture of health through evidence-based nursing.
- Apply critical thinking necessary to provide patient-centered care to diverse populations.
- Collaborate with interdisciplinary team members to provide leadership in all healthcare settings.
- Integrate professional nursing practice through communication, knowledge, technology, and support of quality improvement measures.

Colleges participating in ARNEC include: Arkansas State University-Newport, Black River Technical College-Pocahontas, University of Arkansas Cossatot-Nashville, Ozarka College-Melbourne, South Arkansas Community College-El Dorado, University of Arkansas Community College-Morrilton, University of Arkansas Community College-Hope, and Rich Mountain Community College-Mena. Each program will serve from sixteen to forty-eight students at each of the eight colleges. All classes are taught in the English language. Students must be able to read, speak, write, and comprehend the English language proficiently. All international students and students who speak English as a second language must pass the Test of English as a Foreign Language (TOEFL). The course of study meets the requirements of the Arkansas State Board of Nursing. Graduates of the program receive an Associate of Applied Science degree that prepares them to take the Registered Nurse licensing exam, the NCLEX-RN.

Application deadline is August 31st of each year and while all pre-requisite courses must be completed prior to the start of the program in January, applicants may lack one of the pre-requisite courses at the time of application. In order to be considered for admission, applicants must:
- Meet all college admission requirements
- Complete an ARNEC online application located on the UA Cossatot website as well as additional packet information located on the ARNEC website at **http://www.arnec.org**
- Have graduated from a State Board approved practical nursing program or show successful completion of the NCLEX-PN exam
- Possess a valid unencumbered LPN/LVN license
- Complete all pre-requisite courses with a grade of C or better prior to the start of the program
- Have a cumulative pre-requisite GPA of 2.5 on a 4.0 scale

- Submit an official high school transcript or GED and official transcripts from all colleges attended by the date on the application packet
- Take the pre-entrance exam
- Undergo a drug screen per admitting institution protocol
- Effective January 2020, all ARNEC applicants must pay a non-refundable $25 applicant fee at the time of application.

NOTE TO APPLICANTS: *ARNEC faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary.*

All students applying to the ARNEC LPN/LVN to RN program must read the Arkansas Nurse Practice Act, ACA §17-87-312, indicating that they understand and acknowledge receiving this information. All students entering the nursing program will be required to have a criminal background check. The student must be aware that clinical facilities will not allow them to practice as a student if they have committed certain crimes. Therefore, without the clinical experiences, the student will not be able to meet the requirements of the Nursing Program. If the facilities will not allow you to participate in the clinical experiences, you will be advised to withdraw from the program. All students should be aware that graduating from a nursing program in Arkansas does not assure the Arkansas State Board of Nursing's approval to take the licensure examination. There is a possibility that you could complete the nursing program, but be barred from taking boards for licensure. Completion of the program does not guarantee that you will be granted licensure to practice as a nurse.

Applicants are ranked and selected based on pre-requisite GPA and pre-entrance exam scores. Students selected for admission will receive a letter of acceptance into the program by mid-October and must provide the admitting institution a written letter stating acceptance and intention to enroll in the program. This letter can be emailed to the program chair, faxed, or brought to the Division of Medical Education in person. If the student chooses to email or fax their letter of acceptance, they should follow up by calling the Medical Education Division to make sure it was received. In the event that the student does not plan to enroll, the student needs to notify the institution so an alternate student may have the slot. Each institution will have an alternate list of students in the case of a selected student declining his/her acceptance letter.

Upon acceptance into the program, the student must provide the following:
- Current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP)
- Current PPD Skin Test or Chest X-Ray
- Varicella titer showing immunity or series of injections
- Current flu vaccination
- Verification that the Hepatitis B series has been completed or started, or that a Waiver Claim Form is signed
- Students may lack one prerequisite course at the time of the August 31st deadline. This course must be completed by the end of the fall semester
- All required general education courses must be completed by the time nursing courses begin the following January
- Selected applicants must complete and pass a criminal background check. An instruction sheet will be provided to the applicant (approximately $60.00 cost)

GRADING SCALE FOR ARNEC PROGRAM: 90-100 = A; 84-89 = B; 78-83 = C; 70-77 = D (failing); 69 or below = F
*This program is a consortium of eight two-year colleges and therefore has a common grading scale approved by the ARNEC board.

In order to progress in the nursing curriculum, the student must maintain a 2.0 "C" (on a 4.0 scale) in all general education and nursing classes, including nursing practicum. Nursing courses require students to achieve at least a 78% (lowest "C" grade) to progress. Due to the strenuous nature of the nursing curriculum, the admitting institution reserves the right to determine eligibility of any student to enroll or continue in the nursing program. Eligibility is determined by the faculty's evaluation of the student's ability to perform the tasks and responsibilities of a Registered Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

Re-admission will be decided by the admitting institution. A student who fails or leaves the program for any reason will be permitted one opportunity to re-enroll (regardless of which semester). The student has the right to appeal to the administration of the admitting institution and should follow that institution's appeal procedures. Due to differences in nursing curriculum in other nursing programs, ARNEC will not accept transfer credit for previously taken Registered Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program. If an enrolled ARNEC student needs to transfer to another ARNEC member institution, then permission may be granted from the institution that the student wishes to transfer to, based on space availability and the institution's requirements for transfer students.

Students must successfully complete all general education courses and all nursing courses with a grade of "C" or better. Upon completion, the student's status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination. Students MUST achieve a score at or above the current national passing average on the final comprehensive exit exam to complete the requirements for the NCLEX-RN Preparation course. The student will be allowed to take the final comprehensive exit exam a total of three times. Students cannot sit for each exam attempt more than once per day. Should the student not achieve the required score after the third attempt, the student will be given an incomplete grade "I" for the final semester until the student can provide documentation of enrollment and completion of the ATI virtual NCLEX review with a coach. Once the student has followed all recommendations of the coach and the coach releases the student for testing, the student's final grade will be posted and transcripts will be released to the ASBN for approval and authorization to test. Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the ARNEC LPN/LVN to RN Transition program does NOT automatically enable the student to sit for the NCLEX-RN.This is determined by the Arkansas State Board of Nursing and may be reviewed at www.arsbn.org along with the criminal background FAQs at http://www.arsbn.org/examination.

TRANSFER OPTIONS:
- University of Central Arkansas to complete a Bachelor of Science in Nursing.
- Southern University of Arkansas to complete Bachelor of Science in Nursing.
- Central Methodist University to complete Bachelor of Science in Nursing.
- Arkansas Tech University (ATU) to complete a Bachelor of Science in Nursing or Professional Studies.
- ASU Jonesboro to complete Bachelor of Appiled Science in Organizational Studies
- UAMS to Bachelor of Science in Nursing (students may take MATH1113 Applied Math as the math requirement for this program)
- If planning to transfer to an institution other than the ones listed above, students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to any Arkansas college or university.

OCCUPATIONAL THERAPY ASSISTANT
Associate of Applied Science: 82 Credits

GRADE	DEVELOPMENTAL MATHEMATICS	HOURS		GRADE	DEVELOPMENTAL ENGLISH/READING	HOURS
	GSTD0383 Pre-Algebra	3			GSTD0103 College Reading	3
	GSTD0433 Intermediate Algebra	3			GSTD0243 Essential English	3
	GSTD0101 College Algebra Lab	1			GSTD0201 Composition I Lab	1

GRADE	OTA PRE-REQUISITES	HOURS		GRADE	OTA PROGRAM CORE	HOURS
	SPD1003 Success Strategies	3			OTA2103 Therapeutic Activities I	3
	ENGL1113 Composition I	3			OTA2104 Human Movement in OT	4
	ENGL1123 Composition II	3			OTA2213 Pathophysiology in OT	3
	MATH1023 College Algebra	3			OTA2303 Mental Health/Psychosocial OT	3
	SOC2003 Intro to Sociology	3			OTA2301 Level I Fieldwork A/Mental Health	1
	PSYC2003 General Psychology	3			OTA2203 Therapeutic Activities II	3
	PSYC2033 Developmental Psychology	3			OTA2204 Therapeutic Interventions w/Lab	4
	PSYC2303 Abnormal Psychology	3			OTA2312 Management in OT	2
	BUS1003 Microcomputer Applications	3			OTA2223 Physical Dysfunction in OT	3
	MED1453 Medical Terminology	3			OTA2221 Level I Fieldwork B/Physical Dysfunction	1
	BIOL2064 Anatomy & Physiology I	4			OTA2113 Pediatrics in OT	3
	BIOL2074 Anatomy & Physiology II	4			OTA2111 Level I Fieldwork C/Pediatrics	1
	OTA1113 Intro to OTA	3			OTA2402 Professional Issues in OT	2
Total Pre-Requisites		**41**			OTA2404 Level II Fieldwork A (8 weeks)	4
					OTA2414 Level II Fieldwork B (8 weeks)	4
				Total Program Core		**41**

Application deadline for the OTA program is March 1st.

Occupational Therapy is a profession that works with people of all age groups with physical, emotional, and other challenges. This career allows individuals to make a lasting difference in helping people to regain their independence and get back to enjoying life to the fullest. The Certified Occupational Therapy Assistant (COTA), under the supervision of an Occupational Therapist, provides rehabilitative services to individuals with physical, mental, emotional, and developmental disabilities. The Occupational Therapy Assistant (OTA) Program at UA Cossatot combines classroom instruction with clinical experiences. The OTA program is housed at UA Cossatot's Little River Campus in Ashdown, Arkansas. The program consists of two portions that include the general education core and the OTA program core courses and is a two-and-a-half-year program. Students successfully completing the OTA program will be awarded an Associate of Applied Science degree (AAS) in Occupational Therapy.

Students wishing to apply for the program must have either completed or be enrolled in pre-requisite courses at the time of application. Applicants must be a high school graduate or have equivalency certification (GED), meet all admission and placement requirements for the college, complete the pre-entrance exam and have scores sent to the medical education academic advisor, complete the online OTA application which includes: the mental and physical abilities statement, criminal background check, program recommendation forms, and observation forms. Please visit the OTA Program webpage at https://www.cccua.edu/programs-of-study/medical-education for additional information on the application package and to access application materials.

Enrollment in the OTA program is limited to 15-18 students each year. Applicants will be ranked according to required general education course GPA (only grades of "C" or better are accepted), pre-entrance exam scores, observation reports, and three (3) letters of recommendation. Selected students must pass a criminal background check and random drug screen(s) throughout the year. Additionally, students are required to complete required immunizations prior to entering the program. UA Cossatot and the OTA program will not discriminate in the selection of students to the OTA program. Students not accepted into the upcoming class are encouraged to re-apply prior to the application deadline for the next year.

The OTA program begins in August and ends the following December. To meet requirements of ACOTE/AOTA, the OTA program follows a special calendar, and class days will be different from those followed by students in other programs. Regular class days will be 6 - 8 hours each; clinical/fieldwork days will be 8-12 hours each. Days and hours may vary depending on the course you are in and the required clinical hours. Clinicals and workshops may on occasion be required on weekends as well. Some community clinical sites are some distance from the campus, i.e., Texarkana, De Queen, Nashville, Hope, Paris, Hot Springs, Shreveport, etc. Students are required to arrange transportation to these areas as well as mandatory workshops or class trips out of town. Because this program is very

intense and a large amount of material is covered in a short period of time, attendance in class and clinical is critical. An attendance policy will be in effect throughout the OTA program.
GRADING SCALE FOR OTA: 90-100 = A; 80-89 = B; 76-79 = C; 70-75 = D (failing); 69 or below = F (failing)

The OTA program combines classroom instruction with clinical experiences. Throughout the program, OTA courses function as prerequisites to the next semester of required courses. Failure to successfully complete any of these courses will prohibit the student from continuing in the program and the student will be administratively withdrawn. These students may be eligible for re-admission according to the re-admission policy. Additionally, students are required to maintain a minimum of 76% in both theory and clinical to progress and complete the program and to adhere to the Student Code of Ethics/Conduct section in this catalog. All courses in the OTA program are enhanced with the use of Blackboard. In addition, during the last semester of coursework, students complete OTA2402 Professional Issues in OT in an online format while completing their Level II Fieldwork rotations. Course structure in the curriculum of the OTA program is custom designed to maintain compliance with the standards as established by the American Occupational Therapy Association and ACOTE. The hallmark of the OTA program is the student's ongoing involvement in the experiential and service learning projects throughout the program. Due to the strenuous nature of the OTA program and practice-orientation, the College reserves the right to determine the eligibility of any student to enroll or continue in the OTA program. This determination is based on, but not limited to, the characteristics required of a clinical OTA. Eligibility determination is made by the faculty's evaluation of a student's ability to perform the clinical tasks necessary to complete the clinical and course objectives. These abilities are reevaluated after each course.

A student who fails a course or leaves the program for any reason will be permitted one (1) opportunity to re-enroll (regardless of which semester). As courses are taught in a prescribed sequence and only taught once each program year, students will be required to wait until the following program year to re-enter the program. Students re-entering the program will be encouraged to audit previous OTA coursework with a final transcripted grade of "C" or better. Auditing students may participate in all lectures and will not be required to take the exams. All other coursework not meeting the standard of "C" or better must be re-taken. In addition, students re-entering the program are required to complete all skills lab check-offs including any documentation, assignments, or modules related to competency skills with a minimum passing grade for all prior and concurrent courses they previously passed to ensure ongoing skills competency. If the re-admittance has been longer than one academic school year, the student must repeat the entire course sequence of the program.

Students may not be candidates for re-admission if they committed any of the following violations while previously enrolled in the OTA program: uncooperative attitude/behavior that was previously addressed with verbal and written warnings, insubordination, cheating, falsification of records, positive identification of drug activities (taking, selling, buying, etc.), violation of medical ethics (breach of confidentiality, client abuse, etc.), or endangering the health, safety, or life of a client or peer.

All students re-applying for the program are required to complete a new online application and should contact the Academic Advisor for Medical Education to ensure previously submitted material continue to meet the program application requirements as some requirements may have changed. Re-applicants are required to meet any new requirements for the re-application to be considered. See the UA Cossatot website and OTA Student Handbook and Policy Manual for additional information on re-applying.
Students must complete all prerequisites courses and all OTA program courses with a grade of "C" or better to graduate from the OTA program. Students must complete all Level II Fieldwork within 18 months following completion of the didactic portion of the program. Upon completion, the student's status will be submitted to the National Board for Certification of Occupational Therapy declaring the student has completed their Associate of Applied Science in Occupational Therapy and wishes to sit for the certification examination. Graduates of the program will be eligible to sit for the OTA certification examination for the OTA, administered by the National Board for Certification in Occupational Therapy. (NBCOT). After successful completion of this exam, the graduate will be a Certified Occupational Therapy Assistant (COTA) and will be eligible to apply for licensure in the state of Arkansas. Please note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Due to differences in curriculum in other OTA programs, the UA Cossatot OTA program does not accept transfer students. Students who were enrolled in another program will follow the same requirements and admission procedures. Students who previously attended an OT or OTA program are required to provide a "letter of good standing" from the institution previously attended.

The Occupational Therapy Assistant (OTA) program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929 (previously 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814) or online at www.acoteonline.org.

TRANSFER OPTIONS:
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- ASU Jonesboro to complete Bachelor of Applied Science in Organizational Studies
- If planning to transfer to an institution other than the ones listed above, students may visit https://acts.adhe.edu/studenttransfer.aspx to inquire about transferability of courses to any Arkansas college or university.

PHYSICAL THERAPIST ASSISTANT
Associate of Applied Science: 77 Credits

GRADE	PTA PRE-REQUISITES	HOURS
	SPD1003 Success Strategies	3
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	MATH1023 College Algebra	3
	MED1453 Medical Terminology	3
	BIOL2064 Anatomy & Physiology I	4
	BIOL2074 Anatomy & Physiology II	4
	PSYC2033 Developmental Psychology	3
	BUS1003 Microcomputer Applications	3
Total Pre-Requisites		**29**

GRADE	PTA PROGRAM CORE	HOURS
	PTA1112 Introduction to PTA	2
	PTA2303 Pathophysiology	3
	PTA2314/L Movement Science	4
	PTA2203/L Basic Patient Care Skills	3
	PTA2205/L Therapeutic Agents	5
	PTA2322 Admin & Management	2
	PTA2404/L Therapeutic Exercise	4
	PTA2403/L Data Collection	3
	PTA2413/L Rehab Techniques	3
	PTA2424 Clinical Practicum I	4
	PTA2515/L Neurorehabilitation	5
	PTA2524 Clinical Practicum II	4
	PTA2502 PTA Seminar	2
	PTA2624 Clinical Practicum III	4
Total Program Core		**48**

Accreditation Status:

The Physical Therapist Assistant Program at UA Cossatot is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 870-584-1497 or email jsanderson@cccua.edu.

GENERAL INFORMATION

Physical Therapy is a field dedicated to improvement of function and is one of the fastest growing career fields in the United States. The Physical Therapist Assistant (PTA), under the supervision of a Physical Therapist, provides rehabilitative services to individuals with orthopedic, neurologic, medically complex, and developmental conditions. The Physical Therapist Assistant (PTA) Program at UA Cossatot combines classroom instruction with clinical experiences. The program consists of two portions of which include the general education core courses and the PTA technical program courses. Students successfully completing the PTA program are awarded an Associate of Applied Science degree (AAS).

The PTA program is limited to 16 students each year. Applicants will be ranked according to required prerequisite course GPA, Anatomy and Physiology GPA, observation hours/forms, pre-entrance exam scores and interview scores. UA Cossatot and the Physical Therapist Assistant Program will not discriminate on the basis of sex, race, color, national origin, religion, disability, or age in the selection of students to the PTA Program. Students not accepted into the upcoming class are encouraged to re-apply prior to the application deadline. Note that a felony conviction may affect a graduate's ability to sit for the National Physical Therapy Examination or attain state licensure.

For admissions criteria and the application process, please visit the website below.
www.cccua.edu/programs-of-study/medical-education

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PROFESSIONAL
STUDIES

DIVISION OF PROFESSIONAL STUDIES

Faculty & Staff

Barbara Lacefield, Chair	blacefield@cccua.edu
Ashley Dougherty, Faculty	adougherty@cccua.edu
Kay Cobb, Faculty	kcobb@cccua.edu
Kelli Harris, Faculty	kharris@cccua.edu

* The A.A.S., A.S. Business, and A.S. Agri- Business programs in this division are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Degree Programs

Certificate of Proficiency Accounting
Business Management Child Development
Digital Media/Marketing

Technical Certificates
Accounting
Agriculture
Business Management Digital Media/Marketing
Criminal Justice

Associate of Applied Science Degrees
General Business
Digital Media/Marketing

Transfer Degrees
AS: Agriculture AS: Business
AS: Natural Resources
AS: Criminal Justice
AS Liberal Arts/Sciences: Communication

The programs in the Division of Professional Studies provide specialized training needed to meet entry-level requirements of business and industry as well as degree programs designed for transfer to 4-year institutions. The curriculum allows students to choose a career path that meets their individual goals.

Appropriate placement scores may be required prior to enrolling in Professional Studies course

GENERAL BUSINESS
Associate of Applied Science: 60 Credits
Accounting Technical Certificate: 27 Credits
Management Technical Certificate: 24 Credits
Accounting & Management Certificates of Proficiency: 12 Credits Each

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	SEMESTER 1	HOURS
	SPD1003 Success Strategies	3
	BUS1003 Microcomputer Applications	3
	ACCT2113 Accounting I	3
	BUS1113 Business Math	3
	ENGL1113 Composition I	3
	TOTAL SEMESTER 1	**15**

GRADE	SEMESTER 2	HOURS
	BUS1313 Introduction to Business	3
	BUS1503 Human Relations & Supervision	3
	MNG2623 Marketing	3
	ENGL1123 Composition II	3
	MNG 2313 Principles of Management	3
	TOTAL SEMESTER 2	**15**

GRADE	SEMESTER 3	HOURS
	ACCT2143 Computer Applications for Accounting	3
	ECON2003 Macroeconomics	3
	SPCH1113 Principles of Speech	3
	ACCT2123 Accounting Principles II -	3
	BUS2023 Business Communications	3
	TOTAL SEMESTER 3	**15**

GRADE	SEMESTER 4	HOURS
	BUS2103 Business Law	
	MNG2813 Small Business Management	3
	ECON 2103 Microeconomics	3
	BUS2013 Spreadsheets	3
	BUS 2063 Business Capstone	3
	TOTAL SEMESTER 4	**15**

GRADE	TECHNICAL CERTIFICATE - ACCOUNTING	HOURS
	SPD 1003 Success Strategies	3
	ENGL 1113 Composition I	3
	BUS 1003 Microcomputer Applications	3
	BUS 1313 Introduction to Business	3
	ACCT 2113 Accounting I	3
	BUS 1113 Business Math	3
	BUS 1503 Human Relations & Supervision	3
	BUS 2023 Business Communications	3
	ACCT 2143 Computer Applications for Accounting	3
TECHNICAL CERTIFICATE - ACCOUNTING		27

GRADE	CERTIFICATE OF PROFICIENCY - ACCOUNTING	HOURS
	SPD 1003 Success Strategies	3
	BUS 1003 Microcomputer Applications	3
	ACCT 2113 Accounting I	3
	BUS 1113 Business Math	3
CERTIFICATE OF PROFICIENCY - ACCOUNTING		**12**

GRADE	TECHNICAL CERTIFICATE – BUSINESS MANAGEMENT	HOURS
	SPD 1003 Success Strategies	3
	ENGL 1113 Composition I	3
	BUS 1003 Microcomputer Applications	3
	BUS 1313 Introduction to Business	3
	BUS 1113 Business Math	3
	BUS 1503 Human Relations & Supervision	3
	MNG 2313 Principles of Management	3
	MNG 2623 Marketing	3
TECHNICAL CERTIFICATE – BUSINESS MANAGEMENT		24

GRADE	CERTIFICATE OF PROFICIENCY – BUSINESS MANAGEMENT	HOURS
	SPD 1003 Success Strategies	3
	BUS 1503 Human Relations & Supervision	3
	MNG 2313 Principles of Management	3
	MNG 2623 Marketing	3
CERTIFICATE OF PROFICIENCY – BUSINESS MANAGEMENT		**12**

PROGRAM INFORMATION: This program is designed for students to earn the Certificate of Proficiency in Accounting after semester one, the Certificate of Proficiency and Technical Certificate in Business Management after semester two, the Technical Certificates in Accounting after semester three and the Associate of Applied Science in General Business after semester four. Some courses have minimum score and/or perquisite requirements prior to enrollment.

