

## **Cx Welcome to UA Cossatot!**

Please accept my personal thanks for considering UA Cossatot as a start to your great career!

Let's get right down to it. You want to learn skills and receive a credential that places you at the top of the list when it comes to getting a job. Pure and simple, that is why you are here.

We pride ourselves on making sure we are offering programs that lead to employment. We also pride ourselves on making sure we get you there as quickly and affordably as possible while creating a collegiate atmosphere that allows you to grow as a student.

We are proud to say that we are an agile and aggressive college that never rests on old ideas. We always strive to be the leaders in innovation. One example of this is our textbook policy where students will never have to purchase textbooks for courses, but rather enjoy free, open-source materials or simply pay a nominal rental fee for a textbook.

I could go on and on about why your experience with us will be life-changing, but I would rather keep this message short so you can get started on your education!

I am truthfully glad you chose UA Cossatot. We will not disappoint you.

Sincerely,

Dr. Steve Cole



Chancellor, UA Cossatot



# Academic Calendar

# Academic Year 2015-2016

## 2015

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## 2016

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### Federal Holidays & College Closings 2015 – 2016

<b>Jul 3</b>	UAC Campuses Closed	<b>Nov 27</b>	UAC Campuses Closed	<b>Jan 18</b>	Martin Luther King Day
<b>Jul 4</b>	Independence Day	<b>Dec 21-Jan 1</b>	UAC Campuses Closed	<b>May 30</b>	Memorial Day
<b>Sep 7</b>	Labor Day	<b>Dec 25</b>	Christmas Day		
<b>Nov 26</b>	Thanksgiving Day	<b>Jan 1</b>	New Year's Day		

**Monday** ~ June 29, 2015

July Flex4 Classes Begin  
Last Day to Drop July Flex4 & Receive 100% Tuition Refund

**Tuesday** ~ June 30, 2015

**Wednesday** ~ July 1, 2015

**Thursday** ~ July 2, 2015

Last Day to Drop 6 Week Summer Classes with a "W"  
End 4 Week Summer Classes

**Friday** ~ July 3, 2015

**Saturday** ~ July 4, 2015

**Sunday** ~ July 5, 2015

**Monday ~ July 6, 2015**

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**Tuesday ~ July 7, 2015**

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**Wednesday ~ July 8, 2015**

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**Thursday ~ July 9, 2015**

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**Friday ~ July 10, 2015**

Last Day to Drop 8 Week Summer Classes with a "W"  
Last Day to Change "I" Grades from Spring Semester

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**Saturday ~ July 11, 2015**

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**Sunday ~ July 12, 2015**

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**Monday** ~ July 13, 2015

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**Tuesday** ~ July 14, 2015

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**Wednesday** ~ July 15, 2015

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**Thursday** ~ July 16, 2015

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**Friday** ~ July 17, 2015

End 6 Week Summer Classes  
Last Day to Drop July Flex4 Courses with a "W"

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**Saturday** ~ July 18, 2015

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**Sunday** ~ July 19, 2015

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**Monday** ~ July 20, 2015

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**Tuesday** ~ July 21, 2015

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**Wednesday** ~ July 22, 2015

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**Thursday** ~ July 23, 2015

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**Friday** ~ July 24, 2015

End July Flex4 Classes

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**Saturday** ~ July 25, 2015

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**Sunday** ~ July 26, 2015

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**Monday** ~ July 27, 2015

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**Tuesday** ~ July 28, 2015

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**Wednesday** ~ July 29, 2015

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**Thursday** ~ July 30, 2015

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**Friday** ~ July 31, 2015

End 8 Week Summer Classes

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**Saturday** ~ August 1, 2015

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**Sunday** ~ August 2, 2015

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**Monday** ~ August 3, 2015

Final Grades Due by Noon  
10 And 11 Month Employees Return To Work

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**Tuesday** ~ August 4, 2015

Kick Off Day, 9:00 A.M. De Queen Campus  
9 Month Employees Return to Work

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**Wednesday** ~ August 5, 2015

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**Thursday** ~ August 6, 2015

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**Friday** ~ August 7, 2015

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**Saturday** ~ August 8, 2015

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**Sunday** ~ August 9, 2015

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**Monday** ~ August 10, 2015

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**Tuesday** ~ August 11, 2015

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**Wednesday** ~ August 12, 2015

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**Thursday** ~ August 13, 2015

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**Friday** ~ August 14, 2015

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**Saturday** ~ August 15, 2015

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**Sunday** ~ August 16, 2015

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**Monday ~ August 17, 2015**

Classes Begin

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**Tuesday ~ August 18, 2015**

Registration Ends

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**Wednesday ~ August 19, 2015**

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**Thursday ~ August 20, 2015**

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**Friday ~ August 21, 2015**

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**Saturday ~ August 22, 2015**

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**Sunday ~ August 23, 2015**

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**Monday** ~ August 24, 2015

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**Tuesday** ~ August 25, 2015

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**Wednesday** ~ August 26, 2015

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**Thursday** ~ August 27, 2015

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**Friday** ~ August 28, 2015

Last Day to Withdraw and Receive a Refund

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**Saturday** ~ August 29, 2015

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**Sunday** ~ August 30, 2015

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**Monday** ~ August 31, 2015

11th Class Day/ADHE Census Date

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**Tuesday** ~ September 1, 2015

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**Wednesday** ~ September 2, 2015

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**Thursday** ~ September 3, 2015

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**Friday** ~ September 4, 2015

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**Saturday** ~ September 5, 2015

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**Sunday** ~ September 6, 2015

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**Monday** ~ September 7, 2015

Labor Day Holiday – No Classes

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**Tuesday** ~ September 8, 2015

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**Wednesday** ~ September 9, 2015

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**Thursday** ~ September 10, 2015

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**Friday** ~ September 11, 2015

Last Day To Change "I" Grades From Summer Term

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**Saturday** ~ September 12, 2015

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**Sunday** ~ September 13, 2015

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**Monday** ~ September 14, 2015

Fall Pell Disbursement

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**Tuesday** ~ September 15, 2015

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**Wednesday** ~ September 16, 2015

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**Thursday** ~ September 17, 2015

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**Friday** ~ September 18, 2015

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**Saturday** ~ September 19, 2015

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**Sunday** ~ September 20, 2015

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**Monday** ~ September 21, 2015

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**Tuesday** ~ September 22, 2015

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**Wednesday** ~ September 23, 2015

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**Thursday** ~ September 24, 2015

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**Friday** ~ September 25, 2015

Early Grades are Posted

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**Saturday** ~ September 26, 2015

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**Sunday** ~ September 27, 2015

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**Monday** ~ September 28, 2015

Last Day to Register for October Flex4

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**Tuesday** ~ September 29, 2015

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**Wednesday** ~ September 30, 2015

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**Thursday** ~ October 1, 2015

Last Day To Turn In "Application To Graduate"

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**Friday** ~ October 2, 2015

Last Day to Register for October Flex8

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**Saturday** ~ October 3, 2015

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**Sunday** ~ October 4, 2015

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**Monday** ~ October 5, 2015

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**Tuesday** ~ October 6, 2015

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**Wednesday** ~ October 7, 2015

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**Thursday** ~ October 8, 2015

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**Friday** ~ October 9, 2015

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**Saturday** ~ October 10, 2015

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**Sunday** ~ October 11, 2015

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**Monday** ~ October 12, 2015

October Flex4 & October Flex8 Classes Begin  
Last Day to Withdraw & Receive 100% Refund for October Flex4 & Flex8

**Tuesday** ~ October 13, 2015

**Wednesday** ~ October 14, 2015

**Thursday** ~ October 15, 2015

**Friday** ~ October 16, 2015

**Saturday** ~ October 17, 2015

**Sunday** ~ October 18, 2015

**Monday** ~ October 19, 2015

Campus Connect Opens for Spring Registration

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**Tuesday** ~ October 20, 2015

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**Wednesday** ~ October 21, 2015

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**Thursday** ~ October 22, 2015

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**Friday** ~ October 23, 2015

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**Saturday** ~ October 24, 2015

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**Sunday** ~ October 25, 2015

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**Monday** ~ October 26, 2015

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**Tuesday** ~ October 27, 2015

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**Wednesday** ~ October 28, 2015

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**Thursday** ~ October 29, 2015

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**Friday** ~ October 30, 2015

Last Day Withdraw from October Flex4

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**Saturday** ~ October 31, 2015

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**Sunday** ~ November 1, 2015

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**Monday** ~ November 2, 2015

Priority Deadline For Spring Pell And SEOG

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**Tuesday** ~ November 3, 2015

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**Wednesday** ~ November 4, 2015

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**Thursday** ~ November 5, 2015

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**Friday** ~ November 6, 2015

October Flex4 Classes End

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**Saturday** ~ November 7, 2015

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**Sunday** ~ November 8, 2015

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**Monday** ~ November 9, 2015

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**Tuesday** ~ November 10, 2015

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**Wednesday** ~ November 11, 2015

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**Thursday** ~ November 12, 2015

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**Friday** ~ November 13, 2015

Last Day to Withdraw

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**Saturday** ~ November 14, 2015

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**Sunday** ~ November 15, 2015

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**Monday** ~ November 16, 2015

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**Tuesday** ~ November 17, 2015

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**Wednesday** ~ November 18, 2015

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**Thursday** ~ November 19, 2015

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**Friday** ~ November 20, 2015

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**Saturday** ~ November 21, 2015

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**Sunday** ~ November 22, 2015

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**Monday** ~ November 23, 2015 No Classes; 9, 10, And 11 Month Employees Off For Thanksgiving

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**Tuesday** ~ November 24, 2015 No Classes; 9, 10, And 11 Month Employees Off For Thanksgiving

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**Wednesday** ~ November 25, 2015 No Classes; 9, 10, And 11 Month Employees Off For Thanksgiving

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**Thursday** ~ November 26, 2015 No Classes; 9, 10, And 11 Month Employees Off For Thanksgiving  
College Closed for Thanksgiving

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**Friday** ~ November 27, 2015 No Classes; 9, 10, And 11 Month Employees Off For Thanksgiving  
College Closed for Thanksgiving

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**Saturday** ~ November 28, 2015

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**Sunday** ~ November 29, 2015

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**Monday** ~ November 30, 2015

Last Day Withdraw from October Flex8

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**Tuesday** ~ December 1, 2015

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**Wednesday** ~ December 2, 2015

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**Thursday** ~ December 3, 2015

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**Friday** ~ December 4, 2015

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**Saturday** ~ December 5, 2015

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**Sunday** ~ December 6, 2015

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**Monday** ~ December 7, 2015

Final Exams

**Tuesday** ~ December 8, 2015

Final Exams

**Wednesday** ~ December 9, 2015

Final Exams

**Thursday** ~ December 10, 2015

Final Exams  
October Flex8 Courses End  
Graduate Grades Due By Noon

**Friday** ~ December 11, 2015

All Grades Due By Noon  
Commencement: 6:00 P.M.; Nashville High School

**Saturday** ~ December 12, 2015

**Sunday** ~ December 13, 2015

**Monday** ~ December 14, 2015

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**Tuesday** ~ December 15, 2015

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**Wednesday** ~ December 16, 2015

9, 10, and 11 Month Employees Last Work Day for Fall

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**Thursday** ~ December 17, 2015

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**Friday** ~ December 18, 2015

12 Month Employees Last Work Day For Fall

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**Saturday** ~ December 19, 2015

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**Sunday** ~ December 20, 2015

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**Monday** ~ December 21, 2015

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**Tuesday** ~ December 22, 2015

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**Wednesday** ~ December 23, 2015

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**Thursday** ~ December 24, 2015

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**Monday** ~ December 28, 2015

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**Tuesday** ~ December 29, 2015

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**Wednesday** ~ December 30, 2015

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**Thursday** ~ December 31, 2015

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**Friday** ~ January 1, 2016

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**Saturday** ~ January 2, 2016

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**Sunday** ~ January 3, 2016

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**Monday** ~ January 4, 2016

All Employees Return To Work

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**Tuesday** ~ January 5, 2016

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**Wednesday** ~ January 6, 2016

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**Thursday** ~ January 7, 2016

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**Friday** ~ January 8, 2016

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**Saturday** ~ January 9, 2016

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**Sunday** ~ January 10, 2016

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**Monday** ~ January 11, 2016

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**Tuesday** ~ January 12, 2016

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**Wednesday** ~ January 13, 2016

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**Thursday** ~ January 14, 2016

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**Friday** ~ January 15, 2016

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**Saturday** ~ January 16, 2016

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**Sunday** ~ January 17, 2016

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**Monday** ~ January 18, 2016

Martin Luther King Day: College Closed

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**Tuesday** ~ January 19, 2016

Spring Classes Begin

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**Wednesday** ~ January 20, 2016

Registration Ends

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**Thursday** ~ January 21, 2016

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**Friday** ~ January 22, 2016

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**Saturday** ~ January 23, 2016

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**Sunday** ~ January 24, 2016

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**Monday** ~ January 25, 2016

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**Tuesday** ~ January 26, 2016

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**Wednesday** ~ January 27, 2016

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**Thursday** ~ January 28, 2016

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**Friday** ~ January 29, 2016

Last Day to Register for February Flex4  
Last Day to Change Fall "I" Grades

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**Saturday** ~ January 30, 2016

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**Sunday** ~ January 31, 2016

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**Monday** ~ February 1, 2016

Last Day to Withdraw and Receive a Refund

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**Tuesday** ~ February 2, 2016

11th Class Day (Census Date)

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**Wednesday** ~ February 3, 2016

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**Thursday** ~ February 4, 2016

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**Friday** ~ February 5, 2016

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**Saturday** ~ February 6, 2016

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**Sunday** ~ February 7, 2016

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**Monday** ~ February 8, 2016

February Flex4 Classes Begin  
Last Day to Withdraw & Receive a Refund for February Flex4

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**Tuesday** ~ February 9, 2016

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**Wednesday** ~ February 10, 2016

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**Thursday** ~ February 11, 2016

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**Friday** ~ February 12, 2016

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**Saturday** ~ February 13, 2016

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**Sunday** ~ February 14, 2016

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**Monday** ~ February 15, 2016

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**Tuesday** ~ February 16, 2016 Pell Disbursement

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**Wednesday** ~ February 17, 2016

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**Thursday** ~ February 18, 2016

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**Friday** ~ February 19, 2016

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**Saturday** ~ February 20, 2016

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**Sunday** ~ February 21, 2016

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**Monday** ~ February 22, 2016

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**Tuesday** ~ February 23, 2016

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**Wednesday** ~ February 24, 2016

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**Thursday** ~ February 25, 2016

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**Friday** ~ February 26, 2016

Early Grades are Posted  
Last Day to Withdraw from February Flex4  
Last Day to Register for March Flex4 & March Flex8

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**Saturday** ~ February 27, 2016

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**Sunday** ~ February 28, 2016

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**Monday** ~ February 29, 2016

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**Tuesday** ~ March 1, 2016

Last Day To Turn In "Application To Graduate"

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**Wednesday** ~ March 2, 2016

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**Thursday** ~ March 3, 2016

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**Friday** ~ March 4, 2016

February Flex4 Classes End

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**Saturday** ~ March 5, 2016

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**Sunday** ~ March 6, 2016

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**Monday** ~ March 7, 2016

March Flex4 & Flex8 Classes Begin  
Last Day to Withdraw & Receive a Refund for March Flex4 & Flex8

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**Tuesday** ~ March 8, 2016

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**Wednesday** ~ March 9, 2016

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**Thursday** ~ March 10, 2016

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**Friday** ~ March 11, 2016

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**Saturday** ~ March 12, 2016

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**Sunday** ~ March 13, 2016

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**Monday** ~ March 14, 2016

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**Tuesday** ~ March 15, 2016

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**Wednesday** ~ March 16, 2016

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**Thursday** ~ March 17, 2016

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**Friday** ~ March 18, 2016

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**Saturday** ~ March 19, 2016

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**Sunday** ~ March 20, 2016

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**Monday ~ March 21, 2016** No Classes; 9, 10, And 11 Month Employees Off For Spring Break

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**Tuesday ~ March 22, 2016** No Classes; 9, 10, And 11 Month Employees Off For Spring Break

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**Wednesday ~ March 23, 2016** No Classes; 9, 10, And 11 Month Employees Off For Spring Break

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**Thursday ~ March 24, 2016** No Classes; 9, 10, And 11 Month Employees Off For Spring Break

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**Friday ~ March 25, 2016** No Classes; 9, 10, And 11 Month Employees Off For Spring Break

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**Saturday ~ March 26, 2016**

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**Sunday ~ March 27, 2016**

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**Monday** ~ March 28, 2016

Last Day to Withdraw from March Flex4 Classes

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**Tuesday** ~ March 29, 2016

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**Wednesday** ~ March 30, 2016

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**Thursday** ~ March 31, 2016

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**Friday** ~ April 1, 2016

March Flex4 Classes End

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**Saturday** ~ April 2, 2016

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**Sunday** ~ April 3, 2016

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**Monday ~ April 4, 2016**

Campus Connect Opens for Summer/Fall Registration

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**Tuesday ~ April 5, 2016**

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**Wednesday ~ April 6, 2016**

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**Thursday ~ April 7, 2016**

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**Friday ~ April 8, 2016**

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**Saturday ~ April 9, 2016**

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**Sunday ~ April 10, 2016**

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**Monday ~ April 11, 2016**

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**Tuesday ~ April 12, 2016**

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**Wednesday ~ April 13, 2016**

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**Thursday ~ April 14, 2016**

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**Friday ~ April 15, 2016**

Last Day to Withdraw  
Deadline For Summer Pell And SEOG

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**Saturday ~ April 16, 2016**

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**Sunday ~ April 17, 2016**

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**Monday** ~ April 18, 2016

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**Tuesday** ~ April 19, 2016

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**Wednesday** ~ April 20, 2016

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**Thursday** ~ April 21, 2016

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**Friday** ~ April 22, 2016

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**Saturday** ~ April 23, 2016

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**Sunday** ~ April 24, 2016

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**Monday ~ April 25, 2016**

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**Tuesday ~ April 26, 2016**

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**Wednesday ~ April 27, 2016**

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**Thursday ~ April 28, 2016**

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**Friday ~ April 29, 2016**

Last Day to Withdraw from March Flex8 Classes

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**Saturday ~ April 30, 2016**

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**Sunday ~ May 1, 2016**

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**Monday ~ May 2, 2016**

Priority Deadline For Fall Pell And SEOG

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**Tuesday ~ May 3, 2016**

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**Wednesday ~ May 4, 2016**

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**Thursday ~ May 5, 2016**

March Flex8 Courses End

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**Friday ~ May 6, 2016**

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**Saturday ~ May 7, 2016**

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**Sunday ~ May 8, 2016**

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**Monday ~ May 9, 2016** Final Exams

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**Tuesday ~ May 10, 2016** Final Exams

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**Wednesday ~ May 11, 2016** Final Exams

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**Thursday ~ May 12, 2016** Final Exams

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**Friday ~ May 13, 2016** Graduate Grades Due By 9:00 a.m.

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**Saturday ~ May 14, 2016** Commencement: 11:00 a.m.; Cossatot Amphitheater

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**Sunday ~ May 15, 2016**

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**Monday ~ May 16, 2016**

All Grades Due By 9:00 a.m.

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**Tuesday ~ May 17, 2016**

Faculty Staff Development Day 9:00 a.m. Ashdown campus  
Faculty Last Day for Spring

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**Wednesday ~ May 18, 2016**

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**Thursday ~ May 19, 2016**

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**Friday ~ May 20, 2016**

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**Saturday ~ May 21, 2016**

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**Sunday ~ May 22, 2016**

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**Monday** ~ May 23, 2016

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**Tuesday** ~ May 24, 2016

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**Wednesday** ~ May 25, 2016

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**Thursday** ~ May 26, 2016

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**Friday** ~ May 27, 2016

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**Saturday** ~ May 28, 2016

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**Sunday** ~ May 29, 2016

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**Monday** ~ May 30, 2016

Memorial Day Holiday: College Closed

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**Tuesday** ~ May 31, 2016

10 Month Employees Last Day for Spring

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**Wednesday** ~ June 1, 2016

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**Thursday** ~ June 2, 2016

Registration Ends for 8 Week Summer Courses

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**Friday** ~ June 3, 2016

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**Saturday** ~ June 4, 2016

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**Sunday** ~ June 5, 2016

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**Monday ~ June 6, 2016**

Summer Courses Begin

**Tuesday ~ June 7, 2016**

**Wednesday ~ June 8, 2016**

**Thursday ~ June 9, 2016**

Last Day to Drop & Receive 100% Tuition Refund

**Friday ~ June 10, 2016**

5th Class Day/ADHE Census Date

**Saturday ~ June 11, 2016**

**Sunday ~ June 12, 2016**

**Monday** ~ June 13, 2016

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**Tuesday** ~ June 14, 2016

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**Wednesday** ~ June 15, 2016

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**Thursday** ~ June 16, 2016

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**Friday** ~ June 17, 2016

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**Saturday** ~ June 18, 2016

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**Sunday** ~ June 19, 2016

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**Monday** ~ June 20, 2016

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**Tuesday** ~ June 21, 2016

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**Wednesday** ~ June 22, 2016

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**Thursday** ~ June 23, 2016

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**Friday** ~ June 24, 2016

Last Day to Drop 4 Week Summer Course with a "W"  
Summer Pell Disbursement

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**Saturday** ~ June 25, 2016

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**Sunday** ~ June 26, 2016

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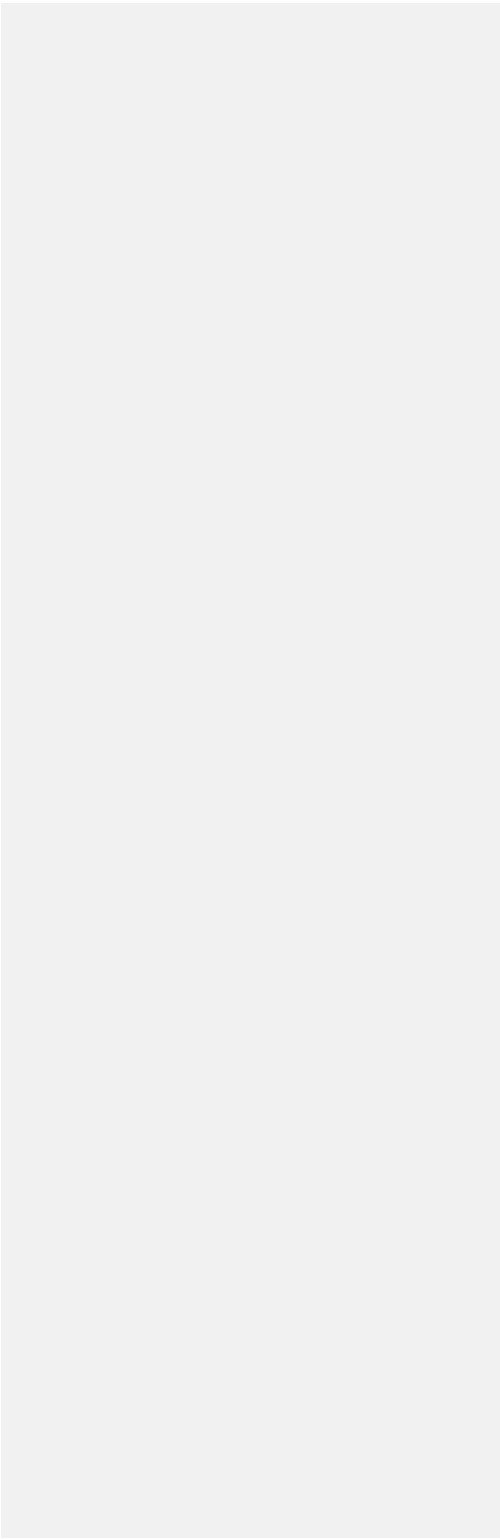
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<b>Monday ~ June 27, 2016</b> - _____ _____ _____	
<b>Tuesday ~ June 28, 2016</b> _____ _____ _____	
<b>Wednesday ~ June 29, 2016</b> - _____ _____ _____	
<b>Thursday ~ June 30, 2016</b> - _____ _____ _____	Last Day to Drop 6 Week Summer Course with a "W"



## 2015-2016 CATALOG AND STUDENT HANDBOOK

VOLUME XXII

183 College Drive, De Queen, AR 71832  
1558 Hwy 371 West, Nashville, AR 71852  
1411 N. Constitution Ave., Ashdown, AR 71822  
800-844-4471 / 870-584-4471 <http://cccua.edu>  
AR Relay Services: 711

### Board of Visitors

Larry Mashburn, Chairman  
Kathy Beavert     Barbara Horn  
Jay Dooley     Ricky Kesterson  
Greg Revels     Robert Martinez  
John Hearn     Glen Lance

### Equal Opportunity/Affirmative Action

UA Cossatot is an Equal Opportunity/Affirmative Action Institution. The College, in compliance with the Higher Education Act of 1965 and other Civil Rights laws, offers equal opportunity for admission and employment. Additionally, all programs and activities of the College are provided to all students without regard to race, color, national origin, religion, age, disability, Vietnam era veteran or special disabled veteran status, or sex. UA Cossatot does not discriminate against qualified individuals with disabilities in recruitment, employment, admissions or in access to programs. Questions or concerns regarding affirmative action or disabilities can be directed to the Affirmative Action Officer or Disability Support Coordinator, c/o the College, PO Box 960, De Queen, AR 71832 870-584-4471, 800-844-4471 TDD numbers: De Queen 870-584-4667, Nashville 870-451-9577, and Ashdown 870-898-2009.

**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 [cccua.edu](http://cccua.edu).

## INSTITUTIONAL MEMBERSHIPS

American Society for Training and Development - ASTD  
American Technical Education Association - ATEA  
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)  
Association for Career and Technical Education – ACTE  
Accreditation Council for Business Schools and Programs - ACBSP  
Automotive Service Excellence - ASE  
Chamber of Commerce- De Queen / Sevier County, Little River County and City of Nashville, City of Dierks  
Council for Opportunities in Education – COE  
Council for Resource Development - CRD  
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)  
National Academic Advising Association (NACADA)  
National Alliance of Concurrent Enrollment Partnership (NACEP)  
National Association of College and University Business Officers - NACUBO  
National Association of Student Financial Aid Administrators - NASFAA  
National Automotive Technical Education Foundation - NATEF  
National Safety Council – ArklaTex Chapter  
Recording for the Blind and Dyslexic  
Rural Community College Alliance  
Southern Association of College and University Business Officers - SACUBO  
Southwest Arkansas Community College Consortium

## ACCREDITATIONS

Higher Learning Commission of The North Central Association of Colleges and Schools,  
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 119<sup>th</sup> Street, Overland Park, KS 66213/913-339-6226  
Accredited April 19, 2002  
Accreditation Council for Occupational Therapy Education  
4720 Montgomery Ln, Suite 200  
Bethesda, MD 20814-3449

## 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)

## TABLE OF CONTENTS



## Who We Are

## WHO WE ARE

Many students have asked the question, “Should I finish my associate’s degree, or just transfer over to the university and work on my bachelor’s?”

Your individual circumstances and goals often determine how and when you can complete an Associate’s degree and some have options that allow you to finish it at a four-year institution. Even so, there are five good reasons why you should complete your Associate’s degree at UA Cossatot before moving on – or up.

**Program Articulation.** The most popular, obvious, publicized, and well-considered reason to obtain an Associate’s degree is to complete a program and then successfully transfer courses and credits to a university. In fact, the Roger Phillips Transfer Act of the 2009 Arkansas General Assembly provides for guarantee transfer of an associate degree from any Arkansas two-year institution to any public four-year university. In addition, other individual courses from UA Cossatot may transfer. The Arkansas Course Transfer System (ACTS, at <http://acts.adhe.edu/>) can tell you exactly which UA Cossatot courses will transfer to other Arkansas schools.

**Terminal Work Force Program Completion.** The value of a skills-rich Applied Science degree (A.A.S.) should never be underestimated. What an excellent gateway to a brighter economic future! Many A.A.S. degree programs have affiliations with external accrediting and professional organizations that help strengthen their courses of study, leading to immediate employability for completers. Whether you choose nursing, heavy equipment operation, truck driving, computing — or dozens of other programs — the career benefits of such a degree should not be overlooked, even if you hold a baccalaureate or graduate degree in other academic fields.

**A Rung on the Ladder to Personal Success.** Your Associate’s degree can serve a very important psychological purpose: it is an important academic milestone, especially if you are the first in your family to attend college. Many students complete bachelor’s and graduate degrees later because they completed an associate’s degree first, proving to themselves they had the tenacity, ability, and “right stuff” to succeed in college. By completing an Associate’s degree, you can take pride in your accomplishment and project a future filled with other academic successes.

**Future Career Plans.** You might like college so much you want to work at one. Holding an Associate’s degree might help you land a job at a college like UA Cossatot. When a community college district screening group or committee looks at your résumé and notices that you hold an AA, AS, or AAS, they may recognize that your experience within the community college culture enriches your application.

**Immediate Career Advancement.** If you already have a job - and many community college students do -, the Associate’s degree can mean a promotion, an increase in pay, or supervisory experience. An Associate’s degree is a college degree and is often held in high esteem by employers. What’s more, its impact on lifetime earnings has been well documented.