CAREER OPTIONS: The Certificate of Proficiency and the Technical Certificate in Accounting are embedded into the Associate of Applied Science in General Business. The Certificate of Proficiency provides students with a basic knowledge of Accounting. The Technical Certificate in Accounting provides students with entry level bookkeeping skills. Students completing the certificate will have a working knowledge of the elementary accounting cycle and how to keep a set of books using a computer. The Certificate of Proficiency and Technical Certificate in Management, which are embedded into the Associate of Applied Science in General Business, provides students with entry level management skills. Students completing the Certificate of Proficiency will have a basic knowledge of general management. Students completing the Technical Certificate will have a working knowledge of management concepts and practices and graduates will be ready for immediate employment. The Associate of Applied Science in General Business is designed for students who seek occupational, technical, and vocational skills primarily for employment or advancement.

TRANSFER OPTIONS: Associate of Applied Science degrees are NOT designed for transfer.
- Franklin University to complete a Bachelor of Science.
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.

If planning to transfer to an institution other than the ones listed above, students may visit https://acts.adhe.edu/studenttransfer.aspx to inquire about transferability of courses to any Arkansas college or university.

DIGITAL MEDIA & MARKETING
Associate of Applied Science: 60 Credits
Technical Certificate: 27 Credits
Certificate of Proficiency: 12 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	ASSOCIATE OF APPLIED SCIENCE	HOURS
	SPD1003 Success Strategies	3
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	SPCH1113 Principles of Speech	3
	ECON2003 Macroeconomics	3
	ECON2103 Microeconomics	3
	COMM1103 Media Production	3
	MNG2623 Marketing	3
	COMM1203 Mass Communication & Media	3
	MNG1103 Introduction to Digital Media	3
	BUS1113 Business Math	3
	BUS1003 Microcomputer Applications	3
	BUS2013 Spreadsheets	3
	MNG2223 Marketing Analytics	3
	MNG2123 Social Media Marketing	3
	BUS2023 Business Communications	3
	BUS2813 Graphic Software Applications	3
	BUS2103 Business Law	3
	MNG2323 Search & Display Advertising	3
	BUS2063 Business Capstone	3
ASSOCIATE OF APPLIED SCIENCE		**60**

GRADE	TECHNICAL CERTIFICATE	HOURS
	SPD1003 Success Strategies	3
	ENGL1113 Composition I	3
	MNG1103 Introduction to Digital Media	3
	BUS1003 Microcomputer Applications	3
	BUS2013 Spreadsheets	3
	BUS1113 Business Math	3
	MNG2123 Social Media Marketing	3
	BUS2813 Graphic Software Applications	3
	MNG2323 Search & Display Advertising	3

GRADE	CERTIFICATE OF PROFICIENCY	HOURS
	MNG1103 Introduction to Digital Media	3
	BUS1003 Microcomputer Applications	3
	BUS2813 Graphic Software Applications	3
	MNG2623 Marketing	3
CERTIFICATE OF PROFICIENCY		**12**

PROGRAM INFORMATION: This program is designed for students to earn the Certificate of Proficiency after semester one, the Technical Certificate after semester two and the Associate of Applied Science after semester four. Some courses have minimum score and/or prerequisite requirements prior to enrollment.

CAREER OPTIONS: The Certificate of Proficiency and the Technical Certificate in Digital Media and Marketing are embedded into the Associate of Applied Science in the Digital Media and Marketing Degree. The Certificate of Proficiency provides graduates with a basic knowledge of general skills appropriate for the workplace. The Technical Certificate program prepares students for the workplace with skills in general business and more in-depth Social Media and Advertising skills. The Associate of Applied Science in Digital Media and Marketing is designed for students who seek occupational, technical, and vocational skills primarily for employment or advancement.

TRANSFER OPTIONS: Associate of Applied Science degrees are NOT designed for transfer.
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- ASU Jonesboro to complete Bachelor of Applied Science in Organizational Studies
- UA Fort Smith to complete Bachelor of Applied Science
- If planning to transfer to an institution other than the ones listed above, students may visit
  https://acts.adhe.edu/studenttransfer.aspx to inquire about transferability of courses to any Arkansas college or university.

AGRICULTURE
Technical Certificate: 28 Credits

GRADE	DEVELOPMENTAL MATHEMATICS	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	TECHNICAL CERTIFICATE	HOURS
	SPD1003 Success Strategies	3
	MATH1113 Business Math OR MATH1023 College Algebra OR MATH1113 Applied Math	3
	AS1004 Intro to Animal Science	4
	AGRI1504 Animal Nutrition	4
	AGRI1604 Soil Science	4
	AGRI1114 Principles of Horticulture	4
	AGRI2073 Agriculture Economics	3
	FOR1103 Forestry	3
Total Agriculture		**28**

PROGRAM INFORMATION: This program is designed for students to earn the Technical Certificate after two semesters of study.

CAREER OPTIONS: The Technical Certificate in Agriculture prepares students for entry-level work in the field of agriculture with emphasis placed on owning and operating your own farm/ranch operation.

AGRICULTURE BUSINESS
Associate of Science: 60 Credits
Technical Certificate: 28 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	AS: AGRICULTURE BUSINESS	HOURS
	SPD1003 Success Strategies	3
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	SPCH1113 Principles of Speech	3
	PSCI2003 American Government	3
	MATH1023 College Algebra	3
	ACCT2113 Accounting Principles I	3
	ACCT2123 Accounting Principles II	3
	AS1004 Introduction to Animal Science	4
	AGRI1114 Principles of Horticulture	4
	AGRI1504 Animal Nutrition	4
	AGRI1604 Soil Science	4
	AGRI2073 Agriculture Economics	3
	ECON2003 Macroeconomics OR ECON 2103 Microeconomics	3
	FOR1103 Forestry	3
	BIOL1014 General Biology	4
	CHEM1014 Introductory Chemistry	4
AS: AGRICULTURE BUSINESS		**60**

GRADE	TECHNICAL CERTIFICATE: AGRICULTURE	HOURS
	SPD1003 Success Strategies	3
	MATH1003 Tech Math/MATH1023 College Algebra	3
	AS1004 Introduction to Animal Science	4
	AGRI1114 Principles of Horticulture	4
	AGRI1504 Animal Nutrition	4
	AGRI1604 Soil Science	4
	AGRI2073 Agriculture Economics	3
	FOR1103 Forestry	3
TECHNICAL CERTIFICATE: AGRICULTURE		**28**

PROGRAM INFORMATION: This program is designed for students to earn the Technical Certificate after semester two and the Associate of Science after semester four. Some courses have minimum score and/or prerequiste requirements prior to enrollment.

CAREER OPTIONS: The Technical Certificate in Agriculture, which is embedded into the Associate of Science in Agriculture Business or the Associate of General Studies degree, prepares students for entry level work in the field of agriculture with emphasis placed on owning and operating your own farm/ranch operation. The Associate of Science degree prepares students to transfer to a four year university to complete a Baccalaureate degree.

TRANSFER OPTIONS:
- Southern Arkansas University (SAU) to complete a Bachelor of Science in Agriculture with Ag-Business major.
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- If planning to transfer to an institution other than the ones listed above, students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to any Arkansas college or university.

AGRICULTURE EDUCATION
Associate of Science: 60 Credits
Technical Certificate: 28 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	AS: AGRICULTURE EDUCATION	HOURS
	SPD1003 Success Strategies	3
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	SPCH1113 Principles of Speech	3
	FA2XX3 Introduction to Fine Arts	3
	PSCI2003 American Government	3
	MATH1023 College Algebra	3
	AS1004 Introduction to Animal Science	4
	AGRI1114 Principles of Horticulture	4
	AGRI1504 Animal Nutrition	4
	AGRI1604 Soil Science	4
	AGRI2073 Agriculture Economics	3
	FOR1113 Forestry	3
	EDUC2003 Introduction to Education	3
	EDUC2013 Technology for Teaching	3
	BIOL1014 General Biology	4
	CHEM10X4 Chemistry requirement	4
AS: AGRICULTURE EDUCATION		**60**

GRADE	TECHNICAL CERTIFICATE: AGRICULTURE	HOURS
	SPD1003 Success Strategies	3
	MAIN1003 Tech Math/MATH1023 College Algebra	3
	AS1004 Introduction to Animal Science	4
	AGRI1114 Principles of Horticulture	4
	AGRI1504 Animal Nutrition	4
	AGRI1604 Soil Science	4
	AGRI2073 Agriculture Economics	3
	FOR1103 Forestry	3
TECHNICAL CERTIFICATE: AGRICULTURE		**28**

PROGRAM INFORMATION: This program is designed for students to earn the Technical Certificate after semester two and the Associate of Science after semester four. Some courses have minimum score and/or perquisite requirements prior to enrollment.

CAREER OPTIONS: The Technical Certificate in Agriculture, which is embedded into the Associate of Science in Agriculture Education or the Associate of General Studies degree, prepares students for entry-level work in the field of agriculture with emphasis placed on owning and operating your own farm/ranch operation. The Associate of Science degree prepares students to transfer to a four-year university to complete a Baccalaureate degree.

TRANSFER OPTIONS:
- Southern Arkansas University (SAU) to complete a Bachelor of Science in Agriculture with Ag-Education major.
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- If planning to transfer to an institution other than the ones listed above, students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to any Arkansas college or university.

AGRICULTURE SCIENCE
Associate of Science: 62-63 Credits
Technical Certificate: 28 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	AS: AGRICULTURE SCIENCE	HOURS
	SPD1003 Success Strategies	3
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	SPCH1113 Principles of Speech	3
	PSCI2003 American Government	3
	MATH1023 College Algebra	3
	AS1004 Introduction to Animal Science	4
	AGRI1114 Principles of Horticulture	4
	AGRI1504 Animal Nutrition	4
	AGRI1604 Soil Science	4
	AGRI2073 Agriculture Economics	3
	FOR1113 Forestry	3
	BIOL1014 General Biology	4
	CHEM10X4 Chemistry requirement	4
	AGRI1903/BIOL1024/1034/2014/2094/PHYS2014	3/4
	AGRI1903/BIOL1024/1034/2014/2094/PHYS2014	3/4
	AGRI1903/BIOL1024/1034/2014/2094/PHYS2014	3/4
AS: AGRICULTURE SCIENCE		**62-63**

GRADE	TECHNICAL CERTIFICATE: AGRICULTURE	HOURS
	SPD1003 Success Strategies	3
	MAIN1003 Tech Math/MATH1023 College Algebra	3
	AS1004 Introduction to Animal Science	4
	AGRI1114 Principles of Horticulture	4
	AGRI1504 Animal Nutrition	4
	AGRI1604 Soil Science	4
	AGRI2073 Agriculture Economics	3
	FOR1103 Forestry	3
TECHNICAL CERTIFICATE: AGRICULTURE		**28**

PROGRAM INFORMATION: This program is designed for students to earn the Technical Certificate after semester two and the Associate of Science after semester four. Some courses have minimum score and/or prequisite requirements prior to enrollment.

CAREER OPTIONS: The Technical Certificate in Agriculture, which is embedded into the Associate of Science in Agriculture Science or Associate of General Studies degree, prepares students for entry level work in the field of agriculture with emphasis placed on owning and operating your own farm/ranch operation. The Associate of Science degree prepares students to transfer to a four year university to complete a Baccalaureate degree.

TRANSFER OPTIONS:
- Southern Arkansas University (SAU) to complete a Bachelor of Science in Agriculture with Ag-Science major.
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- If planning to transfer to an institution other than the ones listed above, students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to any Arkansas college or university.

BUSINESS
Associate of Science: 65 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	GENERAL EDUCATION STATE CORE	HOURS
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	SPCH1113 Principles of Speech	3
	FA2XX3 Intro to Fine Arts	3
	HIST1XX3 Western Civ or World Civ	3
	HIST2XX3 United States History/PSCI2003 American Govt	3
	SOC2003 Introduction to Sociology	3
	MATH1023 College Algebra	3
	BIOLXXX4 Biological Science requirement	4
	PHYS2024 Physical Science requirement	4
GENERAL EDUCATION STATE CORE		**35**

GRADE	AS: BUSINESS REQUIREMENTS	HOURS
	SPD1003 Success Strategies	3
	MATH2023 Introduction to Statistics	3
	MATH2053 Survey of Calculus	3
	ECON2003 Macroeconomics	3
	ECON2013 Microeconomics	3
	ACCT2113 Accounting Principles I	3
	ACCT2123 Accounting Principles II	3
	BUS1003 Microcomputer Applications	3
	BUS1313/BUS2023 Directed Elective	3
	BUS2103 Business Law	3
AS: BUSINESS REQUIREMENTS		**30**

PROGRAM INFORMATION: This degree is designed for students preparing to transfer to a four-year institution to obtain a baccalaureate degree in a business field identified by Arkansas' four-year institutions participating in the transfer agreement.

ACBSP ACCREDITED

CAREER OPTIONS: The Associate of Science in Business degree is designed to transfer and therefore completion of the degree alone does not qualify students for any specific career; however, completion of an associate degree will improve overall employability and will make students eligible for employment opportunities that require an associate level degree. This degree is suited for students who plan to pursue careers in Business related fields such as: Accounting, Business Administration, Management, or Marketing.

TRANSFER OPTIONS:
- Arkansas State University at Jonesboro to complete Bachelor of Science in Accounting, Bachelor of Science in Business Administration (ASU courses fully online), Bachelor of Science in Computer and Information Technology, Bachelor of Science in Business Economics, Bachelor of Arts in Economics, Bachelor of Science in International Business, Bachelor of Science in General Management, Bachelor of Bachelor of Science in Global Supply Chain Management, or Bachelor of Science in Education in Business Technology
- Arkansas Tech University to complete Bachelor of Science in Business Administration (BUS1313 Directed Elective) or Bachelor of Professional Studies
- Henderson State University to complete Bachelor of Business Administration (BUS2023 Directed Elective)
- Southern Arkansas University at Magnolia to complete Bachelor of Business Administration (BUS1313 Directed Elective)
- Texas A&M University at Texarkana to complete Bachelor of Business Administration
- University of Arkansas at Fort Smith to complete Bachelor of Business Administration (BUS2023 Directed Elective); or Bachelor of Science in Organizational Leadership
- University of Arkansas at Little Rock to complete Bachelor of Business Administration in Advertising and Public Relations, Bachelor of Business Administration in Management, Bachelor of Business Administration in Economics, Bachelor of Business Administration in Finance, Bachelor of Business Administration in International Business, Bachelor of Business Administration in Management Information Systems, Bachelor of Business Administration in Marketing, or Bachelor of Science in Accounting
- University of Arkansas at Monticello to complete Bachelor of Business Administration (BUS1313 Directed Elective)
- University of Arkansas at Pine Bluff to complete Bachelor of Business Administration
- University of Central Arkansas to complete Bachelor of Business Administration (BUS2023 Directed Elective)
- Franklin University to complete a Bachelor of Science.
- If planning to transfer to an institution other than the ones listed above, students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to any Arkansas college or university.

CHILD DEVELOPMENT
Certificate of Proficiency: 12 Credits

GRADE	CHILD DEVELOPMENT	HOURS
	ECTC1003 Foundation Early Childhood Education	3
	EDUC2003 Child Growth & Development	3
	ECTC2703 Preschool Curriculum	3
	ECTC2603 Practicum I	3
	Total Child Development	**12**

PROGRAM INFORMATION: This certificate is a 120 contact hour program based on the educational requirements preparatory to the Child Development Associate (CDA) program governed by the Council for Early Childhood Professional Recognition. The courses cover positive ways to advance children's physical, intellectual, social, and emotional development, planning safe, healthy learning environments, strategies to establish productive relationships with families, managing effective program operations, principles of child growth and development, and observing and recording children's behavior. Students may choose to pursue CDA credentialing through the Council following completion of the coursework, demonstrating competence in a licensed childcare program and being observed by an advisor in this setting, completing a professional portfolio, parent opinion questionnaires, and applying to complete a written and oral assessment administered by the council.

CAREER OPTIONS: Students completing the Child Development program are likely to find employment in schools, businesses, private households, and childcare institutions performing tasks such as dressing, feeding, bathing, and overseeing play of young children.

COMMUNICATIONS
Associate of Science in Liberal Arts & Sciences: 60 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	GENERAL EDUCATION STATE CORE	HOURS
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	SPCH1113 Principles of Speech	3
	FA2XX3 Intro to Fine Arts	3
	PSCI2003 American Government	3
	HIST1XX3 Civilization	3
	PSYC2003 General Psychology	3
	MATH1023/1113/2023/2043 Mathematics	3
	BIOL1XX4 Biological Science Requirement	4
	CHEM1014/PHYS Physical Science Requirement	4
GENERAL EDUCATION STATE CORE		**35**

GRADE	AS: COMMUNICATIONS REQUIREMENTS	HOURS
	SPD1003 Success Strategies	3
	COMM1103 Intro to Media Productions	3
	COMM1003 Careers in Mass Media	3
	COMM1203 Mass Comm Media & Society	3
	COMM2103 Begin Reporting & Media Writing	3
	COMM2203 Strat Comm Prin Media Grammar	3
	RB1004 Intro to Radio Broadcasting	4
	MNG2623 Marketing	3
AS: COMMUNICATIONS REQUIREMENTS		**25**

PROGRAM INFORMATION: The Associate of Science in Liberal Arts & Sciences is a 2+2 articulation agreement between UA-Cossatot and UALR. Students will complete their freshman and sophomore years of general coursework at UA-Cossatot, and then have the opportunity to transfer to UALR to complete the junior and senior level coursework in the Mass Communications degree. Pathways include: Journalism, Mass Media, Media Production, Motion Picture, Strategic Communication

CAREER OPTIONS: Journalism, radio, film & T.V., public relations, publishing, editing, filmmaking, photography.

TRANSFER OPTIONS:
- University of Arkansas at Little Rock (UALR) to complete the Bachelor of Science in Mass Communications.
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- If planning to transfer to an institution other than the ones listed above, students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to any Arkansas college or university.

CRIMINAL JUSTICE
Associate of Science: 60 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	GENERAL EDUCATION STATE CORE	HOURS
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	SPCH1113 Principles of Speech	3
	FA2XX3 Intro to Fine Arts	3
	PSCI2003 American Government	3
	HIST1XX3 Western Civilization	3
	HIST2XX3 United States History	3
	MATH1023 College Algebra OR MATH1113 Applied Math	3
	BIOL1XX4 Biological Science	4
	PHYS2024 Physical Science	4
GENERAL EDUCATION STATE CORE		**35**

GRADE	AS: CRIMINAL JUSTICE REQUIREMENTS	HOURS
	SPD1003 Success Strategies	3
	BUS1003 Microcomputer Applications	3
	SOC2003 Introduction to Sociology	3
	PSYC2003 General Psychology	3
	PSCI2013 State & Local Government	3
	CRJU1103 Introduction to Criminal Justice	3
	CRJU2503 Criminal Law	3
	BIOLXXX4 Biological Science Elective	4
AS: CRIMINAL JUSTICE REQUIREMENTS		**25**

PROGRAM INFORMATION: This program offers the first two years of general education and criminal justice coursework for a degree in Criminal Justice.

CAREER OPTIONS: The Associate of Science in Criminal Justice degree is designed to transfer and therefore completion of the degree alone does not qualify students for any specific career; however, completion of an associate degree will improve overall employability and will make students eligible for employment opportunities that require an associate level degree. After earning a Bachelor of Science in Criminal Justice students are prepared for entry-level positions in a variety of careers within the Criminal Justice field.

TRANSFER OPTIONS:
- Southern Arkansas University (SAU) to complete a Bachelor of Science in Criminal Justice
- Arkansas State University (ASU) to complete Bachelor of Arts in Sociology (ASU courses fully online)
- Arkansas State University (ASU) to complete Bachelor of Arts in Criminology (ASU courses fully online)
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- UA Fort Smith to complete Bachelor of Science in Organizational Leadership
- If planning to transfer to an institution other than the ones listed above, students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to any Arkansas college or university.

CRIMINAL JUSTICE
Technical Certificate: 24 Credits

GRADE	DEVELOPMENTAL COURSES (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	TC: CRIMINAL JUSTICE – 24 Credits	HOURS
	SPD1003 Success Strategies	3
	ENGL1113 Composition I	3
	MATH1113 Applied Math OR	3
	MATH2023 Intro to Statistics	
	BUS1003 Microcomputer Applications	3
	CRJU1103 Introduction to Criminal Justice	3
	CRJU2503 Criminal Law	3
	CRJU1112 Criminal Justice Communication	2
	CRJU1111 Juvenile Law	1
	CRJU1113 Jail Practice & Procedure	3
Total Criminal Justice		**24**

PROGRAM INFORMATION: The Criminal Justice Technical Certificate program prepares students for entry-level positions in the field of Criminal Justice as a Dispatcher or Jailer.

CAREER OPTIONS: Students have the opportunity earn their certification as a dispatcher/jailer and will be prepared for immediate employment in these fields upon successful completion of the program.

UA Fayetteville Business Transfer
Associate of Science: 62 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	SEMESTER 1	HOURS
	BUS1313 Introduction to Business	3
	ENGL1113 Composition I	3
	BUS2013 Spreadsheets	3
	MATH1023 College Algebra	3
	BIOLXXX4 Biological Science Requirement	4
	TOTAL HOURS SEMESTER 1	**16**

GRADE	SEMESTER 2	HOURS
	ENGL1123 Composition II	3
	MNG2313 Principles of Management	3
	SPCH1113 Principles of Speech	3
	MATH2023 Introduction to Statistics	3
	HIST2XX3 United States History	3
	TOTAL HOURS SEMESTER 2	**15**

GRADE	SEMESTER 3	HOURS
	ENGL2XX3 World Literature	3
	PHYS2024 Physical Science	4
	MATH2053 Survey of Calculus	3
	ACCT2113 Accounting Principles I	3
	ECON2003 Macroeconomics	3
	TOTAL HOURS SEMESTER 3	**16**

GRADE	SEMESTER 4	HOURS
	SOC2003 Introduction to Sociology	3
	ECON2013 Microeconomics	3
	ACCT2123 Accounting Principles II	3
	BUS2103 Business Law	3
	FA2XX3 Intro to Fine Arts	3
	TOTAL HOURS SEMESTER 4	**15**

PROGRAM INFORMATION: This degree is designed for students preparing to transfer to the University of Arkansas Walton School of Business in Fayetteville to obtain a baccalaureate degree in a business field.

CAREER OPTIONS: The Associate of Science in Business degree is designed to transfer and therefore completion of the degree alone does not qualify students for any specific career; however, completion of an associate degree will improve overall employability and will make students eligible for employment opportunities that require an associate level degree. This degree is suited for students who plan to pursue careers in Business related fields such as: Accounting, Business Administration, Management, or Marketing.

TRANSFER OPTIONS:
- University of Arkansas Sam Walton School of Business at Fayetteville to complete a Bachelors of Science Business Administration.
- If planning to transfer to an institution other than the one listed above, students may visit https://acts.adhe.edu/studenttransfer.aspx to inquire about transferability of courses to any Arkansas college or university.

NATURAL RESOURCES
Associate of Science: 60 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	GSTD0383 Pre-Algebra	3
	GSTD0433 Intermediate Algebra	3
	GSTD0101 College Algebra Lab	1

GRADE	GENERAL EDUCATION STATE CORE	HOURS
	ENGL1113 Composition I	3
	ENGL1123 Composition II	3
	ENGL2XX3 World Literature	3
	SPCH1113 Principles of Speech	3
	FA2XX3 Intro to Fine Arts	3
	HIST2XX3 US History/PSCI2003 American Govt	3
	CRJU/ECON/HIST/PSCI/PSYC/SOC	3
	CRJU/ECON/HIST/PSCI/PSYC/SOC	3
	MATH1023 College Algebra	3
	BIOL1024 General Botany/BIOL1034 Zoology	4
	CHEM1024 University Chemistry I	4
GENERAL EDUCATION STATE CORE		**35**

GRADE	AS: NATURAL RESOURCES REQUIREMENTS	HOURS
	SPD1003 Success Strategies	3
	AGRI1604 Soil Science	4
	AGRI1903 Natural Resources & Conservation	3
	FOR1103 Forestry	3
	MATH2043 Trig & Analytic Geometry	3
	AGRI2073/BIOL2014/BUS1003/CRJU1103/ECON 2103/MATH2053/PSYC2003	3
	AGRI2073/BIOL2014/BUS1003/CRJU1103/ECON 2103/MATH2053/PSYC2003	3
	AGRI2073/BIOL2014/BUS1003/CRJU1103/ECON 2103/MATH2053/PSYC2003	3
AS: NATURAL RESOURCES REQUIREMENTS		**25**

PROGRAM INFORMATION: This program offers the first two years of general and content specific courses to transfer to a four-year institution for degree completion.

CAREER OPTIONS: The Associate of Science in Natural Resources degree is designed to transfer and therefore completion of the degree alone does not qualify students for any specific career; however, completion of an associate degree will improve overall employability and will make students eligible for employment opportunities that require an associate level degree. This degree is suited for students who plan to pursue careers in Forestry or Wildlife Management.

TRANSFER OPTIONS:
- University of Arkansas at Monticello (UAM) to complete a Bachelor of Science in Natural Resources.
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- UA Fort Smith to complete Bachelor of Science in Organizational Leadership
- If planning to transfer to an institution other than the ones listed above, students may visit **https://acts.adhe.edu/studenttransfer.aspx** to inquire about transferability of courses to any Arkansas college or university.

SKILLED &
TECHNICAL SCIENCES

DIVISION OF SKILLED AND TECHNICAL SCIENCES
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Mission Statement

The Skilled and Technical Sciences Department supports the mission of UA Cossatot by identifying and aligning current business and industry needs with quality instruction, facilities, and training equipment to help build a better, more employable, workforce. Our student body is comprised of Secondary Career Center students and postsecondary UA Cossatot students allowing for a better and more defined career path as students transition from high school to college into work.

Student Learning Outcome(s):
- Students will be able to identify their career path
- Students will be able to plan their immediate and long- term career goals with an assigned advisor
- Students will be able to utilize internships in specific training areas
- Students will be able to receive quality instruction using modern equipment
- Students will be able to enter or exit programs at multiple levels, based on need
- Students will be able to train in a safe work environment
- Students will be able to receive the full support of college resources
- Students will be able to earn multiple levels of certification throughout their educational experience

Degree Programs

Associate of Applied Science
General Technology

Technical Certificate – 8 Areas
Automotive Service Technology
Cosmetology
Diesel Technology
Industrial Electricity
ndustrial Technology
Pipe Welding Technology
Welding Technology

Certificates of Proficiency
Brakes, Suspension, & Steering
Engine Performance
Engine Repair & Climate Control
Diesel Engines
Brakes
Electrical/Electronics
Suspension Industrial
Electricity
Industrial Motor Controls
Programmable Controls (with Instrumentation)
Mechanical Devices
Hydraulics & Pneumatics
GTAW TIG Pipe
SMAW Pipe
SMAW Stainless Steel Pipe
GMAW MIG Pipe Welding
SMAW (Arc Welding)
GMAW (MIG)
GTAW (TIG)

GENERAL TECHNOLOGY
Associate of Applied Science: 60-72 Credits

GRADE	DEVELOPMENTAL COURSES (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	REQUIRED ACADEMIC CORE	HOURS
	SPD1003 Success Strategies	3
	ENGL1113 Composition I	3
	MAIN1003 Technical Math or Higher	3
	BUS1003 Microcomputer Applications	3
	Choose 1: ECON/HIST/PSCI/PSYC/SOC/SPAN	3
Total Academic Core Requirements		**15**

Automotive Service Technology Options		30
	AST1005 Automotive Brake Systems	5
	AST1705 Steering & Suspension	5
	AST1405 Automotive Electronic Systems	5
	AST2205 Engine Performance	5
	AST1305 Engine Repair	5
	AST1105 Automotive Climate Control	5

Diesel Technology Options		32
	DISL1008 Diesel Engines	8
	DISL1018 Brakes	8
	DISL2008 Electrical/Electronics	8
	DISL2018 Steering and Suspension	8

Cosmetology Options		40
	COS1116 Cosmetology (Fall)	16
	COS1216 Cosmetology (Spring)	16
	COS2008 Cosmetology (Summer)	8

Industrial Maintenance Options		40
	MAIN1204 Industrial Fundamentals	4
	MAIN1504 Basic Electricity	4
	MAIN1104 Hydraulics/Pneumatics	4
	MAIN1004 Mechanical Devices/Systems I	4
	MAIN2004 Mechanical Devices/Systems II	4
	MAIN2204 Mechanical Devices/Systems III	4
	MAIN1404 Industrial Motor Controls	4
	MAIN2404 Industrial Wiring w/NEC	4
	MAIN1304 Programmable Logic Controls (PLC's)	4
	MAIN2604 Advanced PLC's w/Instrumentation	4

Welding Options		26
	WELD1344 Intro to Layout & Fabrication	4
	WELD2344 Welding I – SMAW I	4
	WELD2354 Welding II – SMAW II	4
	WELD2367 Welding III – MIG	7
	WELD2377 Welding IV – TIG	7

Pipe Welding Options		32
	PIPE2108 SMAW	8
	PIPE2104 GMAW-Carbon Steel Pipe	4
	PIPE2204 FCAW	4
	PIPE2304 GTAW-Carbon Steel Pipe	4
	PIPE2404 GTAW-Low Alloy & Stainless Steel	4
	PIPE2208 SMAW-Stainless Steel	8

SUPPORT ONLY: Business Options		21
	A combination of ACCT, BUS, MNG courses	

Score Requirements for AGT			
Subject	ACT	Next Gen	Accuplacer
English	19	276	94
Reading	19	263	88

PROGRAM INFORMATION: In addition to 15 credit hours of academic core courses, students must also complete a minimum of 45 credit hours of technical core courses with at least 24 credit hours in one concentration area.

CAREER OPTIONS: This degree is customizable so that students may ensure employability in their concentration area.

TRANSFER OPTIONS:
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- UA Fort Smith to Bachelor of Applied Science
- ASU Jonesboro to Bachelor of Applied Science in Organizational Supervision

AUTOMOTIVE SERVICE TECHNOLOGY

Technical Certificate: 30 Credits
Certificates Of Proficiency: 10 Credits Each

GRADE	DEVELOPMENTAL COURSES (if needed)	HOURS
	GSTD0103 College Reading	3

GRADE	TECHNICAL CERTIFICATE	HOURS
	AST1005 Automotive Brake Systems	5
	AST1705 Steering & Suspension	5
	AST1405 Automotive Electrical Systems	5
	AST2205 Engine Performance	5
	AST1305 Engine Repair	5
	AST1105 Automotive Climate Control	5

GRADE	CERTIFICATES OF PROFICIENCY	HOURS
Brakes, Suspension, & Steering – 10 Credits		
	AST1005 Automotive Brake Systems	5
	AST1705 Steering & Suspension	5
Electrical Systems & Engine Performance – 10 Credits		
	AST2205 Engine Performance	5
	AST1405 Automotive Electrical Systems	5
Engine Repair & Climate Control – 10 Credits		
	AST1305 Engine Repair	5
	AST1105 Automotive Climate Control	5

Score Requirements for Automotive Program			
Subject	ACT	Next Gen	Accuplacer
Reading	19	263	88

Secondary Career Center Courses: AST 1402 Automotive Electrical/Electronic Systems A and AST 1403 Automotive Electrical/Electronic Systems B

PROGRAM INFORMATION: This program is Automotive Service Excellence (ASE) certified through National Automotive Technician Education Foundation (NATEF). Certificates of Proficiency are designed to prepare the student to enter the workforce, proficient in specific skills, trained by NATEF standards under ASE certification.

CAREER OPTIONS: This program is designed to prepare the student for employment in the field of automotive technology and encourage them to become entrepreneurs. The automotive technical skills learned in this program are transferrable to aeronautical, military, and engineering service fields. Students are strongly encouraged to complete the Associate of Applied Science in Skilled and Technical Sciences.

COSMETOLOGY
Technical Certificate: 40 Credits

GRADE	DEVELOPMENTAL COURSES (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3

GRADE	TECHNICAL CERTIFICATE	HOURS
	COS1116 Cosmetology (Spring)	16
	COS1216 Cosmetology (Fall)	16
	COS2108 Cosmetology (Summer)	8

PROGRAM INFORMATION: The cosmetology course is designed to provide students with the theoretical and practical instruction required as a pre-requisite to qualify for licensure examination by the Arkansas State Board of Cosmetology. Eligibility for the Cosmetology program requires either a high school diploma or GED. Enrollment is limited to full-time only; part-time enrollment is not permitted. Students must enroll in three consecutive semesters (including summer term). Eligible students are accepted on a first come/first serve basis. Special payment requirements and semester calendars exist. Students may transfer up to 500 clock hours from other cosmetology programs into the UA Cossatot program.

Students with transfer hours, concurrent hours, or lacking enough hours for boards may be enrolled in one or more sections for Cosmetology A, B, C, and/or D if they lack sufficient clock hours to articulate Cosmetology Fall or Spring. Students should use the below chart to determine which sections are necessary for their final semester and the cost:

CLOCK HOURS NEEDED	ENROLL IN	APPROXIMATE COST
50 or less		$5 per clock hour
51 – 125	Cosmetology A COS 1004 (4)	$600 Cosmetology Fee + Tuition & Fees for 4 Credit Hours
126 – 250	Cosmetology B COS 1108 (8)	$1200 Cosmetology Fee + Tuition & Fees for 8 Credit Hours
251 – 375	Cosmetology C COS 1212 (12)	$1800 Cosmetology Fee + Tuition & Fees for 12 Credit Hours
376 – 500	Cosmetology D COS 1316 (16)	$2400 Cosmetology Fee + Tuition & Fees for 16 Credit Hours

CAREER OPTIONS: The primary purpose of this course is to train the student in the basic manipulative skills, safety judgements, proper work habits, desirable attitudes, and appreciation necessary for positions as a Cosmetologist. Students will be trained in hygiene and sanitation (80 clock hours), related science (120 clock hours), physiotherapy, hairdressing (1000 clock hours), manicuring (100 clock hours), aesthetics (100 clock hours), salesmanship and shop management (50 clock hours), and shop deportment (50 clock hours).

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DIESEL TECHNOLOGY
Technical Certificate: 32 Credits
Certificates of Proficiency: 8 Credits Each

GRADE	DEVELOPMENTAL COURSES (if needed)	HOURS		GRADE	CERTIFICATES OF PROFICIENCY	HOURS
	GSTD0243 Essential English	3			**Diesel Engines – 8 Credits**	
					DISL1008 Diesel Engines	8
					Brakes—8 Credits	
GRADE	**TECHNICAL CERTIFICATE**	HOURS			DISL1018 Brakes	8
	DISL1008 Diesel Engines	8			**Electrical/Electronics—8 Credits**	
	DISL1018 Brakes	8			DISL2008 Electrical/Electronics	8
	DISL2008 Electrical/Electronics	8			**Steering and Suspension—8 Credits**	
	DISL2018 Steering and Suspension	8			DISL2018 Suspension	8

Score Requirements for Diesel Technology			
Subject	ACT	Next Gen	Accuplacer
Reading	**19**	**263**	**88**

PROGRAM INFORMATION:
Diesel Technology involves the diagnoses, modification, and repair of diesel engines for a range of transportation industries. UA Cossatot's program will prepare students for entry-level positions in the diesel technician trade in light, medium, and heavy duty applications. Students learn to work on brake systems, drive trains, electric and electronic circuits, hydraulic systems, and diesel engines, all of which are valuable skills for a successful career.
The program consist of stackable credentials beginning with Certificates of Proficiency in each discipline area; Diesel Engines, Brakes, Steering and Suspension, and Electrical/Electronics leading to a Technical Certificate in Diesel Technology that leads to an AAS degree in General Technology. The program is a one year program.

CAREER OPTIONS:
Diesel Mechanic, Diesel Shop Foreman / Mechanic Shop Foreman, Service Manager, Automotive Mechanic Foreman , Fleet Manager, Trucking & Transportation, Bus or Truck Mechanic, Diesel Engine Specialist, Diesel Shop Foreman / Mechanic Heavy Equipment, Mechanic Construction Equipment, Mechanic Mobile Heavy Equipment, Mechanic (except Engines)Machinery, Maintenance Mechanic Bus or Truck Mechanic, Diesel Engine Specialist, Diesel Technician, Diesel Mechanic Truck.

INDUSTRIAL MAINTENANCE
Technical Certificate: Industrial Technology 36-37 Credits
Technical Certificate: Industrial Electricity 33 Credits
Certificates of Proficiency: 8-20 Credits Each

GRADE	DEVELOPMENTAL COURSES (if needed)	HOURS
	GSTD0103 College Reading	3
	GSTD0243 Essential English	3
	GSTD0201 Composition I Lab	1

GRADE	TECHNICAL CERTIFICATES	HOURS
	Industrial Technology – 36-37 Credits	
	ENGL1113 Composition I	3
	BUS1003 Microcomputer Applications	3
	MAIN1003 Technical Math (or higher)	3
	MAIN1204 Industrial Fundamentals	4
	MAIN1504 Basic Electricity	4
	MAIN1004 Mechanical Devices I	4
	MAIN2004 Mechanical Devices II	4
	MAIN1104 Hydraulics/Pneumatics	4
	MAIN2204/WELD2344/2354/2367/2377	7-8
	Industrial Electricity – 33 Credits	
	ENGL1113 Composition I	3
	BUS1003 Microcomputer Applications	3
	MAIN1003 Technical Math (or higher)	3
	MAIN1204 Industrial Fundamentals	4
	MAIN1504 Basic Electricity	4
	MAIN1404 Industrial Motor Controls	4
	MAIN1304 Programmable Logic Controls (PLC's)	4
	MAIN2404 Industrial Wiring w/NEC	4
	MAIN2604 Advanced PLC's w/Instrumentation	4

GRADE	CERTIFICATES OF PROFICIENCY	HOURS
	Hydraulics/Pneumatics – 8 Credits	
	MAIN1204 Industrial Fundamentals	4
	MAIN1104 Hydraulics/Pneumatics	4
	Industrial Motor Controls – 12 Credits	
	MAIN1204 Industrial Fundamentals	4
	MAIN1504 Basic Electricity	4
	MAIN1404 Industrial Motor Controls	4
	Mechanical Devices – 12 Credits	
	MAIN1204 Industrial Fundamentals	4
	MAIN1004/MAIN2004/MAIN2204	8
	Programmable Controls – 20 Credits	
	MAIN1204 Industrial Fundamentals	4
	MAIN1504 Basic Electricity	4
	MAIN1404 Industrial Motor Controls	4
	MAIN1304 Programmable Logic Controls (PLC's)	4
	MAIN2604 Advanced PLC's w/Instrumentation	4

Score Requirements for Industrial Programs			
Subject	ACT	Next Gen	Accuplacer
English	19	276	94
Reading	19	263	88

PROGRAM INFORMATION: Industrial Maintenance students have the option of choosing courses that best meet their needs. Stackable Certificates of Proficiency in Mechanical Devices, Fluid Power (Hydraulics/Pneumatics), Industrial Motor Controls, Programmable Controls, and Welding will lead to the Industrial Technology credential and all hours will apply toward the Associate of Applied Science in General Technology. The Technical Certificate in Industrial Electricity provides training in a broad range of skillsets beginning with basic electricity advancing through the more complex skillsets required in programmable logic controllers (PLCs).

Certificates of Proficiency provides students with both the skills needed in each particular area of industrial maintenance and the soft skills needed to acquire a job, maintain a job, and work safely in an industrial setting. Introduction to blueprint reading and applied mathematics are also covered in the coursework for each of these certificates.

CAREER OPTIONS: Industrial Technology provides students with the skills needed to perform general duties required in entry level maintenance or production jobs with greatly increased employment opportunity. The skillsets learned in the Industrial Electricity may be applied toward a career in industrial electricity or in support of a multi-craft degree.

PIPE WELDING TECHNOLOGY
Technical Certificate: 32 Credits
Certificates of Proficiency: 8 Credits Each

GRADE	DEVELOPMENTAL COURSES (if needed)	HOURS
	GSTD0103 College Reading	3

GRADE	TECHNICAL CERTIFICATE	HOURS
	PIPE2108 SMAW	8
	PIPE2104 GMAW	4
	PIPE2304 GTAW-Carbon Steel	4
	PIPE2404 GTAW-Low Alloy and Stainless Steel	4
	PIPE2204 FCAW	4
	PIPE2208 SMAW-Stainless Steel	8

GRADE	CERTIFICATES OF PROFICIENCY	HOURS
GTAW – 8 Credits		
	PIPE2304 GTAW-Carbon Steel	4
	PIPE2404 GTAW-Low Alloy and Stainless Steel	4
SMAW – 8 Credits		
	PIPE2108 SMAW	8
SMAW-Stainless Steel – 8 Credits		
	PIPE2208 SMAW-Stainless Steel	8
GMAW/FCAW – 8 Credits		
	PIPE2104 GMAW	4
	PIPE2204 FCAW	4

Score Requirements for Welding Programs			
Subject	ACT	Next Gen	Accuplacer
Reading	**19**	**263**	**88**

INFORMATION: National Center for Construction Education and Research (NCCER) curriculum, adopted curriculum for all Arkansas state supported programs, has been prepared in cooperation with American Welding Society (AWS) standards and supports learning objectives from the AWS Advanced and Expert Welder Programs.

GTAW pipe welding is by far the most complicated and time consuming of all welding techniques. One of the lesser-known techniques of the GTAW method, called cup walking, offers consistent quality welds while creating minimum operator fatigue. Considerations and techniques necessary to develop the skill of cup walking, including details regarding filler metals, cup changing, and power sources, will be taught in this program.

SMAW pipe welding is the most common method used in pipeline welding and is the basis used for developing the skills required in the other pipe welding processes. Certification in this technique will qualify welders for high placement and high levels of pay.

SMAW-stainless steel pipe welding is a more advanced method of welding than SMAW-carbon steel and requires special training specific to stainless steel metals which can lead to even higher pay. Not as many jobs are available for this special needs technique but working conditions are often in a controlled environment.

GMAW and FCAW pipe welding technicians are becoming more sought after by business and industry in manufacturing processes. These methods lend themselves to faster production for assembly type production. Demand is high for this process of welding.