Many students like you are not familiar with the maze of curriculum requirements or programs, certificates, and degrees that are available. You should know that the people in our Student Services and Financial Aid offices are dedicated to helping you navigate that maze. At first, you might not have come to UA Cossatot to complete a degree program, but you should know that an Associate’s degree could be a very positive and valuable possession.

## MISSION AND PURPOSES

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 that 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, open to the varying academic differences and past experience of our constituents, and through superior service and mastery of teaching, we shall 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.

UA Cossatot enjoys the diversity of its student population and welcomes all students from the region, state, nation, and the world.

### PHILOSOPHY OF GENERAL EDUCATION

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 or Science degrees, and for the technical certificates. General education is integrated into teaching each college courses so that one or more of these concepts are practiced.

Students who earn a degree or technical certificate are expected to demonstrate proficiency in general, social, personal, cultural and technical competencies. The student will:

1. Demonstrate problem-solving, critical thinking ability and scientific and mathematical reasoning.
2. Communicate competently through reading, listening, writing, and speaking.
3. Utilize learning tools, resources and techniques to adapt to changes and trends in the current economy.
4. Understand the diversities of major cultural, political, and economic systems that function in organized societies.
5. Demonstrate a basic understanding of how technology is used in general knowledge acquisition and data manipulation.

### DEGREES/CERTIFICATES AWARDED

UA Cossatot awards the following certificates and degrees; any course required for the following may be offered via Distance Education, i.e., Interactive TV or Internet courses. Accommodations for persons with **disclosed and documented** disabilities are provided for ensuring equal academic access.

#### ASSOCIATE DEGREES

**Associate of Arts** (*This degree may be completed on-site or entirely on the Internet.*)

**Associate of Science: STEM**

**Associate of Science: Criminal Justice**

**Associate of Science: Medical Sciences**

**Associate of Science: Education**

**Associate of Science: Aviation**

**Associate of Science: Business**

**Associate of Science: Agri-Business**

**Associate of Science: Psychology**

**Associate of Science: Physical Education, Wellness, & Leisure**

**Associate of General Studies** (*This degree may be completed on-site or entirely on the Internet.*)

### ASSOCIATE OF APPLIED SCIENCE DEGREES

**Accounting**

**Administrative Assistant**

**Business Management** (*This degree may be completed on-site or entirely on the Internet.*)

**General Technology** (*A customized career-oriented degree plan*)

**Occupational Therapy Assistant**

**RN Nursing Transition program**

#### 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

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. Technical Certificates are offered in:

Agriculture

Automotive Service Technology

Business:

Secretarial/Word Processing

Computerized Accounting

Collision Repair Technology

Cosmetology

Industrial Electricity

Industrial Technology

Medical Assisting

Pipe Welding

Practical Nursing

Radio Broadcasting

Welding Technology

## CERTIFICATES OF PROFICIENCY

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

### Automotive:

- Brakes, Suspension, and Steering
- Electrical/Electronic Systems & Computerized Controls
- Engine Performance
- Engine Repair & Climate Control.

### Child Development

### Collision Repair Technology:

- Painting and Refinishing
- Basic Metal Repair
- Repair of Plastics, Mechanical, & Electrical Components

### Emergency Medical Technician (EMT)

### Industrial Technology

- Mechanical Devices
- Fluid Power (Hydraulics & Pneumatics)
- Industrial Motor Controls
- Programmable Logic Controls
- HVAC

### Medical Transcription

### Pipe Welding

- GTAW TIG Pipe
- SMAW Pipe
- SMAW Stainless Steel Pipe
- GMAW MIG Pipe

### Radio Broadcasting

### Welding:

- SMAW
- GMAW (MIG)
- GTAW (TIG)



## ARTICULATION GUIDE

### ARKANSAS TECH UNIVERSITY

BACHELORS OF PROFESSIONAL STUDIES  
(COMPLETE ANY ASSOCIATE LEVEL  
DEGREE)

BACHELORS OF SCIENCE:  
NURSING (COMPLETE THE ASSOCIATE  
OF REGISTERED NURSING DEGREE)

### FRANKLIN UNIVERSITY

BACHELORS OF SCIENCE  
(COMPLETE ANY ASSOCIATE  
LEVEL BUSINESS DEGREE)

### HENDERSON STATE UNIVERSITY

BACHELORS OF SCIENCE:  
PHYSICAL EDUCATION, WELLNESS, AND  
LEISURE (COMPLETE THE ASSOCIATE OF  
SCIENCE: PHYSICAL EDUCATION,  
WELLNESS AND LEISURE DEGREE)

BACHELORS OF SCIENCE:  
AVIATION (COMPLETE THE ASSOCIATE  
OF SCIENCE: AVIATION DEGREE)

BACHELORS OF SCIENCE:  
EDUCATION, K-6<sup>TH</sup> OR 4<sup>TH</sup>-8<sup>TH</sup>  
(COMPLETE THE ASSOCIATE OF  
EDUCATION, K-6<sup>TH</sup> OR 4<sup>TH</sup>-8<sup>TH</sup>)

### UNIVERSITY OF CENTRAL ARKANSAS

BACHELORS OF SCIENCE:  
NURSING (COMPLETE THE ASSOCIATE  
OF REGISTERED NURSING DEGREE)

### SOUTHERN ARKANSAS UNIVERSITY

BACHELORS OF SCIENCE: CRIMINAL  
JUSTICE (COMPLETE THE ASSOCIATE OF  
SCIENCE: CRIMINAL JUSTICE DEGREE)

BACHELORS OF SCIENCE:  
PSYCHOLOGY (COMPLETE THE  
ASSOCIATE OF SCIENCE: PSYCHOLOGY  
DEGREE)

BACHELORS OR SCIENCE:  
AGRI-BUSINESS (COMPLETE THE  
ASSOCIATE OF SCIENCE: AGRICULTURE  
DEGREE, AG-BUSINESS MAJOR)

BACHELORS OF SCIENCE:  
NURSING (COMPLETE THE ASSOCIATE  
OF REGISTERED NURSING DEGREE)

BACHELORS OF SCIENCE:  
EDUCATION, K-6<sup>TH</sup> (COMPLETE THE  
ASSOCIATE OF EDUCATION, K-6<sup>TH</sup>)

### UNIVERSITY OF ARKANSAS, FT. SMITH

BACHELORS OF APPLIED SCIENCE  
(COMPLETE ASSOCIATE OF SCIENCE:  
MEDICAL SCIENCES)

### UNIVERSITY OF ARKANSAS MONTICELLO

BACHELORS OF SCIENCE: WILDLIFE  
MANAGEMENT (COMPLETE THE  
ASSOCIATE OF SCIENCE: AGRICULTURE  
DEGREE, WILDLIFE MANAGEMENT  
MAJOR)

BACHELORS OF SCIENCE:  
FORESTRY (COMPLETE THE ASSOCIATE  
OF SCIENCE: AGRICULTURE DEGREE,  
FORESTRY MAJOR)



# Admissions Procedures

## ADMISSIONS POLICY

UA Cossatot seeks to meet the needs of the public by providing an “open door” entrance policy that states that students are required to have a high school diploma, GED equivalency certificate, or home-schooled certificate showing an ACT score of 19 in each subject area or equivalent in an ASSET or Compass test. Those who do not meet the entrance requirements will be advised into courses to help them meet those requirements. Students with disabilities may request assistance from the Coordinator of Disability Support Services to access appropriate accommodations.

### STUDENT ADMISSION PROCEDURE

1. Complete and return an application form, obtained online at <http://ccua.edu> or from the Admissions Office by mail:  
**Office of Admissions**  
**UA Cossatot**  
**183 College Drive**  
**De Queen, Arkansas 71832**  
*Alternative formats are available upon request by calling the Office of Disability Support at 800-844-4471 or TDD 870-584-4667.*
2. Provide proof of graduation from high school, or equivalency certificate (GED), or if home-schooled provide proof of ACT scores of 19 or above in each subject area and a home-school transcript.
3. Have an official transcript from previous high school(s) mailed or faxed by the granting institution to UA Cossatot; official college transcripts from every college previously attended must be mailed or sent via an approved electronic system (SPEEDE) from the granting institution or hand carried in a sealed envelope from the granting institution to UA Cossatot.
  - a. 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. Students with master’s degrees must only provide transcripts from their master’s granting institution.
  - b. 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 test for reading, English, and mathematics.
  - c. Transcripts from institutions outside the US must be translated into English and certified as to correctness of translation.
4. Provide proof of **TWO** (2) immunizations against measles (rubeola) and **ONE** (1) immunization against rubella and **ONE** (1) immunization against mumps. Students born before January 1, 1957, are not required to provide proof of immunization.
5. Take placement tests as required. UA Cossatot accepts ACT or SAT, ASSET and COMPASS. ASSET and

COMPASS are administered at UA Cossatot. Some courses require specific test scores before enrolling.

6. Students are required to provide a copy of their Social Security Card and Photo Identification. Students who do not have a Social Security Card may submit any other state or federal issued identification. For Financial Aid purposes; the Admissions Packet is not complete without **ALL** of the above documents in the student’s file.

### 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.

### ADMISSIONS FOR INTERNATIONAL STUDENTS

Students from other countries are welcome at UA Cossatot. Special tuition rates apply, see Tuition/Fee section of catalog. All international students must contact the Primary Designated Student Officer or Designated Student Officer in the Student Services Department after submitting an application. Since all classes are taught in English, it is necessary that students be able to speak, read, and write English proficiently

Other Requirements—evidence that they have adequate financial resources for their education, evidence that they have and will continue to have adequate medical insurance during their enrollment at UA Cossatot.

When international students have been officially admitted to UA Cossatot, a Form I-20, properly signed, will be sent to them.

The above-required information is to be received by the UA Cossatot Admissions office at least 90 days in advance of the beginning of the term of intended enrollment. Applicants who do not complete the admissions requirements in time for their expected term of enrollment will be required to wait a term for admissions consideration.

International students who have graduated with a GED in the United States or a degree (high school, Bachelor’s or higher) from an accredited school in the United States or another English-speaking country, must meet the same admission requirements as U.S. students. Other English-speaking countries include: Anguilla, Antigua, Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, British Guyana, and Cameroon. West/English-speaking), Canada (except Quebec), Cayman Islands, Dominica, Falkland Islands, Fiji, Grenada, Guam, Ireland, Jamaica/other West Indies, Liberia, Montserrat, new Zealand, South Africa (English schools), St. Helena, St. Kitts, and Nevis, St. Lucia, St. Vincent, Trinidad-Tobago, Turks, Caicos Isle, United Kingdom, and the Virgin Islands

\*Aviation courses are only available to students with US citizenry.

### 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 institution 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 only under special circumstances with the approval of the Vice Chancellor of Academics. To appeal an academic probation or suspension, submit request, in writing, to the Vice Chancellor for Academic Services. The transfer institution may grant or refuse to grant credit for courses taken at UA Cossatot while the student was on probation or suspension from their institution.

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.

**PROGRAMS WITH SPECIAL ADMISSION PROCEDURES**

Cosmetology  
Emergency Medical Technician  
Occupational Therapy Assistant  
Practical Nursing  
Registered Nursing

**CONDITIONAL ENROLLMENT**



# Assessment|Placement



## ASSESSMENT AND PLACEMENT

*First-time students must provide ACT, SAT, ASSET, or COMPASS test scores prior to enrolling in any course.*

Students who have never taken a placement exam of any kind must take the Compass test prior to being enrolled. Those students who believe that their placement score in a given subject area does not accurately reflect their abilities may elect to be retested.

Testing will be permitted per the following:

1. Students must have completed an application for admission.
2. The student is **required** to go to the Learning Center for a tutorial session concerning general Compass information. Learning Center staff will provide students with information needed to prepare for taking the exam.
3. The student will then present a card signed and dated by Learning Center staff to Testing Center staff showing they have attended a tutorial session. This card will be provided in the Department of Student Services.
  - If a student is three points away from the next level, an automatic retest is permitted if desired by the student.
  - If a student is more than three points from the next designated level, the student must wait 24 hours to retest.

- After the second attempt, if the student has not reached the designated level and would like to retest, they must wait 7 days and are **required** to meet with Learning Center staff for tutoring in deficient area before retesting is permitted.

\*Students have a total of 3 chances to take the Compass Placement test during a semester.

\*A student's first Compass Test is free of charge. (Free per section for first attempt). There will only be one free test given during a student's time at UA Cossatot.

\*Retesting exceptions will be made during registration if the student is not permitted enough days until registration is over.

\*There will be a \$5 retesting fee per section for every section after the initial exam.

*Special Note: Students who have previously earned non-productive grades (D or F) in developmental courses may request retesting for the purpose of gaining entrance into the next course in a sequence of courses. However, a placement score that places a student in the next course will have no effect on the student's transcript grade(s). Students desiring to improve their grades in any course must re-enroll in and successfully complete the course; however, developmental (GSTD) courses are not calculated into cumulative grade point average.*

### MINIMUM SCORES FOR COURSE PLACEMENT

ACT		COMPASS		ASSET		ENROLL IN
ACT WRITING	14 or Below	COMPASS WRITING	42 or Below	ASSET WRITING	36 or Below	Essential English
	15-18		43-79		37-44	Foundations for Writing or Comp I w/lab
	19 or Above		80 or Above		45 or Above	Composition I
ACT READING	18 or Below	COMPASS READING	82 or Below	ASSET READING	42 or Below	See writing score placement
	19 or Above		83 or Above		43 or Above	No reading course required
ACT MATH	13 or Below	COMPASS PRE-ALGEBRA*	43 or Below	ASSET NUMERIC SKILLS*	42 or Below	Essential Math
			36-43			Medical Math
	14-15	COMPASS ALGEBRA*	44 or Above on Pre-Algebra* or 21 or Below on Algebra**	ASSET ELEMENTARY ALGEBRA**	43 or Above on Numeric Skills* or 48 or below on Elem. Algebra**	Introduction to Algebra
			22 - 40			
	16-18	38-40	-----	College Algebra w/lab		
18	41 - 99	39 or Above	College Algebra			
19 or Above						

### ALTERNATIVE FORMATS

Alternative formats and environments for testing are available for eligible persons with special needs related to disabilities. Some prior notice for scheduling and availability of special technology and staff may be required. Persons with documented disabilities may request accommodations through the Office of Disability Services.

### ASSESSMENT FOR INTERNATIONAL STUDENTS

For international students to enroll in college courses and be successful, the College requires minimum scores as a basis for enrollment. The scores are as follow:

TEST for Entrance	Minimum Score
TOEFL Paper (Test of English as a For. Lang.)	500
TOEFL Computer test	173
TOEFL iBT	59-60
IELTS (Int'l Eng. Language Testing System)	5.0
USEPT (Univ. of Sheffield Eng. Proficiency Test) 50%	50%
CAEL (Canadian Acad. Eng. Lang. Assessment)	40
Compass Reading	64
Compass Writing	25
TABE Reading	8.0
TABE Language	8.0

While other standardized tests to show English proficiency may be obtainable, the above are the most common and therefore recognized by UA Cossatot.

New international students who do not meet the test requirements must take one of the above tests listed above prior to registration to assess their English skills for placement purposes. An additional placement exam may also be offered to ensure proper advisement into appropriate courses.

### 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. An official high school transcript showing a cumulative GPA of at least 2.0 on a 4.0 scale;
3. Placement test (ACT, ASSET, COMPASS, PLAN or EXPLORE) 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. Students born before January 1, 1957, are not required to provide proof of immunization.
6. Students are required to provide a copy of their Social Security Card and Photo Identification. Students who do not have a Social Security Card may submit any other state or federal issued identification. For Financial Aid purposes; the Admissions Packet is not complete without ALL of the above documents in the student's file.
6. Student's signature on Concurrent Enrollment form;
7. Payment arrangements of all tuition and fees are made with the Business Office.

Students concurrently enrolled must maintain a 2.0 GPA in UA Cossatot classes. Failure to achieve a 2.0 GPA will result in the student being barred from enrollment in additional UA Cossatot classes until after graduation from high school.

### MINIMUM SCORES FOR CONCURRENT ENROLLMENT

TEST	Communications, Life Science, or Technology* classes		Mathematics, Computer Science, or Physical Science classes		All other courses i.e. speech, health, etc.
	Reading	English/Writing	Reading	Math	
ACT	19	19	19	19	19
ASSET	43	45	43	Intrmd.Alg. 39	43
COMPASS	83	80	83	41	83
EXPLORE	14	14	14	15	14
PLAN	15	16	15	17	15





## Tuition and Fees

TUITION CHARGED PER CREDIT HOUR	
In-District (Sevier, Howard & Little River)	\$65.00
Out-of-District, In-State	\$77.00
Out-of-State*	*\$170.00
Internet Courses (Out-of-District)	\$90.00
LPN to RN Transition	\$85.00

Tuition is charged on a per credit hour basis.

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

### TUITION WAIVERS

Act 678 of 1975 provides that any Arkansas resident sixty (60) years of age or older shall have tuition and fees waived for credit classes only, but will based on availability of space. All admission requirements still apply. A waiver form must be obtained from the Financial Aid office prior to completing the registration process.

It is also the policy of the Board of Visitors of UA Cossatot that active military and honorably discharged veterans and eligible dependents receive a 50% waiver on tuition only. Contact the UA Cossatot Financial Aid Office for specific details on eligibility.

All Tuition Waiver forms are available in Financial Aid Office or on the UA Cossatot website. All forms must be completed before the end of each semester.

REQUIRED REGISTRATION FEES CHARGED PER CREDIT HOUR			
Academic Support Fee		\$ 8	
MIS/Infrastructure Fee		\$ 8	
Campus Involvement Fee		\$ 3	
Security Fee		\$5	
PROGRAM/SERVICE-SPECIFIC FEES			
Interactive Video Use Fee (per course)	\$ 35	Internet Course Fee (per course)	\$ 35
Materials/Book Fee (per course)	\$30	Parking Permit Fee (per semester on campus)	\$5
Science Lab Fee (per course)	\$ 25	Computer/Business Lab Fee (per course)	\$ 25
Microbiology Fee (per course)	\$50	Business Capstone Fee (Capstone course only)	\$60
Cosmetology Supply Kit (1st semester)	\$600	Welding Lab Fee (per credit hour)	\$75
Cosmetology Lab Fee (per credit hour)	\$150	Pipe Welding Fee (per credit hour)	\$100
Automotive Tech Fee (per credit hour)	\$25	Industrial Maintenance Fee (per credit hour)	\$25
Collision Repair Fee (per credit hour)	\$25	PEWL Orientation HPE 1350 Fee	\$50
Medical Assisting Lab Fee (per course)*	\$175	EMT Lab Fee (per course)*	\$200
LPN fee (per credit hour)*	\$ 20	RN Fee (per credit hour)*	\$ 20
OTA Fee (per semester)*	\$2250	Clinical Technology Fee**	\$215
Parking Fines (per occurrence)		\$30	

\* includes applicable student liability insurance costs, skills testing modules, supply kits, clinical software, and expendable supplies

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

## 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 Servicemember'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](mailto:Section702.Vbavaco@va.gov).

VA will provide updates on its website at [www.benefits.va.gov/gibill](http://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 off 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 return check fee by the college. NSF checks must be paid by cash, credit card, or money order, along with the return check fee within two weeks of the return. Any return check not paid within that time frame 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 for 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 Personnel Office will do the records check on all former students who apply for employment at the college to determine if there is any unresolved indebtedness to the college.

### INSTITUTIONAL REFUND POLICY\*

UA Cossatot gives a 100% refund of tuition and fees to students who officially drop any unwanted classes by the 10th class day of the fall and spring semesters. For any class/classes dropped after this date, there is no refund available.

The refund period for a 100% refund of tuition and fees to students who officially drop for summer is 4 class days. After this date there is no refund available.

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 is in compliance 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.

*\*Institutional Refund Policy is not available to Cosmetology students due to the unique fee and course structure of the program.*

### REFUND POLICY OF ONLINE FLEX CLASSES

Students who enroll in FLEX courses (online condensed courses of study, usually lasting 4 weeks or 8 weeks) have the first day of class only to withdraw from the class for a full refund. The student must officially drop from the class and notify student services and the business office to receive a full

refund of tuition and fees. Students who drop a FLEX course after the first day of class will not be eligible for a refund.

### **PAYMENT PLAN**

UA Cossatot has made available to students an Automatic Online Payment Plan. This plan can be accessed by logging onto the cccua.edu website and clicking on the 'FACTS' logo or through a link from *CampusConnect*. Students may set up their own payment plan online at their convenience. Students must be aware of deadlines and set up their payment arrangements in a timely manner. The Automatic Online Payment Plan is for tuition and fees only. Books and other bookstore items cannot be put on the payment plan. 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.
- Payments are drafted on the 5th (fifth) of each month until the account is paid in full.

### **QUIKPAY**

UA Cossatot is introducing "QuikPAY" for student e-billing and e-payment options. *QuikPAY* is also 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 their student account so that their authorized payers can set up payment options. Another preference students may select through *QuikPAY* is to receive e-bill notification by text.

UA Cossatot also now 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 logging in to cccua.edu to access their 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.

### **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 backup documentation to be considered by the Student Account Appeals Committee.



## Financial Aid

## FINANCIAL AID

### UA COSSATOT SCHOOL CODE: 012432

#### DEADLINES FOR FINANCIAL AID APPLICATIONS

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

*Note: (If Financial Aid Deadline falls on a weekend, Financial Aid office will process applications turned in by 4:30 pm on the following Monday.)*

#### 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.edu.gov](http://www.fafsa.edu.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 application has been completed, the student will receive a Student Aid Report (SAR), which will be used to determine eligibility for the programs mentioned above. Forms are available in the Financial Aid Offices at De Queen, Nashville and Ashdown campuses. Assistance with the application process for persons with disabilities may be made by contacting the Disability Support Coordinator. 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, P.O. Box 960, De Queen, Arkansas 71832. See our website for a listing 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-seeking 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:* Before any financial aid funds are released to a student, all charges or any monies owed to the college (tuition, books, and fees) must be paid. 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.

#### TRANSFER STUDENTS APPLYING FOR FINANCIAL AID

Transfer students who have previously attended another accredited post-secondary institution must have their official academic transcript(s) submitted to Student Services. *Aid will not be awarded until all transfer transcripts have been evaluated by UA Cossatot Student Services' Office.* Federal regulations require schools to consider transfer credit hours in determining satisfactory academic progress.

#### THE EFFECT OF WITHDRAWAL ON FINANCIAL AID – PAYING BACK FUNDS

Recipients of financial aid, who withdraw before the 60 percent 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, 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.

## 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 UA Cossatot. All hours attempted at or transferred into UA Cossatot 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
- Maintain a 2.00 Cumulative Grade Point Average (CGPA)
- Attempt no more than 98 credit hours for a technical/associate degree requiring 65 hours
- Attempt no more than 128 credit hours for the AAS-Occupational Therapy Assisting Program
- Attempt no more than 185 Credit hours for the LPN/LVN to RN Transition Program
- Must 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. The second semester a student fails to meet SAP the student will be on financial aid suspension.

### Financial Aid Suspension:

**If you do not attain the required cumulative GPA and/or credit hour completion ratio during your warning period, or exceed your maximum credit hour timeframe required to complete your program, you will be placed on financial aid suspension. While on suspension you are not eligible for financial aid programs. You may attend the College, at your own expense, until you attain the cumulative GPA and cumulative credit completion requirement. To regain financial aid eligibility your record must reflect that you have met these requirements.**

### Reasons for being placed on suspension;

1. Attempt 98 or more credit hours for a technical/associate degree requiring 65 hours
2. Attempt no more than 128 credit hours for the AAS-Occupational Therapy Assisting Program

3. Attempt no more than 185 Credit hours for the LPN/LVN to RN Transition Program
4. Cannot mathematically complete the degree within the maximum time frame.
5. Fail to be in **Good Standing** at the end of the **Financial Aid Warning** semester.
6. Receive all F grades or a combination of W's and F's during the semester.

**Financial Aid Probation:** Student may be placed on Financial Aid Probation for one payment period **after an approved appeal**. After Financial Aid Probation a 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 a 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.**

**Once a degree or certificate has been earned, a student must commit to another degree or certificate program before financial aid can be awarded. Students seeking multiple Associate Degrees or Certificates are required to submit a degree audit with the Financial Aid Appeal Form. All hours attempted for previous degrees or certificates earned will be included in evaluating SAP for your chosen degree or certificate.**

**Transfer Students:** Transcripts from previous colleges will be evaluated in the same manner as UA Cossatot transcripts. Transfer hours accepted toward completion of student's program will count as hours attempted and completed. Transfer students must complete a transcript evaluation with the Vice Chancellor of Academics or an Advisor. Students must submit complete official transcripts. If a transcript is received with "in progress" grades, a 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 next course offered for 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 toward the 98 credit hours.

**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**.

**How can I be removed from Financial Aid Warning?**  
**Student must be in Good Standing at the end of the Warning period.**

**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?**  
For 1, 2, 3 and 4 the only way to be removed from Financial Aid Suspension is to have a Financial Aid Appeal approved.

For 5, 6 and 7 a student may be removed from Financial Aid Suspension by:

- Being reinstated to Good Standing once the student's CGPA and overall course completion rate meets the Good Standing minimum standards.
- Students may be reinstated to Financial Aid Probation status with an approved Financial Aid Appeal.

## APPEALS PROCESS

Students whose aid is cancelled may appeal this decision **ONLY** if there are **EXTENUATING** circumstances. To appeal, the student must complete and return the Appeal Form to the UA COSSATOT Financial Aid Office in writing within the designated timeframe indicated on the student's notification letter. 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 UA COSSATOT Financial Aid Office within 30 days from the date the student was notified of his/her deficiencies or 30 days from the date semester grades are posted. Appeal forms are available from the Financial Aid Office or you can download one from our website [www.cccua.edu](http://www.cccua.edu)

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 UA Cossatot email account or by mail.

**The Financial Aid Office will send notifications of Financial Aid Warning or Financial Aid Suspension to the student's email account or by mail as soon as their completed financial aid file has been reviewed. Notice of Financial Aid Warning or Suspension may be issued for past semesters based on an evaluation of the student's previous academic record.**



## FINANCIAL AID SAP CREDIT HOUR REQUIREMENTS

### 2015-2016 ACADEMIC YEAR

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

### 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 are eligible to 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%)	= to 100% eligibility (which is 2 semesters at fulltime)
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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%)	= to 50% eligibility (which is 2 semesters at part-time)
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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 question about their eligibility should contact their CCCUA Financial Aid Office.

Want to read more about Federal Pell grant lifetime limits? Find out more at:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/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 are available for this program: therefore, the funds are awarded based on students need. When the money for the program is gone, no more awards can be made from that program for that year.

### **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 Paying For College section of our website and link to the Federal Student Aid Guide or go to <https://studentaid.ed.gov>.

### **LOANS**

UA Cossatot does not participate in Federal Loan Programs.

### **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](http://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**

ADHE (Arkansas Department of Higher Education) is a state agency that administers the financial aid programs of the State of Arkansas for her people. For complete information in regards to a particular program and eligibility requirements, please review the most current scholarships and applications at <http://www.adhe.edu>. All applicants are encouraged to check the status of their ADHE accounts online through the YOUiversal website ([www.adhe.edu](http://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. PLEASE NOTE: *Career Pathways is funded on a year-to-year basis, so please check with the Career Pathways office at 1-877-790-2323 for program availability.*

### **SCHOLARSHIPS**

As a student at UA Cossatot, you may be eligible to apply for a variety of scholarships. Scholarships are posted on our website and are available at all three sites. For other scholarships available from agencies and organizations in the United States; please review the websites listed in the Financial Aid Office for information. Many scholarships become available on short notice. Contact the Financial Aid Office for additional information on Scholarship criteria. See our website for a listing of all available scholarships. Also, as scholarships are made available to the Financial Aid Office, they will be sent out in a mass email format to all students.

**EARLY APPLICATION IS RECOMMENDED:** The deadline for priority consideration for scholarships is on or before **April 1** unless specified.

Students must meet admission requirements before being considered for a scholarship. All scholarship recipients must complete the Free Application for Federal Student Aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Scholarship applications must be returned to the Office of Financial Aid, De Queen Campus, P.O. Box 960, De Queen, AR 71832, or faxed to 870-642-8766.

#### ARKANSAS ACADEMIC CHALLENGE

The Arkansas Academic Challenge Scholarship Program is a college scholarship plan to promote academic achievement and encourage academically prepared Arkansas high school graduates to enroll in the state's colleges and universities. Award is made based on the applicant's meeting minimum standards with regard to the ACT composite score, grade point average (GPA) in the pre-collegiate core curriculum defined by the State Board of Higher Education, and financial need. See a high school counselor or the Financial Aid Office for more information. Click on the following link for more information on the requirements for the Arkansas Academic Challenge Scholarship (requirements). The student can apply online by completing the Arkansas Academic Challenge Scholarship form.

#### HIGHER EDUCATIONAL OPPORTUNITY GRANT

The Higher Educational Opportunity Grant is a state funded grant that assist traditional student with their educational expenses. Students that qualify may be awarded up to \$2000 annually based on full-time enrollment. The student must be a high school graduate or GED graduate after December 31, 2006. Students may be enrolled part time to receive funds. Students apply using the Free Application for Federal Student Aid (FAFSA) and completing the YoUniversal application at <http://www.adhe.edu>.

#### WORKFORCE IMPROVEMENT GRANT

The Workforce Improvement Grant is a state funded grant that assist non-traditional students with their educational expenses. Students that qualify may be granted awards up to \$1000 annually. Students must be at least 24 years old. Awards are based on financial need. Students apply using the Free Application for Federal Student Aid (FAFSA). Awards are made by the institutions. Students may be enrolled part time. Complete the UA Cossatot Workforce Improvement Grant application and return the UA Cossatot Financial Aid Office.

#### 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: <http://www.arindianctr.org>

#### SINGLE PARENT SCHOLARSHIP

The purpose of our Single Parent Scholarships 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 on line at [http://www.aspsf.org/students\\_spscholarships.html](http://www.aspsf.org/students_spscholarships.html).

#### WORKFORCE INVESTMENT ACT

The Workforce Investment Act (WIA) is a program that can help people get employed and/or trained in preparation for employment. WIA of Southwest Arkansas has funding available for adult students, 18 and up, who are currently enrolled and are in one or more of the following categories.

- Students with outstanding balances
- Students who have reached their maximum time to receive federal financial aid
- Students seeking funding for summer school
- Students who have been laid off, received notice of lay off or termination, or have been dislocated (dislocated workers)
- Spouses (displaced homemakers) totally dependent upon the income of persons who have lost their income (dislocated workers)

WIA staff has a list of approved programs to discuss when students call. Students are encouraged to call WIA staff to see if they meet eligibility requirements. A person does not have to be unemployed to qualify, but there are income guidelines that will determine eligibility for all applicants.

**Residents of the following counties should call the appropriate case manager:**

- Ouachita, Dallas, Calhoun – Kimberly Frazier, 870.837.6910
- Hempstead, Sevier, Nevada – LaTracey Mason, 870.777.0810
- Little River, Howard, Miller – Carolyn Woods, 870.777.0804
- Columbia, Lafayette, Union – Lucy Carr, 870.864.6911

Interested students should leave a voicemail for the appropriate WIA case manager, if they are unavailable. If a

student's phone call is not returned within 24 hours, students should contact Patrick Carter at 870.235.7507.

### **UA COSSATOT WAIVERS**

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 Assistant Plan for Full Time Employee and Adjunct Faculty  
Educational Assistant Plan for Part Time Employee



## Academic Information

## ACADEMICS

### STUDENT ACADEMIC INTEGRITY

- I. 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.**
- II. 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.
- III. Plagiarism is defined as the representation of the words or ideas of another as one's own in any academic work.
- IV. 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.
- V. Disciplinary Actions:
- a. **Warning:** Instructors reserve the right on a first offense 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 with coordinators or their assignees at the Educational Resource Center or the Learning Center 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 of Academics.
  - b. **Probation:** During probation, a student 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. Once this period is concluded without additional acts of misconduct the student is returned to good standing with the college.
  - c. **Suspension:** During the one-year period of suspension the student is considered not to be in good standing with the university 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.
  - d. **Expulsion:** The student may not enroll again at any UA-Cossatot campus.  
 Aggravating and mitigating factors taken into consideration by the Office of the Vice Chancellor for Academics when assigning disciplinary sanctions may include:
    - Severity of academic misconduct
    - Prior acts of academic misconduct
    - Level of maturity in assuming

responsibility/accountability for the 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.)

### ATTENDANCE

Students are expected to attend on-site classes as scheduled, unless scheduling considerations are provided for a documented disability. **Students are required to establish initial attendance in physical classes by the second week of class and virtual classes by making a substantial contribution by the 10th business day of the semester.** (4th day of class for 8 week semesters, 2nd day of class for 4 week semesters). The instructor will determine 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 10th business day of the semester will be reported as “no-shows” by their instructor.** (4th day of class for 8 week semesters, 2nd day of class for 4 week semesters).

Student attendance in virtual classes will be established by weekly substantial contributions as defined above.

**Students will be dropped from a class by the instructor for poor attendance per the below guidelines:**

**Classes meeting twice weekly in regular (Fall/Spring) term**  
*Students may miss a maximum of four class meetings*

**Classes meeting once weekly in regular (Fall/Spring) term**  
*Students may miss a maximum of two class meetings*

**Classes meeting in 8 week terms**  
*Students may miss a maximum of two class meetings for classes meeting twice per week*  
*Students may miss a maximum of four class meetings for classes meeting 4-5 times per week*

**Classes meeting in 6 week terms**  
*Students may miss a maximum of 2 class meetings*

**Classes meeting in 4 week terms**  
*Students may miss a maximum of 1 class meeting*

**Classes meeting daily in regular (Fall/Spring) terms**  
*Special attendance policies will be developed by the Division Chair over the program*

### Online Classes

*Students must make a substantial contribution weekly to establish attendance. Students may fail to meet this requirement a maximum of two times per semester.*

Students who wish to withdraw from a course **MUST sign a Drop Form** that is available at any of the three campuses or on our website, and return the signed form to Student Services by U.S. mail, fax with scanned document attached, or in person to any of the three campus sites prior to the deadline. **Failure to withdraw properly (in writing with signature and date) will result in an “F” being posted on the student’s transcript.**

Students are responsible for contacting instructors regarding work missed. No make-up assignments will be permitted without the approval of the instructor. Absences resulting from a court subpoena must be supported by official documentation and submitted to the Registrar upon returning to school. Documentation of medical or other unusual circumstances may be presented to the student’s instructors if necessary. It is the instructor’s right to accept or deny any documentation not specifically listed.

- Special note for students with disabilities:** For consideration to receive disability accommodations, contact the Disability Support Services office.
- Special note for VETERANS:** Veterans who request an emergency leave of absence will have their educational benefits terminated as of the last day of attendance.
- Special note for Students receiving Title IV Federal Funds (Pell, SEOG, FWS, etc.):** If a student receives all “F’s” for the semester, the Financial Aid Office is required by law to determine if the F’s were given for nonattendance or for academic reasons. If the F’s were for nonattendance, the Financial Aid Office will determine whether the student is obligated to return any Title IV funds that they have received. Please refer to the Federal Policy - Return of Title IV Funds in the Financial Aid section of this catalog. To view full content of the Title IV Refund Policy, please see our website.

### 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 to guide students to academic completion through individual correspondence and follow up. Assigned advisors also have access to student attendance records to allow for thorough advisement.

### 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.

The ERC provides several computer stations for individual student use; tables with ample seating; one long table with seating for 10; two study rooms with computer stations; and a lounging area with comfortable seating. Knowledgeable staff is available to assist students during our hours of operation, which are normally 7:30 a.m. to 7:00 p.m. Monday through Thursday, and 7:30 a.m. to 4:00 p.m. on Fridays. Catalog and online resources are available 24/7 at <http://www2.youseemore.com/ccua>. We note any schedule changes regarding holiday hours or inclement weather at <https://www.facebook.com/UACERC>.

The ERC offers more than 10,000 titles in book and media format, which are also available to the other campuses via intercampus daily mail or by special delivery. After acquiring a student Identification card, you may access numerous online databases through our website.

The ERC offers various workshops each semester at no charge.

## TUTORING-THE LEARNING CENTER

<http://www.cccua.edu/the-learning-center>

<https://www.facebook.com/TheLearningCenterAtUAC>

Learning Centers are located on all three UAC campuses, in T-552 in De Queen (adjacent to the ERC), and we share room 104 in Nashville and room 212 in Ashdown with the ERC.

UAC Learning Centers coordinate free, drop-in tutoring in many subjects. All tutoring is free to currently enrolled UAC students. Tutors WILL provide one-on-one assistance in academic endeavors, clarify information presented in classes or textbooks, help students understand concepts and patterns in course curriculum, discuss different methods or approaches to subject matter, demonstrate effective study practices and learning techniques, aid in research methods, discuss writing parameters, and offer support and encouragement. Online tutoring is available in BlackBoard.

Tutors WILL NOT complete a student's homework, edit papers, help with take-home or open-book tests, work assigned homework problems, or offer any assistance without direct student involvement, a show of critical thinking, and cooperation in the process of learning. Tutors will offer coaching and guidance to make the learning process easier; however, students ARE expected to assume ultimate responsibility for their own academic performance. We also offer periodic workshops, study groups when possible, and online assistance. We work closely with the ERC to provide one-stop academic services. Hours vary by semester and are posted at each location and on our website.

## DISABILITY SUPPORT SERVICES

UA Cossatot recognizes that individuals with disabilities have a legal right to equal access to a college education. The United States' Americans with Disabilities Act (ADA), and subsequent amendments, and Section 504 of the Rehabilitation Act establish that right.

The United States' Americans with Disabilities Act (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:
  - With a physical or mental impairment that substantially limits one or more major life activity
  - Who has a record of such an impairment
  - Who is regarded as having such an impairment

Section 504 prohibits discriminating on the basis of disability against participants in programs receiving federal funds. Campuses are required to be physically and programmatically accessible. Colleges are required 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." Colleges are not required to provide personal aides or assistants. 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 expected to provide something which 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:

Students must complete an Application for Disability Support Services available at any UAC campus or online at <http://www.cccua.edu/admission-registration/dss> and submit to Disability Support Services via email at [sward@cccua.edu](mailto:sward@cccua.edu), fax at (870) 898-4552, or deliver to any UAC campus.

Students must contact the Disability Support Counselor 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. Disability Support Counselor's observation/interaction with the student serves as secondary documentation. Tertiary documentation from external or third parties may be requested in some cases. This would include educational or medical records, reports and assessments created by health care providers, school psychologists, teachers, or the educational system.

Once the application and relevant documentation are submitted, it may be necessary to complete an Accommodation Plan which will list specific accommodations appropriate for the student to request. Accommodation Plans are emailed to instructors teaching the courses in which the



student is enrolled. It is the responsibility of the student 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 the Disability Support Counselor. The instructor and/or student may contact the Disability Support Counselor at any time throughout the semester with any questions, concerns, or comments. Accommodation Plans may also be sent to the Director of Testing Services and the Learning Center Coordinator, as deemed appropriate.

Accommodation Plans will automatically be renewed every consecutive semester that the student enrolls. Students should make an appointment with the Disability Support Counselor to review their Accommodation Plan to ensure it continues to meet their academic needs. A new Application for Disability Support Services 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 for termination of Disability Support Services to the Disability Support Counselor.

#### **DISABILITY SUPPORT SERVICES GRIEVANCE PROCEDURES:**

It is the belief of Disability Support Services, as it is UAC, that most problems can best be resolved with personal discussion. If a student with a disability and a current accommodation plan finds it necessary to file a formal complaint regarding an accommodation or the way in which an accommodation is provided they should follow the Disability Support Services formal grievance process.

Student must schedule an appointment with the Disability Support Services Counselor 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. The Disability Support Services Counselor has five (5) working days to review documentation, investigate, and respond to the student.

If unsatisfied with the decision of the Disability Support Counselor, the student may present the complaint to the Director of Student Services in written form which must include: details of the accommodation issue, sought remedy for the issue, and justification of sought remedy. The Director of Student Services has five (5) working days to review the written complaint, investigate, and respond in written form.

If unsatisfied with the decision of the Director of Student Services, the student may appeal within five (5) working days to the Vice Chancellor/Academic Dean who must respond in writing within five (5) working days.

If unsatisfied with the decision of the Vice Chancellor/Academic Dean, the student may appeal within five (5) working days to the Chancellor who will hear the complaint and render a decision within ten (10) working days.

#### **ADDING AND DROPPING COURSES**

Students may add courses during the Registration period ONLY. A student may drop a class prior to the Census Date without penalty or payment required by accessing *CampusConnect* and following the procedures for Add / Drop. After the 10<sup>th</sup> class day for the fall and spring semester and the 4<sup>th</sup> class day for the summer semester, a drop form must be obtained by either contacting one of the three UA Cossatot locations, accessing forms from our website. Students are required to contact their instructor or advisor before drop forms are processed so that all efforts of retaining the student are investigated. Instructors may drop students for attendance or low academic achievement without the student signature.

#### **INCOMPLETE COURSE GRADES**

An instructor may, with the approval of the Division Chair, give an "Incomplete grade" if the student requests an "I" and there are extenuating circumstances. 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.) 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 of Academics, but the extension will not exceed one calendar year.

#### **WITHDRAWAL FROM COLLEGE**

Students are academically and financially responsible for all classes in which they enroll. Students who register for classes via *CampusConnect* registration process or through Student Services will be charged for, and will receive grades from those classes unless the withdrawal/drop procedure is followed. The procedure includes reporting the intention to withdraw to their instructor(s), the appropriate grant office (if necessary), the Registrar, and the Financial Aid Office through the use of the DROP FORM.

Students withdrawing during the official "Drop" period will receive a "W" on their transcript; students withdrawing after the "Drop" period will receive a grade of "F" or their earned grade on their transcript. **It is the student's responsibility to obtain and complete the official "Drop" form to ensure that a grade of "W" is posted. 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 the consultation with the instructor and Vice Chancellor of Academics, a student may be removed from a program or course for violating division 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.

## CREDIT FOR COURSES

UA Cossatot uses the semester credit hour for computation of its 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.

Each course is numbered so that you can determine how many credit hours apply. The first number is the level (1 for freshman, 2 for sophomore). 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 no. of a class in a series; in this case, English Composition I as opposed to Composition II.

3 Indicates 3 credit hours.

## COLLEGE LEVEL EXAMINATION PROGRAM – CLEP

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. For more information concerning CLEP testing, contact the Assessment/Testing Center. 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.**

## 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 your learning for credit, you 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 your 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

Students who feel they have sufficient knowledge of a class subject area may request to challenge an exam prior to enrolling the class. Students passing the exam will not be required to take the class and will receive credit for the class. If not successful, the student will be required to enroll in the class. Students may take the exam one (1) time before enrolling in the class. The fee for taking the exam prior to enrolling in the class is \$50.00

Students may request to challenge an exam at any point during the semester. If the student passes the exam, the grade scored on the exam will be assigned as the final grade for class. If not successful, the student will be required to complete the course as scheduled. Students may take a challenge exam one (1) time. There is no fee associated with challenging the exam after enrolling in and paying for the class.

**ADVANCED PLACEMENT (AP) CREDIT**

The College may grant credit for advanced placement exams of scores of 3, 4 or 5 dependent on the respective AP course. See chart below:

AP Exam	Min. Score	Credit for UA Cossatot Course
English Language and Composition	3	ENGL1113 or 1123 Composition I or II*
English Literature and Composition	3	ENGL 1113 or 1123 Composition I or II*
Psychology	3	PSYC2003 General Psychology
Spanish	3	SPAN 1014 Elementary Spanish I and SPAN 1024 Elementary Spanish II
U.S. Government and Politics	3	PSCI 2003 American Government
U.S. History	3	HIST 2013 U.S. History to 1876 and HIST 2023 U.S. History Since 1876
Biology	3	BIOL1014 General Biology/Lab
Statistics	3	MATH 2023 Introduction to Statistics
Calculus A	3	MATH 2053 Survey of Calculus
Calculus B	4	MATH 2054 Calculus I

*\*Both tests must be taken and passed with the score of 3 in order to receive credit for both Composition I and Composition II. The first of either test passed will give credit for Composition I and the second for Composition II.*

For questions concerning Advanced Placement, please contact the Registrar.

**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).

**AUDITING COURSES**

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 they do not have to take examinations, nor do they receive credit for the course. 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**

The suggested load for a student during a regular term (fall or spring) is fifteen to eighteen semester hours, although twelve semester hours is considered full-time for federal financial aid programs. Generally, nineteen (19) hours is the maximum load that a student may carry during a regular semester, although certain technical programs may specify more. Any student outside these technical areas wishing to take more than nineteen hours must have a cumulative GPA of at least 3.0 and request permission from the Vice Chancellor of Academics. Some scholarships or grants may require additional hours each semester. Most programs of study require more than 12 SCH per semester to complete a degree within the suggested timeframe.

**STANDARDS OF PROGRESS**

Each student is expected to make satisfactory progress in all courses taken. Students are considered to be making satisfactory progress when they maintain a cumulative GPA of 2.0.

**ACADEMIC PROBATION/SUSPENSION**

A student must have a cumulative grade point average of not less than 2.0 to avoid 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.

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 only under special circumstances with the approval of the Vice Chancellor of Academics.

**APPEALING ACADEMIC SUSPENSIONS**

To appeal an academic probation or suspension from UA Cossatot or from another institution, submit request, in writing, to the Vice Chancellor for Academic Services.

Transfer institutions may grant or refuse to grant credit for courses taken at UA Cossatot while the student was on probation or suspension from their institution.

Students who have sat out one regular (Fall or Spring) semester do not need to submit an appeal.

## GRADES

Students may contact their instructors at any time to determine grade standing. Six week and Final grades will be provided via *CampusConnect*, provided the student is not on academic or financial hold.

The following grading system is used to evaluate students:

Grade	Rating	Quality Points Per Credit hour	Calc. in GPA
A	Excellent	4	yes
B	Above Standard	3	yes
C	Meets Standard	2	yes
D	Below Standard	1	yes
F	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

“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 examination, military, work experience, CLEP, or College Connection placement.

### 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:

$$\frac{\text{Total Quality Points earned}}{\text{Total Semester Credit Hours Pursued}}$$

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).

### STUDENT GRADE APPEAL PROCEDURE

1. If you believe an error in a grade has occurred, you should formally initiate a review of the grade no later than three (3) weeks after the beginning of the next semester (fall or spring).
2. It will be your responsibility to verify with the instructor the accuracy of the recorded grade book scores and the listed grade as the first step in the process. If the issue is not satisfactorily resolved, the formal appeal process is to be initiated at this point.

### FORMAL GRADE APPEAL PROCESS

If the grade differences have not been resolved through discussion with the instructor and the student seeks additional mediation, the student, in the first three (3) weeks of the semester, must initiate the appeal process by the following procedures:

1. The student must submit a letter requesting a review to the appropriate Division Chair, with a copy to the instructor and the Vice Chancellor of Academics. The Division Chair has the responsibility to confer with the instructor concerning the documentation of the grade for its completeness and accuracy. The Division Chair will notify the student in writing of the grade status within ten (10) days of receiving the student's request.
2. If the student wishes to make further appeals, the student must request, in writing, a formal review by mid-term. This review will be conducted by the Student Appeals Committee. (*see Student Grievance Procedures*)
3. At the hearing, the instructor and the student may both make individual presentations, and the Appeals Committee may ask questions and seek clarification. A final written decision will be provided by the Committee and, in the event of a grade change, the final grade will be recorded by the Registrar as directed by the Vice Chancellor of Academics. This procedure shall be completed by the end of the semester in which the grade is appealed.

### ACADEMIC CLEMENCY

Recognizing that students may need a second chance, or essentially an opportunity to start over academically, UA Cossatot will allow 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 averages (See Note 2). In order to qualify for academic clemency:

1. A student must not have been enrolled in **any** institution of higher education for at least 3 years prior to the request.
2. 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.
3. Students must submit a written petition for academic clemency to the Vice Chancellor of Academics.
4. No clemency petitions are accepted until **all** admission documentation is completed, and there is no outstanding debt.

NOTE 1: Having been granted academic clemency at another institution does not preclude a student requesting academic clemency at UA Cossatot.

NOTE 2: If clemency is granted, those forgiven credits will not count towards graduation nor be calculated in the student's GPA. However, transcripts **must** contain a student's comprehensive academic record and these courses will show up on that transcript.

### CATALOG PRIVILEGE

A student has the option of graduating 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.

### CURRICULUM INFORMATION

Curriculum guidelines are provided in the catalog for students to follow while enrolled at UA Cossatot. Each plan specifies the general education and other requirements necessary for completion. For graduation, students must have a **cumulative grade point average of 2.0** (*Associate of Arts in Teaching requires a cumulative GPA of 2.65 and passing score on Praxis I exam*) in order to receive a degree or certificate from the College. Students not meeting this requirement will not be allowed to graduate until proof of successful completion is provided to the Registrar. EMT's, LPNs, OTAs, and RNs also require higher than 2.0 to graduate. All MED courses must be passed with 2.0 in order to graduate with Certificate of Proficiency in Medical Transcription and Associate of Applied Science in Medical Assisting degrees.

Developmental and/or preparatory courses will not be used to fulfill degree requirements or elective course requirements for any diploma or degree, unless otherwise specified, nor will they be calculated for the purpose of Honors designation. These include all GSTD courses (see course descriptions).

### IN-TRANSFER STUDENTS

A student may transfer to UA Cossatot and may be admitted at the first of each semester, if transfer is not due to disciplinary or academic reasons. All transcripts must be received and verified prior to admission. Transfer credits will be placed on a UA Cossatot transcript after 12 semester credit hours have been completed at UA Cossatot, provided the student is seeking a degree. All transcripts will be evaluated for articulated courses upon admission.

### OUT-TRANSFER STUDENTS

Students must complete at least 40% of the degree they are seeking (or 18 semester credit hours, whichever is greater) for a certificate or degree through UA Cossatot. 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.

Students planning to transfer from UA Cossatot to another college and pursue a degree should be aware that courses taken 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 needing 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

(in state or out of state) should contact the Registrar's office of the receiving school to assure themselves of transferability of courses taken prior to taking the course. Students may also refer to the Arkansas Course Transfer System (ACTS) website: <http://acts.adhe.edu>.

Documentation for students who have received disability accommodations at UA Cossatot is not "transferable". Students must contact the transfer institution for information concerning their disability services requirements.

### ARKANSAS COURSE TRANSFER SYSTEM (ACTS)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for the admissions and degree requirements. ACTS provides information regarding guaranteed transfer of courses between Arkansas public institutions. ACTS is beneficial for students, parents, and academic advisors because it provides accurate, up-to-date comparable course information for educational planning and informed decision-making. See the ACTS website at <http://acts.adhe.edu/>.

### ARTICULATION AGREEMENTS

UA Cossatot, in association with two-year and four-year colleges and universities in Arkansas, has entered into an articulation agreement 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.

## 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. Required courses for each program are listed with degree information in following division sections. Each required course must be passed with at least a "D" (the Practical Nursing, Registered Nursing, OTA and Medical Assisting programs require at least a "C"), and the student's cumulative GPA must be at least 2.0 (*AA- Teaching requires a cumulative GPA of 2.65 and a passing score on the PRAXIS I test*) in order to graduate. A grade of less than "C" will generally not transfer to another institution.

Students who do not participate in the graduation exercises that are held in December and May will receive their diploma/certificate after the ceremony. The certificate will be delivered to the closest available campus for pickup or the student may contact the Registrar for proper postage amount for mailing.

### APPLICATION TO GRADUATE

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.

When a student meets the requirements to graduate from a program of study, only the highest credential in that sequence of courses will be awarded at graduation. This does not prevent a student from receiving a degree(s) or certificate(s) at the same time in different areas of study involving different required course sequences.

### HONOR STUDENT DESIGNATIONS

It shall be the practice of this College to recognize students who excel in college-level courses in the following manner. Developmental courses (GSTD prefix) will not be calculated for the purpose of Honors designation.

- A. 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 of such shall be sent to area news media.
- B. 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 of such shall be sent to area news media.  
*The following designations are reserved for graduates of Degree and Technical Certificate programs.*
- C. Cum Laude - Students who have a cumulative grade point average of 3.50 to 3.74
- D. Magna Cum Laude - Students who have a cumulative grade point average of 3.75 to 3.89
- E. Summa Cum Laude - Students who have a cumulative grade point average of 3.90 to 4.00

### GRADUATION POLICY – RN TRANSITION PROGRAM

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

Students MUST 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.asbn.org](http://www.asbn.org) along with the criminal background FAQs at <http://www.arsbn.arkansas.gov/licensing/Documents/Criminal%20Background%20Check%20Frequently%20Asked%20Questions.pdf>.**

### EARNING MORE THAN ONE DEGREE OR CERTIFICATE

At times, it may be advantageous for a student to earn more than one degree or certificate. Students who have completed their first degree or certificate requirements may earn a second one by completing the requirements for the second degree or certificate. (For specific guidelines, please read the information found under "Application to Graduate" in the Graduation Information area of this catalog.)

## HIGH SCHOOL PROGRAMS

### COLLEGE CONNECTION

At UA Cossatot, students are given a unique opportunity to connect high school and college. This program is appropriately called College Connection. Basically, if a student takes certain elective classes while in a participating high school and makes a "B" or better, they will not have to

take those subjects again if they enroll at UAC. After enrolling with UAC, students may request to take a challenge exam for those courses. If the student scores a 70% or above, those articulated hours will be recorded on the student's transcript. Enrollment to College Connection is free to high school students. If interested in College Connection, contact your local high school counselor or the High School Programs department at UAC.

#### **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 & technical classes that will count as credit toward high school graduation as well as credit toward an associate's degree, technical certificate, or certificate of proficiency. To obtain the most current course offerings, contact your high school counselor or the High School Program department at the beginning of each semester. Students enrolled in the Secondary Career Center Programs must maintain a cumulative GPA of 2.0 at UA Cossatot to continue taking college credit courses.

#### **CONCURRENT ENROLLMENT**

Academically qualified students who are in high school and meet the admission requirements are allowed to enroll in college credit classes as concurrent students. They may receive credit for the course(s) at the high school they attend, as well as at the college. Please check with your high school counselor to ensure that the college courses count for high school credit as well. High school counselors can also provide information about concurrent enrollment to their students.



## General Information



## 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 cancelled until weather and road conditions improve. We strive to get the announcements regarding closures out to students, faculty, and staff in a timely fashion. Announcements regarding College closing will be made 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, and on the following television stations, KARK Channel 4 from Little Rock and KTBS Channel 3 from Shreveport. In addition, the college will use the college's mass notification system to notify all regarding campus closures.

## UA COSSATOT TEXTBOOK PROGRAM

In order to benefit students, 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 syllabus for each course to determine if a textbook is required, and visit the Educational Resource Center (ERC) to rent textbooks. As part of this program, many instructors are using free open educational resources (OER) to teach.

An ERC representative will be at each campus to distribute textbooks for the week prior to classes beginning and the first week of classes.

Some courses may require the purchase of software or supplementary material. Please direct any questions about the Textbook Program to the textbook procurement coordinator at the ERC.

## COLLEGE PUBLICATIONS

Students either receive copies of the school catalog/handbook upon enrollment at UA Cossatot, or can access the Catalog on the College's website. It is the student's responsibility to be aware of rules, regulations, fees, standards of progress, transfer credit, etc. published in this Catalog. Ignorance of College procedure is not an excuse for not following procedures. Contact Office of Disability Services for an alternate format.

## STUDENT CONDUCT

### STUDENTS' RESPONSIBILITIES

As a student at UA Cossatot, you will be treated as an adult. Your conduct is expected to be wholesome and meet community standards. Students who are not able to function in an adult setting and hinder other students' success are asked to leave the College. Following are some areas where students are asked to be responsible:

1. You 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 Disability Services.
2. If you damage, destroy, lose, sell, or otherwise dispose 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 possession of firearms and other dangerous weapons. Any of these make you subject to disciplinary action.
5. There is to be no use of tobacco in any form in any facility maintained for college use. Offenders will be subject to dismissal from school. 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 activity. 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. You are adults preparing for professional careers; therefore, you should dress in a manner that is appropriate to the field you are entering. Very revealing clothing is unacceptable. Personal cleanliness is expected.
8. Tools and equipment will not be loaned to students for home use. No software will be used on College computers except that which is provided by the College.
9. All conduct and disciplinary standards apply to all students during any College function or activity.
10. If you are 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.

If you are dismissed from UA Cossatot for misconduct, you may be considered for re-entry the following semester upon submission of a written request using the student appeal process. Upon receipt of such request, a counseling session will be scheduled for you with your Instructor, the Counselor, and the appropriate Division Chair or Vice Chancellor of Academics to resolve the issues leading to the dismissal. Re-

entry will be dependent upon the collective agreement of counseling session participants, whether the course is being offered at that time, and the availability of space in the classroom.

### STUDENT PARKING ON CAMPUS

As a convenience to our students, UA – Cossatot provides parking on campus for student vehicles. A parking permit displayed on the left rear window or bumper of your vehicle is required for all credit students taking classes on campus. (Also, see college policy 781)

### DEPLOYMENT & 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're one of the many students in the National Guard, Reserve, or inactive reserve components, UA Cossatot recognizes that there's 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?

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 of Academics 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 as a result of national emergency or as a result 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 of Academics 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 of Academics, 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 – (16) 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 re-schedule 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.**

### 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 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 PERSONAL USE OF COMPUTERS & 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 Web pages, 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.*)

### 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

**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).

**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.

- Coordinator, Justin White-De Queen
- Assistant Coordinator, Kelly Plunk-De Queen
- Deputy, Toyia Witherspoon-Nashville
- Deputy, Nikki Evans-Ashdown
- Deputy, Erika Buenrostro-De Queen

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**-Alex Gamble  
Cell Phone: 870-582-5743

**Ashdown**-Jason Curtis

Cell Phone: 870-898-5640

**Local City Police Department**

**De Queen Police Department**

220 N. Second Street  
870-642-2213 or  
911 for emergency

**Nashville Police Department**

426 Main Street  
870-845-3434 or  
911 for emergency

**Ashdown Police Department**

745 Locust Avenue  
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.

**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 help 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](http://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 web site 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.

**STUDENT GRIEVANCE PROCEDURES:  
NON-GRADE ISSUES**

It is UA Cossatot's belief that most problems can best be resolved with personal discussion. If you have a complaint about the way things are being handled at UA Cossatot, please try to discuss your feelings with your Instructor, Advisor, or Counselor. UA Cossatot does not tolerate actions by students, staff, or residents of the college service area that interferes with student learning and safety. Students have the right to grieve 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.