CAREER OPTIONS: This is an advanced welding program designed to prepare graduates for employment in pipe welding related jobs and/or higher paying jobs in general welding positions. Students are strongly encouraged to complete the Associate of Applied Science in Skilled and Technical Sciences.

WELDING TECHNOLOGY
Technical Certificate: 26 Credits
Certificates of Proficiency: 11-12 Credits Each

GRADE	DEVELOPMENTAL COURSES (if needed)	HOURS
	GSTD0103 College Reading	3

GRADE	TECHNICAL CERTIFICATE	HOURS
	WELD1344 Intro to Layout & Fabrication	4
	WELD2344 Welding I – SMAW	4
	WELD2354 Welding II – SMAW	4
	WELD2367 Welding III – MIG (GMAW)	7
	WELD2377 Welding IV – TIG (GTAW)	7

GRADE	CERTIFICATES OF PROFICIENCY	HOURS
	SMAW Welding – 12 Credits	
	WELD1344 Intro to Layout & Fabrication	4
	WELD2344 Welding I – SMAW I	4
	WELD2354 Welding II – SMAW II	4
	MIG (GMAW) Welding – 11 Credits	
	WELD1344 Intro to Layout & Fabrication	4
	WELD2367 Welding III – MIG (GMAW)	7
	TIG (GTAW) Welding – 11 Credits	
	WELD1344 Intro to Layout & Fabrication	4
	WELD2377 Welding IV – TIG (GTAW)	7

Score Requirements for Welding Programs			
Subject	ACT	Next Gen	Accuplacer
Reading	**19**	**263**	**88**

PROGRAM INFORMATION: National Center for Construction Education and Research (NCCER) curriculum will be used for instruction toward both NCCER accreditation and American Welding certification; additional work experience may be necessary depending on the level of proficiency in various forms of welding developed during the course of instruction.

SMAW courses will teach students basic welding techniques in shielded metal arc welding, including cutting with oxyfuel equipment, electrode classification, and testing welds using destructive and non-destructive methods. Lab class provides opportunities for students to apply knowledge from theory-based classes to practical exercises. These courses cover the NCCER curriculum for Welding Level One.

The MIG (GMAW) course includes an in-depth study of the gas metal arc welding process. Students will learn the principles of a constant voltage power source and the mechanics and maintenance of the wire feeding system. Lab classes provide opportunities for students to practice short circuiting transfer on stainless and mild steel and globular transfer with flux cored wire feeding systems. The curriculum for this course is based on the NCCER guidelines

In the TIG (GTAW) course, students will use gas tungsten arc welding equipment to perform various welds in all positions. Lab class provides opportunities for students to practice GTAW. Upon completion of this course students will be eligible to test the NCCER Welding Level Two certification.

CAREER OPTIONS: The Technical Certificate and Certificates of Proficiency focus on welding processes designed to develop the skills necessary for entry into industrial and commercial welding employment.

COURSE
DESCRIPTIONS

COURSE DESCRIPTIONS

In the course descriptions that follow, an indication of when the course is normally offered may be found immediately after the course number. The following codes are used: **F** denotes Fall semester; **S** denotes Spring semester; **OD** denotes On Demand. Any courses offered through UA Cossatot may be delivered via Internet instruction. All course descriptions are in alphabetical order according to their course code.

ACCOUNTING (ACCT)

ACCT 2113 Accounting Principles I
This course provides an introduction to financial accounting principles and concepts to include measurement, recording and evaluation of basic business transactions. Students will learn to analyze, journalize, and post transactions, including adjusting and closing entries and the preparation and composition of the Income Statement, Equity Statement, Balance Sheet, and Statement of Cash Flows. This course will emphasize the use of accounting information for business management. The recognized set of accounting standards known as Generally Accepted Accounting Principles (GAAP) will be emphasized throughout the course. *ACTS #: ACCT 2003* (3 SCH)

ACCT 2123 Accounting Principles II
This course is a continuation of Accounting Principles I, with special emphasis given to GAAP recording and reporting, and partnership and corporate equity transactions. Financial statement analysis, incremental analysis and capital budgeting, and cost-volume-profit will also be covered in this course. The course also introduces students to managerial accounting concepts, including job order and process costing, and budget planning and control. Prerequisite: Completion of ACCT 2113 Accounting Principles I with a C or better. *ACTS #: ACCT 2013* (3 SCH)

ACCT 2143 Computer Applications for Accounting
Integrated approach to solving accounting applications and learning automated accounting functions. Applications include the major computerized accounting system: general ledger, accounts receivable/accounts payable, payroll, depreciation, and financial statement analysis. Prerequisite: ACCT 2113 Accounting Principles I with a C or better. (3 SCH)

AGRICULTURE (AGRI)

AGRI 1114 Principles of Horticulture (S)
Basic principles underlying the propagation, production and handling of horticultural crops are taught in this course. Topics of discussion will range from in-door houseplants to commercial production of fruit and nut trees, vines, and berries. (4 SCH – 3 Lecture/2 Lab)

AGRI 1504 Animal Nutrition (S)
This course introduces principles of animal nutrition, composition, as well as the digestibility of feeds, balanced rations, and the feeding of farm animals. Prerequisite: AS 1004 Animal Science (4 SCH – 3 Lecture/2 Lab)

AGRI 1604 Soil Science (F)
This course covers the classification and properties of soils – physical, biological, and chemical. It will cover the effects on soils by fertilizers and other treatments, planned or unplanned. (4 SCH – 3 Lecture/2 Lab)

AGRI 1903 Natural Resources & Conservation (S)
This course will study the conservation and multiple uses of renewable natural resources, including water, forest, range, wildlife and recreation, history of forest and range use, and its present status. (3 SCH)

AGRI 2073 Agriculture Economics (F)
Agriculture economics is an introduction to the field of agricultural business and economics. The course will stress the US and world food system with linkages among financial institutions, world markets, the macro economy, farms, agribusinesses, and the environment.

ANIMAL SCIENCE (AS)

AS 1004 Introduction to Animal Science (F)
This course will focus on the importance of animal and poultry production and management of livestock, poultry, and their products. (4 SCH – 3 Lecture/2 Lab)

AUTOMOTIVE SERVICE TECHNOLOGY (AST)

AST 1005 Automotive Brake Systems
This course provides the student with a basic understanding of wheel bearing diagnosis and service, parking brake service, and adjustment. Students learn how to test and replace electrical components of the brake system, design, testing, and replacement of power assist units, design, testing and servicing of anti-lock brake units used on today's automobiles. Students in this course will be able to diagnose, inspect, measure and repair disc and drum brake systems [7 contact hours]

AST 1105 Automotive Climate Control (HVAC)
This course is a study of the theory of refrigeration, the refrigerant cycle, and the basic components of a typical automotive air conditioning system. [7 contact hours]

AST 1305 Engine Repair
The course will cover basic engine diagnosis using various engine mechanical testers and diagnostic flow charts. It will acquaint students with lubrication system service, including oil and filter changing. Also included is cooling system inspection, diagnosis, and service, flushing, and recycling of antifreeze. Students will also perform cylinder head inspection, removal and replacement and service as well as vale train diagnosis and service. Engine block diagnosis, disassembly, inspection, machining, and reassembly are covered in this course along with the diagnosis and replacement of transmissions. [7 contact hours]

AST 1405 Automotive Electrical/Electronic Systems
This course is designed to acquaint the student with basic electrical test instruments. Students will also develop an understanding of Ohm's Law and electron flow. The student will also learn to diagnose and repair lighting systems using manufacturers' wiring diagrams and diagnostic flow chart, battery design, construction, and testing, along with charging and stating system diagnosis and repair, added lighting systems; utilizing manufacturers' wiring diagrams flow charts. Students will also work with gauges and warning devices in the driver information system. This course will also cover the diagnosis and repair of motor driven accessories as well as heated glass systems, electric locks, cruise controls, and sound systems. [9 contact hours]

AST 1705 Steering and Suspension
Wheels, tires, and bearings are covered in this class, as well as alignment theory and adjustments. The diagnosis, repair, or adjustment of steering systems and related problems is covered in this course, as well as the suspension system with its diagnosis, repair, or adjustments. [7 contact hours]

AST 2205 Engine Performance I
The student utilizes basic test instruments as well as hand held testers and console oscilloscopes in testing the condition of the engine. This course covers computerized engine controls, diagnosis, and repair using scan tools and other testers common to automotive repair, and electronic ignition systems, including distributor-less ignition systems. This course will also cover diagnosis, testing, and repair of the fuel, air induction, and exhaust systems. The student will develop diagnostic skills by testing and servicing these systems utilizing manufacturers' service manuals and information from the Mitchell information system. This course covers the soft-skills, as identified by business and industry, needed when entering the workforce. [9 contact hours]

BIOLOGY (BIOL)

BIOL 1014 General Biology (F, S)
This course is a study of the principles of biology. It provides the foundation for other advanced courses in the biological sciences and includes an in-depth study of fundamental biological concepts including the scientific process, classification, structure and functions, cellular metabolism, evolution, and genetics. This course is appropriate for biology and health science majors, as well as general education. Lab required. ACTS #: BIOL 1014 (4 SCH – 3 Lecture/2 Lab)

BIOL 1024 General Botany (F, S)
This course is a scientific study of the principles of botany. It provides the foundation for other advanced courses in the biological sciences and includes an in-depth study of the properties, structure and function, growth, and classifications of plants. Concepts of plant reproduction photosynthesis, ecology, and genetics are included. Appropriate for biology majors. Lab required. *ACTS #: BIOL 1024* (4 SCH – 3 Lecture/2 Lab)

BIOL 1034 General Zoology (F)
This course provides an introduction to zoological principles relating to cells, organ systems, development, genetics, ecology, evolution, and animal phyla. Course designed for biology majors, but may also be taken for general education. Lab required. Prerequisite: GSTD 0103 College Reading   or appropriate placement scores. ACTS# BIOL 1054 (4 SCH—3 Lecture/2 Lab)

BIOL 2074 Anatomy and Physiology II* (F, S)
The continuation of BIOL 2064. This course covers the endocrine system, cardiovascular system, lymphatics and immunity, respiratory system, digestive system, nutrition and metabolism, urinary system, fluid and electrolyte balance, and human reproduction. Prerequisite: BIOL 2064 with a C or higher. *ACTS #: BIOL 2414* (4 SCH – 3 Lecture/2 Lab)
*Anatomy and Physiology I & II must be taken at the same institution in order to guarantee transfer to other Arkansas colleges or universities.

BIOL 2094 General Microbiology (F in DQ and NV; S in DQ in odd years and NV in even years)
A lecture and laboratory introduction to the classification, morphology, metabolism, and general characteristics of microorganisms, with an emphasis on pathogens. Prerequisite: BIOL1014 General Biology OR MED 1803 Basic Human Anatomy and Physiology OR completion of the LPN program. *ACTS #: BIOL 2004* (4 SCH – 3 Lecture/2 Lab

BIOL 2003 Nutrition and Diet (F, S)
The fundamental principles of human nutrition and diet; emphasizes normal nutrition as a basis for making diet adaptations in disease (3 SCH)

BIOL 2014 Environmental Science (OD)
A lecture and laboratory course designed to introduce the relationship between humans and the environment. Topics covered include nutrient cycles, energy flow, population dynamics, air and water pollution, and global warming. Prerequisite: BIOL 1014 General Biology (4 SCH – 3 Lecture/2 Lab).

BIOL 2064 Anatomy and Physiology I* (F, S)
The first in a two-course series dealing with the structures and functions that make up the body. This course covers anatomical terms, biochemistry, cells, histology, integumentary system, skeletal system, muscular system, and nervous system. Prerequisite: ACT Score of 19 in Reading & 19 in Science or equivalent scores; OR completion of Basic A&P; OR completion of LPN program. *ACTS #: BIOL 2404* (4 SCH – 3 Lecture/2 Lab)

BUSINESS (BUS)

BUS 1003 Micro Computer Applications
This course will give students the basic skills required to operate word processors and spreadsheets. Students will be exposed to presentation software and database software. Students will learn the basics of database software. Students will learn the basics of email and internet interaction. Students will also be introduced to integrated software packages and their use in the business world. The course will use the current Microsoft software as its teaching platform and MyITLab for assignment submission. **Due to changing nature of technology, UA Cossatot will accept this course via transfer only if taken within the previous 5 years for Business programs. If student stops out and returns under a new degree plan or changes to new degree plan this course must be retaken if not taken within the previous 5 years. *ACTS #: CPSI 1003* (3 SCH)

BUS 1113 Business Math with Applications
This course provides a solid math preparation and foundation for students who are going on to courses and careers in accounting, marketing, retailing, banking, office administration, finance, insurance, real estate and business administration. Beginning with a business- oriented review of the basic math operations, whole number, fractions, and decimals, then the course will then introduce concepts of equations and how they are used to solve business problems. The course exposes students to business statistics and data presentation, to include grouped and ungrouped data. Prerequisite: Pre-Algebra or appropriate placement score. (3 SCH)

BUS 1313 Introduction to Business
A basic course in the fundamentals of business. This course provides an understanding of the realistic problems and practices of business and offers a survey of several business areas. (3 SCH)

BUS 1503 Human Relations/Supervision
This course will introduce the student to concepts and practices that lead to successful human relations and supervision in the workplace. The course will emphasize the changing role of the supervisor and will equip the student with the knowledge to manage people effectively. (3 SCH)

BUS 2013 Spreadsheets
This course is designed for the advanced spreadsheet student The course includes construction of spreadsheets, formatting, editing, saving, and printing. Students will learn to use queries, formulas, tables, reports, and problem solving techniques to reach decisions. Course includes learning how to import, export, and download data. (3 SCH)

BUS 2023 Business Communications
This course covers the principles of effective oral and written communications in a business office. Topics include verbal/nonverbal skills, writing skills, reading skills and listening skills, psychological principles, and employment skills involved in effective business communications. Special attention will be given to advanced Word Processing skills. Prerequisite: ENGL 1113 Composition I with a C or higher, BUS 1003 Micro Computer Applications with a C or higher *ACTS #: BUS 2013* (3 SCH)

BUS 2063 Business Capstone
This course is an application of material learned throughout the course of study with "real world experiences." Students in their final semester before graduation will demonstrate their knowledge of subjects studied through individual and team based projects, simulations, and scenarios. Prerequisite: BUS 1013 Introduction to Business; must be taken in final semester prior to graduation with instructor approval.

BUS 2813 Graphic Software Applications
Students are introduced and instructed in the use of desktop publishing that uses a personal computer and software to produce high-quality printed documents that combine text and graphics. Students will learn to produce advertisements, forms, newsletters, flyers, and other business documents. Students will also learn the basics in designing, developing, and maintaining a web page and web sites as it applies to e-business. (3 SCH)

BUS 2103 Business Law
This course revolves around the basics of contract law, i.e., offer and acceptance, capacity, agreement, consideration, legality, form, defects in agreement, breach, and remedies. Sources of the law, torts, crimes, administrative law, courts, and court procedures are also examined. The application of these concepts to both personal and business problems is emphasized. *ACTS #: BLAW 2003* (3 SCH)

CHEMISTRY (CHEM)

CHEM 1014 Introductory Chemistry (F)
This is a survey course introducing Chemistry as it applies to the real world. This course includes basic topics of scientific method, measurement, state of matter, atomic structure, periodic table, chemical properties, and chemical reactions. Appropriate for general education. Lab required. Prerequisite: GSTD 0383 Pre-Algebra or appropriate placement scores. *ACTS #: CHEM 1004* (4 SCH – 3 Lecture/2 Lab)

CHEM 1024 University Chemistry I (S)
This course is an Algebra-based chemistry course applicable for chemistry and other science majors and pre-professional students. This is the first course of a two- course sequence. Course content provides a foundation for work in advanced chemistry and related sciences. Course includes in-depth study of nomenclature, atomic and molecular structure, stoichiometry, bonding, and reactions. Lab is required and included in course class periods. Successful completion of CHEM 1014 Introductory Chemistry is strongly recommended prior to enrollment *ACTS #: CHEM 1414* (4 SCH – 3 Lecture/2 Lab)

COMMUNICATIONS (COMM)

COMM 1003 Careers in Mass Media
Introduction to mass communication program content, career possibilities and preparation, professional expectations, skills, and behaviors to information gathering techniques for communication fields; to media writing and story-telling techniques, internship, practicum opportunities. Basic avenues of communication careers will be covered. Portfolio construction and development will be covered. (3 SCH)

COMM 1103 Media Production
Fundamentals of audio control-room procedures, audio recording and editing, single camera field production, and video editing. Emphasis on proper use and handling of equipment. (3 SCH)

COMM 1203 Mass Communications in Mass Media and Society
Survey of relationships involving mass media, culture, and various other interconnected systems, both nationally and globally. Includes functions, freedoms, and responsibilities of media and effects on individuals and groups. Topics included: newspapers, magazines, radio, television, Internet, Social Media, and developing media. (3 SCH)

COMM 2103 Beginning Reporting and Media Writing Introduction to basic news and feature writing skills. Style and story structure for print and electronic media. Laboratory instruction and practice in writing for publication. Prerequisites: ENGL 1113 Comp I AND COMM 1203 Mass Communications in Mass Media and Society (3 SCH)

COMM 2203 Strategic Communication Principles in Media Grammar and Style
An examination of the evolution of strategic communication, its impact on organizations and publics, the principles, processes, theory, and planning that directs strategic communication in all fields as well as the ethics and values that an organization must use to shape the successful implementation of a strategic communication plan. Prerequisite: ENGL 1113 Comp I. (3 SCH)

COSMETOLOGY (COS)

COS 1116 Cosmetology (F)
This course is in conjunction with COS 1216 Cosmetology (Spring) and COS 2108 Cosmetology (Summer) is designed to provide the basic manipulative skills and knowledge necessary to obtain an Arkansas Cosmetology license, maintain

judgements, proper work habits, ethics and desirable attitudes necessary to obtain licensure. The student will apply the knowledge and skills necessary with an emphasis placed on the quality of services provided as well as developing salon quality procedures. Formal training includes classroom study, demonstrations and practical work and could include the following subject matter: proper safety and sanitation procedures, hygiene, communication skills, hair care, shampooing, haircutting, wet and thermal hair styling, haircolor application and color theory, chemical texture, natural nail care and manicuring, nail extensions, pedicuring, hand, arm and facial massage, scalp and facial treatments, cosmetic application, eyebrow arching and waxing, cleaning and styling wigs and artificial hairpieces, basic electricity, chemistry, anatomy and physiology as it applies to cosmetology and a strong focus on entrepreneurship. (16 SCH) 600 clock hours

COS 1216 Cosmetology (S)
This course is in conjunction with COS 1116 Cosmetology (Fall) and COS 2108 Cosmetology (Summer) is designed to provide the basic manipulative skills and knowledge necessary to obtain an Arkansas Cosmetology license, maintain judgements, proper work habits, ethics and desirable attitudes necessary to obtain licensure. The student will apply the knowledge and skills necessary with an emphasis placed on the quality of services provided as well as developing salon quality procedures. Formal training includes classroom study, demonstrations and practical work and could include the following subject matter: proper safety and sanitation procedures, hygiene, communication skills, hair care, shampooing, haircutting, wet and thermal hair styling, haircolor application and color theory, chemical texture, natural nail care and manicuring, nail extensions, pedicuring, hand, arm and facial massage, scalp and facial treatments, cosmetic application, eyebrow arching and waxing, cleaning and styling wigs and artificial hairpieces, basic electricity, chemistry, anatomy and physiology as it applies to cosmetology and a strong focus on entrepreneurship. (16 SCH) 600 clock hours

COS 2108 Cosmetology (Summer)
This course is in conjunction with COS 1116 Cosmetology (Fall) and COS 1216 Cosmetology (Spring) is designed to provide the basic manipulative skills and knowledge necessary to obtain an Arkansas Cosmetology license, maintain judgements, proper work habits, ethics and desirable attitudes necessary to obtain licensure. The student will apply the knowledge and skills necessary with an emphasis placed on the quality of services provided as well as developing salon quality procedures. Formal training includes classroom study, demonstrations and practical work and could include the following subject matter: proper safety and sanitation procedures, hygiene, communication skills, hair care, shampooing, haircutting, wet and thermal hair styling, hair color application and color theory, chemical texture, natural nail care and manicuring, nail extensions, pedicuring, hand, arm and facial massage, scalp and facial treatments, cosmetic application, eyebrow arching and waxing, cleaning and styling wigs and artificial hairpieces, basic electricity, chemistry, anatomy and physiology as it applies to cosmetology and a strong focus on entrepreneurship. (16 SCH) 600 clock hours (8 SCH) 300 clock hours Cosmetology A, B, C, D are designed for students in need of partial credits. See program information for more details.

COS 1004	Cosmetology A	(4)
COS 1108	Cosmetology B	(8)
COS 1212	Cosmetology C	(12)
COS 1316	Cosmetology D	(16)
COS 2108	Cosmetology III (Summer)	

CRIMINAL JUSTICE (CRJU)

CRJU 1103 Introduction to Criminal Justice
This course acquaints the student with the general organization, dynamics, and concepts affecting the theory, practice and administration of the criminal justice system. The course prepares students to meet the requirements of the basic levels of state and national certification. Prerequisite: GSTD 0103 College Reading with a C or higher or appropriate placement scores: GSTD 0243 Essential English with a C or higher or appropriate placement score ACTS #: CRJU 1023 (3 SCH)

CRJU 1111 Juvenile Law
This course provides students with the information necessary to correctly handle juvenile offenders and victims. (1 SCH)

CRJU 1112 Criminal Justice Basic Tele- communications
This course prepares students to effectively and efficiently communicate in a law enforcement and/or emergency call

center. This course covers roles and responsibility of the tele-communicator, ethics necessary to serve in public safety, call processing, gathering and summarizing information, laws, computer aided dispatch and mapping systems, emergency action plans and how stress affects workers in this field. (2 SCH)

CRJU 1113 Jail Practice & Procedure
This course provides students with the necessary information and skills to serve in the position of a jailer. This course emphasizes laws, rules, regulations and safety as appropriate for someone working in the Criminal Justice field. (3 SCH)

CRJU 2503 Criminal Law
This course introduces the student to the common crimes, the statutory and case basis for those crimes, defenses to crimes, the necessary acts and intent, vicarious liability, inchoate crimes and the sources of criminal law. Prerequisite: GSTD 0103 College Reading with a C or appropriate placement scores. (3 SCH)

DIESEL TECHNOLOGY (DISL)

DISL 1008 Diesel Engines
This course covers shop tools, special service tools, precision-measuring instruments, shop equipment, and the fundamentals of diesel engine disassembly and assembly. (8 SCH) 12 contact

DISL 1018 Brakes
This course provides instruction in system components and operation servicing of hydraulic, power-assist, and air brake units. Braking systems, design, purposes, and control devices are studied. (8 SCH) 12 contact

DISL 2008 Electrical/Electronics
This course covers medium/heavy duty truck computers, instrument gauges, instrument panels, charging systems, starting systems, power windows, power dock locks, power seats, diesel ignition systems, warning devices, passive restraint systems as well as electronic and electrical test equipment and systems manufacturer's wiring diagrams. Develop diagnostic skills by testing and servicing these (8 SCH) 12 contact

DISL 2018 Steering and Suspension
This course focuses on frame construction, suspension systems, wheels and tires, basic alignment angles, and alignment procedures of medium/ heavy-duty vehicles training students in the repair and diagnosis of these systems. (8 SCH) 12 contact

EARLY CHILDHOOD TEACHING CREDENTIAL (ECTC)

ECTC 1003 Foundations of Early Childhood Education
This course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories supporting early childhood education and learn how to develop an effective program designed uniquely for children (age birth to eight). The students will also obtain knowledge of state and federal laws pertaining to the care and education of young children. (3 SCH)

ECTC 2603 Practicum
This course is an intensive, directed, hands-on experience working with children birth to 5 years, in a licensed child development center or students' licensed place of employment.** The observation tool will be patterned after the Infant and Toddler Arkansas Frameworks Handbook and the Preschool Arkansas Frameworks Handbook and conducted by instructors following the NAEYC Associate Standards. Students must demonstrate competency in all areas observed and complete a minimum number of clock hours, determined by the institution, of observation and work experience with children birth to five. An emphasis will be on the observation of physical, cognitive, language, social and emotional development in connection with previous courses.
**A minimum of 45 hours of volunteer experience is required for any student who is not currently working in a licensed facility. It is the responsibility of the student to contact a licensed center to make arrangements. The center must also be approved by the instructor. (3 SCH)

ECTC 2703 Preschool Curriculum
This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (3 through 5) including those with special needs, to maximize physical, cognitive, communication, creative, language/ literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of Young Children for quality early childhood settings. (3 SCH)

ECONOMICS (ECON)

ECON 2003 Macroeconomics
Topics include methods of economics, performance measures of the economic system, interest rates, inflation, employment, monetary, and fiscal policy. Prerequisite: GSTD 0103 College Reading with a C or higher or appropriate placement score. *ACTS #: ECON 2103* (3 SCH)

ECON 2103 Microeconomics
This course is an introduction to microeconomic analysis, concentrating on consumer choice, firm production and pricing in different market structures, resource demand, the public sector, and externalities. Prerequisite: GSTD 0103 College Reading with a C or higher or appropriate placement score. *ACTS #: ECON 2203* (3 SCH)

EDUCATION (EDUC)

EDUC 2003 Introduction to Education
A survey course designed to help students evaluate the teaching profession as a career choice. Topics include motives for teaching, the job market, global forces affecting education, history, and philosophy of education, ethics and legal issues, social and political forces, governance and finance, teacher effectiveness and current trends in education. Heavy emphasis on the research base underlying teaching. This course includes at least 30 hours of observation in various grade levels (K-12) and in a variety of subject areas in local public schools. A journal is developed for the experience. Prerequisite: ENGL 1113 Comp I with a C or higher. (3 SCH)

EDUC 2013 Technology for Teaching
This course provides students an overview of the technology that can enhance teaching and learning. Students will learn basic multi-media approaches and uses of various emerging technologies in the educational setting. This course is designed for those entering the teaching profession at all levels. Prerequisite: EDUC 2003 Intro to Education with a C or higher. (3 SCH)

EDUC 2103 Child Growth and Development
This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor, and sociolinguistic development of typically and atypically developing children from conception to middle childhood of diverse cultural backgrounds within and outside the US. The students will be introduced to ways to observe and evaluate children's development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations. (3 SCH)

EMERGENCY MEDICAL TECHNICIAN (EMS)

EMS 1108 Emergency Medical Technician
This course is a 150-hour course that prepares students to sit for the Arkansas and National EMT examinations and contains both lecture and hands-on teaching. Corequisite: GSTD 0103 College Reading with a C or higher or appropriate placement scores. (8 SCH)

ENGLISH (ENGL)

ENGL 1113 Composition I

This course is an exploration into the writing process, concentrating on the development of content, rhetorical style, advanced research techniques, correct formatting and documentation, and emphasizing writing in multiple disciplines. Prerequisite: GSTD 0243 Essential English with a C or higher and/or GSTD 0103 College Reading or appropriate placement scores. Corequisite: GSTD 0201 Comp I Lab and/or GSTD 0103 College Reading with appropriate placement scores. *ACTS #: ENGL 1013 (3 SCH)*

ENGL 1123 Composition II

This course is an advanced study of writing with an emphasis on rhetorical and critical styles. Requirements include vocabulary development, analytical reading in poetry, fiction, and drama, and correct formatting and documentation. Prerequisite: ENGL 1113 Composition I with a C or higher and GSTD 0201 College Reading with a C or higher or appropriate placement score. *ACTS #: ENGL 1023* (3 SCH)

ENGL 2003 Genres in Literature (OD)

The course is a study of a specific genre in literature that explores the functionality of a chosen genre such as its effects on literature and how the specific genre has been created and recreated throughout literature to provide a lasting impact on the literary community. Each course will have a specific genre of study that will be chosen by the course instructor. Possible topics include, but are not limited to, Greek Literature, Shakespearean Literature, Southern Literature, Gothic Literature, Romantic Literature, Drama, Vampire Literature, or a specific author study. Prerequisite: ENGL 1123 Composition II with a C or higher or permission from the instructor. (3 SCH)

ENGL 2113 American Literature I (OD)

This course covers Colonial American literature through the Romantic period. Emphasizes the development of American literature as a unique form of literature affected by the Age of Neoclassicism, and the Age of Enlightenment. Prerequisite: ENGL 1123 Composition II with a C or higher *ACTS #: ENGL 2653* (3 SCH)

ENGL 2213 World Literature to 1650 (F)

This course provides a study of world masterpieces to include: the ancient world, the Middle Ages, and the Renaissance. Prerequisite: ENGL 1123 Composition II with a C or higher *ACTS #: ENGL 2113* (3 SCH)

ENGL 2223 World Literature since 1650 (S)

This course provides a study of world masterpieces to include: Neoclassicism and Romanticism; Realism and Naturalism; and modern and contemporary works. Prerequisite: ENGL 1123 Composition II with a C or higher *ACTS #: ENGL 2123* (3 SCH)

ENGL 2993 Creative Writing (OD)

This course teaches the development of writing skills by exploring the different genres of writing, emphasizing creative writing techniques used in the short story, mystery stories, children's books, screen plays, and poetry. Prerequisite: ENGL 1113 Composition I with a C or higher *ACTS #: ENGL 2013* (3 SCH)

FINE ART (FA)

FA 2003 Introduction to Fine Arts: Art

This course is an introductory survey of the visual arts. It includes an exploration of purposes and processes in the visual arts including evaluation of selected works, the role of art in various cultures, and the history of art. ACTS *#: ARTA 1003* (3 SCH)

FA 2013 Introduction to Fine Arts: Music

This course is an introductory survey of music including the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, and an introduction to major musical instruments. *ACTS #: MUSC 1003* (3 SCH)FORESTRY (FOR)

FOR 1103 Forestry (F)

This course will examine basic forestry definitions, historical factors in U.S. forest history, forest flora and fauna, forest management, the relationship between forest resources and human uses, and case studies. The Forestry lab provides students with hands-on application of forestry principles with or without having access to forest resources. The course will involve learning techniques for measuring forest resources; identification procedures for soils, trees and climate; and research techniques of current forestry concerns, such as urban forestry and deforestation. (3 SCH)

GENERAL STUDIES (GSTD)

GSTD 0101 College Algebra Lab
This is a lab class designed to supplement MATH 1023 College Algebra. It must be taken concurrently with College Algebra with the same instructor, so that faculty can answer any questions the students might have concerning the assignments given in College Algebra. This course is for students who have an ACT Math score of 17-18, ACCUPLACER Elementary Algebra score of 56-76, or Next Gen ACCUPLACER QAS score of 237-262. Corequisite: MATH 1023 College Algebra (1 SCH – 2 contact hours)

GSTD 0103 College Reading
This course is an advanced study of appropriate strategies to improve reading comprehension and vocabulary, focusing on skills that build on solid reading and writing skills. This course must be passed with a C or higher to enroll in ENGL 1123 Composition II. This course is required for students who have an ACT Reading score of 18 or below, ACCUPLACER Reading score of 87 or below or Next Gen ACCUPLACER score of 262 or below. With ACT Reading score of 17-18. With ACCUPLACER Reading score of 78-87, or Next Gen ACCUPLACER score of 250-262, the student may co-enroll in ENGL 1113 Composition I. (3 SCH)

GSTD 0201 Composition Lab
This is a lab class designed to supplement ENGL 1113 Composition I and must be taken concurrently with Composition I with the same instructor so that faculty can answer any questions the student might have concerning Composition I lecture. Students continue to develop skills in reading, writing, and grammar in the lab. This course is for students who have an ACT English score of 15-18, ACCUPLACER Writing score of 76-93, or Next Gen ACCUPLACER score of 250-275. (1 SCH—2 contact hours)

GSTD 0243 Essential English
This course is an intensive study of English skills, such as grammar, punctuation, and mechanics through the study and focus of writing skills and writing skills improvement for success in upper level English courses and other disciplines. This course is required for students who have an ACT English score of 14 or below, ACCUPLACER Writing score of 75 or below, or Next Gen ACCUPLACER Writing score of 249 or below. Students must receive a grade of C or higher in order to enroll in ENGL 1113 Composition I. Students who have completed Essential English must co-enroll in ENGL 1113 Composition I and GSTD 0201 Composition Lab. (3 SCH)

GSTD 0383 Pre-Algebra
This course is designed to build basic mathematics skills, such as fractions, decimals, percents, basic geometry, algebraic expressions, and linear equations. This course is required for students who have an ACT Math score of 15 or below, ACCUPLACER Arithmetic score of 75 or below, or Elementary Algebra score of 25 or below, or Next Gen ACCUPLACER Arithmetic score of 249 or below. (3 SCH)

GSTD 0433 Intermediate Algebra
This course is designed to build mathematical and algebraic skills necessary to ensure a smooth transition into MATH 1023 College Algebra. Prerequisite: GSTD 0383 Pre-Algebra with a C or higher OR ACT Math score of 16-18, ACCUPLACER Elementary Algebra score of 26-76, or Next Gen ACCUPLACER Arithmetic score of 250-275 or QAS score of 236-262. (3 SCH)

HEALTH AND SAFETY (HS)

HS 1403 Personal and Community Health

This course is a study designed to assist students in understanding and developing attitudes and behaviors necessary to establish healthful living practices. *ACTS #: HEAL 1003* (3 SCH)

HISTORY (HIST)

HIST 1003 Western Civilization to 1700 (F in class; S online)

This course is designed to help introduce students to the major social, political, economic, cultural, intellectual and diplomatic trends that created, shaped, and influenced Western Civilization from its beginnings to about 1700 A.D. Emphasis will be placed on the interaction of these factors, the problems posed and the various responses made to them, and how these factors still influence modern societies. *ACTS #: HIST 1213* (3 SCH)

HIST 1013 Western Civilization since 1700 (F online; S in class)

This course carries the study of the growth and development of Western Civilization from about 1700 to the present day. The evolution of modern society is traced through the interaction of those factors outlined in HIST 1003, along with the rise of science and technology, and the development of a global awareness. *ACTS #: HIST 1223* (3 SCH)

HIST 1103 World Civilizations I (F in class; S online)

This course covers the beginnings of civilization from Mesopotamia through 17th century Europe and the Age of Enlightenment. ACTS #: HIST 1113 (3 SCH)

HIST 1203 World Civilizations II (F online; S in class)

This course begins with the Protestant Reformation in Europe through the 21st century modern world. ACTS #: HIST 1123 (3 SCH)

HIST 1113 Arkansas History

This course includes a survey of the history of Arkansas from its discovery and exploration by Europeans to its eventual colonization and development by the United States of America. Emphasis will be given to how Arkansas and its people compare to the nation, especially in the areas of economy, religion, society, and their accomplishments. (3 SCH)

HIST 2013 United States History to 1876 (F in class; S online)

This course introduces students to the major social, political, economic, cultural, intellectual, and diplomatic trends that created, shaped, and influenced the United States from its beginnings through the end of Reconstruction. Emphasis will be placed on the interaction of these factors, the problems posed, and the various responses made to them, and how these factors have created the modern United States. *ACTS #: HIST 2113* (3 SCH)

HIST 2023 United States History since 1876 (F online; S in class)

This course is designed to help the student become familiar with the patterns of growth, development, and maturing of the modern American nation, from 1877 to the present day. Emphasis is placed on the social, political, diplomatic, and related forces of the 20th Century, which took the United States to its current position as a world leader. *ACTS #: HIST 2123* (3 SCH)

INDUSTRIAL MAINTENANCE (MAIN)

MAIN 1003 Technical Mathematics (previously MATH 1003)

This course will develop and/or review mathematical skills with emphasis on problem solving related to the technical fields. (3 SCH) ACTS #: MATH 1003

MAIN 1004 Mechanical Devices and Systems I

This course is very hands-on oriented and will utilize NCCER curriculum, Industrial Maintenance Mechanic Levels I, II & III. Modules covered: 32205-07 Identify, Install, and Maintain Valves, 32303-08 Installing Bearings, 32304-08 Installing Couplings, 32306-08 Conventional Alignment, 32307-08 Installing Belt and Chain Drives, 32308-08 Installing Mechanical

Seals, 32305-08 Setting Baseplates and Pre-alignment, 32103-07 Fasteners and Anchors, 32105-07 Gaskets and Packing, 32108-07 Pumps and Drivers, 32109-07 Valves, 32207-07 Introduction to Bearings, 32110-07 Introduction to Test Instruments, 32302-08 Precision Measuring Tools, and 32113-07 Lubrication. Prerequisite/Co-requisite: MAIN 1204 (4 SCH – 6 contact hours)

MAIN 1104 Hydraulics/Pneumatics

Pneumatics training will be performed using industry(Tyson's) developed curriculum in conjunction with their pneumatic trainers supported by NCCER's Millwright Level 4 curriculum, including; Module 15407-08 Basic Pneumatic Systems, Module 15408-08 Troubleshooting and Repairing Pneumatic Equipment, and the math used to calculate. Hydraulics will be taught utilizing Amatrol curriculum in conjunction with their hydraulic trainers and supported by NCCER's Millwright Level 4 curriculum. Subject content will include NCCER's Module 15409-08 Basic Hydraulic Systems, Module 15410-08 Troubleshooting and Repairing Hydraulic Equipment, and the math used to calculate. Pre/Co-requisite MAIN 1003/MATH 1003, MAIN 1204 (4 SCH – 6 contact hours)

MAIN 1204 Industrial Fundamentals

This course includes NCCER's "Core Curriculum" a prerequisite to all other Level 1 craft curriculum. Trainees learn the basic skills needed to continue education in any craft area, studying modules: 00101-09 – BASIC SAFETY, 00102-09 – INTRODUCTION TO CONSTRUCTION MATH, 00103-09 – INTRODUCTION TO HANDTOOLS, 00104-09 – INTRODUCTION TO POWERTOOLS, 00105-09 – INTRODUCTION TO CONSTRUCTION DRAWINGS, 00106-09 – BASIC RIGGING, 00107-09 – BASIC COMMUNICATION SKILLS, 00108-09 – BASIC EMPLOYABILITY SKILLS, 00109-09 – INTRODUCTION TO MATERIALS HANDLING
*Upon successful completion of modules within this course students will receive NCCER's Blue Card, an industry recognized credential. (4 SCH – 4 lecture) (4 contact hours)

MAIN 1304 Programmable Logic Controls (PLC's)

This course is designed to give the student the basic knowledge of Programmable Logic Controllers (PLC's) and how they are used to control industrial equipment and systems. Allen Bradley PLC's and software are utilized in this course. Prerequisite/Corequisite: MAIN 1504, MAIN 1404 (4 SCH – 6 contact hours)
MAIN 1404 Industrial Motor Controls
This course will focus on electrical controls such as switches, sensors, push buttons, relays, motor starters and PLC's and how they are used to control industrial motors and equipment AC and DC drives are also included in this study. Prerequisite/Corequisite: MAIN 1504 (4 SCH – 6 contact hours)

MAIN 1504 Basic Electricity

Key content developed from NCCER curriculum using Modules: (26101-17) Orientation to the Electrical Trade, (26102-17) Electrical Safety, (26103-17) Introduction to Electrical Circuits, (26104-17) Electrical Theory, (26110-17) Basic Electrical Construction Drawings, (26111-17) Residential Electrical Services, and (26112-17) Electrical Test Equipment. Lab-Volt lab manual (provided) Pre/Co-requisites: MAIN 1003/MATH 1003, MAIN 1204, BUS 1003 (4 SCH– 6 contact hours)

MAIN 2004 Mechanical Devices and Systems II

This course is very hands-on oriented and will utilize NCCER curriculum, Industrial Maintenance Mechanic Level III using modules:32301-08 Advanced Trade Math (Embedded), 32302-08 Precision Measuring Tools, 32303-08 Installing Bearings, 32304-08 Installing Couplings, 32305-08 Setting Baseplates and Pre-alignment, 32306-08 Conventional Alignment, 32307-08 Installing Belt and Chain Drives, and 32308-08 Installing Mechanical Seals Pre/Co-Req. Main 1204 (4 SCH– 6 contact hours)

MAIN 2204 Mechanical Devices and Systems III

This course is designed to introduce a variety of topics as well as hands-on applications that are used in industry. Topics will include industrial print reading, pumps, valves, fasteners, gaskets, seals, O-rings, drill/tap/die utilization, specialty wrenches, precision measuring tools, basic metallurgy, along with preventive and predictive maintenance. Prerequisite/Corequisite: MAIN 1204 (4 SCH – 6 contact hours)

MAIN 2404 Industrial Wiring with National Electrical Code (NEC)
Key content developed from NCCER curriculum using Modules: (26105-17) Introduction to the National Electrical Code, (26106-17) Device Boxes, (26107-17) Hand Bending, 26108-17) Raceways and Fittings, and (26109-17) Conductors. Prerequisite/Corequisite: MAIN 1504, MAIN 1404 (4 SCH – 6 contact hours)

MAIN 2604 Advanced Programmable Logic Controls with Instrumentation
This course is an advanced version of MAIN 1304. The student will learn to troubleshoot problems associated industrial equipment utilizing PLC's. The student will be able to write and install programs on lab equipment to perform a variety of operations utilizing Allen Bradley PLC's and software. Prerequisite/Corequisite: MAIN 1304 (4 SCH – 6 contact hours)

The following courses are designed and offered as concurrent courses to students enrolled in Secondary Career Center programs @ 1.5 hrs. per day for 5 days(M-F) in 9 week periods (67.5 contact hours per course). Both parts (A & B) are required for students to receive college credit for the post- secondary course. These courses are not offered to postsecondary students.

MAIN 2002 Mechanical Devices/Systems II A
This course is very hands-on oriented and will utilize NCCER curriculum, Industrial Maintenance Mechanic Level III using modules:32301-08 Advanced Trade Math

MAIN 2102 Mechanical Devices/Systems II B
This course is very hands-on oriented and will utilize NCCER curriculum, Industrial Maintenance Mechanic Level III using modules: 32305-08 Setting Baseplates and Pre-alignment, 32306-08 Conventional Alignment, 32307-08 Installing Belt and Chain Drives, 32308-08, Installing Mechanical Seals

MAIN 1002 Hydraulics/Pneumatics A
This course will concentrate on Hydraulics and utilize Amatrol curriculum in conjunction with their hydraulic trainers. Subject content will include; design of hydraulic systems, pressures, flow, cylinders, valves, gauges, fluids and the math used to calculate. Pre/Co-Req. Main 1204

MAIN 1012 Hydraulics/Pneumatics B
This course will concentrate on pneumatics and utilize Tyson curriculum in conjunction with their pneumatic trainers including; design of pneumatic systems, pressures, flow, valves, cylinders, and the math used to calculate. Pre/Co-Req. Main 1204

LICENSED PRACTICAL NURSING (LPN)

NOTE: LPN courses are taught in a specific order. Prior courses are prerequisites.

LPN 1101 Nursing I
Includes strategies to help students succeed in a practical nursing program. The online portion will be used as an introduction to the history of nursing, legal, and ethical aspects of nursing, communication, and professional roles and leadership in practical nursing. The Nurse Practice Act will be explored. (1 SCH.)