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

1. You must present your complaint in written form within five (5) working days of the alleged incident to the Vice Chancellor of Academics; you must include the specific grievance/complaint and specific remedies sought.
2. The Vice Chancellor of Academics has five (5) working days in which to investigate and respond in written form.
3. If not satisfied, you may appeal within five (5) working days to the Student Appeals Committee who must respond in writing within five (5) working days.
4. If you are not satisfied with this result, an appeal may be made within five (5) working days to the Chancellor, who will hear the complaint and render a decision within ten (10) working days.

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

Accommodations for special needs are on an as-needed, individual basis. Interpreters, readers, note-takers, etc., can be made available to assist in the hearing and appeals process.

Please contact the Counselor/ADA coordinator to request accommodations.

### STUDENT APPEALS COMMITTEE

The Student Appeals Committee exists to review and make recommendations regarding matters of student grievances and/or grade appeals. The Committee meets only

by actual need. The members include the Vice Chancellor of Academics, Vice Chancellor of Business Services or designee, two faculty members, one chosen by the student and one by the College, and a Student Ambassador or a designee.

### STUDENT ACTIVITIES

UA Cossatot's staff believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insight. All student organizations listed are active at the College:

**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.

**RODEO TEAM:** The rodeo program at UA Cossatot provides students with an opportunity to compete in the National Intercollegiate Rodeo Association. The rodeo program at UA Cossatot was developed to provide students with previous rodeo experience an opportunity to take the next step in their rodeo career. The team competes in ten rodeos per year, one of which is hosted by UA Cossatot. The UA Cossatot rodeo team competes in the NIRA Ozark Region of the United States.

**COLLEGIATE FFA:** Collegiate FFA has been around since 1931 and has continued to be an influential part of agriculture education. UA Cossatot became a charter member of the Arkansas FFA Association in 2011. Collegiate FFA members continue to make a difference on their campuses and in communities through leadership and service. UA Cossatot hosts many activities that provide opportunities to promote agriculture and goodwill in our community and beyond. Collegiate FFA empowers value-driven pre-professionals to lead and serve in schools, businesses and communities. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agriculture education. Collegiate FFA enhances the collegiate experience through service and engagement to create premier leaders, enable personal growth, and ensure career success.

**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.

**CLUB FISHING:** The UA Cossatot Bass Fishing Club was organized to offer students the possibility of fishing on the prestigious FLW Bass Fishing Tour. The UA Cossatot club competes in the Southern Conference of the FLW, giving members a chance to fish in the FLW National Championships as well as in local and regional competitive college fishing tournaments. All students are welcome to join the UA Cossatot Bass Fishing Club

**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!

### DIVERSITY ASSOCIATION



**Mission Statement**

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

**Goals**

- Bring cultural awareness and understanding to all UA Cossatot students regardless of race, age, or gender.
- Encourage collaboration with other student organizations to ensure participation at all campuses.
- Cultivate relationships within the community in order stimulate academic success and social unity
- Increase awareness of the need of Higher Education in the Hispanic community

**Tasks**

- DA will host a minimum of two fundraising events per year in order to provide a scholarship for potential UA Cossatot students.
- DA will organize social events or service projects to promote academic success, unity, and cultural diversity understanding.

- DA will collaborate with other student organizations present at UA Cossatot
- DA will work toward educating the community (with an emphasis on the Hispanic Community) on the importance of Higher Education and Education in general.
- DA will promote unity to ALL students regardless of race, gender, or age.

**ORGANIZATION ACTIVITIES**

Any organized activities of student organizations will be placed on the calendar by the Director of Student Services. Classroom time will not be used for extracurricular activities. Fundraising activities for student organizations will be planned so they will not interfere with academic objectives and, whenever possible, will supplement the same.

**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 FOR A FINE BETWEEN \$100 AND \$500  
FOR EACH OFFENSE*



## University Transfer Programs

## DIVISION OF GENERAL EDUCATION & UNIVERSITY TRANSFER

Crystal Sims, Chair.....csims@cccua.edu

### ASSOCIATE OF ARTS

The Associate of Arts (AA) Degree is a two-year program made up of general education courses. The degree is designed to transfer to four-year universities. The Arkansas Higher Education Coordinating Board has approved statewide articulation agreement to aid in transfer. The articulation agreement requires a grade of "C" in any transfer courses.

### ASSOCIATE OF ARTS FAST TRACK

This plan is designed for those students who have the required scores to begin in college level work. It is fast paced, so please make sure that you have the necessary time and organizational skills to complete this program.

To qualify for the fast track transfer plan, the student must meet the following requirements: High School Diploma or GED; ACT Scores of 19 or above in Math, English, and Reading; or ASSET Scores of at least 45 in Writing, 43 in Reading, and 39 on the Intermediate Algebra; or COMPASS Scores of at least 41 in Algebra, 75 in Writing, and 82 in Reading.

This degree will provide the student with an Associate of Arts degree. It is the responsibility of the student to contact and work with the transfer institution regarding the degree requirements for its 4-year program. The courses do not have to be taken in the semester listed except for the Transition/Success Strategies and the Composition classes, but the number of credit hours must be maintained. Further, the college guarantees that the courses will be offered, but not the mode of delivery or the campus site.

### ASSOCIATE OF GENERAL STUDIES

The Associate of General Studies Degree is particularly well suited for students who have acquired a number of college credits and need or want a degree. 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. The degree can be structured like an Associate of Arts degree for almost complete transfer, or may be designed with a business or technical career focus. The degree can be structured to meet the unique educational needs of the student. Students need not have acquired previous college credit to enter this program. Transfer students need to refer to that section of this catalog. *This degree may be completed on-site or entirely on the Internet.*

### ASSOCIATE OF SCIENCE

The Associate of Science (AS) Degree is designed for those persons who wish to transfer to a 4-year university and includes elective hours from science, mathematics, education, or computer science.

### EDUCATION K-6

The Associate of Science in Education K-6<sup>th</sup> degree is an articulated 2+2 with Southern Arkansas University (SAU) and Henderson State University (HSU). This degree is for students who want to earn a Bachelor of Science in Education. The first two years are completed at UAC and the last two with either SAU or HSU.

### MIDDLE SCHOOL (4-8)

The Associate of Science in Education Middle School is an articulated 2+2 with HSU. This degree is for students who want to earn a BSE in order to teach in grades 4-8. The first two years are completed at UAC and the last two years at HSU.

### PHYSICAL EDUCATION, WELLNESS, AND LEISURE (PEWL)

This program will offer the first two years of general education and Physical Education coursework for a degree in Physical Education/coaching. It is designed to be transferrable to HSU in a 2+2 articulation to earn a BSE in Physical Education, Wellness, and Leisure. After earning the BSE, students will be able to work with students in P-12 and will be eligible for a coaching endorsement.

*\*Completion does not guarantee admission to HSU's program.*

### STEM (SCIENCE, TECHNOLOGY, ENGINEERING, MATH)

This degree program is for students who want to major in a STEM field. This degree will seamlessly transfer to Arkansas Tech University within their Bachelor of Professional Studies program.

### MEDICAL SCIENCES

This degree is specifically designed for those who wish to apply for and transfer to the University of Arkansas-Fort Smith to major in Dental Hygiene, Radiography, or Imaging Sciences.

### PSYCHOLOGY

The Associate of Science in Psychology degree is an articulated 2+2 with Southern Arkansas University (SAU). This degree is for a student who wants to earn a Bachelor of Science in Psychology. The first two years are completed at UAC and the last two years with SAU.

**ASSOCIATE OF ARTS, 60 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)				
	GSTD 0263	Foundations for Writing ___ Reading ___ English ___ Writing		
	GSTD 0413	Foundations for Mathematics ___ Basic ___ Introductory ___ Intermediate		
CORE REQUIREMENTS (42 CREDITS)				
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>		
	SPD1003	Success Strategies (1 <sup>st</sup> Semester) or SPD 1101 College Transitions		
	ENGL1113	Composition I		
	ENGL1123	Composition II		
	PSCI2003	American Government		
	PHED ___	Physical Education		
	SPCH1113	Principles of Speech		
CHOOSE 1				
	MATH1023	College Algebra		
	MATH1113	Quantitative Reasoning		
CHOOSE 1				
	BUS1003	Microcomputer Applications		
	HS1403	Personal and Community Health		
CHOOSE 1				
	FA2003	Fine Arts-Art		
	FA2013	Fine Arts-Music		
CHOOSE 1				
	ENGL2213	World Lit To 1650		
	ENGL2223	World Lit Since 1650		
CHOOSE 1				
	BIOL1014	General Biology		
	BIOL1024	General Botany		
	BIOL1034	Zoology		
CHOOSE 1				
	PHYS2024	Physical Science		
	CHEM1014	Introductory Chemistry		
	PHYS2044	College Physics		
	GEO1004	Geology		
	ASTR1014	Intro To Astronomy		
CHOOSE 1				
	HIST1003	Western Civilizations To 1700		
	HIST1013	Western Civilizations Since 1700		
CHOOSE 1				
	HIST2013	United States History To 1876		
	HIST2023	United States History Since 1876		
DIRECTED ELECTIVES (18 CREDITS)				
CHOOSE 1 COURSE FROM BELOW				
	ECON2003	Macroeconomics	HIST2023	United States History Since 1876
	ECON2103	Microeconomics	HIST1113	Arkansas History
	ENGL2213	World Lit To 1650	PSCI2603	Texas Government
	ENGL 2223	World Lit Since 1650	PSYC2003	General Psychology
	GEOG2003	Introduction To Geography	PSYC2033	Developmental Psychology
	HIST1003	Western Civilizations To 1700	SOC2003	Introduction To Sociology
	HIST1013	Western Civilizations Since 1700	SOC2033	Sociology Of Marriage And Family
	HIST2013	United States History To 1876		
CHOOSE 5 COURSES FROM THE DEPARTMENTS BELOW OR ANY OF THE ELECTIVES ABOVE				
	ART	Art	GEOL	Geology
	ASTR	Astronomy	JOUR	Journalism
	BIOL	Biology	MATH	Mathematics
	CHEM	Chemistry		(Except MATH2013 & MATH2003)
	CRJU1103	Introduction To Criminal Justice	PHIL	Philosophy
	ENGL	English (Except ENGL1133)	PHYS	Physical Science
	FA	Fine Arts	SPAN	Spanish
	FREN	French		

**ASSOCIATE OF ARTS DEGREE FAST TRACK, 60 CREDITS**

Completed	Course #	Course Title (& Options)
<b>SUMMER (JUNE – JULY) 13-15 CREDITS</b>		
	SPD 1101 Or 1003**	College Transitions OR Success Strategies
	ENGL 1113	Composition I
	MATH 1023	College Algebra
	Choose 1	Directed Elective (3 Credits.)*
<b>CHOOSE 1</b>		
	HS 1403	Personal & Community Health
	Bus 1113	Microcomputer Applications
<b>FALL (AUGUST – DECEMBER) 16-19 CREDITS</b>		
	ENGL1123	Composition II
	SPCH 1113	Principles Of Principles of Speech
	BIOL 1--4	Biological Science Requirement
	Choose 1	Directed Elective (3 Credits.)**
<b>CHOOSE 1</b>		
	FA 2003	Introduction To Fine Arts – Art
	FA 2013	Introduction To Fine Arts – Music
<b>CHOOSE 1</b>		
	HIST 2013	United States History To 1876
	HIST 2023	United States History Since 1876
<b>SPRING (JANUARY - MAY) 17 CREDITS</b>		
	PHYS, CHEM, GEOL, ASTR	Physical Science Requirement
	PHED 1--1	Physical Education Requirement
	Choose 1	Directed Elective (3 Credits.)*
	Choose 1	Directed Elective (3 Credits.)*
<b>CHOOSE 1</b>		
	HIST 1003	Western Civilizations To 1700
	HIST 1013	Western Civilizations Since 1700
<b>CHOOSE 1</b>		
	ENGL 2213	World Literature To 1650
	ENGL 2223	World Literature Since 1650
<b>SUMMER (JUNE - JULY) 12 CREDITS</b>		
	PSCI 2003	American Government
	Choose 1	Directed Elective (3 Credits.)*
	Choose 1	Directed Elective (3 Credits.)*
	Social Science Elective	From ECON, HIST, PSYC, SOC, PSCI, GEOG, ENGL. (Other Than Used Above)

\*See listing on AA degree sheet;

\*\*If you take the three hour Success Strategies course, you are not required to take this Directed Elective.

**ASSOCIATE OF GENERAL STUDIES, 60 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing
	GSTD 0413	Foundations for Mathematics _____ Basic _____ Introductory _____ Intermediate
Completed	Course #	Course Title (& Options)
CORE REQUIREMENTS (29 CREDITS)		
	SPD 1003	Success Strategies (First Semester) or SPD 1101 College Transitions
	ENGL 1113	Composition I
	PHED	Physical Education Activity
<b>CHOOSE 1</b>		
	ENGL 1123	Composition II
	ENGL 1133	Technical Writing
<b>CHOOSE 1</b>		
	ENGL 2213	World Literature To 1650
	ENGL 2223	World Literature Since 1650
<b>CHOOSE 1</b>		
	FA 2003	Introduction To Fine Arts-Art
	FA 2013	Introduction To Fine Arts Music
<b>CHOOSE 1</b>		
	MATH 1023	College Algebra
	MATH 2023	Introduction To Statistics
	MATH 1113	Quantitative Reasoning
<b>CHOOSE 1</b>		
	PSCI 2003	American Government
	HIST 2013	United States History To 1876
	HIST 2023	United States History Since 1876
<b>CHOOSE 1</b>		
	ECON 2103	Microeconomics
	ECON 2003	Macroeconomics
	HIST 1003	Western Civilizations To 1700
	HIST 1013	Western Civilizations Since 1700
	HIST 1113	Arkansas History
	PSYC 2003	General Psychology
	SOC 2003	Introduction To Sociology
<b>CHOOSE 1</b>		
	BIOL 1014	General Biology
	BIOL 1024	General Botany
	BIOL 1034	General Zoology
	PHYS 2024	Physical Science
	CHEM 1014	Introductory Chemistry
	PHYS 2044	College Physics
	GEOL 1004	Geology
	ASTR 1014	Introduction To Astronomy
31 CREDIT HOURS OF ELECTIVES (10-11 CLASSES)		
1.		6.
2.		7.
3.		8.
4.		9.
5.		10.
		11.

**ASSOCIATE OF SCIENCE: EDUCATION-K—6TH, 60-62 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing
	GSTD 0413	Foundations for Mathematics _____ Basic _____ Introductory _____ Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
CORE REQUIREMENTS (38 CREDITS)		
	SPD 1003	Success Strategies (First Semester) or SPD 1101 College Transitions
	ENGL 1113	Composition I
	ENGL 1123	Composition II
	SPCH 1113	Principles of Speech
	PSCI 2003	American Government
	BIOL 1014	General Biology
	PHYS 2024	Physical Science
	MATH 1023	College Algebra
CHOOSE 1		
	ENGL 2213	World Lit To 1650
	ENGL 2223	World Lit Since 1650
CHOOSE 1		
	FA 2003	Introduction To Fine Arts-Art
	FA 2013	Introduction To Fine Arts Music
CHOOSE 1		
	HIST 2013	United States History To 1876
	HIST 2023	United States History Since 1876
CHOOSE 1		
	HIST 1003	Western Civilizations 1700
	HIST 1013	Western Civilizations Since 1700
EDUCATION CORE (22 OR 24 CREDITS)		
	EDUC 2003	Introduction To Education
	EDUC 2013	Technology For Teaching
	EDUC 2103	Child Growth and Development
	MATH 2003	Number Systems <i>Fall Only</i>
	MATH 2013	Geometry For Elementary Teachers <i>Spring Only</i>
	HIST 1113	Arkansas History
CHOOSE 1		
	HS 2413	CPR/1st Aid/Health for Educators (Required for the SAU Education Program only!)
	PHED credit	PE credit (Required for the HSU Education Program only!)
CHOOSE 1		
	Soc 2003	Intro to Sociology
	GEOG 2003	Geography
	HIST	Other US History (not used above)

**Students Must Achieve a Cumulative GPA of at Least 2.7**

**NOTE: A student will need to pass the PRAXIS CORE exam to transfer as a Candidate in an Education program at an Arkansas Four-Year University.**

**ASSOCIATE OF SCIENCE: EDUCATION-4TH-8TH GRADE, 60-61 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)			
	GSTD 0263	Foundations for Writing	Reading English Writing
	GSTD 0413	Foundations for Mathematics	Basic Introductory Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>	
CORE REQUIREMENTS (38 CREDITS)			
	SPD 1003	Success Strategies (First Semester) or SPD 1101 College Transitions	
	ENGL 1113	Composition I	
	ENGL 1123	Composition II	
	SPCH 1113	Principles of Speech	
	PSCI 2003	American Government	
	BIOL 1014	General Biology	
	MATH 1023	College Algebra	
CHOOSE 1			
	PHYS 2024	Physical Science	
	CHEM 1014	Introductory Chemistry (required for science specialty area)	
CHOOSE 1			
	ENGL 2213	World Lit To 1650	
	ENGL 2223	World Lit Since 1650	
CHOOSE 1			
	FA 2003	Introduction To Fine Arts-Art	
	FA 2013	Introduction To Fine Arts Music	
CHOOSE 1			
	HIST 2013	United States History To 1876	
	HIST 2023	United States History Since 1876	
CHOOSE 1			
	HIST 1003	Western Civilizations 1700	
	HIST 1013	Western Civilizations Since 1700	
EDUCATION CORE (22-23 CREDITS)			
	EDUC 2003	Introduction To Education Fall Or Spring Only	
	EDUC 2013	Technology For Teaching	
	MATH 2003	Number Systems Fall Only	
	MATH 2013	Geometry For Elementary Teachers Spring Only	
	HIST 1113	Arkansas History	
	PHED credit	PE credit	
<i>This degree requires two specialty areas. Work with your advisor as to your choices.</i>			
<b>CHOOSE A TOTAL OF 6-7 SCH FROM ANY TWO (2) SPECIALTY SUBJECT AREAS BELOW:</b>			
MATH	LANGUAGE ARTS	SCIENCE	SOCIAL STUDIES
(no additional course options at UAC)	Other World Lit	Zoology	Macroeconomics
			Sociology
			Geography

**Students Must Achieve a Cumulative GPA of at Least 2.7**

**NOTE: A student will need to pass the PRAXIS CORE exam to transfer as a Candidate in an Education program at an Arkansas Four-Year University.**



**ASSOCIATE OF SCIENCE: PHYSICAL EDUCATION, WELLNESS, AND LEISURE,  
62 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing
	GSTD 0413	Foundations for Mathematics _____ Basic _____ Introductory _____ Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
CORE REQUIREMENTS (45 CREDITS)		
	SPD 1003	Success Strategies (First Semester) or SPD 1101 College Transitions
	ENGL 1113	Composition I
	ENGL 1123	Composition II
	SPCH 1113	Principles of Speech
	PSCI 2003	American Government
	HIST 1003	Western Civilizations To 1700
	CHEM 1014	Intro to Chemistry
	MATH 1023	College Algebra
	BIOL 1014	General Biology
	MED 1803	Basic Human A&P
	BIOL 2304	Kinesiology
	PSY 2003	General Psychology
CHOOSE 1		
	ENGL 2213	World Lit To 1650
	ENGL 2223	World Lit Since 1650
CHOOSE 1		
	FA 2003	Introduction To Fine Arts-Art
	FA 2013	Introduction To Fine Arts Music
EDUCATION (17 CREDITS)		
	EDUC 2003	Introduction To Education
	EDUC 2013	Technology For Teaching
	EDUC 2103	Child Growth & Development
	HPE 1350	Orientation To PEWL
	HPE 2083	Health and Physical Education Principles
	HPR 2663	Motor Development
	HPE 2XX1	Methods
	HPE 2XX1	Methods

**ASSOCIATE OF SCIENCE: STEM, 60 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)					
GSTD 0263	Foundations for Writing <input type="checkbox"/> Reading <input type="checkbox"/> English <input type="checkbox"/> Writing				
GSTD 0413	Foundations for Mathematics <input type="checkbox"/> Basic <input type="checkbox"/> Introductory <input type="checkbox"/> Intermediate				
CORE REQUIREMENTS (38 CREDITS)					
Course #					
SPD1003	Success Strategies (1 <sup>st</sup> Semester) or SPD 1101 College Transitions				
ENGL1113	Composition I				
ENGL1123	Composition II				
SPCH1113	Principles of Speech				
MATH1023	College Algebra				
PSCI2003	American Government				
BIOL1014	General Biology				
CHOOSE 1					
PHYS2024	Physical Science				
CHEM 1014	Intro to Chemistry				
CHOOSE 1					
ENGL2213	World Lit To 1650				
ENGL2223	World Lit Since 1650				
CHOOSE 1					
FA2003	Fine Arts-Art				
FA2013	Fine Arts-Music				
CHOOSE 2					
GEOG2003	Introduction To Geography	ECON2103	Microeconomics		
HIST1003	Western Civilizations To 1700	PSCI2603	Texas Government		
HIST1013	Western Civilizations Since 1700	PSYC2003	General Psychology		
HIST2013	United States History To 1876	PSYC2033	Developmental Psychology		
HIST2023	United States History Since 1876	SOC2003	Introduction To Sociology		
HIST1113	Arkansas History	SOC2033	Sociology Of Marriage And Family		
ECON2003	Macroeconomics				
DIRECTED ELECTIVES AND SPECIALTY AREAS (22 CREDITS)					
<i>Work With Your Advisor To Choose Appropriate Electives For Your Career Option (Choose 5-7 Courses To Total At Least 22 Credits—cannot count sciences used above)</i>					
Life Sciences		Physical Sciences		Mathematics	
BIOL1014	General Biology	PHYS2024	Physical Science	MATH2023	Intro To Statistics
BIOL1024	General Botany	CHEM1014	Intro. To Chem.	MATH2043	Trig. & Analyt. Geom.
BIOL1034	Zoology	CHEM1024	Univ. Chemistry I	MATH2053	Survey Of Calculus
BIOL2003	Diet And Nutrition	CHEM1424	Univ. Chemistry II	MATH2054	Calculus I
BIOL 2014	Environmental Science	PHYS2044	College Physics	MATH2154	Calculus II
BIOL 2094	Microbiology	GEOL1004	Geology		
BIOL 2304	Kinesiology	ASTR1014	Intro To Astronomy		

**ASSOCIATE OF SCIENCE: MEDICAL SCIENCES, 61-62 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)			
GSTD 0263	Foundations for Writing	___ Reading ___ English ___ Writing	
GSTD 0413	Foundations for Mathematics	___ Basic ___ Introductory ___ Intermediate	
CORE REQUIREMENTS (38-41 CREDITS)			
<b>Course #</b>			
SPD1003	Success Strategies (1 <sup>st</sup> Semester) or SPD 1101 College Transitions		
ENGL1113	Composition I		
ENGL1123	Composition II		
SPCH1113	Principles of Speech		
MATH1023	College Algebra		
PSCI2003	American Government		
BIOL2064	Anatomy and Physiology I		
CHEM1014	Intro to Chemistry		
CHOOSE 1			
ENGL2213	World Lit To 1650		
ENGL2223	World Lit Since 1650		
CHOOSE 1			
FA2003	Fine Arts-Art		
FA2013	Fine Arts-Music		
DENTAL HYGIENE MAJORS (9 SCH)		RADIOGRAPHY/IMAGING SCIENCES MAJORS (6 SCH)	
PSYC2033	Developmental Psychology	<i>Choose 1 from each category below</i>	
SOC2003	Introduction To Sociology	SOC2003	Introduction To Sociology
		PSYC2003	General Psychology
PSYC2003	General Psychology	HIST2013	United States History To 1876
		HIST2023	United States History Since 1876
MAJOR REQUIREMENTS (21-23CREDITS)			
BIOL2074	Anatomy and Physiology II		
BIOL2094	Microbiology		
MATH2023	Intro to Statistics		
BUS1003	Microcomputer Applications		
DENTAL HYGIENE MAJORS		RADIOGRAPHY/IMAGING SCIENCES MAJORS	
MAS 1803	Basic A&P	MAS 1803	Basic A&P
SPAN1014	Elementary Spanish I	MED1453	Medical Terminology
		MAS 1603	Basic Radiology

**ASSOCIATE OF SCIENCE: PSYCHOLOGY, 60 CREDITS**

<b>DEVELOPMENTAL COURSES (IF APPLICABLE)</b>					
	GSTD 0263	Foundations for Writing      ___ Reading ___ English ___ Writing			
	GSTD 0413	Foundations for Mathematics      ___ Basic ___ Introductory ___ Intermediate			
<b>CORE REQUIREMENTS (35 CREDITS)</b>					
	<b>Course #</b>				
	SPD1003	Success Strategies (1 <sup>st</sup> Semester) or SPD 1101 College Transitions			
	ENGL1113	Composition I			
	ENGL1123	Composition II			
	SPCH1113	Principles of Speech			
	MATH1023	College Algebra			
	PSCI2003	American Government			
	BIOL1014	Intro to Biology			
<b>CHOOSE 1</b>					
	HIST2013	US History to 1876			
	HIST2023	US History from 1876			
<b>CHOOSE 1</b>					
	ENGL2213	World Lit To 1650			
	ENGL2223	World Lit Since 1650			
<b>CHOOSE 1</b>					
	PHYS2024	Physical Science			
	CHEM1014	Intro to Chemistry			
<b>CHOOSE 1</b>					
	FA2003	Fine Arts-Art			
	FA2013	Fine Arts-Music			
	PHIL2003	Philosophy			
<b>DIRECTED ELECTIVES AND SPECIALTY AREA COURSES (25 CREDITS)</b>					
PSYC2033	Developmental Psychology	SOC2003	Intro to Sociology	BUS 1003	MicroComputer Apps
PSYC2303	Abnormal Psychology	PSYC 2003	General Psychology	HIST1003/1013	Western Civ to/from 1700
		HS1403	Personal/Community Health	BIOL1024/1034/2064/2304/2094	Choose 1



**Skilled and Technical  
Sciences**

## DIVISION OF SKILLED AND TECHNICAL SCIENCES

Steve McJunkins, Division Chair..... smcjunkins@cccua.edu

This Division provides certificates and an Associate of Applied Science degree designed to prepare students for the workforce immediately upon successfully completing the program at the College. The following is the list of the certificates and degrees provided:

### CERTIFICATES OF PROFICIENCY (18 AREAS)

*NOTE: Certificates of Proficiency are NOT eligible for Title IV/Pell grants.*

#### **AUTOMOTIVE SERVICE TECHNOLOGY**

- Brakes, Suspension, & Steering
- Electrical/Electronic Systems
- Engine Performance
- Engine Repair & Climate Control

#### **COLLISION REPAIR TECHNOLOGY**

- Painting and Refinishing
- Basic Metal Repair
- Repair of Plastics, Mechanical, & Electrical Components

#### **INDUSTRIAL TECHNOLOGY**

- Mechanical Devices
- Fluid Power (Hydraulics & Pneumatics)
- Industrial Motor Controls
- Programmable Logic Controls

#### **PIPE WELDING**

- GTAW TIG Pipe
- SMAW Pipe
- SMAW Stainless Steel
- GMAW MIG Pipe

#### **RADIO BROADCASTING**

- Radio Broadcasting

#### **WELDING**

- SMAW
- GMAW (MIG)
- GTAW (TIG)

## TECHNICAL CERTIFICATES (8 MAJORS)

- **AUTOMOTIVE SERVICE TECHNOLOGY**
- **COLLISION REPAIR TECHNOLOGY**
- **COSMETOLOGY**
- **INDUSTRIAL TECHNOLOGY**
- **INDUSTRIAL ELECTRICITY**
- **PIPE WELDING**
- **RADIO BROADCASTING**
- **WELDING TECHNOLOGY**

## ASSOCIATE OF APPLIED SCIENCE

### GENERAL TECHNOLOGY (60-72 CREDITS)

The Associate of Applied Science Degree in General Technology (A.G.T.) is designed for students who seek occupational, technical, and vocational skills primarily for employment or advancement. The AGT enables a student to work with an advisor to design an individualized program of study to fulfill a unique career goal which is accomplished by completing the General Academic Core (15 SCH), Technical Core (45-57 SCH): Major (25-57 SCH) and the Support Option (15-32 SCH). This program will help the student develop a coherent degree plan, providing quality training in multiple technology fields and in support courses contributing directly to the career objective.

## AUTOMOTIVE SERVICE TECHNOLOGY

### TECHNICAL CERTIFICATE (35 CREDITS)

The Automotive Technology is ASE (Automotive Service Excellence) certified through NATEF. The 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. The students are encouraged to complete the AAS degree in General Technology.

~~Students must complete Essential English, College Reading, and Essential Math courses with a "C" or higher or show scores on ASSET, COMPASS, or ACT indicating proficiency in these areas.~~

### CERTIFICATES OF PROFICIENCY

#### ***BRAKES, SUSPENSION, & STEERING (7 CREDITS)***

This certificate is designed to prepare the student to enter the workforce, proficient in these skills, trained by NATEF standards under ASE certification.

#### ***ELECTRICAL/ELECTRONIC SYSTEMS (7 CREDITS)***

This certificate is designed to prepare the student to enter the workforce, proficient in these skills, trained by NATEF standards under ASE certification.