LPN 1112 Basic Nursing Principles and Skills Includes the nursing process/critical thinking, vital signs, physical assessment, documentation, life span development, cultural & ethnic considerations, and procedures & skills needed to care for patients. (12 SCH)

LPN 1106 Basic Skills Remediation (Re-admission Students Only)
Includes remediation on procedures & skills needed to care for patients. This course is designed for students who are re-entering the PN program and must show proficiency in skills previously taught in LPN 1112. Additional prerequisite: Successful completion of LPN 1112 with a C or better. (6 SCH)

LPN 1004 Pharmacology

Includes history and demonstration of drugs. Proper techniques as well as electrolytes, nutritional concepts and mathematics skills are also taught. (4 SCH)

LPN 1206 Medical/Surgical Nursing I

Includes nursing care, health promotion, and changes associated with the older adult. Also includes aspects of home health, long term care, rehabilitation, and hospice care. (6 SCH)

LPN 1210 Medical Surgical Nursing II

Includes nursing care of patients with acute and chronic problems. Also includes IV therapy and pharmacological measures associated with each disease process. (10 SCH)

LPN 1307 Medical Surgical Nursing III

A continuation of LPN 1213 Medical Surgical Nursing II. (7 SCH)

LPN 1602 Mental Health

Includes nursing care of common conditions of mental illness and the care of patients suffering from abnormal mental and emotional responses. (2 SCH)

LPN 2106 Maternal/Infant/Pediatric Nursing

Includes principles and practice of nursing care for prenatal, labor, delivery, postpartum, neonatal and pediatric nursing. Also includes health promotion, at risk, and special needs. (6 SCH)

MANAGEMENT (MNG)

MNG 1103 Introduction to Digital Media

Introduction to Digital Media provides an essential foundation for the student interested in interactive media and web-design. Using industry standard photographic editing, web design, animation, and presentation software students will create a basic composite digital media presentation.

MNG 2123 Social Media Marketing

In this course you will learn how to create a social media strategy that achieves desired goals. Students will learn about different platforms, the array of interactions available, and get hands-on experience creating a social media advertising campaign.

MNG 2223 Marketing Analytics

In this course, you will learn the best tools to collect, understand, communicate and gain insights from data in the realm of digital marketing. There is a heavy emphasis on practical learning with opportunities to gain hands on experience with spreadsheets and Google Analytics to analyzing and identifying elements of an A/B test. At the end of the course you will be equipped with the skills needed to thrive in a digital marketing career- a field that is increasingly data driven. (3 SCH) Prerequisite: Spreadsheets

MNG 2313 Principles of Management

Concepts, principles, and practices necessary to manage effectively an organization in a dynamic environment. Prerequisite: GSTD0103 College Reading with a C or higher or appropriate placement score (3 SCH)

MNG 2323 Search & Display Advertising

This course takes you deep into search and display advertising. You will learn about the different channels and how they work. The course will also cover the best practices of ads on different channels and ad bidding. You will also have the opportunity to create an optimizing strategy. This will give insight into how online ads work and how companies can re-target customers for successful results. (3 SCH)

MNG 2623 Marketing

Familiarizes students with the marketing concept and its importance to the survival and success of any business. Concepts

such as identifying and segmenting markets, marketing information systems, market channels, and the people in marketing, are coordinated with key concepts of the marketing mix, i.e., having the right product at the right price in the right place, at the right time, using the right promotion strategies. This coordination contributes to the profitable functioning of business. *ACTS #: MKTG 2003* (3 SCH)

MNG 2813 Small Business Management
The course introduces the students to the problems and challenges of entrepreneurship. Topics include personal qualities of the successful entrepreneur, finding a business idea, analyzing the market and market segmentation, buying a franchise, selecting locations and facilities and financing the business. (3 SCH)

MATHEMATICS (MATH)

MATH 1113 Applied Math
Applied Math is a course aimed at providing students with mathematical understandings and skills to be productive workers, discerning consumers, and informed citizens. This course will emphasize four mathematical stands which are: personal, state and national finance, statistics and probability, mathematical modeling, and quantities and measurement. *This course does not meet the math requirement for STEM degrees.* Prerequisites: GSTD 0383 Pre-Algebra with a C or higher or appropriate placement scores. *ACTS #: MATH 1113* (3 SCH)

MATH 1023 College Algebra
This course is a study of algebraic processes in inequalities and equations of quadratic and higher degree, functions and inverses, complex numbers, probability, determinants, matrices, and the binomial theorem. Prerequisite: GSTD 0413 Foundations for Math with a C higher OR GSTD 0433 Intermediate Algebra with a C or higher OR appropriate placement scores. Corequisite: GSTD 0101 College Algebra Lab. *ACTS #: MATH 1103* (3 SCH)

MATH 2003 Number Systems (F)
A study of numeration systems with an emphasis on problem-solving, number theory, and critical thinking. Approaches to teaching mathematics relevant to the elementary grades and the use of manipulatives in the classroom will be used. Topics include sets, number theory, and properties of natural numbers, integers, rational, and real number systems. For Elementary Education majors.

MATH 2013 Geometry for Elementary Teachers (S)
Geometry for Elementary Teachers is designed to relate the concepts of sound mathematical pedagogy, as reflected in the *Principles and Standards of School Mathematics* from NCTM to the elementary/middle school classroom teacher. The emphasis of the course is to introduce classroom techniques that make possible student understanding of mathematical concepts. Manipulatives will be used. Topics include geometry terminology, 2-D and, 3-D shapes, symmetry, transformations, measurement, statistics, and probability.

MATH 2023 Introduction to Statistics
This is an introductory course in probability and statistics that includes descriptive statistics, probability and application, random variables, and inference with special emphasis on Statistical Process Control (SPC) techniques. Prerequisite: GSTD 0433 Intermediate Algebra with a C or higher *ACTS #: MATH 2103* (3 SCH)

MATH 2043 Trigonometry and Analytic Geometry
This course is a study of right triangles, trig functions, inverses, identities and trigonometric equations and their applications. This course expands on concepts learned in MATH 1023. Prerequisite: MATH 1023 College Algebra with a C or higher. *ACTS #: MATH 1203* (3 SCH)

MATH 2053 Survey of Calculus
This course will explore topics in polynomial calculus including limits, differentiation, exponential and logarithmic functions, and integration with an emphasis on applications. This course will not meet the requirements for MATH 2054 Calculus I. Prerequisite: Math 1023 College Algebra with a C or higher. *ACTS #: MATH 2203* (3 SCH)

MATH 2054 Calculus I (OD)

This course introduces students to advanced analysis techniques based on operations with functions. The main topics of calculus will be covered, including limits, differentiation, and integration. Emphasis will be given to theory and applications of the topics covered. Prerequisite: MATH 2043 Trigonometry and Analytic Geometry with a C or higher or MATH 2053 Survey of Calculus with a C or higher *ACTS #: MATH 2405* (4 SCH)

MEDICAL ASSISTING (MAS)

MAS 1104 Medical Laboratory I (By Cohort Demand)
This course provides an online virtual medical office setting. It includes an introduction to basic administrative techniques as well as precautions for patient safety. Clinical modules include assisting medical personnel with minor office procedures. Laboratory orientation and safety will be covered as well. (4 SCH)

MAS 1143 Introduction to Medical Assisting
This course is designed to provide students with basic information and skills needed for a career in the health care field. In this comprehensive semester course, emphasis is given to the development of competencies related to medical history and events, health care systems, health care careers, qualities of a successful health care worker, medical ethics, and legal responsibilities, and nutrition and health. The development of competencies related to safety, infection control, vital signs, CPR, and first aid, medical math, abbreviations, and charting will also be stressed. (3 SCH)

MAS 1153 Medical Office Management (By Cohort Demand)
This course provides the student with a working knowledge of medical office policies and procedures. Areas include records management, appointment scheduling, billing and collections, telephone etiquette, insurance claim processing, and computer applications to the office. (3 SCH)

MAS 1206 Medical Laboratory II (By Cohort Demand)
This course provides an online virtual medical office and laboratory setting. It includes teaching the student hands- on skills and procedures. Topics covered will include, documentation for a physician's office, obtaining a medical history, vital signs assessment, examination room techniques, specimen collection, and operation of electrocardiogram (EKG). Proficiency in phlebotomy will be gained. (6 SCH)

MAS 1503 Medical Legal/Ethical Practices (By Cohort Demand)
This course gives students a working knowledge of the conduct code governing the medical professions and the laws affecting the practice of medicine. It also discusses patterns of human behavior, patterns' origins, and the way for people to change behavior patterns in themselves, allowing students to see how these behavior patterns affect their relationship with peers, friends, and patients. The course also explains why people react as they do to illness. (3 SCH)

MAS 1703 Medical Transcription (S)
This Medical Transcription course for Certificate of Proficiency in Medical Transcription and the Associate of Applied Science in Medical Assisting majors is designed to provide the student with basic transcription skills and an extensive list of standard and contemporary terms used in 15 medical specialties, as well as realistic dictation exercises (e.g., foreign doctor's dictation, background noises, etc.) that are found in the transcription industry today. Proofreading and production of professional copy is also emphasized. Prerequisites: MED 1453 Medical Terminology with a C or higher, BUS1003 Microcomputer Applications with a C or higher (3 SCH)

MAS 2055 Co-op/Internship (By Cohort Demand)
This course is designed as an application of concepts learned in class with "real world" experience. The student will have the opportunity to perform various clinical and administrative procedures under supervision. All MED and MAS coursework must be completed with a 76% or better prior to enrolling. This course will be scheduled at the end of the program. (5 SCH)

MEDICAL EDUCATION (MED)

MED 1223 Medical Math
Provides instruction in how to properly and safely calculate medication dosages using dimensional analysis. Topics include interpretation of drug labels, syringe types, conversions, reconstitution of medications, mixing medications, IV flow rates, drip

rates, interpretation of physician orders as well as the Six Rights of Medication administration and military time. **There is a challenge exam available for transfer students applying for the ARNEC RN program needing Medical Math. Students must currently be an LPN and have previous medication and IV dosage calculation experience.** For more information, please contact the Division of Medical Education. (3 SCH)

MED 1453 Medical Terminology
This course provides the student with a solid foundation in the knowledge and usage of medical terms. Emphasis is placed on definitions, spelling, pronunciation, and correct use of terms in a medical environment. (3 SCH)

MED 1803 Basic Human Anatomy & Physiology
This non-transferrable course is intended for students who have a need for basic studies in the functional aspects of the organ systems of the human body. Students seeking an AAS in OTA or PTA who do not score a 19 in Reading and Science on the ACT must take this course prior to enrolling in BIOL 2064 A&P I. All LPN majors must take this course. (3 SCH)

MUSIC (MUS)

MUS 2003 Public School Music (OD)
This course is a study of music fundamentals, and methods and materials used by the classroom teacher for elementary school music. Principally for elementary education majors. (3 SCH)

OCCUPATIONAL THERAPY ASSISTANT (OTA)

OTA 1113 Introduction to Occupational Therapy (F, S)
This course will introduce occupational therapy including the historical development and philosophy. Topics include occupations in work, self-care, and play/leisure throughout the life span; education and function; occupational therapy personnel; current and emerging practice areas; national and state credentialing requirements; and Occupational Therapy Framework, Standards of Practice, and Code of Ethics. Additional topics include developing an understanding of professionalism and professional behaviors. (3 SCH)

NOTE: *OTA program courses are taught in a specific order. Prior courses are prerequisites.*

OTA 2103 Therapeutic Activities I (F)
This course will focus on various activities used as therapeutic interventions in occupational therapy with emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of activities. (3 SCH)

OTA 2104 Human Movement in OT (F)
This course involves the study of musculoskeletal anatomy/posture and the analysis of movement based on anatomical and mechanical principles in the context of occupational performance. Emphasis is on the elements of body function (sensory, neuromuscular, psychological, respiratory, and cardiovascular) and body structures (organs, skin, muscles, bones, limbs, and other anatomical features) during desired occupations as related to the Occupational Therapy Practice Framework: Domain and Process, 3rd Edition (OTPF-3). Lab provides hands-on experience in study of human body function and body structures. (4 SCH)

OTA 2113 Pediatrics in OT (M)
This course is the study of human development from birth through adolescence with emphasis on occupational performance. Topics include frames of reference, assessment/evaluation tools and techniques, theory and application, and intervention strategies specific to this population. (3 SCH)

OTA 2111 Pediatric Level I Fieldwork C (M)
Health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in settings serving children or adolescents with developmental challenges. Students are supervised by clinical educators or faculty at heath care, education, or community settings. (1 SCH)

OTA 2223 Physical Dysfunction in OT (S)
This course is the study of physical dysfunction and how it affects the occupational and psychosocial performance of the adult and geriatric population, and an introduction of how physical dysfunction, occupational and psychosocial performances affect the pediatric and adolescent population. Critical thinking for the identification of client problem list, goals, and interventions are encouraged through the examination of case studies with a variety of diagnosis and populations. (3 SCH)

OTA 2204 Therapeutic Interventions (S)
Students in this course will study principles of occupational therapy, assessments in occupational therapy (in coordination with the OT), and development of treatment intervention strategies for occupational therapy clients. They will get hands-on lab experience to integrate "learning by doing" of techniques. Emphasis is on the clinical skills required for the Occupational Therapy Assistant's role in the OT process. (4 SCH)

OTA 2213 Pathophysiology in OT (F)
This course is the study of etiology, symptomatology, and management of diseases, conditions, and injuries across the lifespan encountered in occupational therapy treatment settings. Topics include the effects of trauma, disease, and congenital conditions on the physical and psychological domains of occupational behavior. (3 SCH)

OTA 2203 Therapeutic Activities II (S)
Continuation of OTA 2103- This course will focus on an intermediate level of activities used as therapeutic interventions in occupational therapy with emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of activities. Students will be able to demonstrate appropriate techniques for planning, selecting, and implementing occupations or activities to meet the needs of specific populations; demonstrate facilitation of engagement in occupations to enhance occupational performance for various practice settings. Students will also be able to discover emerging practice areas such as community wellness and occupational health. (3 SCH)

OTA 2221 Physical Dysfunction Level I Fieldwork B (S)
Health-related work-based learning experience that enables the student to advance their ability to apply specialized occupational theory, skills, and concepts in settings serving children, adults, and geriatrics. Students are supervised by clinical instructors or faculty at heathcare, education, or community settings. (1 SCH)

OTA 2312 Management in OT (S)
This course will examine basic management skills and explore the role of the occupational therapy assistant in health care delivery. Topics include ethical principles in the workplace, health care team role delineation, documentation, funding, reimbursement systems, and management in a variety of situations using scholarly research to support decision making. (2 SCH)

OTA 2303 Psychosocial OT/Mental Health (F)
This course will examine the occupational therapy process in relation to individuals with psychosocial challenges. Topics include assessment/evaluation tools and techniques, frames of reference, group processes and group dynamics, psychiatric diagnosis based on the current Diagnostic and Statistical Manual, effective documentation skills, and intervention strategies specific to this population. (3 SCH)

OTA 2301 Mental Health Level I Fieldwork A (F)
Health-related work-based learning experience that enables the student to begin to apply specialized occupational theory, skills, and concepts in settings serving individuals with psychosocial challenges. Students are supervised by clinical instructors or faculty at heath care, education, or community settings. (1 SCH)

OTA 2404 Level II Fieldwork A (F)
A minimum of 8 weeks of supervised work based experience applying occupational therapy theory, skills, and concepts to direct patient/client care, generally at a clinical site. Students will apply the occupational therapy process, with reference to the OTPF Domains and Process, 3rd Edition, while developing and practicing the skills of an entry-level OTA. Clinical experiences are unpaid external learning experiences. This if the first of two capstone experiences which provide an opportunity for students to apply all previous coursework. (4 SCH)

OTA 2414 Level II Fieldwork B (F)
A minimum of 8 weeks of supervised work based experience applying occupational therapy theory, skills, and concepts to direct patient/client care, generally at a clinical site. Students will apply the occupational therapy process with reference to the OTPF Domains and Process, 3rd Edition while developing and practicing the skills of an entry-level OTA. Clinical experiences are unpaid external learning experiences. This if the second of two capstone experiences which provide an opportunity for students to apply all previous coursework. (4 SCH)

OTA 2402 Professional Issues in OT (F)
This online course is designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, and knowledge related to the practice environment. The role of agencies and associations that support and regulate occupational therapy practice will also be examined. Topics include licensure and certifications, test-taking strategies for certification exams, and development of a professional portfolio. (2 SCH)

PIPE WELDING (PIPE)

PIPE 2108 Pipe Welding (SMAW) (8 weeks)
(Module ID 29301-10) Explains how to set up SMAW equipment for open-root V-groove welds, and explains how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with SMAW equipment on pipe in the 1G-ROTATED, 2G, 5G, and 6G positions. Prerequisite: WELD 2344 SMAW I, WELD 2354 SMAW II
(8 SCH – 10 contact hours)

PIPE 2104 Pipe Welding (GMAW-Carbon Steel Pipe) (4 weeks)
(Module ID 29302-10) Explains how to set up GMAW equipment for open-root V-groove welds, and explains how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with GMAW equipment on pipe in the 1G-ROTATED, 2G, 5G, and 6G positions. Prerequisite: WELD 2367 GMAW (MIG) (4 SCH – 6
contact hours)

PIPE 2204 Pipe Welding (FCAW) (4 weeks)
(Module ID 29303-10) Explains how to set up FCAW equipment for open-root V-groove welds, and explains how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with FCAW equipment on pipe in the 1G-ROTATED, 2G, 5G, and 6G positions. Prerequisite: WELD 2367 GMAW (MIG) (4 SCH – 6 contact hours)

PIPE 2304 Pipe Welding (GTAW-Carbon Steel Pipe) (4 weeks)
(Module ID 29304-10) Explains how to set up GTAW equipment for open-root V-groove welds, and explains how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with GTAW equipment on pipe in the 2G, 5G, and 6G positions. Prerequisite: WELD 2377 GTAW (TIG) (4 SCH – 6 contact hours)

PIPE 2404 Pipe Welding (GTAW-Low Alloy and Stainless Steel) (4 weeks)
(Module ID 29305-10) Explains how to set up GTAW equipment for open-root V-groove welds on low-alloy and stainless steel pipe, and explains how to prepare for and make open-root V-groove welds on low-alloy and stainless steel pipe. Provides procedures for making open-root V-groove welds with GTAW equipment on low- alloy and stainless steel pipe in the 2G, 5G, and 6G positions. Prerequisite: WELD 2377 GTAW (TIG) (4 SCH
– 6 contact hours)

PIPE 2208 Pipe Welding (SMAW-Stainless Steel) (8 weeks)
(Module ID 29306-10) Explains stainless steel metallurgy; how to select SMAW electrodes for stainless steel welds; and how to weld different types of stainless steels. Covers safety issues associated with welding on stainless steels; how to prepare weld coupons; and how to set up SMAW equipment for welding stainless steel. Provides procedures for making open-root

V-groove welds with GTAW equipment on stainless steel plate in the 1G, 2G, 3G, and 4G positions. Includes procedures for making open-root V-groove welds with GTAW equipment on stainless steel pipe in the 1G-ROTATED, 2G, 5G, and 6G positions. Prerequisite: WELD 2344 SMAW I, WELD 2354 SMAW II (8 SCH – 10 contact hours)

PHYSICAL EDUCATION (PHED)

PHED 1001-1901 Activities
Instruction and practice in sports and activities that contribute to present and future recreational needs, organic development, and fitness of the student. Instruction in rules, strategies, social behaviors, and techniques of individual, dual, and team sports (1 SCH)

PHYSICAL SCIENCE (PHYS)

PHYS 2004 Earth Science
This course is an introduction to the basic concepts of Earth sciences, including Earth structure and processes, earthquakes, volcanoes, glaciers, plate tectonics, weather patterns, oceans, rocks and minerals, fossils, history of the Earth, and the scientific method. *ACTS #: PHSC 1104* (4 SCH – 3 Lecture/2 Lab)

PHYS 2024 Physical Science
This course presents the understanding of the facts, methods, and significance of the physical sciences. Course includes topics in physics, chemistry, weather, earth science, and astronomy. Prerequisite: GSTD 0383 Pre-Algebra with a C or higher or appropriate placement scores *ACTS #: PHSC 1004* (4 SCH – 3 Lecture/2 Lab)

PHYSICAL THERAPIST ASSISTANT (PTA)

See website for updated information at:
www.cccua.edu/programs-of-study/medical-education

PTA 1112 Introduction for Physical Therapist Assistants
This course introduces the student to the physical therapy profession including the history of physical therapy from WWI and polio epidemic to the present and the role of the physical therapist and physical therapist assistant. Other topics include the legal, ethical, professional and regulatory aspects of physical therapy practice including, but not limited to, HIPAA regulations. Two hours lecture. Online format. Prerequisite: Admission to PTA Program. Corequisite: PTA 2303, PTA 2314/L, PTA 2203/L, PTA 2205/L, PTA 2322

PTA 2303 Pathophysiological Conditions
This course will study disease pathophysiology, etiology, clinical signs and symptoms of many diseases, disorders and injuries seen in physical therapy. All body symptoms will be examined with emphasis on the cardiopulmonary, musculoskeletal, neurological and integumentary system. Medical, surgical, and physical therapy management of these diseases, disorders and injuries will be presented. Medical literature research is required. Three lecture hours. Online format with frequent on-campus meetings. Prerequisite: Admission to PTA Program. Corequisite: PTA 1112, PTA 2314/L, PTA 2203/L, PTA 2205/L, PTA 2322