#### ***ENGINE PERFORMANCE (7 CREDITS)***

This certificate is designed to prepare the student to enter the workforce, proficient in these skills, trained by NATEF standards under ASE certification.

#### ***ENGINE REPAIR & CLIMATE CONTROL (7 CREDITS)***

This certificate is designed to prepare the student to enter the workforce, proficient in these skills, trained by NATEF standards under ASE certification.

## COLLISION REPAIR TECHNOLOGY

### TECHNICAL CERTIFICATE (36 CREDITS)

The Collision Repair Department is ASE (Automotive Service Excellence) certified through NATEF. The program sets forth the basic principles of automotive collision repair on frame/body and uni-body designs. The automobile-body professional repairs damaged car bodies and body parts according to repair manuals. This course trains students in estimating, metalworking, sanding, painting, aligning frames, and installing glass. Training also includes procedures to remove upholstery, accessories, electrical and mechanical window-and-seat operating equipment and trim, to gain access to vehicle body and fenders

~~Students must complete Essential English, College Reading, and Essential Math courses with a "C" or higher or show scores on ASSET, COMPASS, or ACT indicating proficiency in these areas.~~

### CERTIFICATES OF PROFICIENCY

#### ***BASIC METAL REPAIR (8 CREDITS)***

Students are trained by NATEF standards under ASE certification to perform structural repair, proficient, in these skilled areas.

#### ***PAINTING AND REFINISHING (12 CREDITS)***

Students are trained by NATEF standards under ASE certification to perform painting and refinishing, proficient, in these skilled areas.

#### ***REPAIR OF PLASTICS, MECHANICAL, & ELECTRICAL COMPONENTS (12 CREDITS)***

Students are trained by NATEF standards under ASE certification to perform repair of plastics, mechanical, and electrical components, proficient, in these skilled areas.

## COSMETOLOGY

### TECHNICAL CERTIFICATE (40 CREDITS)

The Cosmetology course is designed to provide students with the theoretical and practical instruction required as a prerequisite to qualify for licensure examination by the Arkansas State Board of Cosmetology. The primary purpose of the course is to train the student in the basic manipulative skills, safety judgments, 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 department (50 clock hours). 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. There are no prerequisites for the program; however, students must score at least 54 on Compass Reading or equivalent to be admitted. 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 of Cosmetology B, C, 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:

Needed clock hours:	Register for:	Approximate cost:
50 or less		\$5 per clock hour
125-50	Cosmetology D	\$400 Cosmo fee + regular tuition and fees for 4 credit hours
126-250	Cosmetology C and D	\$800 Cosmo fee + regular tuition and fees for 8 credit hours
251-375	Cosmetology B, C, and D	\$1200 Cosmo fee + regular tuition and fees for 12 credit hours
375-500	Cosmetology Fall or Spring	\$1600 Cosmo fee + regular tuition and fees for 16 credit hours

## INDUSTRIAL TECHNOLOGY

### TECHNICAL CERTIFICATE

#### ***Industrial Technology-Mechanical (39-40 CREDITS)***

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. Students will 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 Logic Controls, HVAC, and Welding will lead to the Industrial Technology credential and all hours will apply toward the AAS Degree in General Technology. Welding Technology, currently offered at UA Cossatot, will support this program with four of the courses being offered: Weld 2344 SMAW I, WELD 2354 SMAW II, WELD 2367 GMAW (MIG), WELD 2377 GTAW (TIG).

#### ***Industrial Technical-Electrical (29 Credits)***

### CERTIFICATES OF PROFICIENCY

#### ***MECHANICAL DEVICES (21 CREDITS)***

A Certificate of Proficiency in Mechanical Devices will provide a student with both the skills needed in this 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.

#### ***FLUID POWER (HYDRAULICS&PNEUMATICS) (17 CREDITS)***

A Certificate of Proficiency in Fluid Power will provide a student with both the skills needed in this 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.

#### ***INDUSTRIAL MOTOR CONTROLS (21 CREDITS)***

A certificate in Industrial Motor Controls will provide a student with both the skills needed in this 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.

#### ***PROGRAMMABLE LOGIC CONTROLS (25 CREDITS)***

A Certificate of Proficiency in Programmable Logic Controls will provide a student with both the skills needed in this 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.

## PIPE WELDING

### TECHNICAL CERTIFICATE (36 CREDITS)

This is an advanced welding program designed to prepare the graduates for employment in pipe welding related jobs and/or higher paying jobs in general welding positions. NCCER curriculum, adopted curriculum for all state (Arkansas) supported programs, has been prepared in cooperation with AWS standards and supports learning objectives from the AWS Advanced & Expert Welder Programs. \*Please note: Fees for this program are set at \$100 per credit hour (this is in addition to the regular fees and tuition).

### CERTIFICATES OF PROFICIENCY

#### ***GTAW (8 CREDITS)***

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 certificate program.

**SMAW (8 CREDITS)**

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 (8 CREDITS)**

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/FCAW (8 CREDITS)**

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.

**RADIO BROADCASTING**

**TECHNICAL CERTIFICATE (25 CREDITS)**

The Radio Broadcasting Technical Certificate is designed to provide students with specialized training in the application of basic principles, operation, and use of radio peripheral devices and operating systems, as well as camera operation and video production. Students will also gain on-air experience, preparing them for entrance into a broadcasting career. ~~Students must complete Essential Math courses with a “C” or higher or show scores on ASSET, COMPASS, or ACT indicating proficiency in these areas.~~

**CERTIFICATE OF PROFICIENCY (14 CREDITS)**

This certificate is designed to provide students with on-air experience in a working radio station learning the basic principles, operation, and use of radio devices and operating systems. This experience will prepare the student for entrance into a broadcasting career.

**WELDING TECHNOLOGY**

**TECHNICAL CERTIFICATE (26 CREDITS)**

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

~~Students must complete Essential English, College Reading, and Essential Math courses with a “C” or higher or show scores on ASSET, COMPASS, or ACT indicating proficiency in these areas.~~

**CERTIFICATES OF PROFICIENCY**

**SMAW WELDING (8 CREDITS)**

In this course, students will learn 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. This course covers the National Center for Construction Education and Research (NCCER) curriculum for Welding Level One

**GMAW (MIG) WELDING (7 CREDITS)**

This course includes an in-depth study of the gas metal arc welding process (GMAW). The student 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 National Center for Construction Education and Research (NCCER) guidelines.

***GTAW (TIG) WELDING (7 CREDITS)***

In this course, students will use Gas Tungsten Arc Welding (GTAW) 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 National Center for Construction Education and Research (NCCER) Welding Level Two certification.

**ASSOCIATE OF APPLIED SCIENCE – GENERAL TECHNOLOGY, 60-72 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
GSTD 0243	Essential English	
GSTD 0383	Pre-Algebra	
CORE REQUIREMENTS (15 HOURS)		
SPD 1003	Success Strategies or SPD 1101 College Transitions	
ENGL 1113	Composition I	
MATH 1003	Technical Math (or higher)	
BUS 1003	Microcomputer Applications	
CHOOSE 1	Social Science Elective	
TECHNICAL CORE (45-57 HOURS)		
<i>Major (25-57 Hours In <b>ONE</b> Field Below) Technical Support (15-32 Hours In Any Other Combination Of The Below Fields)</i>		
AGRICULTURE (AGRI, AS, FOR)	COLLISION REPAIR (COL)	PRACTICAL NURSING (LPN)
AUTOMOTIVE TECHNOLOGY (AST)	PRE-HEALTH PROFESSIONS (MAS, BIOL, MED, EMS)	RADIO BROADCASTING (SUPPORT ONLY) (RB)
PIPE WELDING (PIPE)	WELDING (WELD)	BUSINESS (SUPPORT ONLY) (BUS, MNG, <del>MKT</del> , ACCT, ECON)
INDUSTRIAL TECHNOLOGY AND ELECTRICITY (MAIN, <del>HVAE</del> , WELD)	COSMETOLOGY (COS)	MEDICAL ASSISTING (MAS, MED)

## TECHNICAL CERTIFICATE: AUTOMOTIVE SERVICE TECHNOLOGY, 35 CREDITS

Students must pass the ACT, Asset, or Compass test with the following scores or else they must take and pass Foundations for Writing or Foundations for Math in order to graduate with a Technical Certificate from UA-Cossatot. If the student has passed Composition I or College Algebra, they are exempt from passing the placement tests.

SUBJECT	ACT (AT)	ASSET (A)	COMPASS (COMP)
Writing for TC	45	37	43
Reading for TC	40	43	33
Pre-alg for TC	44	43	44

Completed	Course #	Course Title (& Options)
<b>GENERAL EDUCATION CORE (3 CREDITS)</b>		
	SPD 1003	Success Strategies (First Semester)
<b>Specialty Education CORE (32 credits)</b>		
	AST 1104	Engine Repair
	AST 1203	Automot. Electr./Electron Sys. I
	AST 1003	Automotive Brake Systems
	AST 1103	Automotive Climate Control
	AST 1704	Steering And Suspension
	AST 2204	Automot. Electr./Electron Sys. II
	AST 2203	Engine Performance I
	AST 2304	Engine Performance II
	AST 2504	Manual Transmissions/Drive Line

## CERTIFICATES OF PROFICIENCY: AUTOMOTIVE SERVICE TECHNOLOGY

Completed	Course #	Course Title (& Options)
<b>BRAKES, SUSPENSION, AND STEERING (7 CREDITS)</b>		
	AST 1003	Automotive Brake Systems
	AST 1704	Steering And Suspension
<b>ELECTRICAL/ELECTRONIC SYSTEMS (7 CREDITS)</b>		
	AST 1203	Automotive Electrical Systems I
	AST 2204	Automotive Electrical Systems II
<b>ENGINE PERFORMANCE (7 CREDITS)</b>		
	AST 2203	Engine Performance I
	AST 2304	Engine Performance II
<b>ENGINE REPAIR &amp; CLIMATE CONTROL (7 CREDITS)</b>		
	AST 1104	Engine Repair
	AST 1103	Automotive Climate Control

### TECHNICAL CERTIFICATE: COLLISION REPAIR, 38 CREDITS

Students must pass the ACT, Asset, or Compass test with the following scores or else they must take and pass Foundations for Writing or Foundations for Math in order to graduate with a Technical Certificate from UA Cossatot. If the student has passed Composition I or College Algebra, they are exempt from passing the placement tests.

SUBJECT	ACT (AT)	ASSET (A)	COMPASS (COMP)
Writing for TC	45	37	43
Reading for TC	40	43	83
Pre-alg for TC	44	43	44

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing _____
	GSTD 0443	Foundations for Mathematics _____ Basic _____ Introductory _____ Intermediate _____
Completed	Course #	Course Title (& Options)
CORE REQUIREMENTS (3 CREDITS)		
Students Must Complete College Reading, Essential English, And Essential Math Courses With A "C" Or Higher Or Show Scores On ASSET, COMPASS, Or ACT Indicating Proficiency In These Areas:		
	SPD 1003	Success Strategies (First Semester)
SPECIALTY CORE (35 CREDITS)		
	COL 1102	Technical Welding
	COL 1202	Basic Metal Repair I
	COL 1302	Basic Metal Repair II
	COL 1402	Basic Metal Repair III
	COL 1204	Body And Frame Alignment
	COL 1504	Painting And Refinishing I
	COL 1704	Painting And Refinishing II
	COL 1804	Painting And Refinishing III
	COL 1603	Repair Of Plastics And Adhesives
	COL 1608	Repair Mech. & Elect. Components

### CERTIFICATE OF PROFICIENCY: PAINTING AND REFINISHING, 12 CREDITS

Completed	Course #	Course Title (& Options)
SPECIALTY CORE		
	COL 1504	Painting & Refinishing I
	COL 1704	Painting & Refinishing II
	COL 1804	Painting & Refinishing III

### CERTIFICATE OF PROFICIENCY: BASIC METAL REPAIR, 8 CREDITS

Completed	Course #	Course Title (& Options)
SPECIALTY CORE		
	COL 1102	Technical Welding
	COL 1202	Basic Metal Repair I
	COL 1302	Basic Metal Repair II
	COL 1402	Basic Metal Repair III

### CERTIFICATE OF PROFICIENCY: REPAIR OF PLASTICS, MECHANICAL, & ELECTRICAL COMPONENTS (11 CREDITS)

Completed	Course #	Course Title (& Options)
SPECIALTY CORE		
	COL 1603	Repair of Plastics & Adhesives
	COL 1608	Repair of Mechanical & Electrical Components

**TECHNICAL CERTIFICATE: COSMETOLOGY, 40 CREDITS**

Completed	Course #	Course Title (& Options)
		TECHNICAL CORE (40 CREDITS)
	COS 1116	Cosmetology (Spring)
	COS 1216	Cosmetology (Fall)
	COS 2008	Cosmetology (Summer)

Commented [SM1]: Cosmetology needs to be easy to find.

### TECHNICAL CERTIFICATE: INDUSTRIAL TECHNOLOGY, 39-40 CREDITS

Students must pass the ACT, Asset, or Compass test with the following scores or else they must take and pass Essential English or Pre-Algebra in order to graduate with a Technical Certificate from UA-Cossatot. If the student has passed Composition I or College Algebra, they are exempt from passing the placement tests.

DEVELOPMENTAL COURSES (IF APPLICABLE)	
GSTD 0243	Essential English
GSTD 0383	Pre-Algebra
DEVELOPMENTAL COURSES (IF APPLICABLE)	
GSTD 0243	Essential English
GSTD 0383	Pre-Algebra
DEVELOPMENTAL COURSES (IF APPLICABLE)	
GSTD 0243	Essential English

SUBJECT	ACT (AT)	ASSET (A)	COMPASS (COMP)
Writing for TC	45	37	43
Reading for TC	40	43	83
Pre-alg for TC	45	43	44

Completed	Course #	Course Title (& Options)
CORE REQUIREMENTS (12 CREDITS)		
	MATH 1003	Technical Math or Higher
	BUS 1003	Microcomputer Applications
	ENGL1113	Composition I
	SPD 1003	Success Strategies
TECHNICAL CORE (27-28 CREDITS)		
	MAIN 1204	Industrial Fundamentals
	MAIN 1004	Mechanical Devices I
	MAIN 2004	Mechanical Devices II
	MAIN 1104	Hydraulics/Pneumatics
	MAIN 1504	Basic Electricity
	Choose 7-8 Credits from below	
	MAIN 2204	Mechanical Devices III
	WELD 2344	SMAW I
	WELD 2354	SMAW II
	WELD 2367	GMAW (MIG)
	WELD 2377	GTAW (TIG)

### TECHNICAL CERTIFICATE: INDUSTRIAL ELECTRICITY, 32-36 CREDITS

Students must pass the ACT, Asset, or Compass test with the following scores or else they must take and pass Foundations for Writing or Foundations for Math in order to graduate with a Technical Certificate from UA-Cossatot. If the student has passed Composition I or College Algebra, they are exempt from passing the placement tests.

SUBJECT	ACT (AT)	ASSET (A)	COMPASS (COMP)
Writing for TC	45	37	43
Reading for TC	40	43	83
Pre-alg for TC	44	43	44

Completed	Course #	Course Title (& Options)
<b>CORE REQUIREMENTS (12 CREDITS)</b>		
	MATH 1003	Technical Math
	BUS 1003	Microcomputer Applications
	ENGL 1113	Composition I
	SPD 1003	Success Strategies
<b>TECHNICAL CORE (20-24 CREDITS)</b>		
	MAIN 1204	Industrial Fundamentals
	MAIN 1504	Basic Electricity
	MAIN 1404	Industrial Motor Controls
	MAIN 1304	Basic Programmable Controls
	MAIN 2404	Industrial Wiring with National Electrical Code (NEC)
		The course below is highly advanced and is optional
	MAIN 2604	Advanced Programmable Controls

### CERTIFICATE OF PROFICIENCY: MECHANICAL DEVICES, 21 CREDITS

Completed	Course #	Course Title (& Options)
	SPD 1003	Success Strategies
	MATH 1003	Technical Math
	BUS 1003	Microcomputer Applications
	MAIN 1204	Industrial Fundamentals
		Choose two of the following
	MAIN 1004	Mechanical Devices I
	MAIN 2004	Mechanical Devices II
	MAIN 2204	Mechanical Devices III

### CERTIFICATE OF PROFICIENCY: FLUID POWER (HYDRAULICS/PNEUMATICS), 17 CREDITS

Completed	Course #	Course Title (& Options)
	SPD 1003	Success Strategies
	MATH 1003	Technical Math
	BUS 1003	Microcomputer Applications
	MAIN 1204	Industrial Fundamentals
	MAIN 1104	Hydraulics/Pneumatics

### CERTIFICATE OF PROFICIENCY: INDUSTRIAL MOTOR CONTROLS, 21 CREDITS

Completed	Course #	Course Title (& Options)
	SPD 1003	Success Strategies
	MATH 1003	Technical Math
	BUS 1003	Microcomputer Applications
	MAIN 1204	Industrial Fundamentals
	MAIN 1504	Basic Electricity
	MAIN 1404	Industrial Motor Controls



**CERTIFICATE OF PROFICIENCY: PROGRAMMABLE LOGIC CONTROLS, 25 CREDITS**

Completed	Course #	Course Title (& Options)
	SPD 1003	Success Strategies
	MATH 1003	Technical Math
	BUS 1003	Microcomputer Applications
	MAIN 1204	Industrial Fundamentals
	MAIN 1504	Basic Electricity
	MAIN 1404	Industrial Motor Controls
	MAIN 1304	Basic Programmable Logic Controls

### TECHNICAL CERTIFICATE: PIPE WELDING, 35 CREDITS

Students must pass the ACT, Assot, or Compass test with the following scores or else they must take and pass Foundations for Writing or Foundations for Math in order to graduate with a Technical Certificate from UA Coosawatot. If the student has passed Composition I or College Algebra, they are exempt from passing the placement tests.

SUBJECT	ACT (AT)	ASSET (A)	COMPASS (COMP)
Writing for TC	45	37	49
Reading for TC	49	43	63
Pre-alg for TC	44	43	44

DEVELOPMENTAL COURSES (IF APPLICABLE)	
	GSTD 0263 Foundations for writing
	GSTD 0413 Foundations for mathematics
Completed	Course # Course Title (& Options)
CORE REQUIREMENTS (3 CREDITS)	
	SPD 1003 Success Strategies (First Semester)
TECHNICAL CORE (32 CREDITS)	
	PIPE 2108 Pipe Welding (SMAW)
	PIPE 2304 Pipe Welding (GTAW-Carbon Steel Pipe)
	PIPE 2404 Pipe Welding (GTAW-Low Alloy and Stainless Steel)
	PIPE 2104 Pipe Welding (GMAW)
	PIPE 2204 Pipe Welding (FCAW)
	PIPE 2208 Pipe Welding (SMAW-Stainless Steel)

### CERTIFICATE OF PROFICIENCY: PIPE WELDING (GTAW), 8 CREDITS

Completed	Course #	Course Title (& Options)
TECHNICAL CORE REQUIREMENTS		
	PIPE 2304	Pipe Welding (GTAW – Carbon Steel)
	PIPE 2404	Pipe Welding (GTAW-Low Alloy and Stainless Steel)

### CERTIFICATE OF PROFICIENCY: PIPE WELDING (SMAW), 8 CREDITS

Completed	Course #	Course Title (& Options)
TECHNICAL CORE REQUIREMENTS		
	PIPE 2108	Pipe Welding (SMAW)

### CERTIFICATE OF PROFICIENCY: PIPE WELDING (SMAW-STAINLESS STEEL), 8 CREDITS

Completed	Course #	Course Title (& Options)
TECHNICAL CORE REQUIREMENTS		
	PIPE 2208	Pipe Welding (SMAW-Stainless Steel)

### CERTIFICATE OF PROFICIENCY: PIPE WELDING (GMAW/FCAW), 8 CREDITS

Completed	Course #	Course Title (& Options)
TECHNICAL CORE REQUIREMENTS		
	PIPE 2104	Pipe Welding (GMAW)
	PIPE 2204	Pipe Welding (FCAW)

### TECHNICAL CERTIFICATE: RADIO BROADCASTING, 25 CREDITS

Students must pass the ACT, Asset, or Compass test with the following scores or else they must take and pass Foundations for Writing or Foundations for Math in order to graduate with a Technical Certificate from UA Coscatot. If the student has passed Composition I or College Algebra, they are exempt from passing the placement tests.

SUBJECT	ACT (AT)	ASSET (A)	COMPASS (COMP)
Writing for TC	46	37	43
Reading for TC	46	43	83
Pre-alg for TC	44	43	44

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0243	Essential English <input type="checkbox"/> Reading <input type="checkbox"/> English <input type="checkbox"/> Writing
	GSTD 0443	Foundations for Mathematics <input type="checkbox"/> Basic <input type="checkbox"/> Introductory <input type="checkbox"/> Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
CORE REQUIREMENTS (9 CREDITS)		
	SPD 1003	Success Strategies (First Semester)
	ENGL 1113	Composition I
	SPCH 1113	Principles of Speech
SPECIALTY CORE (16 CREDITS)		
	RB 1004	Radio Broadcasting I
	RB 1204	Radio Broadcasting II
	RB 1404	Radio Broadcasting III
	*RB 1502	Radio Broadcasting IV
	*RB 1602	Radio Broadcasting V

### CERTIFICATE OF PROFICIENCY: RADIO BROADCASTING, 14 CREDITS

Completed	Course #	Course Title (& Options)
SPECIALTY CORE (12 CREDITS)		
	RB 1004	Radio Broadcasting I (First semester)
	RB 1204	Radio Broadcasting II (First semester)
	RB 1404	Radio Broadcasting III (Second semester)
CHOOSE 1		
	*RB 1502	Radio Broadcasting IV (Second semester)
	*RB 1602	Radio Broadcasting V (Second semester)

\*Both courses required for the Technical Certificate but have been divided to fit the timeframe of the secondary program

**TECHNICAL CERTIFICATE: WELDING, 26 CREDITS**

~~Students must pass the ACT, Asset, or Compass test with the following scores or else they must take and pass Foundations for Writing or Foundations for Math in order to graduate with a Technical Certificate from UA Cossatot. If the student has passed Composition I or College Algebra, they are exempt from passing the placement tests.~~

SUBJECT	ACT (AT)	ASSET (A)	COMPASS (COMP)
Writing for TC	45	37	43
Reading for TC	40	43	33
Pre-alg for TC	44	43	44

Completed	Course #	Course Title (& Options)
	WELD 2344	SMAW I (S&F)
	WELD 2354	SMAW II (S&F)
	WELD 2367	GMAW (MIG) (S&F)
	WELD 2377	GTAW (TIG) (S&F)
	WELD 1344	Intro. to Layout & Fabrication (S&F)

**CERTIFICATE OF PROFICIENCY: SMAW WELDING, 8 CREDITS**

Completed	Course #	Course Title (& Options)
		SPECIALTY CORE REQUIREMENTS
	WELD 2344	-SMAW I (S&F)
	WELD 2354	SMAW II (S&F)

**CERTIFICATE OF PROFICIENCY: GMAW (MIG) WELDING, 7 CREDITS**

Completed	Course #	Course Title (& Options)
		SPECIALTY CORE REQUIREMENTS
	WELD 2367	GMAW (MIG) (S&F)

**CERTIFICATE OF PROFICIENCY: GTAW (TIG) WELDING, 7 CREDITS**

Completed	Course #	Course Title (& Options)
		SPECIALTY CORE REQUIREMENTS
	WELD 2377	GTAW (TIG) (S&F)



## Professional Studies

## DIVISION OF PROFESSIONAL STUDIES

Barbara Lacefield, Chair.....blacefield@cccua.edu

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.

Foundations for Writing or appropriate placement scores are required prior to enrolling in any Business or Agriculture course.

### Certificate of Proficiency

Child Development

### Technical Certificates (3 majors)

Agriculture  
Computerized Accounting  
Secretarial/Word Processing

### Associate of Science Degrees

Agriculture  
Aviation  
Business  
Criminal Justice

### Associate of Applied Science Degrees

Business Management  
Accounting  
Administrative Assistant

## CERTIFICATE OF PROFICIENCY

### CHILD DEVELOPMENT (12 CREDITS)

Child Development is a 120 – contact hour program designed to meet the formal education requirements established by the Council for Early Childhood Professional Recognition, leading toward the Child Development Associate (CDA) credential. 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. A student may choose to pursue CDA credentialing through the Council following completion of the 12 SCH of 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. This certificate is based on the educational requirements preparatory to the CDA (Child

Development Associate) program governed by the Council for Early Childhood Professional Recognition.

## TECHNICAL CERTIFICATES

### AGRICULTURE (27 CREDITS)

This program prepares students for entry level work in the field of agriculture with emphasis placed on owning and operating your own farm/ranch operation. Courses completed in this program will fit seamlessly into the General Technology AAS Degree Plan.

### COMPUTERIZED ACCOUNTING (27 CREDITS)

This certificate provides students with entry-level bookkeeping skills. Individuals completing the certificate will have a working knowledge of the elementary accounting cycle and how to keep a set of books using a computer. Graduates are ready for immediate employment in automated bookkeeping after one year of study.

### SECRETARIAL-WORD PROCESSING (24 CREDITS)

Program graduates will be able to perform general office duties and word processing. They will be ready for immediate employment after one year of study.

## ASSOCIATES OF SCIENCE

### AGRICULTURE (60 CREDITS)

This degree is designed for students wishing to pursue a 4-year degree. Majors available include Agri-Business, Agri-Education, and Agriculture Science.

### AVIATION (60 CREDITS)

This program will offer the first two years of general education and aviation coursework for a degree in professional piloting. It is designed to be transferrable to HSU in a 2 + 2 articulation to earn a BS Professional Pilot degree. AS aviation gives future professional pilots a head start in their academic careers. General education courses are blended with program specific aviation courses to allow students an introduction into their fields in the first two years. After earning the BS Profession Pilot degree, students will be able to work in the professional aviation field as private, corporate, or commercial airline pilots.

### BUSINESS (65 CREDITS) \*

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.

### CRIMINAL JUSTICE (60 CREDITS)

This program will offer first two year of general education and criminal justice coursework for a degree in Criminal Justice. This degree is designed for seamless transfer to SAU in a 2 + 2 articulation to earn a BS Criminal Justice degree. After earning a BS Criminal Justice degree students are prepared for entry-level positions in a variety of careers within the Criminal Justice field.

### **ASSOCIATES OF APPLIED SCIENCE**

The Associate of Applied Science Degree (A.A.S.) is designed for students who seek occupational, technical, and vocational skills primarily for employment or advancement.