PTA 2314/L Movement Science and Lab
Kinesiology is the study of musculoskeletal anatomy, posture and movement of the human body and the analysis of movement based on anatomical and mechanical principles. An understanding of the muscular system with regard to origin, insertion, and action of muscles, serves as the basis by which to study planes, axes of movements, the range and quality of functional movements, the actions of levers within the human body, and how muscular contraction affects movements, posture, and gait. Emphasis is given to the application of these principles to the understanding of human movement and/or athletic performance. Two hours lecture and two hours laboratory. Prerequisite: Admission to PTA Program. Corequisite: PTA 1112, PTA 2303, PTA2203/L, PTA 2205/L, PTA 2322

PTA 2203/L Basic Patient Care Skills and Lab
This course introduces students to findings in the health record, basic patient care skills, body mechanics, and patient functional mobility. This course will further introduce the student to handwashing, personal protective equipment, and aseptic principles. Assistive devices will be introduced. Two hours lecture and one hour laboratory. Prerequisite: Admission to the PTA Program. Corequisite: PTA 1112, PTA 2303, PTA 2314/L, PTA 2205/L, PTA 2322

PTA 2205/L Therapeutic Agents and Lab
This course will guide students through biophysical agents including: indications, applications/techniques, precautions and contraindications. Students will gain understanding in the implementation of massage as a modality. Three hours lecture and two hours laboratory. Prerequisite: Admission to the PTA Program. Corequisite: PTA 1112, PTA 2303, PTA 2314/L, PTA 2203/L, PTA 2322

PTA 2322 Administration and Management for Physical Therapist Assistants
This course focuses on professional issues and behaviors related to clinical practice. It also addresses the administration and management of physical therapy practice and begins to prepare the student for a successful transition into the workforce. Additionally, this course also includes the Arkansas state mandate on "Child Maltreatment" involving abuse, sexual abuse, neglect, sexual exploitation, or abandonment of a child under the Child Maltreatment Act, § 12-18-101 et seq.
Two hours lecture. Prerequisite: Admission to the PTA Program. Corequisite: PTA 1112, PTA 2303, PTA 2314/L, PTA 2203/L, PTA 2205/L

PTA 2404/L Therapeutic Exercise and Lab
This course focuses on patient care interventions related to application of therapeutic exercise (extremity, spinal, osteoarthritis / rheumatoid arthritis, OB/GYN, pulmonary, cardiovascular, endurance), and range of motion exercises, stretching exercises, peripheral joint mobilization, resistive exercises, effective oral and written communication. Three hours lecture and one hour laboratory. Prerequisite: PTA 1112, PTA 2303, PTA 2314/L, PTA 2203/L, PTA 2205/L, PTA 2323. Corequisite: PTA 2403/L, PTA 2413/L

PTA 2403/L Data Collections and Lab
This course focuses on the aspects of collecting data for objective measurements. Professional communication especially interview skills and the clinical application of special tests, manual muscle testing, sensory testing, goniometric measurements and gait cycle. Two hours lecture and one hour laboratory. Prerequisite: PTA 1112, PTA 2303, PTA 2314/L, PTA 2203/L, PTA 2205/L, PTA 2323. Corequisite: PTA 2404/L, PTA 2413/L

PTA 2413/L Rehabilitation Techniques
Physical therapy interventions such as airway clearance, wound care/debridement, environmental assessments, wheelchair management, aquatics, amputation/residual limb care and prosthetics; oral and written communication techniques with patient/family, the health care team, and the supervising PT.Two hours lecture and one hour laboratory. Prerequisite: PTA 1112, PTA 2303, PTA 2314/L, PTA 2203/L,PTA 2205/L,PTA 2322. Corequisite: PTA 2404/L, PTA 2403/L

PTA 2424 Clinical Practicum I
Five-week clinical internship focusing on patient safety, handling techniques, gait training, vitals, implementation of modalities, therapeutic exercises, goniometry, posture assessment/treatment; muscle strength testing; ethical/legal practice; and documentation/communication. Prerequisite: PTA 2404/L, 2403/L, 2413/L. Corequisite: none

PTA 2515/L Neurorehabilitation/ Lab
This course focuses on the function of the nervous system, including the normal motor development motor control and motor learning through the lifespan. It also addresses the physical therapy management of neurological diseases/conditions. The home and community environmental barriers are addressed with those patients who have limitations in their functional status. Three hours lecture and two hours laboratory. Prerequisite: PTA 2424. Corequisite: none

PTA 2524 Clinical Practicum II
A five-week clinical internship focusing on patient safety, handling techniques, gait training, vitals, implementation of

modalities, therapeutic exercises, goniometry, posture assessment/treatment; muscle strength testing; ethical/legal practice; and documentation/communication. Practicums II and III allow for further data collection and intervention skills including neurologic interventions. Prerequisite: PTA 2515/L. Corequisite: PTA 2502

PTA 2624 Clinical Practicum III

A five-week clinical internship focusing on patient safety, handling techniques, gait training, vitals, implementation of modalities, therapeutic exercises, goniometry, posture assessment/treatment; muscle strength testing; ethical/legal practice; and documentation/communication. Practicums II and III allow for further data collection and intervention skills including neurologic interventions. Prerequisite: PTA 2524. Corequisite: PTA 2502

PTA 2502 PTA Seminar

Review of PTA program content through systematic study of PTA assessment skills, PTA treatment implementation, and professionalism for the physical therapist assistant. Licensure preparation activities; interview and resume preparation. Online format. Prerequisite: PTA 2515/L. Corequisite: PTA 2524, PTA 2624

POLITICAL SCIENCE (PSCI)

PSCI 2003 American Government

This course introduces the student to the systems and structures that make up the government of the United States. Emphasis is placed on the following topic areas and their influence on this nation's governmental and political life: the Constitution; the Congress; the Presidency; the Federal Judiciary; public opinion and the media; political parties and elections; and the growing visibility and importance of state and local governments. *ACTS #: PLSC 2003* (3 SCH)

PSCI 2013 State and Local Government

This is a survey of government in the fifty states with a special application to Arkansas, with an emphasis on intergovernmental relationships; problems of the executive, legislative, and judiciary; politics and elections; local and metropolitan government. *ACTS #: PLSC 2103* (3 SCH)

PSCI 2603 Texas Government (OD)

This course will study the Texas Constitution and government, emphasizing political institutions including political parties, interest groups, the legislature, the governor, bureaucracy, judiciary, local government, and the impact of the federal government on state activities. Designed to meet the requirements for a Texas government course. Prerequisite: ENGL 1113 Comp I with a C or higher. (3 SCH)

PSYCHOLOGY (PSYC)

PSYC 2003 General Psychology

This course is an overview of major topics in modern psychology, the scientific study of behavior and mental processes. As a first course in the discipline of psychology, it introduces some of the fundamental concepts, principles, and theories with a consideration for the complexity of human behavior. *ACTS #: PSYC 1103* (3 SCH)

PSYC 2033 Developmental Psychology

This is a survey course covering the processes and domains of human development from conception through the whole lifespan *ACTS #: PSYC 2103* (3 SCH)

PSYC 2303 Abnormal Psychology

This course studies the origin, identification, treatment, and social implications of abnormal behavior, emphasizing etiology (origin), symptoms, and diagnosis of specific mental illnesses according to DSM-V-TR criteria. Topics include obsessions, compulsions, addictions, stress, phobias, anxiety, depression, Schizophrenia, personality disorders, senility, amnesia, multiple personality, sexual difficulties, eating disorders, learning disabilities, childhood behavioral problems, and more. Prerequisites: GSTD 0103 College Reading with a C or higher or appropriate placement scores. (3 SCH)

REGISTERED NURSING (RNSG)

NOTE: Courses are taught in a specific order. Prior courses are prerequisites.

RNSG 2119 Nursing Process I
Transitions the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice. Incorporates evidence-based practice, medical/surgical, mental health, quality improvement, and professional standards. Prerequisite: Acceptance into the ARNEC RN Program. Co-requisite: RNSG 2123 Nursing Practicum I.

RNSG 2123 Nursing Practicum I
Applies medical/surgical and mental health nursing theory, critical thinking/clinical reasoning necessary for safe, patient-centered care. Incorporates evidence- based practice, quality improvement, and professional standards in a variety of healthcare settings.
Prerequisite: Acceptance into the ARNEC RN Program Co-requisite: RNSG 2119 Nursing Process I

RNSG 2216 Nursing Process II
Application of additional knowledge focusing on the childbearing family, newborn, women's health, and pediatric patients. It incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse. This course also includes the Arkansas state mandate on "Child Maltreatment" involving abuse, sexual abuse, neglect, sexual exploitation, or abandonment of a child under the Child Maltreatment Act § 12-18-101 et seq.
Prerequisite: RNSG2123 Nursing Practicum I and RNSG2119 Nursing Process I
Co-requisite: RNSG 2223 Nursing Practicum II

RNSG 2223 Nursing Practicum II
Applies concepts learned in RNSG 2216 to provide safe, quality, patient-centered care to a diverse patient population focusing on wellness and acute conditions affecting the childbearing family, newborn, women's health, and pediatric patients.
Prerequisite: RNSG2123 Nursing Practicum I and RNSG2119 Nursing Process I
Co-requisite: RNSG 2216 Nursing Process II

RNSG 2318 Nursing Process III
This course incorporates higher level nursing care, critical thinking, management and leadership. The student will utilize the nursing process as a framework for caring for clients with complex healthcare needs. The student will care for clients in emergency situations (including bioterrorism preparedness), critical care, surgical care, and acute care, and advanced pharmacological concepts.
Prerequisites: RNSG 2216, RNSG 2223 Co-requisite: RNSG 2311, RNSG 2323

RNSG 2323 Nursing Practicum III
This course applies concepts learned in RNSG 2318 to provide safe, quality, patient-centered care to a diverse patient population focusing on further medical/surgical conditions of the high acuity patient and family.
Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of patients in a variety of healthcare settings.
Prerequisites: RNSG 2216, RNSG 2223 Co-requisite:
RNSG 2318, RNSG 2311

RNSG 2311 NCLEX-RN Preparation
This online course provides a comprehensive review taught during the program in preparation for taking the NCLEX-RN.
Co-requisite: RNSG 2318 and RNSG2323

SOCIOLOGY (SOC)

SOC 2003 Introduction to Sociology
This course is an introduction to the theories, concepts, and basic principles used in the study of group life, social institutions, and social processes. *ACTS #: SOCI 1013* (3 SCH)

SOC 2033 Sociology of Marriage and Family (OD)
This course provides a sociological study of marriage, family, and kinship both cross-culturally and within American society. Additional social phenomena examined include socialization, sexuality, sex roles, mate selection, love relationships, types of marriages, marital conflict and interaction, and others. (3 SCH)

SPANISH (SPAN)

SPAN 1014 Elementary Spanish I (OD)
Spanish I is a beginning course designed to help students develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. *ACTS #: SPAN 1013* (4 SCH – 3 Lecture/2 Lab)

SPEECH (SPCH)

SPCH 1113 Principles of Speech
This course teaches theory and practice of communication in interpersonal, small group, and public speaking emphasizing proficiency in speech organization, delivery, and critical thinking/listening applications. *ACTS #: SPCH 1003* (3 SCH)

STUDENT PERSONAL DEVELOPMENT (SPD)

SPD 1001 Service Learning (OD)
A course designed to allow students to perform approved community service activities for credit. This course   may be taken more than once, with consent of advisor. (1 SCH)

SPD 1003 Success Strategies
A course designed to increase students' success in college by assisting students in obtaining the knowledge and skills necessary to reach their educational objectives. This course is to be taken the first semester. (3 SCH)

SPD 2002 Portfolio Development (OD)
This course is designed to assist students seeking credit for non-military prior learning. Students are required to write a detailed description of the learning experience for which credit is being sought and to provide verifiable documentation of such experience. There is no guarantee that this course or credit granted under this program will transfer to any other institution. The student's advisor must be consulted prior to enrolling in the course. A limit of 15 semester credit hours may be given for prior learning. (2 SCH)

WELDING (WELD)

WELD 1344 Intro to Layout and Fabrication
This course will focus on NCCER's Core Curriculum and how it applies to industry.Topics will include safety, industrial math, hand tools, power tools, blueprint reading, rigging, communication skills, employability skills, and material handling. Upon successful completion of this course, the student will receive the NCCER Blue Card, which is an industry recogized certification. (4 SCH – 4 contact hours)

WELD 2344 Welding I — SMAW
Principles and procedures for oxy-acetylene welding and cutting, theory and application of basic Shielded Metal Arc Welding (SMAW); electrodes and running of beads in all positions. Practical application of oxy-acetylene welding, cutting, brazing, setting up SMAW equipment. Safety emphasized. (4 SCH – 8 contact hours)

WELD 2354 Welding II — SMAW
Covers the practical application of Shielded Metal Arc Welding equipment by welding in horizontal, vertical, and overhead positions. Safety practices are emphasized. (4 SCH – 8 contact hours)

WELD 2367 Welding III — MIG
Applications of Gas Metal Arc Welding (MIG) and the introduction of nonferrous metals. Discussion of fundamentals of

metallurgy related to welded metals where residual stresses are heat treated to relieve the locked-up stresses. Safety practices are emphasized. (7 SCH – 9 contact hours)

WELD 2377 Welding IV — TIG
Topics covered include the practical applications of Tungsten Inert Gas Welding (TIG). A study of ferrous and non-ferrous material properties, material classifications, and disadvantages related to the TIG welding process. Safety practices are emphasized. (7 SCH – 9 contact hours)

WELD 2363 (GMAW A) MIG A [SCC course]
The course is designed to help entry level welders, in the Secondary Career Center welding program, increase their awareness of materials, layout, and fabrication, structural shapes, fitting, and the GMAW process of welding as recognized by AWS and NCCER standards. The curriculum for this course is based on the National Center for Construction Education and Research (NCCER) guidelines and represents one of the foundational courses in the NCCER accredited welding program.

WELD 2364 (GMAW B) MIG B
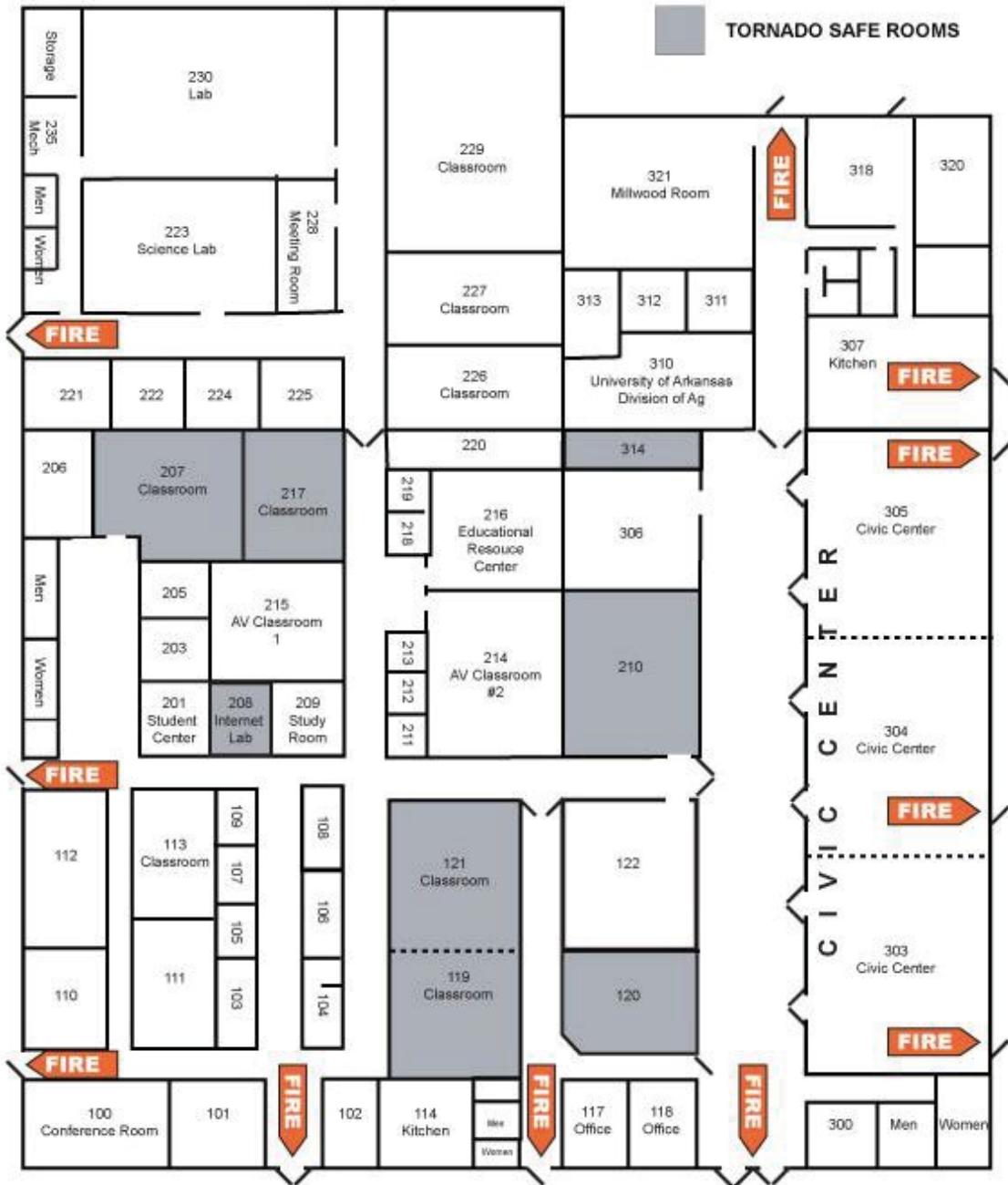This course is designed to develop advanced skills in Gas Metal Arc Welding (MIG) and the Introduction of nonferrous metals. Fundamentals of metallurgy are included as related to metals welded where residual stresses are heat treated to relieve the locked up stresses. Safety practices are emphasized. This course in addition to WELD 2363 MIG A are equivalent to WELD 2367 GMAW-MIG. Pre-Req. WELD 2363

CAMPUS MAPS

Welding

**UA Cossatot
Ashdown Campus
1411 N. Constitution Ave.**

TORNADO SAFE ROOMS

Storage

235 Mech

230 Lab

229 Classroom

321 Millwood Room

FIRE

318

320

Men

Women

223 Science Lab

228 Meeting Room

227 Classroom

313

312

311

307 Kitchen

FIRE

FIRE

226 Classroom

310 University of Arkansas Division of Ag

221

222

224

225

206

207 Classroom

217 Classroom

220

314

FIRE

305 Civic Center

219

218

216 Educational Resouce Center

306

Men

205

215 AV Classroom 1

304 Civic Center

203

213

212

214 AV Classroom #2

210

Women

201 Student Center

208 Internet Lab

209 Study Room

211

FIRE

112

113 Classroom

109

108

121 Classroom

122

FIRE

303 Civic Center

107

106

105

110

111

103

104

119 Classroom

120

FIRE

C I V I C   C E N T E R

Medical Arts Building

FIRE

100 Conference Room

101

FIRE

102

114 Kitchen

Men

Women

FIRE

117 Office

118 Office

FIRE

300

Men

Women

UA Cossatot - Nashville Campus

Welding

301 | FIRE | FIRE | 302 Welding | 303B | FIRE | 303C | 304 Cosmet. Clsrm. | FIRE | 305 | FIRE | 306

303A | 303D

301 | 302 | 304 | 305 | 306

FIRE | FIRE

206
205 | 205 | 401 | 403
402
204
203 | 202 | 404
201 | 406 | 405
407

FIRE | FIRE

123
121 | 122 | 100 TESTING CENTER

120 | 101

102

FIRE

118 | 119 STUDIO | 137 | AV1 113 | 111 Cafe | 109 | 105
138 | 107
ATRIUM | 104 EDUCATIONAL RESOURCE CENTER
117 | 116 | AV2 114 | FIRE | 135 | 134 | 132 | 131 | 108 | 106

> N

TORNADO SAFE ROOMS

TO US 371

**UA Cossatot
De Queen Campus**

U.S. 70 West (Collin Raye)

Ark. 399 (College Drive)

N
W   E
S

L 500
T

AE
1000

B 200

A
100

AMP

GH AD
600

SA
300

C

ST
400

AR

800

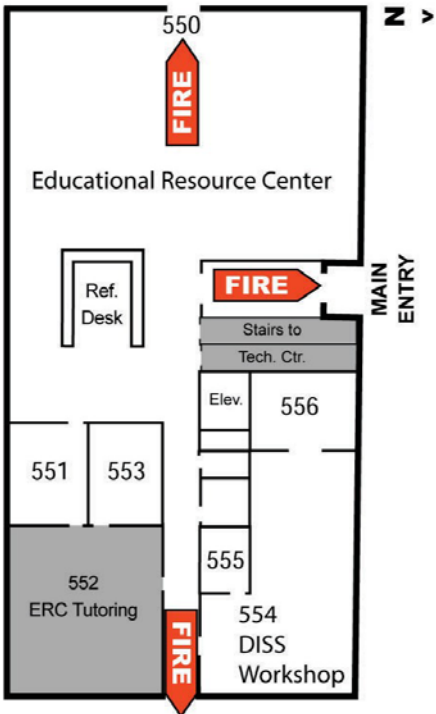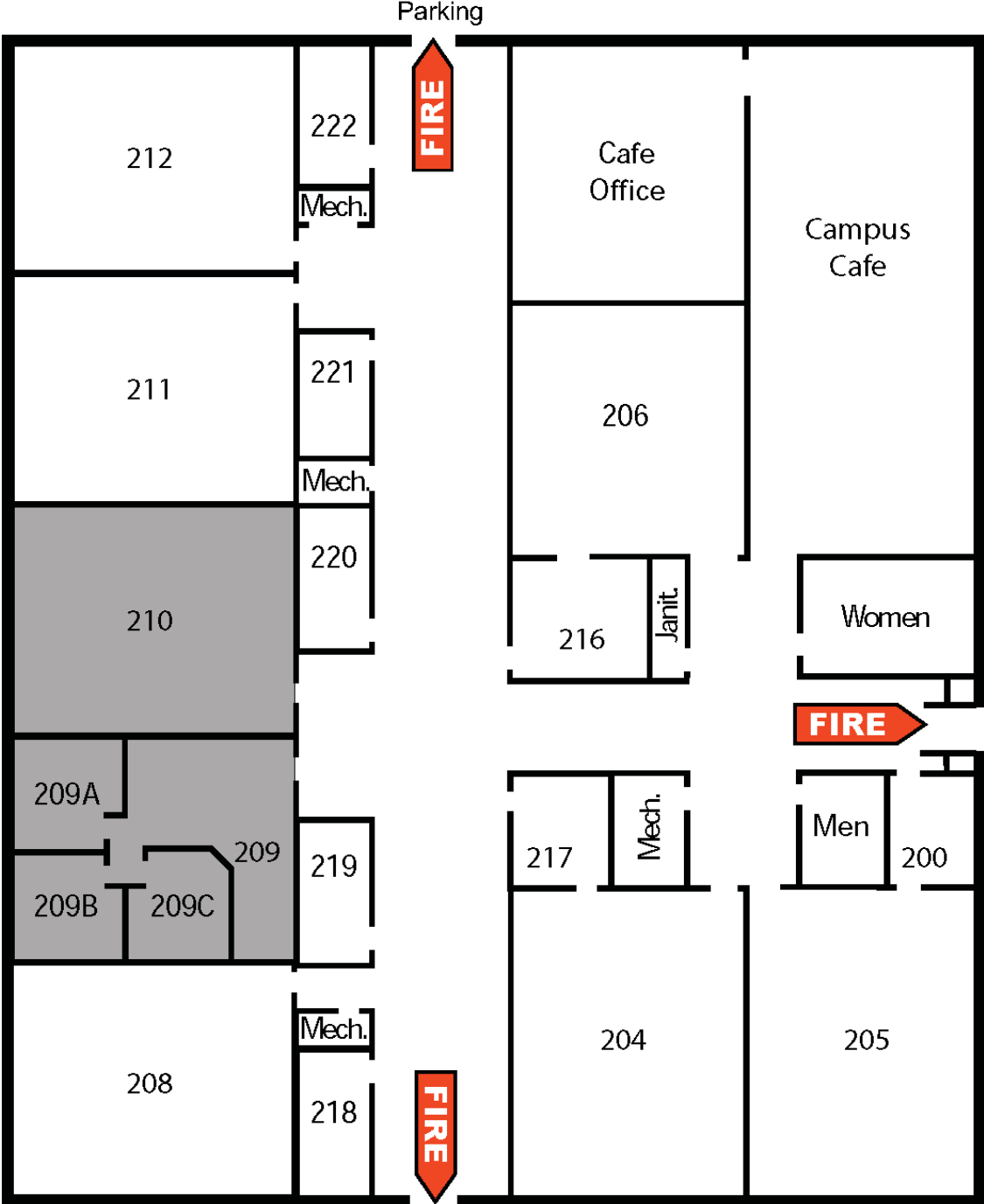|		
A	100	Leeper Adaminstration Building
AE	1000	Adult Education
AD	600	Adams Agriculture Building
AMP		Amphitheater & Stage
ST	400	Skilled Trades
AR	800	Automotive/Radio Broadcasting
B	200	Frachiseur-Pulliam Educational Ctr.
SA	300	Science and Arts Bldg.
GH		Green House
L		Educational Resource Center(lower story)
T		Donn Allison Tech. Ctr. (upper story)
C		Concession

UA Cossatot- De Queen
Allison Technology Center (upper level)
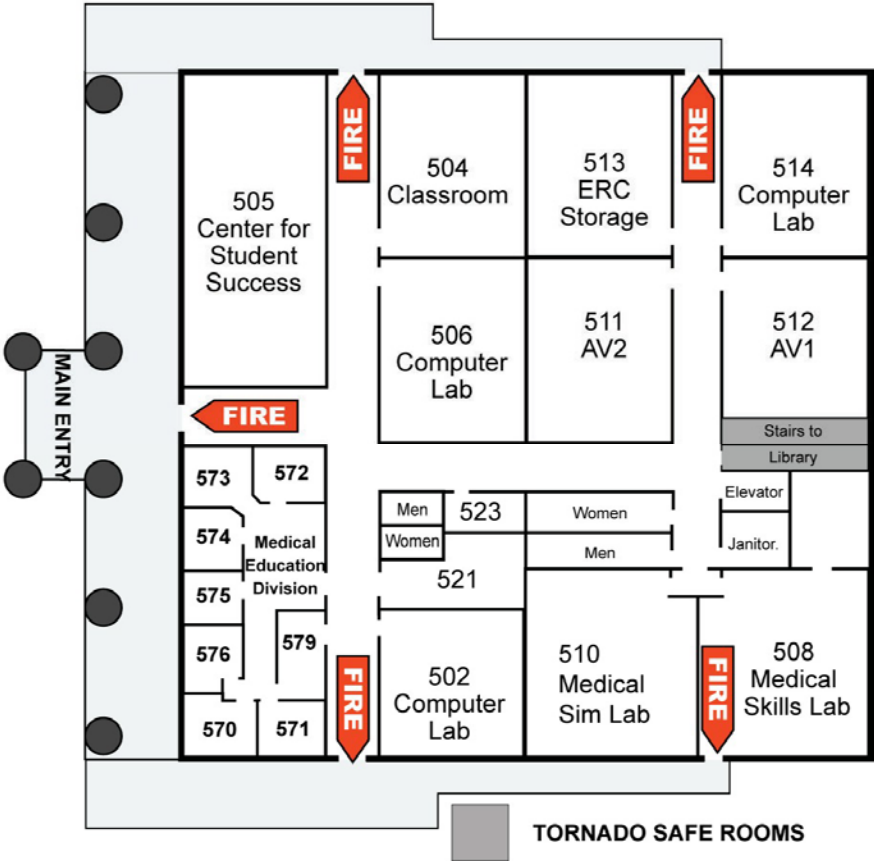
Kimball
Educational Resource Center
(lower level)

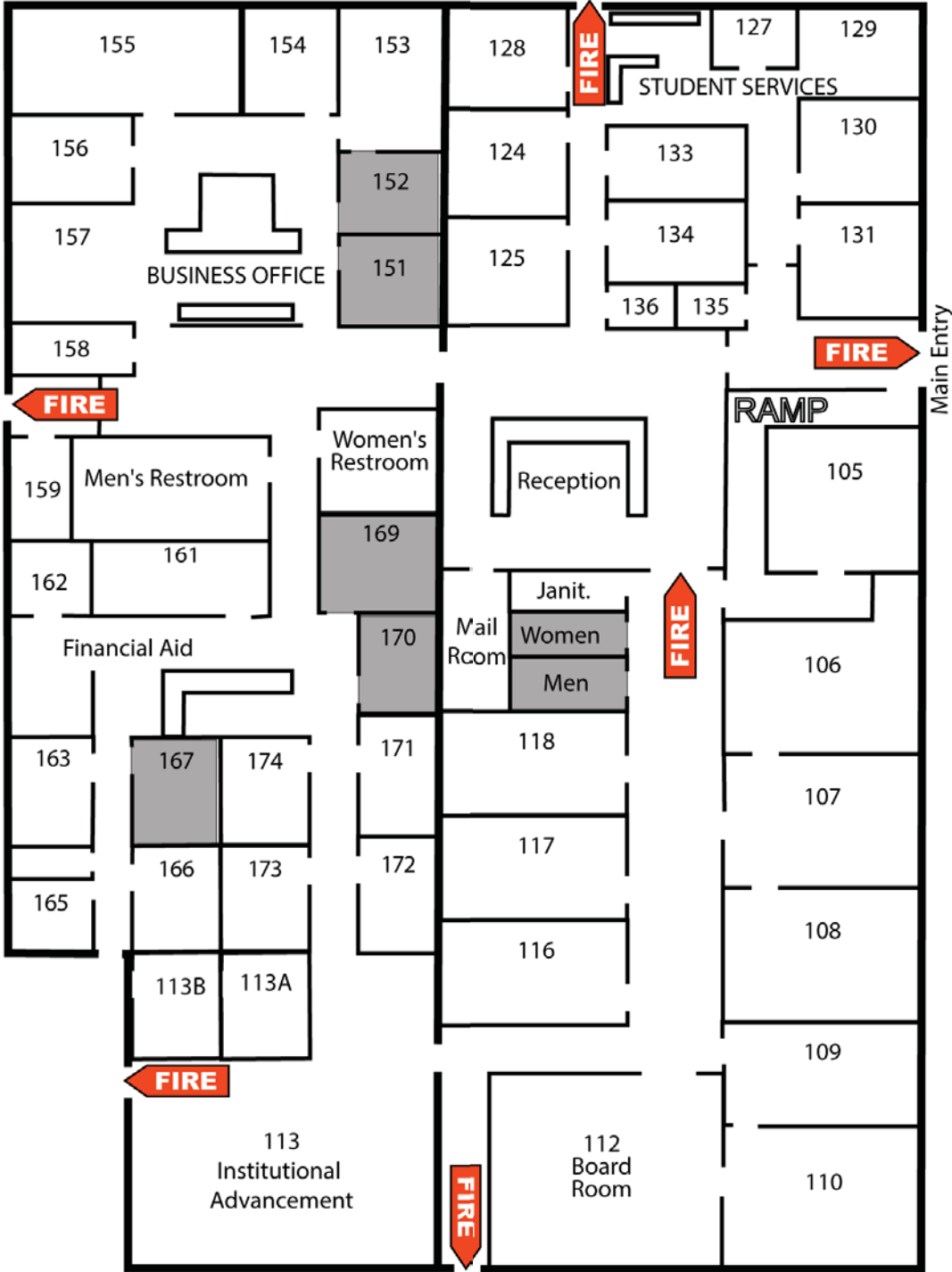**TORNADO SAFE ROOMS**

UA Cossatot- De Queen
Frachiseur-Pulliam Educational Center

Parking

FIRE

212	222
	Mech.
211	221
	Mech.
210	220
209A	
209	219
209B 209C	
208	Mech.
	218

FIRE

Cafe Office

Campus Cafe

206

216 Janit.

Women

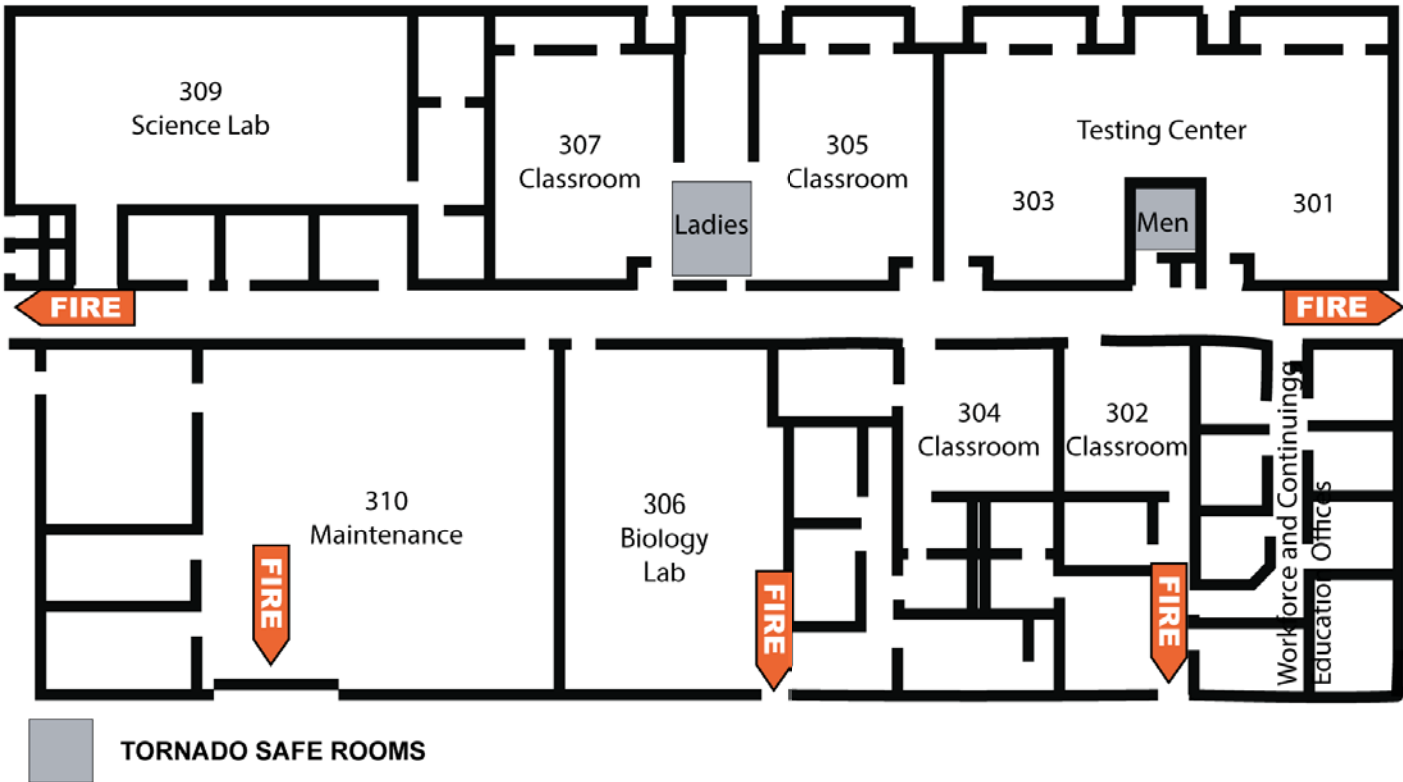FIRE

217 Mech.

Men 200

204

205

FIRE

TORNADO SAFE ROOMS

UA Cossatot - De Queen
Leeper Administration Building

TORNADO SAFE ROOMS
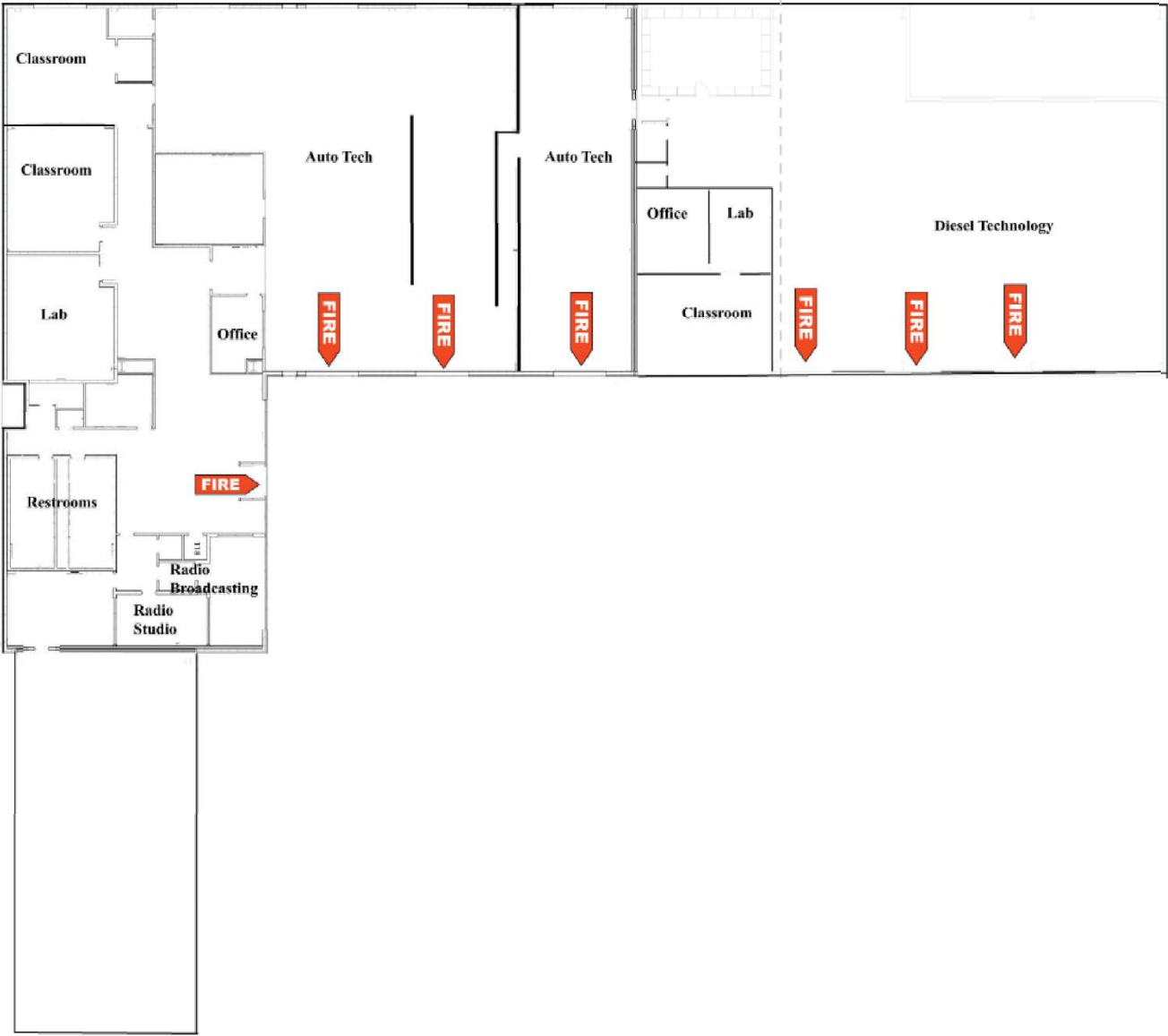
**UA Cossatot- De Queen
Science and Arts Building**

309
Science Lab

307
Classroom

305
Classroom

Testing Center

303

301

Ladies

Men

FIRE

FIRE

310
Maintenance

306
Biology
Lab

304
Classroom

302
Classroom

Workforce and Continuing
Education Offices

FIRE

FIRE

FIRE

TORNADO SAFE ROOMS
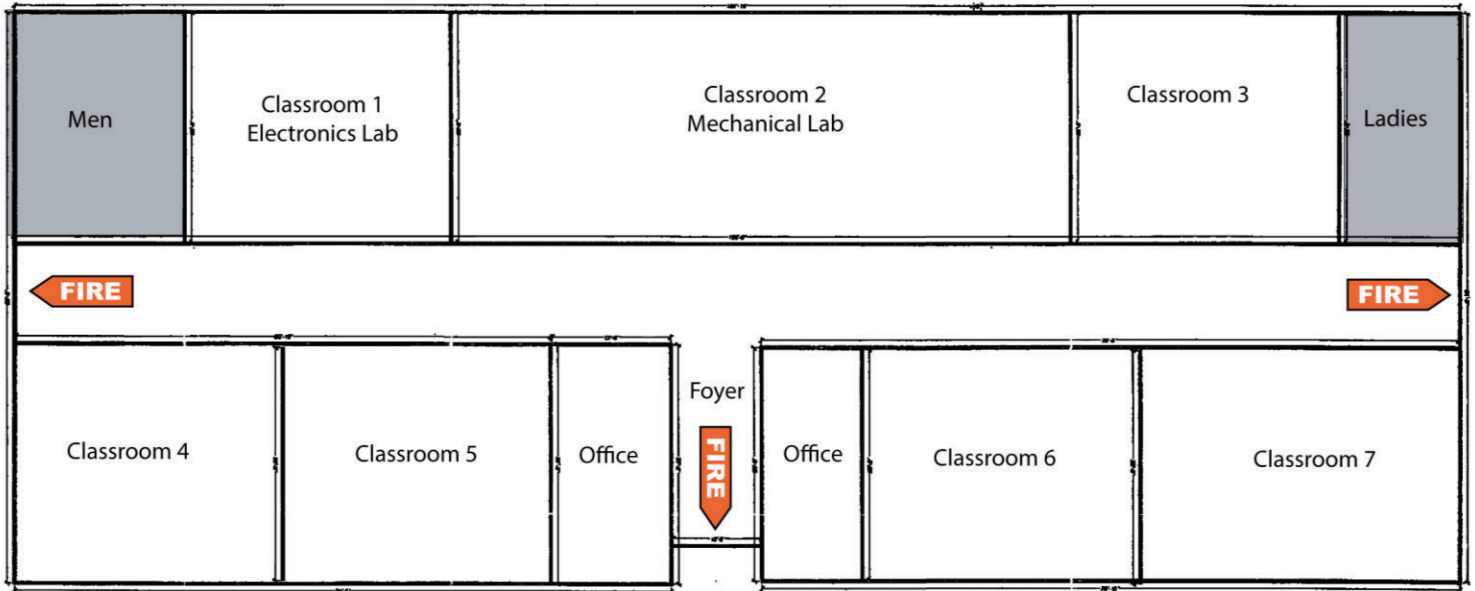
UA Cossatot- De Queen
Skilled Trades Building

127

146

UA Cossatot- De Queen
Automotive/Radio Broadcasting Building

**UA Cossatot- Lockesburg
Industrial Maintenance Institute**

Men	Classroom 1 Electronics Lab	Classroom 2 Mechanical Lab	Classroom 3	Ladies

◄ FIRE

FIRE ►

Classroom 4	Classroom 5	Office	Foyer FIRE	Office	Classroom 6	Classroom 7

TORNADO SAFE ROOMS

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