*\* 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).*

**CERTIFICATE OF PROFICIENCY: CHILD DEVELOPMENT, 12 CREDITS**

Completed	Course #	Course Title (& Options)
	EDUC 2103	Child Growth & Development
	ECTC 1003	Foundations of Early Childhood Education
	ECTC 2703	Preschool Curriculum
	ECTC 2603	Practicum I



**ASSOCIATE OF SCIENCE: AGRICULTURE  
MAJORS: AGRICULTURE BUSINESS, AGRICULTURE EDUCATION, AGRICULTURE  
SCIENCE, 60 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing <span style="float:right">Reading _____ English _____ Writing _____</span>
	GSTD 0413	Foundations for Mathematics <span style="float:right">Basic _____ Introductory _____ Intermediate _____</span>
Completed	Course #	Course Title (& Options)
<b>GENERAL EDUCATION CORE REQUIREMENTS (29 CREDITS)</b>		
	SPD 1003	Success Strategies
	ENGL 1113	Composition I
	ENGL 1123	Composition II
	SPCH 1113	Principles of Speech
	MATH 1023	College Algebra
	PSCI 2003	American Government
	CHEM 1024	University Chemistry I
	BIOL 1014	Biology
<i>Choose 1</i>		
	ENGL 2213	World Lit to 1650
	ENGL 2223	World Lit Since 1650
<b>AGRICULTURE CORE REQUIREMENTS (22 CREDITS)</b>		
	AGRI 1604	Soil Science
	AS 1004	Animal Science
	AGRI 1114	Horticulture
	FOR1103	Forestry
	AGRI 1504	Animal Nutrition
	AGRI 2073	Agriculture Economics
<b>AGRICULTURE MAJORS</b>		
<b>AGRICULTURE BUSINESS (9 CREDITS)</b>		
	ACCT 2113	Accounting I
	ACCT 2123	Accounting II
	ECON 2003	Macroeconomics
<b>AGRICULTURE EDUCATION (9 CREDITS)</b>		
	EDUC 2003	Intro to Education
	EDUC 2013	Technology for Teaching
<b>CHOOSE 1</b>		
	FA 2003	Introduction to Fine Arts: Art
	FA 2013	Introduction to Fine Arts: Music
	PHIL 2003	Introduction to Philosophy
<b>AGRICULTURE SCIENCE (12 CREDITS)</b>		
<i>Work with your Advisor to Choose Appropriate Electives</i>		
<i>Choose 3 Courses</i>		
	BIOL 1024	General Botany
	BIOL 1034	Zoology
	BIOL 2014	Environmental Science
	BIOL 2094	Microbiology
	GEO 1004	Geology
	PHYS 2024	Physical Science

**TECHNICAL CERTIFICATE: AGRICULTURE, 28 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing Reading English Writing
	GSTD 0413	Foundations for Mathematics Basic Introductory Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
CORE REQUIREMENTS (6 CREDITS)		
	SPD 1003	Success Strategies
CHOOSE 1		
	MATH 1003	Technical Math
	MATH 1023	College Algebra
TECHNICAL CORE (22 CREDITS)		
	AS 1004	Introduction To Animal Science
	AGRI 1504	Animal Nutrition
	AGRI 1604	Soil Science
	AGRI 1114	Principles Of Horticulture
	AGRI 1103	Forestry
	AGRI 2073	Agriculture Economics

**ASSOCIATE OF SCIENCE: AVIATION, 60 CREDITS**

<b>DEVELOPMENTAL COURSES (IF APPLICABLE)</b>		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing _____
	GSTD 0413	Foundations for Mathematics _____ Basic _____ Introductory _____ Intermediate _____
Completed	Course #	Course Title (& Options)
<b>ACADEMIC CORE (45 CREDITS)</b>		
	SPD 1003	Success Strategies
	ENGL 1113	Composition I
	ENGL 1123	Composition II
	SPCH 1113	Principles of Speech
	MATH 1023	College Algebra
	MATH 2043	Trig & Analytical Geometry
	BIOL 1014	General Biology
	PHYS 2044	College Physics
	PSCI 2003	American Government
	BUS 1003	Microcomputer Apps
	PHED ____ 1	Elective
<b>CHOOSE 1</b>		
	ENGL 2213	World Literature to 1650
	ENGL 2223	World Literature since 1650
<b>CHOOSE 1</b>		
	FA 2013	Fine Arts: Music
	FA 2003	Fine Arts: Art
<b>CHOOSE 1</b>		
	HIST1003	Western Civilizations to 1700
	HIST 1013	Western Civilizations since 1700
<b>CHOOSE 1</b>		
	ECON 2003	Macroeconomics
	ECON 2103	Microeconomics
	GEOG 2003	Introduction to Geography
	PSYC 2003	General Psychology
	SOC 2003	Sociology
	HIST1003	Western Civilizations to 1700
	HIST 1013	Western Civilizations since 1700
	HIST 2013	U.S. History to 1876
<b>TECHNICAL CORE (15 CREDITS)</b>		
	AVN 1013	Fund Of Aero I
	AVN 1021	Intro To Aero Lab
	AVN 1161	Private Pilot Cert
	AVN 1171	Private Pilot Lab
	AVN 1403	Fund Of Aero Ii
	AVN 2263	Air Traffic Control
	AVN 2393	Aviation Weather

**ASSOCIATE OF SCIENCE: CRIMINAL JUSTICE, 60 CREDITS**

<b>DEVELOPMENTAL COURSES (IF APPLICABLE)</b>		
GSTD 0263	Foundations for Writing	___ Reading ___ English ___ Writing
GSTD 0413	Foundations for Mathematics	___ Basic ___ Introductory ___ Intermediate
<b>CORE REQUIREMENTS (39 CREDITS)</b>		
<b>Course #</b>		
SPD1003	Success Strategies (1 <sup>st</sup> Semester) or SPD 1101 College Transitions	
ENGL1113	Composition I	
ENGL1123	Composition II	
SPCH1113	Principles of Speech	
MATH1023	College Algebra	
PSCI2003	American Government	
HIST2013/2023	History to/from 1876	
<b>CHOOSE 1</b>		
ENGL2213 ENGL2223	World Lit To 1650 World Lit Since 1650	
<b>CHOOSE 1</b>		
FA2003 FA2013 PHIL2003	Fine Arts-Art Fine Arts-Music Philosophy	
<b>CHOOSE 1 OF EACH</b>		
BIOL ___ PHYS ___ BIOL ___	Life Science Elective (4 credits) Physical Science Elective (4 credits) Natural Science elective (4 credits)	
<b>DIRECTED ELECTIVES AND SPECIALTY AREA COURSES (21 CREDITS)</b>		
CRJU1103	Intro to Criminal Justice	
CRJU 2503	Criminal Law	
BUS 1003	Microcomputer Apps	
SOC2003	Intro to Sociology	
PSYC 2003	General Psychology	
PSCI2013	State and Local Government	
HIST1013/1023	Western Civ to/from 1700	

**ASSOCIATE OF APPLIED SCIENCE: ADMINISTRATIVE ASSISTANT,  
60 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing
	GSTD 0413	Foundations for Mathematics _____ Basic _____ Introductory _____ Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
CORE REQUIREMENTS (21 CREDITS)		
	SPD 1003	Success Strategies
	ENGL 1113	Composition I
	ENGL 1123	Composition II
	BUS 1113	Business Math
	SPCH 1113	Principles of Speech
	Choose 1	Social Science Elective From GEOG, HIST, PSYC, SOC, ECON, SPAN, PSCI
CHOOSE 1		
	ECON 2003	Macroeconomics
	ECON 2103	Microeconomics
BUSINESS CORE REQUIREMENTS (30 CREDITS)		
	ACCT 2113	Accounting Principles I
	BUS 1003	Microcomputer Applications
	BUS 1013	Introduction to Business
	BUS 1503	Human Relations & Supervision
	BUS 2023	Business Communications
	BUS 2013	Spreadsheets
	BUS 2123	Databases
	BUS 2103	Business Law
	MNG 2623	Marketing
	MNG 2813	Small Business Management
ADMIN ASSISTANT MAJOR REQUIREMENTS (9 CREDITS)		
	BUS 2603	Administrative Office Procedures
	BUS 2053	Desktop Publishing/Basic Web Page
	BUS 2063	Business Capstone

**TECHNICAL CERTIFICATE: SECRETARIAL-WORD PROCESSING, 24 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing
	GSTD 0413	Foundations for Mathematics _____ Basic _____ Introductory _____ Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
CORE REQUIREMENTS (6 CREDITS)		
	SPD 1003	Success Strategies
	ENGL 1113	Composition I
BUSINESS CORE REQUIREMENTS (9 CREDITS)		
	BUS 1003	Microcomputer Applications
	BUS 1113	Business Math
	BUS 1013	Introduction to Business
SPECIALTY CORE REQUIREMENTS ( 9 CREDITS)		
	BUS 2023	Business Communications
	BUS 2603	Administrative Office Procedures
	BUS 2013	Spreadsheets

**ASSOCIATE OF APPLIED SCIENCE: BUSINESS MANAGEMENT, 60 CREDITS**

<b>DEVELOPMENTAL COURSES (IF APPLICABLE)</b>		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing _____
	GSTD 0413	Foundations for Mathematics _____ Basic _____ Introductory _____ Intermediate _____
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
<b>CORE REQUIREMENTS (21 CREDITS)</b>		
	SPD 1003	Success Strategies
	ENGL 1113	Composition I
	ENGL 1123	Composition II
	SPCH 1113	Principles of Speech
	BUS 1113	Business Math
	Choose 1	Social Science Elective from GEOG, HIST, PSYC, SOC, ECON, SPAN, PSCI
<b>CHOOSE 1</b>		
	ECON 2003	Macroeconomics
	ECON 2103	Microeconomics
<b>BUSINESS CORE REQUIREMENTS (30 CREDITS)</b>		
	ACCT 2113	Accounting Principles I
	BUS 1003	Microcomputer Applications
	BUS 1013	Introduction to Business
	BUS 1503	Human Relations & Supervision
	BUS 2023	Business Communications
	BUS 2013	Spreadsheets
	BUS 2123	Databases
	BUS 2103	Business Law
	MNG 2623	Marketing
	MNG 2813	Small Business Management
<b>BUSINESS MANAGEMENT MAJOR REQUIREMENTS (9 CREDITS)</b>		
	MNG 2313	Principles of Management
	MNG 2113	Retail Management
	BUS 2063	Business Capstone

## ASSOCIATE OF APPLIED SCIENCE: ACCOUNTING, 60 CREDITS

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing <input type="checkbox"/> Reading <input type="checkbox"/> English <input type="checkbox"/> Writing
	GSTD 0413	Foundations for Mathematics <input type="checkbox"/> Basic <input type="checkbox"/> Introductory <input type="checkbox"/> Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
CORE REQUIREMENTS (21 CREDITS)		
	SPD 1003	Success Strategies
	ENGL 1113	Composition I
	ENGL 1123	Composition II
	SPCH 1113	Principles of Speech
	BUS 1113	Business Math
	Choose 1	Social Science Elective From GEOG, HIST, PSYC, SOC, ECON, SPAN, PSCI
CHOOSE 1		
	ECON 2003	Macroeconomics
	ECON 2103	Microeconomics
BUSINESS CORE REQUIREMENTS (30 CREDITS)		
	ACCT 2113	Accounting Principles I
	BUS 1003	Microcomputer Applications
	BUS 1013	Introduction to Business
	BUS 1503	Human Relations & Supervision
	BUS 2023	Business Communications
	BUS 2013	Spreadsheets
	BUS 2123	Databases
	BUS 2103	Business Law
	MNG 2623	Marketing
	MNG 2813	Small Business Management
ACCOUNTING MAJOR REQUIREMENTS (9 CREDITS)		
	ACCT 2123	Accounting Principles II
	ACCT 2143	Computer Applications For Accounting
	BUS 2063	Business Capstone

## TECHNICAL CERTIFICATE: COMPUTERIZED ACCOUNTING, 27 CREDITS

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing <input type="checkbox"/> Reading <input type="checkbox"/> English <input type="checkbox"/> Writing
	GSTD 0413	Foundations for Mathematics <input type="checkbox"/> Basic <input type="checkbox"/> Introductory <input type="checkbox"/> Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
CORE REQUIREMENTS (6CREDITS)		
	SPD 1003	Success Strategies
	ENGL 1113	Composition I
BUSINESS CORE REQUIREMENTS (12 CREDITS)		
	BUS 1003	Microcomputer Applications
	BUS 1013	Introduction to Business
	BUS 1113	Business Math
	BUS 1503	Human Relations & Supervision
SPECIALTY CORE REQUIREMENTS ( 9 CREDITS)		
	BUS 2023	Business Communications
	ACCT 2113	Accounting Principles I
	ACCT 2143	Computer Applications For Accounting

### ASSOCIATE OF SCIENCE: BUSINESS, 65 CREDITS

DEVELOPMENTAL COURSES (IF APPLICABLE)			
	GSTD 0263	Foundations for Writing	Reading English Writing
	GSTD 0413	Foundations for Mathematics	Basic Introductory Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>	
CORE REQUIREMENTS (56 CREDITS)			
	SPD 1003	Success Strategies or SPD 1101 College Transitions	
	ENG 1113	Composition I	
	ENGL 1123	Composition II	
	SPCH 1113	Principles of Speech	
	MATH 1023	College Algebra	
	MATH 2053	Survey Of Calculus	
	MATH 2023	Introduction To Statistics	
	ECON 2003	Macroeconomics	
	ECON 2103	Microeconomics	
	SOC 2003	Introduction To Sociology	
	BIOL 1014	Biology	
	PHYS 2024	Physical Science	
	ACCT 2113	Accounting Principles I	
	ACCT 2123	Accounting Principles II (Spring Only)	
CHOOSE 1			
	ENGL 2213	World Literature To 1650	
	ENGL 2223	World Literature Since 1650	
CHOOSE 1			
	FA 2003	Introduction To Fine Arts – Art	
	FA 2013	Introduction To Fine Arts – Music	
CHOOSE 1			
	HIST 2013	United States History To 1876	
	HIST 2023	United States History Since 1876	
CHOOSE 1			
	HIST 1003	Western Civilizations To 1700	
	HIST 1013	Western Civilizations Since 1700	
	PSCI 2003	American Government	
BUSINESS (9 CREDITS)			
	BUS 1003	Microcomputer Applications	
	BUS 2103	Business Law	
DIRECTED ELECTIVE – CHOOSE 1			
	BUS 1013	Introduction to Business	
	BUS 2023	Business Communications	





## Medical Education

## DIVISION OF MEDICAL EDUCATION

Kim Dickerson, Division Chair..... kdickerson@cccua.edu

### Certificate of Proficiency

Emergency Medical Technician  
Medical Transcription

### Technical Certificates

Health Occupations  
Practical Nursing (LPN)

### Associate of Applied Science

Medical Assisting  
Registered Nursing  
Occupational Therapy Assistant (OTA)

### 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)

The Emergency Medical Technician (EMT) program consists of a 150-hour course. To meet the requirements of the Arkansas Department of Health, the EMT program will follow a special calendar, and class days will be different from those followed by students in other programs. Regular class days will be 2-3 evenings per week with clinical at various times and locations. Classes prepare students to sit for both the Arkansas and National Registry EMT examination. Students are required to be proficient in both cognitive and practical skills to pass this program. Students must have an ACT score of 19 in Reading and English or take the ASSET/COMPASS test in the following areas: reading 43/83, and writing 45/80. Students must complete any developmental courses prior to enrolling in the EMT course. Students must maintain an average of 76% in all EMS coursework. Students who fail to attain a "C" (76%) must repeat the course with a 76% or better to be eligible for graduation.

EMT-B's are the entry level for pre-hospital care. This course will cover all the skills necessary for the EMT-B to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. Prior to entering the program, students must pass a criminal background check and receive all required immunizations.

This certification must be renewed every two years by taking an EMT-Refresher class.

### MEDICAL TRANSCRIPTION CERTIFICATE OF PROFICIENCY (15 CREDITS)

In this program, students learn how to transcribe patient histories and physicals, physicians' notes and other medical documents. Graduates 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.

### PRE-HEALTH PROFESSIONS TECHNICAL CERTIFICATE (29 CREDITS)

The Health Occupations Technical Certificate is designed to provide students a foundation and study in the general field of medical education. It offers pathways to various medical education degrees and basic medical knowledge for employment in the medical field. Some of these 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.

### MEDICAL ASSISTING TECHNICAL CERTIFICATE (39 CREDITS)

*NOTE: 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.*

According to the U.S. Department of Labor, about 62 percent of medical assistants work in offices of physicians and various medical facilities. Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2006-16 decade. Medical assistants typically perform a variety of job functions that otherwise might have been filled by a number of different employees. Medical assistants can function as both hands-on medical support as well as office administration.

#### ACADEMIC PROGRESSION

Students must maintain an average of 76% in all MED coursework. Students who fail to attain a "C" (76%) must repeat the course with a 76% or better to be eligible for graduation.

#### GRADING SCALE FOR MA PROGRAM

90-100 = A  
80-89 = B  
76-79 = C  
70-75 = D (failing)  
69 or below = F

## PRACTICAL NURSING TECHNICAL CERTIFICATE (51 CREDITS)

### NOTE ONLINE APPLICATION DEADLINES:

Day Program (De Queen Campus) - March 1st each year  
Evening Program (Nashville Campus) - August 31st each year

The Practical Nursing Program offers two educational formats for students, an 11-month day program that begins in August and ends in June and an 18-month evening program that begins in January and ends in June of the following year. Students successfully completing the Practical Nursing Program Course are awarded a Technical Certificate. 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.arsbn.org](http://www.arsbn.org) along with the criminal background FAQs at: <http://www.arsbn.org/licensing/Documents/Criminal%20Background%20Check%20Frequently%20Asked%20Questions.pdf>.

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.

To meet the requirements of the Arkansas State Board of Nursing, the Practical Nursing Programs will follow a special calendar, and class days will be 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.

### PRACTICAL NURSING ENTRANCE REQUIREMENTS

Applicants must be high School graduates or have equivalency certification (GED), and take an entrance test. Students are selected based on admission exam scores, and prerequisite grades of "C" or better.

Selected students must pass a criminal background check and random drug screen(s) throughout the year. Students must receive all required immunizations prior to entering program.

The College requires that all nursing students attain at least basic levels of performance in mathematics, reading, and English skills. Students must have an ACT score of 19 in Reading, Writing, and Math or take the ASSET/COMPASS test in the following areas: reading 43/83, writing 45/80, and math 43/44. In addition, each student must complete all prerequisite courses prior to entering the LPN program. Students wishing to enter the day program must have all prerequisite courses completed by the end of the spring semester. Students wishing

to enter the evening program must have all prerequisite courses completed by the end of the summer semester.

These include Basic Anatomy & Physiology, Medical Terminology, and Success Strategies.

### DEADLINE

Enrollment is limited. The application submission deadlines are listed above. Students not selected must submit a new online application each year.

### ACADEMIC PROGRESSION

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.

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.

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 listed below.

### GRADING SCALE FOR LPN PROGRAM

90-100 = A  
80-89 = B  
76-79 = C  
70-75 = D (failing)  
69 or below = F

### RE-ADMISSION CANDIDATES

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).

### TRANSFERS

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.

#### **PRACTICAL NURSING GRADUATION POLICY**

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.

#### **PRACTICAL NURSING CURRICULUM**

##### **(Inclusive of Prerequisites)**

Students must complete College Reading, Developmental Writing, and Essential Math courses with a “C” or higher or show scores on ASSET, COMPASS, or ACT indicating proficiency in these areas.

Prerequisites for the day program must be completed during the spring semester prior to entering the LPN Program at UA Cossatot. Prerequisites for the evening program must be completed by the end of the summer semester prior to entering the program.

## **REGISTERED NURSING**

*(LPN/LVN to RN Transition)*

**ASSOCIATE OF APPLIED SCIENCE (66 CREDITS)**

#### **ADMISSION REQUIREMENTS**

**Note: There is a special application and deadline for this program.**

This program is a 12-month program that combines classroom instruction with clinical experiences. Eight community colleges with LPN programs have joined to form a consortium, the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers a new and innovative approach via a nontraditional delivery format of nursing theory by interactive video. The following institutions are members of the ARNEC program: Arkansas State University (ASU) – Newport, Black River Technical College (BRTC) – Pocahontas, UA Cossatot (UA Cossatot) – Nashville/De Queen, Ozarka College (OC) – Melbourne, South Arkansas Community College (SACC) – El Dorado, and the University of Arkansas Community College at Morrilton (UACCM), University of Arkansas at Hope (UACCH), and Rich Mountain Community College (RMCC) - Mena.

Each program will serve from sixteen to forty-eight students at each of the eight colleges. 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.

This program 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 NCLEX-RN (the Registered Nurse licensing examination). 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.

#### **ENTRANCE REQUIREMENTS**

##### **Applicants must:**

- 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>.
- Graduate from a State Board approved practical nursing program or be deemed qualified by a State Board to sit for the NCLEX-PN exam and show successful completion of the NCLEX-PN exam.
- Possess a valid, unencumbered LPN/LVN license.
- Complete the required general education courses from an accredited college or university with a grade of “C” or better. Applicants may lack one of the required general education courses by August 31st. All required general education courses must be completed by the time nursing courses begin the following January.

- Have a cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above in the required general education courses.
- Submit an official high School transcript (or GED completion transcript) and official transcripts from all colleges attended by the date noted on the application packet.
- 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).
- Take the pre-entrance exam.
- Undergo a drug screen (per admitting institution protocol).

Students will be ranked and selected based on required general education course GPA and pre-entrance exam scores. Students must comply with the admission requirements set forth by the admitting institution in addition to the ARNEC requirements.

#### **ACCEPTANCE**

Applicants who are selected for admission must notify the ARNEC institution that they will be attending to verify and accept placement. Upon acceptance into the program, the student must provide the following:

- Current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP).
- Current PPD Skin Test or Chest X-Ray.
- 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 31<sup>st</sup> 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).

Students selected for admission will receive a letter of acceptance into the program by mid-October and will need to provide the admitting institution a written letter stating that they are accepting the invitation and will 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.

#### **ACADEMIC PROGRESSION**

In order to progress in the nursing curriculum, the student must meet the following criteria: The student must maintain a 2.0 "C" (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester. Nursing courses require students to achieve at least a 78% (lowest "C" grade) to progress.

See Graduation Policy below to review the final comprehensive exit exam that must be passed for program completion.

#### **GRADUATION SCALE FOR ARNEC LPN TO RN 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.*

#### **RE-ADMISSION CANDIDATES**

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.

#### **TRANSFERS**

Due to differences in nursing curriculum in other nursing programs, ARNEC will not accept transfer credit for previously taken Registered Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.

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.

#### **ADVANCED PLACEMENT OF STUDENTS**

Refer to the Advanced Placement of Students policy in the admitting college's catalog.

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

#### **GRADUATION POLICY**

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

Students MUST 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.

## OCCUPATIONAL THERAPY ASSISTANT ASSOCIATE OF APPLIED SCIENCE (82 CREDITS)

**Note: There is a special application and deadline for this program**

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 program consists of two portions which include the general education core and the OTA program core courses. Students successfully completing the OTA program are awarded an Associate of Applied Science degree (AAS) in Occupational Therapy.

Following completion of the prerequisite general education core courses, students completed the application process for the OTA program. Deadline for application is March 1<sup>st</sup> each year with new program students starting in August. Applicants will be ranked according to required general education course GPA, pre-entrance exam scores, observation report, application narrative, and three (3) letters of recommendation. UA Cossatot and the Occupational Therapy Assistant 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.

Course structure in the curriculum of the OTA program has been 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 experiential and service learning projects throughout the program.

All courses in the OTA program at UA Cossatot are enhanced with the use of Blackboard. In addition to the use of Blackboard throughout the OTA program, during the last semester of coursework, students will complete the OTA 2402 Professional Issues in Occupational Therapy Course in an on-line format while completing their Level II Fieldwork rotations.

### Accreditation

The OTA Program is accredited by The Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE via AOTA can be reached by phone at (301) 652-AOTA or online at [www.acoteonline.org](http://www.acoteonline.org). Upon completion of the OTA program, graduates will be eligible to sit for the national certification exam for the OTA administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states including Arkansas, Texas, Louisiana, and Oklahoma require licensure in order to practice; however, state licenses are usually granted based on the results of the NBCOT certification examination. Please note a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

### OTA ENTRANCE REQUIREMENTS

The College requires that all OTA students attain at least basic levels of performance in mathematics, reading, and English skills. Students must have an ACT score of 19 in Reading, Writing, and Math or take the ASSET/COMPASS test in the following areas: reading 43/83, writing 45/80, and math 39/41. Applicants must be high School graduates or have equivalency certification (GED), and take an entrance test.

In addition to meeting UA Cossatot's ACT and/or COMPASS admission requirements, students must have completed or are currently enrolled in all prerequisite courses, as well as any developmental courses, prior to the application deadline. Students wishing to apply to the OTA program complete the online application and follow the instructions on each of the application prerequisites forms (available online or through the academic advisor for medical education).

Application Requirements/Forms:

- Online Application to the OTA Program
- OTA Mental and Physical Abilities Statement
- OTA Criminal Background Check
- OTA Program Recommendation Form
- OTA Program Observation Form
- OTA Essay Form

### DEADLINE

The application submission deadline is listed above. All materials must be completed and received by the academic advisor for medical education by the deadline.

### ACCEPTANCE

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 report, application narrative, and three (3) letters of recommendations. 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 and submit a new online application for the next year prior to the deadline.

The OTA program is housed at UA Cossatot's Little River Campus in Ashdown, Arkansas. This program awards an Associate of Applied Science and is a two and a half year program. Following the completion of pre-requisite courses, students are accepted into the technical portion which begins each August and ends the following December. Classroom days are approximately six-eight hours with clinical/fieldwork days 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 be required on weekends as well but students are given plenty of notice so arrangements can be made. Some of the clinical sites are some distance from the campus, ie, Texarkana, De Queen, Nashville, Hope, Paris, etc. Students will be required to arrange transportation to these areas as well as mandatory workshops or class trips out of town.

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.

#### **PROGRESSION THROUGH 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.

To meet the all requirements of ACOTE/AOTA, the OTA program will follow 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. 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. 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.

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 below.

#### **GRADING SCALE FOR OTA PROGRAM**

90-100 = A  
80-89 = B  
76-79 = C  
70-75 = D (failing)  
69 or below = F

#### **RE-ADMISSION CRITERIA**

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 Program Director for final approval and must follow the readmission criteria listed below.

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 resume the program. Students re-entering the program will be encouraged to audit previous OTA coursework with a final transcribed grade of "C" or better. 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, all students re-entering the program will be required to complete all skills lab check-offs including any documentation, assignments, or modules required with a minimum passing grade of 76% or a "P" for assignments with pass/ fail grades. 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.)
- Endangering the health, safety, or life of a client or peer

#### **TRANSFERS**

Due to differences in curriculum in other OTA programs, the UA Cossatot OTA program will not accept transfer students. Students who were enrolled in another program will follow the same requirements and admission procedures. Students will

also provide a “letter of good standing” from the institution previously attended.

**GRADUATION POLICY**

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.



**CERTIFICATE OF PROFICIENCY: EMERGENCY MEDICAL TECHNICIAN, 8 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing
	GSTD 0413	Foundations for Mathematics _____ Basic _____ Introductory _____ Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
CORE REQUIREMENTS (8 CREDITS)		
	EMS 1108	Emergency Medical Technician

**TECHNICAL CERTIFICATE: MEDICAL ASSISTING, 39 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing
	GSTD 0413	Foundations for Mathematics _____ Basic
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
CORE REQUIREMENTS (3 CREDITS)		
	SPD 1003	Success Strategies
TECHNICAL CORE (36 CREDITS)		
	BUS 1003	Microcomputer Applications
	MAS 1104	Medical Laboratory I (Fall Semester)
	MAS 1143	Intro to Medical Assisting
	MAS 1153	Medical Office Management (Spring Semester)
	MAS 1206	Medical Laboratory II (Spring Semester)
	MAS 1503	Medical Legal/Ethical Practices (Spring Semester)
	MAS 1703	Medical Transcription (Fall Semester)
	MAS 2055	Co-Op Internship (Fall Semester)
	MED 1453	Medical Terminology
CHOOSE EITHER:		
	MED 1803	Basic Human Anatomy & Physiology OR
	BIOL 2064	Anatomy And Physiology I AND
	BIOL 2074	Anatomy And Physiology II

**CERTIFICATE OF PROFICIENCY: MEDICAL TRANSCRIPTION, 15 CREDITS**

Completed	Course #	Course Title (& Options)
	SPD 1003	Success Strategies (First Semester)
	BUS 1003	Microcomputer Applications
	MAS 1153	Medical Office Management (Spring Semester)
	MED 1453	Medical Terminology
	MAS 1703	Medical Transcription (Fall Semester)

**TECHNICAL CERTIFICATE: PRE-HEALTH PROFESSIONS, 29 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing
	GSTD 0413	Foundations for Mathematics _____ Basic _____ Introductory _____ Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
CORE REQUIREMENTS (18 HOURS)		
	SPD 1003	Success Strategies (First Semester)
	ENGL 1113	Composition I
	PSYC 2003	General Psychology
	MED 1803	Basic Anatomy And Physiology (Or General Biology)
	MED 1453	Medical Terminology
	BUS 1003	Microcomputer Applications
CHOOSE ANY (11 HOURS)		
	BIOL 2064	Anatomy And Physiology I
	BIOL 2074	Anatomy And Physiology II
	BIOL 2094	Microbiology
	BIOL 2003	Nutrition And Diet
	PSYC 2033	Developmental Psychology
	MED 1223	Medical Math & *Higher (Up To College Algebra)
	SOC 2003	Introduction To Sociology
	BUS 2013	Spreadsheets
	MAS 1703	Medical Transcription
	EMS 1108	Emergency Medical Technician
		Elective Toward Transfer Degree

**TECHNICAL CERTIFICATE: PRACTICAL NURSING, 60 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing
	GSTD 0413	Foundations for Mathematics _____ Basic _____ Introductory _____ Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
CORE REQUIREMENTS (9-14)		
	SPD 1003	Success Strategies (First Semester)
	MED 1453	Medical Terminology
CHOOSE EITHER:		
	MED 1803	Basic Human Anatomy And Physiology (Non-Transferable) <b>OR</b>
	BIOL 2064	Anatomy And Physiology I <b>AND</b>
	BIOL 2074	Anatomy And Physiology II
TECHNICAL CORE (51 CREDITS)		
	LPN 1101	Nursing I
	LPN 1112	Basic Nursing Principles And Skills
	LPN 1206	Medical Surgical Nursing I
	LPN 1004	Pharmacology
	LPN 2106	Maternal/Infant/ Pediatric Nursing
	LPN 1602	Mental Health
	LPN 1213	Medical Surgical Nursing II
	LPN 1307	Medical Surgical Nursing III

**ASSOCIATE OF APPLIED SCIENCE: REGISTERED NURSING, 66 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing
	GSTD 0413	Foundations for Mathematics _____ Basic _____ Introductory _____ Intermediate
<b>Completed</b>	<b>Course #</b>	<b>Course Title (&amp; Options)</b>
CORE REQUIREMENTS (33 CREDITS)		
	ENGL 1113	Composition I
	ENGL 1123	Composition II
	MED 1223	Medical Math (Challenge Exam Available – See Course Description)
	PSYC 2003	General Psychology
	PSYC 2033	Developmental Psychology
	BIOL 2003	Nutrition And Diet
	BIOL 2064	Anatomy & Physiology I
	BIOL 2074	Anatomy & Physiology II
	BIOL 2094	General Microbiology
	BUS 1003	Microcomputer Apps. (Or Equivalent)
<i>* To Transfer BIOL 2064 A&amp;P I And BIOL 2074 A&amp;P II Must Be Taken At The Same Institution</i>		
TECHNICAL CORE (33 CREDITS)		
	RNSG 2119	Nursing Process I
	RNSG 2213	Nursing Practicum I
	RNSG 2216	Nursing Process II
	RNSG 2223	Nursing Practicum II
	RNSG 2318	Nursing Process III
	RNSG 2323	Nursing Practicum III
	RNSG 2311	NCLEX-RN Preparation

**ASSOCIATE OF APPLIED SCIENCE: OCCUPATIONAL THERAPY ASSISTANT,  
82 CREDITS**

DEVELOPMENTAL COURSES (IF APPLICABLE)		
	GSTD 0263	Foundations for Writing _____ Reading _____ English _____ Writing _____
	GSTD 0413	Foundations for Mathematics _____ Basic _____ Introductory _____ Intermediate _____
Completed	Course #	Course Title (& Options)
<b>CORE REQUIREMENTS (41 CREDITS) MUST BE COMPLETED OR IN PROGRESS BY THE MARCH 1ST APPLICATION DEADLINE.</b>		
	SPD 1003	Success Strategies (First Semester)
	ENGL 1113	Composition I
	MATH 1023	College Algebra
	PSYC 2003	General Psychology
	PSYC 2033	Developmental Psychology
	PSYC 2303	Abnormal Psychology
	MED 1453	Medical Terminology
	BIOL 2064 *	Anatomy And Physiology I – Pre-Req. Required
	BIOL 2074	Anatomy And Physiology II
	OTA 1113	Introduction to OTA
	BUS 1003	Microcomputer Applications
	SOC 2003	Introduction To Sociology
	ENGL 1123	Composition II
<b>TECHNICAL CORE (41 CREDITS)</b>		
	OTA 2103	Therapeutic Activities I
	OTA 2104	Human Movement in OT ( <i>Kinesiology w/lab accepted for transfer students</i> )
	OTA 2113	Pediatrics in OT
	OTA 2111	Level I Fieldwork C/ Pediatrics
	OTA 2223	Physical Dysfunction in OT
	OTA 2204	Therapeutic Interventions w/Lab
	OTA 2213	Pathophysiology in OT
	OTA 2221	Level I Fieldwork B/ Physical Dysfunction
	OTA 2312	Management in OT
	OTA 2303	Mental Health/ Psychosocial OT
	OTA 2301	Level I Fieldwork A/ Mental Health
	OTA 2203	Therapeutic Activities II
	OTA 2404	Level II Fieldwork A (8 weeks)
	OTA 2414	Level II Fieldwork B (8 weeks)
	OTA 2402	Professional Issues in OT (Online Course)



## 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. **M** denotes summer. **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) Prerequisites: Foundations for Writing

#### ACCT 2123 Accounting Principles II (S)

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 (S)

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. (3 SCH)

### AGRICULTURE (AGRI)

#### AGRI 1504 Animal Nutrition (Formerly Feeds and Feeding) (F)

This course introduces principles of animal nutrition, composition, as well as the digestibility of feeds, balanced rations, and the feeding of farm animals. Prerequisites: AS

1004 Animal Science; Co-Requisite: Foundations for Writing. If student withdraws from co-requisite course he/she must also withdraw from Agriculture course. (4 SCH: 3 Lec/2 Lab)

#### AGRI 1604 Soil Science (S)

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. Co-Requisite: Foundations for Writing or appropriate placement scores. If student withdraws from co-requisite course he/she must also withdraw from Agriculture course. (4 SCH: 3 Lec/2 Lab)

#### AGRI 1903 Natural Resources & Conservation (OD)

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. Co-Requisites: Foundations for Writing or appropriate placement scores. If student withdraws from co-requisite course he/she must also withdraw from Agriculture course. (3 SCH)

#### 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. Co-Requisites: Foundations for Writing or appropriate placement scores. If student withdraws from co-requisite course he/she must also withdraw from Agriculture course. (4 SCH: 3 Lec/2Lab)

#### 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.

### AUTOMOTIVE SERVICE TECHNOLOGY (AST)

#### AST 1104 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. The student will also perform cylinder head inspection, removal and replacement and service as well as valve train diagnosis and service. Engine block diagnosis, disassembly, inspection, machining, and reassembly are covered in this course. (4 SCH - 2 Lec. 6 Lab).

**AST 1203 Automotive Electrical/Electronic Systems I**

This course is designed to acquaint the student with basic electrical test instruments. The student 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 charts. Also included in the course are battery design, construction, and testing, along with charging and stator system diagnosis and repair. (3 SCH - 2 Lec., 3 Lab.)

**AST 1003 Automotive Brake Systems**

This course provides the student with a basic understanding of wheel bearing diagnosis and service as well as covering parking brake service and adjustment. The student will also learn how to test and replace electrical components of the brake system. The design, testing, and replacement of power assist units will also be covered. Also covers the 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. Included in this course is drum and disc machining, both on stationary lathes and with the on-car lathe. (3 SCH - 1 Lec., 6 Lab.)

**AST 1103 Automotive Climate Control**

This course begins with a study of the theory of refrigeration, the refrigerant cycle, and the basic components of a typical automotive air conditioning system. Service maintenance procedures and R134a are covered. All students will take the ASE Refrigerant Recovery and Recycling Review and Quiz in order to be qualified to purchase R-12. (3 SCH: 1 lec., 6 lab)

**AST 1704 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. (4 SCH: 2 Lec., 6 lab)

**AST 2204 Automotive Electrical/ Systems II**

This course begins with a study of the lighting systems; utilizing manufacturers' wiring diagrams flow charts. The student 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 will be studied in this course. (4 SCH - 2 Lec., 6 Lab.)

**AST 2203 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 also covers computerized engine controls, diagnosis, and repair using scan tools and

other testers common to automotive repair. (3SCH - 1 Lec., 6 Lab.)

**AST 2304 Engine Performance II**

This course covers 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 manufacturers' service manuals and information from the ALLDATA information system. The student will learn how to diagnose and repair emission control systems using oscilloscopes and 4 or 5 gas emission testers. (4 SCH - 2 Lec., 6 Lab.)

**AST 2504 Manual Drive Train and Axles**

This course covers the drive train on a vehicle with a standard transmission/transaxle. Areas covered include clutch, transmission/transaxle diagnosis, and repair. Driveshaft and ½ shaft are also covered as well as rear axle and 4WD component diagnosis and repair. (4 SCH - 2 Lec., 6 Lab.)

**ART (ART)****ART 1013 Drawing I (OD)**

A course designed to teach the techniques of drawing in pencil, charcoal, and ink. This course provides instruction in the application of art principles to drawing. Three hours additional studio time required — time TBA. (3 SCH)

**ART 1023 Drawing II (OD)**

A course designed to allow the student to improve upon general drawing ability, master the techniques of shading, and create within drawings realistic texture. Prerequisite: ART 1013 Drawing I. (3 SCH)

**ART 1063 Ceramics I (OD)**

This course involves the study of hand-built methods in ceramics. The course includes the study of glazing and firing techniques. An additional 3 hours of studio time is required — time TBA. (3 SCH)

**ART 2033 Painting I (OD)**

A basic course is for beginners and more experienced students. Techniques of using watercolors will be explored. An additional 3 hours of studio time is required — time TBA. (3 SCH)

**ANIMAL SCIENCE (AS)****AS 1004 Introduction to Animal Science**

This course will focus on the importance of animal and poultry production and management of livestock, poultry and their products. Co-Requisites GSTD Foundations for Writing or appropriate placement scores. If student withdraws



from co-requisite course he/she must also withdraw from Agriculture course. (3 SCH)  
(4 SCH: 3 Lec/2 Lab)

## ASTRONOMY (ASTR)

### ASTR 1014 Introduction to Astronomy (OD)

This introductory course teaches students about the process of science by studying the various methods by which we have learned our place in the cosmos. Students will study specific examples of the kinds of observations that can be made and the inferences drawn from them. Examples will emphasize how we have obtained our knowledge of the universe and the certainty of various parts of the knowledge. The lab course will enable students to do projects that involve a variety of activities in data acquisition and analysis that tie concepts discussed in the classroom to real-world experiences. *ACTS #: PHSC 1204* Prerequisites: GSTD 0433 Intermediate Algebra(4 SCH – 3 Lec./2Lab)

## BIOLOGY (BIOL)

### BIOL 1014 General Biology

A lecture and laboratory class designed to include the basic life functions of organisms. Emphasis will be on cell biology, genetics, and ecology. Prerequisites: Foundations for Writing or appropriate placement scores *ACTS #: BIOL 1014* (4 SCH: 3 Lec./2 Lab)

### BIOL 1024 General Botany

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. *ACTS #: BIOL 1024* Lab required.(4 SCH: 3 Lec./2 Lab)

### BIOL 1034 General Zoology (OD)

A survey of the major animal phyla, including lecture and laboratory involving classification, morphology, and ecology *ACTS #: BIOL 1054* (4 SCH: 3 Lec./2 Lab)

### BIOL 2003 Nutrition and Diet

The fundamental principles of human nutrition and diet; emphasizes normal nutrition as a basis for making diet adaptations in disease (3 SCH)

### BIOL 2304 Kinesiology/lab (OD)

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. Sch 4 (3 lecture/1 lab) Prerequisite: BIOL 1014 Biology (C or better) or MED 1803 Basic A&P and MED 1453 Medical Terminology (C or better)

### 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 Lec/2 Lab)

### BIOL 2064 Anatomy and Physiology I\*

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 of 19 or higher in Reading and English or COMPASS score of Reading 83 or higher and Writing 80 or higher OR BIOL 1014 General Biology OR MED 1803 Basic Human Anatomy and Physiology OR completion of an LPN program.

\*Anatomy and Physiology I & II must be taken at the same institution in order to guarantee transfer to other Arkansas colleges or universities. *ACTS #: BIOL 2404* (4 SCH: 3 Lec./2 Lab)

### BIOL 2074 Anatomy and Physiology II\*

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: a grade of C or better in BIOL 2064. \*Anatomy and Physiology I & II must be taken at the same institution in order to guarantee transfer to other Arkansas colleges or universities. *ACTS #: BIOL 2414* (4 SCH: 3 Lec/2 Lab)

### BIOL 2094 General Microbiology

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 Lec./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 (3 SCH) Prerequisites: Reading score of COMPASS 83 or above or ACT Reading of 19 or higher or completion of Foundations for Writing

NOTE: 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 1013 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. Prerequisite: Reading score of COMPASS 83 or above or ACT Reading of 19 or higher or completion of Foundations for Writing

### 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. Prerequisites: Reading score of COMPASS 83 or above or ACT Reading of 19 or higher or completion of Foundations for Writing. (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. Prerequisites: Foundations for Writing or appropriate placement scores. (3 SCH)

### BUS 2013 Spreadsheets (S)

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. Prerequisite: BUS 1003 Micro Computer Applications (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, BUS 1003 Micro Computer Applications ACTS #: BUS 2013 (3 SCH)

### BUS 2053 Desktop Publishing & Web Graphic Design (S)

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. Prerequisite: BUS 1003 Micro Computer Applications (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 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. Prerequisites: Prerequisites: Foundations for Writing or appropriate placement scores. (3 SCH) ACTS #: BLAW 2003 (3 SCH)

**BUS 2123 Databases (F)**

This course includes learning the background of, designing, and maintaining electronic databases in the workplace. Special attention will be given to the most popular database programs available. Prerequisites: BUS 1003 Micro Computer Applications (3 SCH)

**BUS 2603 Administrative Office Procedures (S)**

This course focuses on the role of the administrative assistant. Emphasis will be placed on technology international business, human relations, and the ethics of office management for all levels of workers: administrative support and managerial. Students will also learn the basics of records management. (3 SCH) Prerequisites: Prerequisites: Foundations for Writing or appropriate placement scores. (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. Prerequisites: GSTD 0433 Intermediate Algebra or above, Foundations for Writing or appropriate placement scores *ACTS #:* CHEM 1004 (4 SCH: 3 Lec, 2 Lab)

**CHEM 1024 University Chemistry I (OD)**

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. Prerequisite: High School chemistry or CHEM 1014 Introductory Chemistry and GSTD 0433 Intermediate Algebra or above *ACTS #:* CHEM 1414 (4 SCH: 3 Lec, 2 lab)

**CHEM 1424 University Chemistry II (OD)**

Algebra-based chemistry course applicable for chemistry and other science majors, and pre-professional students. This is the second of a two course series. Includes more in-depth study of chemical reactions. Lab is required Prerequisite: Passed University Chemistry I with a grade of C or better. *ACTS #:* CHEM 1424 (4 SCH: 3 Lec, 2 lab)

**CHEM 2024 Organic Physiological Chemistry (OD)**

This course is a survey of organic chemistry necessary for understanding of biological systems, with some related physiological chemistry. Lecture 3 hours per week and 2 hours of lab per week. Recommended for those majoring in science, environmental, and medical fields. Prerequisite:

CHEM 1014 Intro. Chem. I or higher *ACTS #:* CHEM 1224 (4 SCH: 3 Lec, 2 Lab)

**COLLISION REPAIR (COL)****COL 1102 Technical Welding**

A course in basic MIG welding and metal cutting with the oxyacetylene torch and plasma cutter that is designed specifically for the Collision Repair Program. Safety is emphasized (2 SCH: 6 Lab)

**COL 1202 Basic Metal Repair I**

Teaches the straightening, alignment, and fitting of major panels. Procedures necessary to rough, shrink, bump, and finish are included. Safety is emphasized. (2 SCH: 6 Lab)

**COL 1302 Basic Metal Repair II**

A continuation of COL 1202 that allows the student to better develop their skills and techniques in this area. Safety is emphasized. Prerequisite/ Co requisite COL 1202 (2 SCH: 6 Lab)

**COL 1402 Basic Metal Repair III**

An advanced level of COL 1202 and COL 1302 that allows the student to better develop their skills and techniques in the repair of metals used in collision repair. Safety is emphasized. Prerequisite / Co requisite COL 1202, COL 1302 (2 SCH: 6 Lab)

**COL 1204 Body and Frame Alignment**

Students will receive instruction in the use of frame equipment and frame construction, sectioning, and straightening. Experience working with unitized construction using frame alignment equipment. Fundamentals of welding, heating, cutting, and shaping are included. Safety is emphasized. (4 SCH: 1 Lec., 9 Lab)

**COL 1504 Painting and Refinishing I**

Teaches the skills and techniques used in the preparation of metal for paint and the use and maintenance of spray painting equipment with an emphasis on safety.(6 SCH: 3 Lec., 3 Lab.)

**COL 1704 Painting and Refinishing II**

Teaches the skills and techniques used in the mixing and spraying of all types of automotive finishes and identification of common materials used in the industry. Techniques of tinting will be included in this course in order to train the students in proper color matching. Safety is emphasized. Prerequisite/Co requisite COL 1504 (4 SCH: 3 Lec., 3 Lab.)

**COL 1804 Painting and Refinishing III**

Application of skills and techniques learned in COL 1204, COL 1504 and COL 1704 will be utilized in the shop to insure the student is prepared in an environment that

represents on-the-job type training. Work will be performed on all types of automobiles from the latest models to restoration of antiques. Safety is emphasized. Prerequisite/Co requisite COL 1204, COL 1504, and COL 1704 (4 SCH: 12 lab)

#### **COL 1603 Repair of Plastics and Adhesives**

This course teaches different methods for repair of plastic components, including welding, epoxy adhesives and fiberglass reinforcements. Includes basic estimating principles. (3 SCH: 2 Lec., 3 Lab)

#### **COL 1608 Repair of Mechanical & Electrical Components**

Teaches the skills needed to inspect, adjust, remove, repair, and replace glass, trim and electrical wiring, air conditioning and heating elements, and related mechanisms/materials. Includes basic principles of estimating. (8 SCH: 3 Lec., 15 Lab)

## **COSMETOLOGY (COS)**

#### **COS 1116 Cosmetology (Fall)**

This course instructs students in sanitation, sterilization, hygiene, lighting and ventilation, scalp massage, cleaning, shampooing, cutting, clipping, singeing, dying, tinting, bleaching, perming, brushing, combing curling, reconditioning, thermal pressing, iron curling, and chemical relaxing hair, physiotherapy or cosmetricity (pertaining to electricity used in cosmetology), physiology and histology anatomy, neurology, mycology and osteology, construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage, various kinds of facial massage, cosmetics, packs, and the art of makeup, eyebrow arching, eyebrow and eyelash dying necessary skills of courtesy, neatness and professional attitude in meeting the public, and a strong focus on entrepreneurship. (16SCH)

#### **COS 1216 Cosmetology (Spring)**

This course is a continuation of Cosmetology I. The course instructs students in sanitation, sterilization, hygiene, lighting and ventilation, scalp massage, cleaning, shampooing, cutting, clipping, singeing, dying, tinting, bleaching, perming, brushing, combing curling, reconditioning, thermal pressing, iron curling, and chemical relaxing hair, physiotherapy or cosmetricity (pertaining to electricity used in cosmetology), physiology and histology anatomy, neurology, mycology and osteology, construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage, various kinds of facial massage, cosmetics, packs, and the art of makeup, eyebrow arching, eyebrow and eyelash dying necessary skills of courtesy, neatness and professional attitude in meeting the public, and a strong focus on entrepreneurship. This course

instructs students in sanitation, sterilization, hygiene, lighting and ventilation. Students will have hands on experience in performing general sanitation duties. (16SCH)

#### **COS 2108 Cosmetology (Summer)**

This course is a continuation of Cosmetology I and Cosmetology II. The course instructs students in sanitation, sterilization, hygiene, lighting and ventilation, scalp massage, cleaning, shampooing, cutting, clipping, singeing, dying, tinting, bleaching, perming, brushing, combing curling, reconditioning, thermal pressing, iron curling, and chemical relaxing hair, physiotherapy or cosmetricity (pertaining to electricity used in cosmetology), physiology and histology anatomy, neurology, mycology and osteology, construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage, various kinds of facial massage, cosmetics, packs, and the art of makeup, eyebrow arching, eyebrow and eyelash dying necessary skills of courtesy, neatness and professional attitude in meeting the public, and a strong focus on entrepreneurship. This course instructs students in sanitation, sterilization, hygiene, lighting and ventilation. Students will have hands on experience in performing general sanitation duties. (8 SCH)

#### **COS 1004 Cosmetology A**

This course instructs students in sanitation, sterilization, hygiene, lighting and ventilation, scalp massage, cleaning, shampooing, cutting, clipping, singeing, dying, tinting, bleaching, perming, brushing, combing, curling, reconditioning, thermal pressing, iron curling, and chemical relaxing hair physiotherapy or cosmetricity (pertaining to electricity used in cosmetology), physiology and histology anatomy, neurology, mycology and osteology, construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage, various kinds of facial massage, cosmetics, packs, and the art of makeup, eyebrow arching, eyebrow and eyelash dying necessary skills of courtesy, neatness and professional attitude in meeting the public, and a strong focus on entrepreneurship.

#### **COS 1104 Cosmetology B**

This course is a continuation of Cosmetology A. Skills increase as practice increases with clock hours.

#### **COS 1204 Cosmetology C**

This course is a continuation of Cosmetology A & B. Skills increase as practice increases with clock hours.

#### **COS 1304 Cosmetology D**

This course is a continuation of Cosmetology A, B, & C. Skills increase as practice increases with clock hours. Cosmetology A, B, C, and D are equivalent Cosmetology III.

## CRIMINAL JUSTICE (CRJU)

### CRJU 1103 Introduction to Criminal Justice (F,S)

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. *ACTS #:* CRJU 1023 (3 SCH)

### CRJU 2503 CRIMINAL LAW (S)

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.

## 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 effective program designed uniquely for children (ages 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 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)

### ECTC 2603 Practicum

This course is an intensive, directed, hands-on experience working with children birth to 5 years, in our 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)

## ECONOMICS (ECON)

### ECON 2003 Macroeconomics

Topics include methods of economics, performance measures of the economic system, interest rates, inflation, employment, monetary, and fiscal policy. Prerequisites: Foundations for Writing or appropriate placement scores. *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. Prerequisites: Foundations for Writing or appropriate placement scores. *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.. (3 SCH)

### EDUC 2013 Technology for Teaching (S, F)

This course provides students with an overview of the technology that can enhance teaching and learning. Students will be taught basic multi-media approaches and uses of various Spreadsheets in the educational setting. Course is designed for teaching majors. Pre-requisites EDUC 2003 and EDUC 2001 (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.

## EMERGENCY MEDICAL TECHNICIAN (EMS)

### EMS 1108 Emergency Medical Technician (OD)

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. Prerequisite: ACT scores: of 19 in English and Reading, ASSET scores: reading 43, and writing 45, or COMPASS scores: reading 83, and writing 80. (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 the discipline. Prerequisite: Foundations for Writing or appropriate placement scores. Co-requisite: Comp I Lab with appropriate placement scores.

Prerequisite: A grade of C or better in Foundations for Writing or appropriate placement scores. ACTS #: ENGL 1013 (3 SCH)

### ENGL 1123 Composition II

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 Grade of "C" or better in Comp. I ENGL 1113 ACTS #: ENGL 1023 (3 SCH)

### ENGL 1133 Technical Writing (OD)

This course concentrates on correctness and style of written technical communication. Includes proposal writing, graphics, and technical research techniques. Prerequisites: ENGL 1113 Composition I and BUS 1003 Micro Computer Applications. ACTS #: ENGL 2023 (3 SCH)  
NOTE: Students are not required to take the Literature courses in sequence, but this is recommended.

### 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: Composition II 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. ACTS #: ENGL 2653 (3 SCH)

### ENGL 2123 American Literature II (OD)

American Literature course covering American literature from the Romantic period through Modernism. The course emphasizes the development of American literature as a unique form of literature affected by the American cultural, geographic, and historical influences. Prerequisite: ENGL 1123 Composition II. ACTS #: ENGL 2663 (3 SCH)

### ENGL 2213 World Literature to 1650 (F)

A study of world masterpieces to include: the ancient world, the Middle Ages, and the Renaissance. Prerequisite: ENGL 1123 Composition II. ACTS #: ENGL 2113 (3 SCH)

### ENGL 2223 World Literature since 1650 (S)

A study of world masterpieces to include: Neoclassicism and Romanticism; Realism and Naturalism; and modern and contemporary works. Prerequisite: ENGL 1123 Composition II ACTS #: ENGL 2123 (3 SCH)

### ENGL 2993 Creative Writing (OD)

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 ACTS #: ENGL 2013 (3 SCH)

## FINE ART (FA)

### FA 2003 Introduction to Fine Arts: Art

This course presents art as a part of our heritage. It includes basic terms, and the characteristics of style and periods of familiarization with art equipment and process. Designed to develop an appreciation of fine art as well as understand the nature and function of the visual art and forms used in various works. Students will learn art vocabulary, evaluate selected works and become familiar with visual elements and principles of design as well as important roles of art in various cultures and the history of art. Prerequisite: Foundations for Writing or appropriate placement scores ACTS #: ARTA 1003 (3 SCH)

### FA 2013 Introduction to Fine Arts: Music

The course presents music as a part of Man's cultural heritage. Topics include basic terms, forms, styles, and

periods. Approach is primarily through listening. *ACTS #:* *MUSC 1003* (3 SCH)

## FORESTRY (FOR)

### FOR 1103 Forestry (F)

This course is a general survey of the field of forestry.

### FOR 2022 Financial Analysis in Natural Resources (S)

This course presents application of basic financial principles in the analysis of projects in natural resources. Topics discussed include concepts of interest, basic financial formulas, financial decision criteria, marginal analysis, inflation, risk, and capital theory.

### FOR 2231 Dendrology Lab (F)

Field practice in the identification, nomenclature, and classification of regional woody plants (trees, shrubs, and vines) in summer and fall condition. Emphasis will be placed on leaf and bark characteristics, and after leaves have fallen, twigs and buds.

## GEOLOGY (GEOL)

### GEOL 1004 Geology (OD)

An examination of the basic concepts of physical geology, mineralogy, and land forms, modifications of the earth's surface by internal and external processes. The course includes examination of the Earth's interior, magnetism, minerals, rocks, landforms, structure, plate tectonics, geological processes, and resources. Lab required. Prerequisites: Foundations for Writing or appropriate placement scores *ACTS #:* *GEOL 1114* (4 SCH: 3 Lec, 2 Lab)

## GEOGRAPHY (GEOG)

### GEOG 2003 Introduction to Geography

This course introduces the student to the geographic framework of the modern world. Emphasis will be placed on the physical, social, cultural, political, and other factors that have shaped and influenced the development of the modern world community and how these various factors interact with one another. During this course, the student will be expected to master basic map-reading skills and develop a familiarity with other societies and cultures. College-level reading and writing skills are needed to prepare required papers. *ACTS #:* *GEOG 1103* (3 SCH)

## GENERAL STUDIES (GSTD)

### GSTD 0201 Composition Lab

This is a lab class designed to supplement ENGL 1113 Composition I. It must be taken concurrently with Comp

I with the same instructor, so that faculty can answer any questions the student might have concerning the assignments give in Comp I. Students will continue to develop skills in reading, writing, and grammar. This course is optional for the student who scores of 43 on Compass Writing **and** at least a 70 on Compass Reading or 15 on ACT English **and** 16 on ACT Reading. (1 SCH: 2 Lab)

### GSTD 0243 Essential English

This course is an intensive study of the fundamentals of sentence structure and an introduction to paragraph development, attending to grammar, punctuation, spelling, and vocabulary development. Required for students who have an ACT score of 14 or below, or an ASSET score of 36 or below, or Compass Writing score of 42 or below.

### GSTD 0263 Foundations for Writing

The course is a continued study of English skills, focusing on paragraph development with an introduction to essay building and a continued study of grammar, punctuation, spelling and vocabulary, and necessary reading skills to prepare a student for required rigorous writings and readings in today's society. Prerequisite: A grade of C or better in GSTD 0243 or a score of 43—79 on the Compass Writing or 70-82 on the Compass Reading; or ACT English of 15-18 or ACT Reading of 16-18. (3 SCH)

### GSTD 0413 Foundations for Mathematics

This course will use software and a mastery learning approach to allow the student to learn/demonstrate competencies of all the outcomes that are included in Essential Mathematics, Introductory Algebra, and Intermediate Algebra. Once all modules are successfully completed, the student will be eligible to take College Algebra. Placement will be based on an ACT of 18 or below, Compass Algebra of 40 or below, or an Asset Elementary Algebra score of 48 or below.

### 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. (NOTE: This course carries no transfer credit.) Prerequisite: A grade of "C" or better in GSTD 0423 Introductory Algebra, or 48 or below on ASSET Elementary Algebra Test, a score of 16-18 on the ACT Math Test, or a Compass Algebra score of 22-40. (3 SCH)

## HEALTH, PHYSICAL ED, & WELLNESS (HPE)

### HPE 1350 Orientation to Physical Ed., Wellness and Leisure (OD)

This course is required of all declared Physical Education, Leisure and Wellness majors. It provides an orientation to the physical education, wellness and leisure curriculum as it affects the students' licensure requirements.

The students are assisted in meeting necessary deadlines for registration for Praxis Testing, Teacher Education Program applications and opportunities for becoming involved in professional organization memberships and volunteering opportunities. A variety of topics will be presented to acquaint the student with the field of physical education, leisure and wellness. Co-Requisite: HPE 2083 Health and Physical Education Principles

#### **HPE 2083 Health and Physical Education Principles (OD)**

This is a freshman/sophomore level class designed as a general overview in the discipline of physical education for major/minor certification or state certification. Co-Requisite: HPE 1350 Orientation to PEWL

#### **HPE 2401 Methods of Fitness Activities. (OD)**

This course is designed to introduce the student to the theory and practice of a variety of fitness activities – various types of weight training regimes and aerobic exercise programs specifically – and to prepare the student to be able to teach these activities across grade levels.

#### **HPE 2663 Motor Development & Skill Acquisition. (S)**

A systematic study of motor development from birth through adulthood with special emphasis upon the conditions for effective motor learning. Pre-req MED 1803

## **HISTORY (HIST)**

*NOTE: Students are not required to take either the Western Civilization or the U.S. survey courses in sequence, but this is recommended if possible.*

#### **HIST 1003 Western Civilization to 1700**

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. Prerequisites: none, but college-level reading and writing skills are needed to prepare required papers. ACTS #: HIST 1213 (3 SCH)

#### **HIST 1013 Western Civilization since 1700**

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. Prerequisites: none, but college-level reading and writing skills are needed to prepare required papers. ACTS #: HIST 1223 (3 SCH)

#### **HIST 1113 Arkansas History (S)**

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. Prerequisites: none, but college-level reading and writing skills are needed to prepare required papers. (3 SCH)

#### **HIST 2013 United States History to 1876**

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. Prerequisites: none, but college-level reading and writing skills are needed to prepare required papers. ACTS #: HIST 2113 (3 SCH)

#### **HIST 2023 United States History since 1876**

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. Prerequisites: none, but college-level reading and writing skills are needed to prepare required papers. ACTS #: HIST 2123 (3 SCH)

## **HEALTH AND SAFETY (HS)**

#### **HS 1403 Personal and Community Health**

A consideration of the various conditions and factors affecting individual and community health, designed to assist the student in formulating his own philosophy, attitudes, and understanding of behaviors necessary to establish healthful living practices. ACTS #: HEAL 1003 (3 SCH)

#### **HS 2413 CPR/First Aid and Health for Educators**

This course will incorporate all the skills designed for national certification in adult, child, and infant CPR and First Aid. It will also cover basic classroom health issues for educators such as creating a safe work/learning environment, communicable illness/preventive procedures, accidents and injuries, and nutritional assessments., (3 SCH)



## INDUSTRIAL TECHNOLOGY (MAIN)

### MAIN 1204 Industrial Fundamentals

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 recognized certification.

Co/Pre-req None (4 SCH: 4 Lec)

### MAIN 1004 Mechanical Devices I

This course is very hands-on oriented and will introduce the student to the use and installation of belt drive systems utilizing belt and sheave/pulley components on industrial equipment. The student will learn proper shaft alignment techniques which include vibration metering and temperature monitoring as well as precision laser alignment. Couplings types and proper installation along with a study of bearings and lubrication will also be included.

Co/Pre-req MATH 1003, MAIN 1204 (4SCH: 4 Lec.)

### MAIN 2004 Mechanical Devices II

This course provides a study of chain and gear drives. The student will have hands-on training using a variety of chains and sprockets as well as a variety of gears and gear boxes. The student will be able to calculate speeds and ratios using electronic tachometers and stroboscopes.

Co/Pre-req MATH 1003, MAIN 1204(4SCH: 4 Lec)

### MAIN 2204 Mechanical Devices 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.

Co/Pre-req MATH 1003, MAIN 1204 (4 SCH: 4 Lec.)

### MAIN 1104 Hydraulics/Pneumatics

This course will explore fluid power utilizing both hydraulic and pneumatic power. Components utilized in training will include cylinders, motors, pumps, valves and associated instrumentation. The student will learn to read and interpret hydraulic and pneumatic symbols and schematics.

Co/Pre-req MATH 1003, MAIN 1204 (4 SCH: 3 Lec,3 Lab)

### MAIN 1504 Basic Electricity

This course provides a study of AC and DC circuits. Students will learn to utilize a variety of electrical test

equipment to determine voltage, amperage, and resistance. They will study Ohm's and Kirchoff's Laws and be able to perform electrical calculations. Included will be hands-on wiring projects.

Co/Pre-req MATH 1003, MAIN 1204 (4 SCH: 3 Lec./3 Lab)

### MAIN 2404 Industrial Wiring

This course will include hands-on installation and wiring of a variety of electrical components by use of schematics. Included will be conduit bending and installation. The National Electrical Code (NEC) will also be introduced.

Co/Pre-req MAIN 1504, MAIN 1404 (4 SCH: 4 Lec.)

### MAIN 1404 Industrial Motor Controls

This course provides a study of AC and DC circuits. Students will learn to utilize a variety of electrical test equipment to determine voltage, amperage, and resistance. They will study Ohm's and Kirchoff's Laws and be able to perform electrical calculations. Included will be hands-on wiring projects.

Co/Pre-req MATH 1003, MAIN 1204(4 SCH: 3 Lec./3 Lab)

### MAIN 1304 Basic Programmable Logic Controls

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.

Co/Pre-req MAIN 1504, MAIN 1404(4 SCH: 3 Lec/3 Lab)

### MAIN 2604 Advanced Programmable Logic Controls

**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.**

Co/Pre-req MAIN 1304 (4 SCH: 3Lec, 3 Lab.)

## LICENSED PRACTICAL NURSING (LPN)

*NOTE: Courses are taught in a specific order. Prior courses are prerequisites.*

### LPN 1101 Nursing I

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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 long term care, rehabilitation, and hospice care. (6 SCH)

#### **LPN 1213 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. (13 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)

## **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. Prerequisite: scores of 19 or higher on the ACT/English and Reading, or 43 on the ASSET/Reading test, or Foundations for Writing. (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. Prerequisites: Foundations for Writing or appropriate placement scores. (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, BUS 1003 Microcomputer Applications.

**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. This course will be scheduled at the end of the program. (5 SCH)

**MATHEMATICS (MATH)****MATH 1003 Technical Mathematics**

This course will develop and/or review mathematical skills with emphasis on problem solving related to the technical fields. Prerequisite: ACT Math score of 16 or COMPASS ALGEBRA score of 22 or completion of Introductory Alg level of Foundations for Math is required to enroll into Technical Math.

**MATH 1113 Quantitative Reasoning**

Quantitative Reasoning 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.* Prerequisite: A grade of C or better in GSTD Foundations for Math, or GSTD 0433 Intermediate Algebra, or 19 on ACT Math, 41 on COMPASS ALGEBRA, or 39 on Intermediate Algebra Asset (3 SCH)

**MATH 1023 College Algebra**

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: A C or better in GSTD 0413 Foundations for Math, or GSTD 0433 Intermediate Algebra, or 19 on ACT Math, 41 on COMPASS ALGEBRA, or 39 on Intermediate Algebra Asset 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 manipulative 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. Prerequisite(s): MATH 1023, College Algebra

**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 makes 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. Prerequisites: MATH 1023 College Algebra (3 SCH)

**MATH 2023 Introduction to Statistics (F)**

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 or above ACTS #: *MATH 2103* (3 SCH)

**MATH 2043 Trigonometry and Analytic Geometry (OD)**

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 ACTS #: *MATH 1203* (3 SCH)

**MATH 2053 Survey of Calculus (OD)**

Calculus is the mathematics of dynamic change and has applications in economics, business, and science as well as other fields. 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. Pre-requisite: Math 1023 College Algebra 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 or Pre-Calculus *ACTS #:* MATH 2405 (4 SCH)

#### MATH 2154 Calculus II (OD)

This course is a continuation of Math 2054 Calculus I. Additional topics will include integration techniques (integration by parts, sequences and series, parametric equations, polar coordinates, conic sections), applications of the integral, and complete study of the calculus of a single variable by studying series and differential equations. Technology will be an integral part of this course. Pre-req Math 2054 Calculus I. (4 Sch) It is strongly recommended that the student should have completed Calculus I with a "C" or better.

### MEDICAL EDUCATION (MED)

#### MED 1223 Medical Math (By Cohort Demand)

Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include interpretation of drug labels, syringe types, conversions, roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing, and proper documentation of medications as well as the Six Rights of Med administration and military time.

This course is an optional course for LPN & Medical Education students but is a required prerequisite for the ARNEC RN program. **There is a challenge exam available for students who are currently an LPN and have previous math as well as drug and IV dosage calculation experience.** For more information, please contact the Division of Medical Education at extension 1154 or 1147.

#### MED 1453 Medical Terminology (F,S,M)

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 (F, S, M)

This course may not be taken for credit after completion of BIOL 2064, BIOL 2074 or equivalent. This course is intended for students who have a need for basic studies in the functional aspects of the organ systems of the human body. Suggested to take with: MED 1453 Medical Terminology (3 SCH.)

### MANAGEMENT (MNG)

#### MNG 2113 Retail Management (S)

This course applies the basic concepts of business management, marketing, advertising, and personnel to the operation of a retail business. Merchandising and retail mathematics are an integral part of the course. Types of retail

operations will be examined, location problems will be evaluated, and customer service policies and procedures will be emphasized. Prerequisites: Foundations for Writing or appropriate placement scores. (3 SCH)

#### MNG 2313 Principles of Management (F)

Concepts, principles, and practices necessary to manage effectively an organization in a dynamic environment. Prerequisites: Foundations for Writing or appropriate placement scores. (3 SCH)

#### MNG 2623 Marketing (F)

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. Prerequisites: Foundations for Writing or appropriate placement scores. *ACTS #:* MKTG 2003 (3 SCH)

#### MNG 2813 Small Business Management (F,S)

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. Prerequisites: Foundations for Writing or appropriate placement scores. (3 SCH)

### MUSIC (MUS)

#### MUS 1003 Music Fundamentals (OD)

An introduction to the elements of music, including study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm, major and minor tonalities, and rhythmic, melodic, and harmonic ear training. Students will learn to play the soprano recorder and perform for an audience. (3 SCH)

#### MUS 1113 American Popular Music (OD)

The course surveys popular music in America; its development, variety, and influences on American culture. It emphasizes listening, as well as the elements and structure of popular music styles. This course counts as a Fine Arts elective and is open to all students. (3 SCH)

#### 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. (3 SCH)

NOTE: 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 the biomechanics of human movement. Topics include musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures. (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 health care, education, or community settings. (1 SCH)

### OTA 2223 Physical Dysfunction in OT (S)

This course is the study of occupational performance of adults. Topics include frames of reference, assessment/evaluation tools and techniques, effects of aging and chronic illness, theory and application, and intervention strategies specific to this population. (3 SCH)

### OTA 2204 Therapeutic Interventions (S)

Students will study principles, assessments and perform hands-on techniques that are used in occupational therapy intervention with clients. Emphasis is on the Occupational Therapy Assistant's role in the OT process within the context of the occupational performance model. (4 SCH)

### OTA 2213 Pathophysiology in OT (F)

This course is the study of etiology, symptomatology, and management of diseases 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. General occupational therapy intervention strategies will be explored as well. (3 SCH)

### OTA 2203 Therapeutic Activities II (S)

Continuation of OTA 1003- Therapeutic Activities I. Emphasis is on advanced techniques and advanced applications used in traditional and non-traditional practice settings. (3 SCH)

### OTA 2221 Physical Dysfunction Level I Fieldwork B (S)

Health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in settings serving adults with physical challenges. Students are supervised by clinical educators or faculty at health care, education, or community settings. (1 SCH)

### OTA 2312 Management in OT (S)

This course will examine basic management 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 and reimbursement systems, and management in a variety of situations. (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 apply specialized occupational theory, skills, and concepts in settings serving individuals with psychosocial challenges. Students are supervised by clinical

educators or faculty at health 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 theory, skills, and concepts to direct patient/client care, generally at a clinical site. Students will apply the occupational therapy process while developing and practicing the skills of an entry-level OTA. Clinical experiences are unpaid external learning experiences. This is 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 theory, skills, and concepts to direct patient/client care, generally at a clinical site. Students will apply the occupational therapy process while developing and practicing the skills of an entry-level OTA. Clinical experiences are unpaid external learning experiences. This is 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. Pre-Reqs: WELD 2344 SMAW I, WELD 2354 SMAW II (8 SCH; 7 Lec/3 Lab)

**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. Pre-Reqs: WELD 2367 GMAW (MIG) 4 SCH: (3 Lec/3 Lab)

**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. Pre-Reqs: WELD 2367 GMAW (MIG) 4 SCH: (3 Lec/3 Lab)

**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. Pre-Reqs: WELD 2377 GTAW (TIG) 4 SCH: (3 Lec/3 Lab)

**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. Pre-Reqs: WELD 2377 GTAW (TIG) 4 SCH (3 Lec/3 Lab)

**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. Pre-Reqs: WELD 2344 SMAW I, WELD 2354 SMAW II 8 SCH: (7 Lec/3 Lab)

**PHILOSOPHY (PHIL)**

**PHIL 2003 Introduction to Philosophy (OD)**

A survey of the most basic and perennial issues in philosophy and an introduction to the major thinkers of the Western philosophical tradition. Prerequisite: ENGL 1113 Comp. I. ACTS #: PHIL 1103 (3 SCH)

## 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 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. This is an algebra-based course and it is strongly recommended that the student should have completed Introductory Algebra with a C or better. Prerequisites: Foundations for Writing GSTD 0423 Introductory Algebra or higher, or appropriate placement scores *ACTS #*: *PHSC 1004* (4 SCH — 3 Lec, 2 Lab)

### PHYS 2044 College Physics (OD)

Introduction to physics principles including mechanics, wave motion, thermodynamics, and acoustics. Prerequisite: GSTD 0433 Intermediate Algebra *ACTS #*: *PHYS 2014* (4 SCH - 3 Lec, 2 Lab)

## POLITICAL SCIENCE (PSCI)

### PSCI 2003 American Government

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. Prerequisites: none, but college-level reading and writing skills are needed to prepare required papers. *ACTS #*: *PLSC 2003* (3 SCH)

### PSCI 2013 State and Local Government

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.

### 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. (3 SCH)

## PSYCHOLOGY (PSYC)

### PSYC 2003 General Psychology

Introductory course in psychology designed to acquaint the student with the fundamental concepts of psychology, including biological, state of consciousness, learning, memory, and intelligence. Students should gain a better understanding of their own behavior and that of others. Prerequisites: Foundations for Writing or appropriate placement scores. *ACTS #*: *PSYC 1103* (3 SCH)

### PSYC 2303 Developmental Psychology (F)

A comprehensive survey of human growth, maturation, and development, over the lifespan. Prerequisites: Foundations for Writing *ACTS #*: *PSYC 2103* (3 SCH)

### PSYC 2303 Abnormal Psychology (S)

The origin, identification, treatment, and social implications of abnormal behavior, emphasizing etiology (origin), symptoms, and diagnosis of specific mental illnesses according to DSM-IV-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: Foundations for Writing (3 SCH)

## REGISTERED NURSING (RNSG)

*NOTE: Courses are taught in a specific order. Prior courses are prerequisites.*

### RNSG 2119 Nursing Process I (9 Sch credit, 9 hrs/wk lecture)

This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to ARNEC's goals, philosophy, and learning objectives. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. The student's fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. This course also explores the legal, ethical, and social issues related to the Registered Nursing role. Basic pharmacology and fundamental nursing theory, skills, and medical math will be reviewed to prepare students for subsequent semesters.

The second part of this course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness-illness problems of the adolescent, adult,

and geriatric populations and the management and adaptation process. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas. Prerequisite: Admission to the ARNEC program. Co-requisite: RNSG 2123.

**RNSG 2123 Nursing Practicum I (3 Sch credit, 9 hrs/wk practicum)**

This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNSG 2119. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, medication administration, and medical/surgical client care. Students are introduced to the role of the Registered Nurse by applying new skills in the assessment, planning, intervention, and evaluation of their clients. This course also provides students with the opportunity to provide nursing care to adolescent, adult, and geriatric clients with mental illness. Students will observe and participate in treatment modalities for common mental illnesses, including therapeutic communication and safety planning. Curriculum concepts and comprehension are carried out per clinical application.

Prerequisite: Admission to the ARNEC program. Co-requisites: RNSG 2119

**RNSG 2216 Nursing Process II (6 Sch credit, 8 hrs/wk lecture)**

This first part of this course utilizes an integrated approach to emphasize further the skills, knowledge, and behaviors needed to care for clients in the areas of the childbearing family, newborn, and women's health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, family planning, female cancers, and general women's health care. This course also provides lecture content for the age group involving the newborn through adolescence (pediatrics). The student will be provided a longitudinal view of the child as an individual on a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content. Prerequisite: RNSG 2119, RNSG 2213. Co-requisite: RNSG 2223.

**RNSG 2213 Nursing Practicum II (3 Sch credit, 9 hrs/wk practicum)**

This clinical experience allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the childbearing family, newborn, pediatric client care, and women's health. Students also use their skills in assessing and caring for children and adults with genetic abnormalities. Students will engage in the clinical application of concepts covered in RNSG 2216, demonstrating progressive mastery and independence in Registered Nursing practice. Prerequisite: RNSG 2119, RNSG 2123. Co-requisite: RNSG 2216.

**RNSG 2311 NCLEX-RN Preparation (1Sch, 1 hr/wk)**

This online course provides a comprehensive review of all nursing content taught in the program in preparation for taking the NCLEX-RN. The course also focuses on preparing students as entry-level Registered Nurses. Students review content, complete an online NCLEX review course, take a standardized exam, and develop an action plan for study for the NCLEX-RN.

**RNSG 2318 Nursing Process III (8 Sch credit, 8 hrs/wk lecture)**

This course builds upon the previous instruction and incorporates higher-level nursing care, critical thinking, and clinical decision-making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher-level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The student will learn basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, surgical care, and acute care and long-term care settings. Advanced pharmacological concepts are also integrated into this course. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated. Prerequisites: RNSG 2219, RNSG 2123, RNSG 2216, RNSG 2213. Co-requisite: RNSG 2323.

**RNSG 2323 Nursing Practicum III (3 Sch credit, 9 hrs/wk practicum)**

This clinical experience continues to build upon previous instruction and allows the student to deliver higher-level nursing care, perform higher-level clinical decision-making, and demonstrate management and leadership skills. Team leading and care of critically ill clients are major components of this course. Students will engage in the clinical application of concepts covered in RNSG 2318, demonstrating independence and mastery of the role of an entry level Registered Nurse. Prerequisites: RNSG 2219, RNSG 2123, RNSG 2216, RNSG 2213. Co-requisite: RNSG 2318.



## RADIO BROADCASTING (RB)

### RB1004 Radio Broadcasting I

This course is designed to provide knowledge and skill in preparation for a career in radio broadcasting, including the history and trends of broadcasting, legal issues involved, audio production, radio writing, and news writing. (4 SCH)

### RB 1204 Radio Broadcasting II

This course is a continuation of Radio Broadcasting I and provides an extension of practical knowledge and skill in preparation for a career in radio broadcasting, including announcing, management, and workplace skills development. Pre/Co-requisite: RB1004: 4(SCH) 3 lec. 3 lab.

### RB 1404 Radio Broadcasting III

This course is designed to allow the serious radio student to develop the practical knowledge and advanced skills needed to produce comprehensive radio programs, including workplace skills development, programming, and advanced announcing. Prerequisites: RB 1004 and RB 1204. 4(SCH) 2 lec. 6 lab.

### RB 1502 Radio Broadcasting IV

Students will perform all the duties required of a radio broadcaster in a live studio and in the field. These duties will include, but not limited to; broadcasting, interviewing, advertising sales, promotion and community service. This course will be all lab not limited to set times. Students must log a minimum of 86 Sch. in order to receive credit. Prerequisites: RB 1004, RB 1204:Pre/Co requisite RB 1404 @ SCH) 6 lab.

### RB 1612 Radio Broadcasting V

A continuation of RB 1502. Students must log a minimum of 86 Sch. in order to receive credit. Prerequisites: RB 1004, RB 1204; Pre-Co-requisite RB 1404 (2 SCH) 6 lab.

## SOCIOLOGY (SOC)

### SOC 2003 Introduction to Sociology

This course introduces students to the scientific study of human society and human social behavior. Topics include theory, culture, socialization, social institution, social deviance, and social stratification. Foundations for Writing or appropriate placement scores. *ACTS #:* *SOCI 1013* (3 SCH)

### SOC 2033 Sociology of Marriage and Family (OD)

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.

Prerequisites: Foundations for Writing or appropriate placement scores. (3 SCH)

## SPANISH (SPAN)

### SPAN 1014 Elementary Spanish I (F)

Intensive oral drill, analysis of basic patterns, conversations of the essentials of grammar in oral and written exercises, dialogues, oral presentations, and reading assignments. Regular work in the language laboratory is required. A "Challenge Exam" is available for students who passed high School Spanish or for whose native language is Spanish. Credit would be given for the course upon successful completion of the exam. Students must enroll in the course to be eligible for the exam. *ACTS #:* *SPAN 1013* (4 SCH: 3 Lec., 2 Lab)

### SPAN 1024 Elementary Spanish II (OD)

Continuation of SPAN 1014. Prerequisite: SPAN 1014. *ACTS #:* *SPAN 1023* (4 SCH: 3 Lec., 2 Lab)

### SPAN 1001 Learning Spanish through Film

Learn Spanish just by watching a movie! Watch a film in Spanish in 10-15 minute segments, and then learn vocabulary words and complete comprehension and communication. Exercises will aid you to practice using the language in context. This method, developed by FilmArobics, focuses on all aspects of language learning: listening, speaking, and reading. Prerequisite: SPAN 1004 Spanish I. (1 SCH).

## SPEECH (SPCH)

### SPCH 1113 Principles of Speech

This course teaches principles of effective speaking; emphasis on the elements of communication and public speaking. Students will also study non-verbal and small group communication and focus on improving listening skills. *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 (F, S)

A course designed to increase students' success in college by assisting students in obtaining the knowledge and

skill necessary to reach their educational objectives. This course is to be taken the first semester. (3 SCH)

**SPD 1101 College Transitions (OD)**

A course designed for those students who are transferring from another institution to help them become familiar with UA Cossatot. A student must not be in need of any GSTD courses to take this course. (1 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**

Fundamentals of layout and fabrication related to the welding industry. Emphasis on structural shapes and use in construction. Co-requisite: BLD 1003 Construction Fundamentals (4 SCH) (3 Lec./3 Lab).

**WELD 2344 Welding I - SMAW (F)**

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: 2 Lec/6 Lab).

**WELD 2354 Welding II - SMAW (F)**

Covers the practical application of Shielded Metal Arc Welding equipment by welding in horizontal, vertical, and overhead positions. Safety practices are emphasized. (4 SCH: 2 Lec/ 6 Lab)

**WELD 2367 Welding III — MIG (S)**

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: 26Lec/3b)

**WELD 2377 Welding IV — TIG (S)**

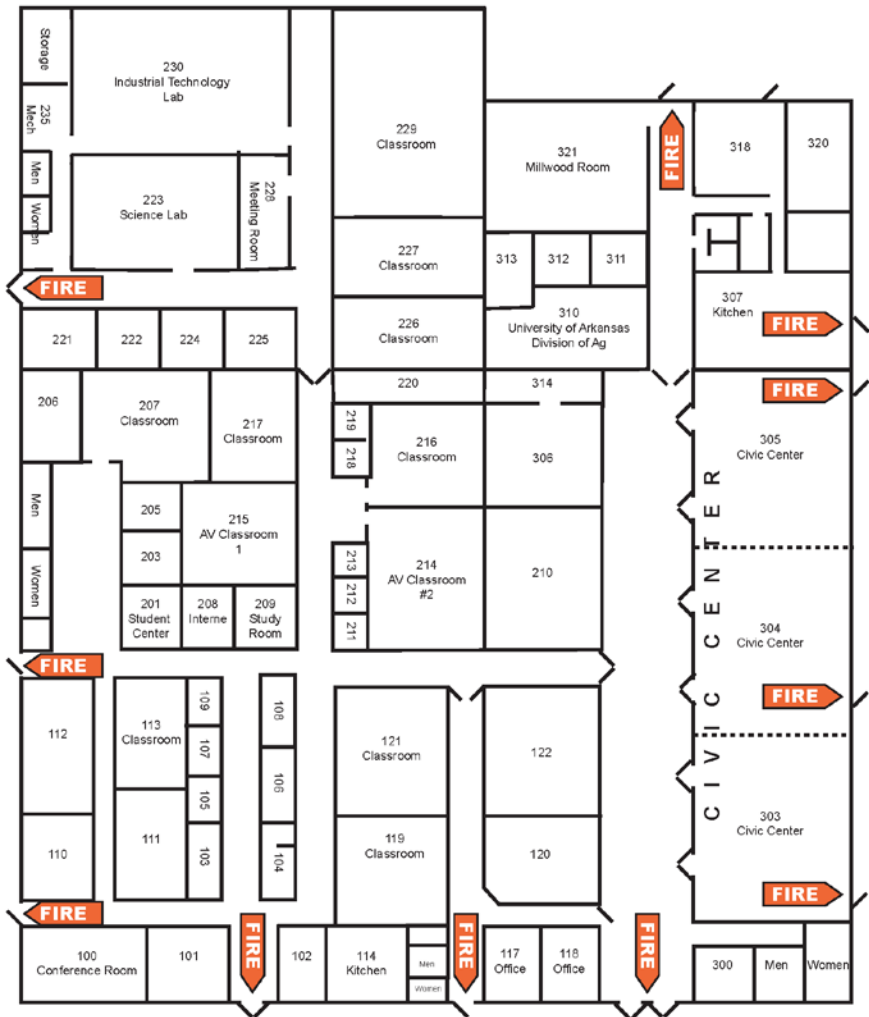
Topics covered include the practical applications of Tungsten Inert Gas Welding (TIG). A study of ferrous and non-ferrous material properties, material classifications, and disadvantages related to the TIG welding process. Safety practices are emphasized. (7 SCH: 6 Lec/3 Lab)

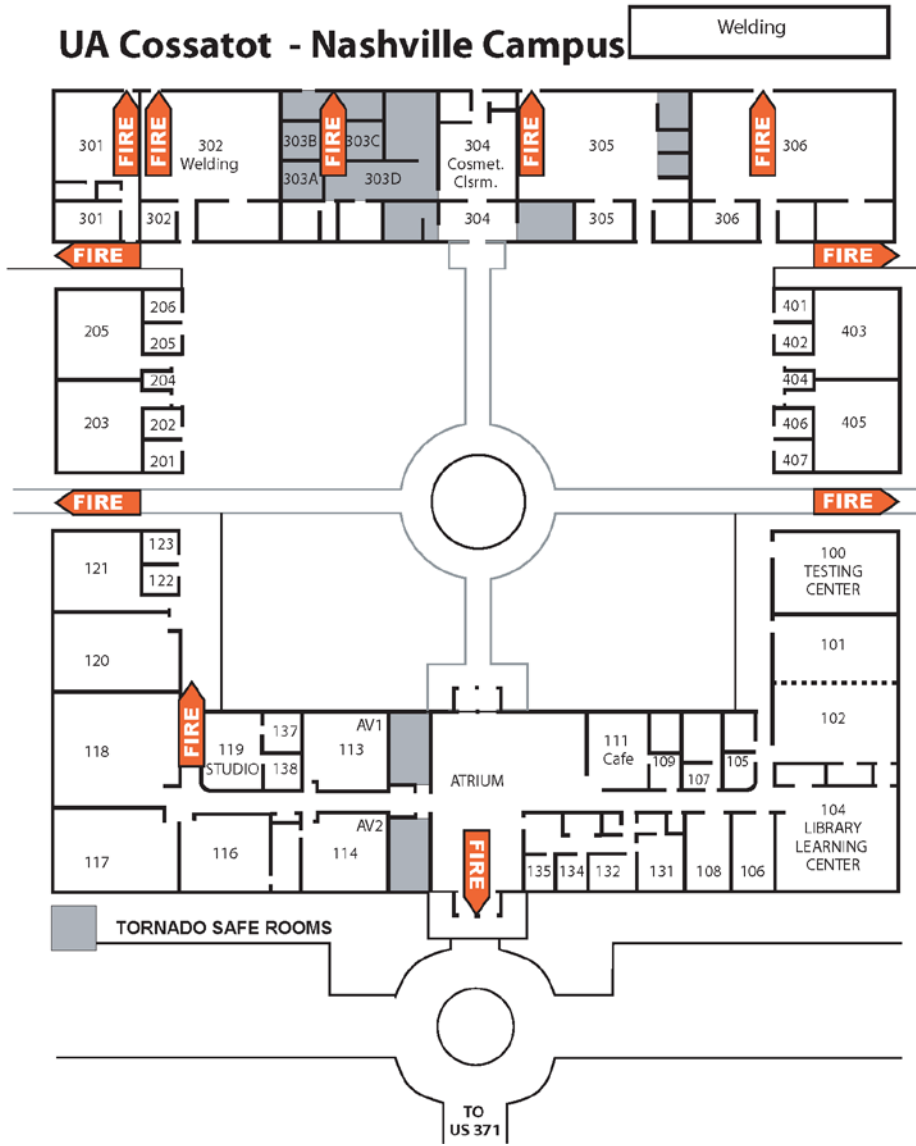


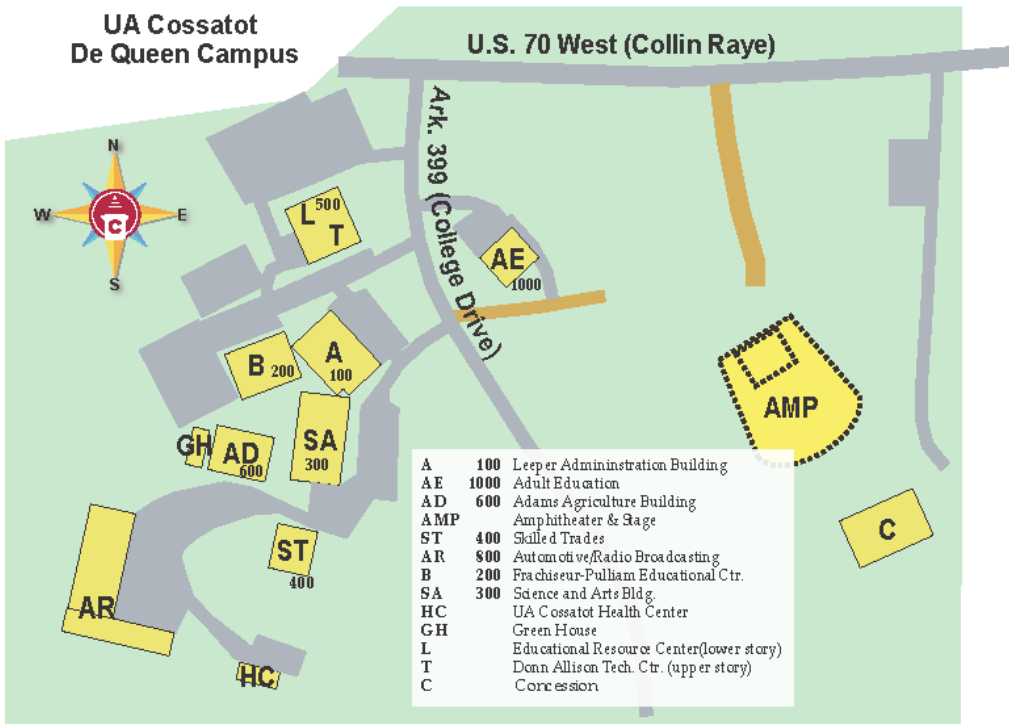
# Maps

Welding

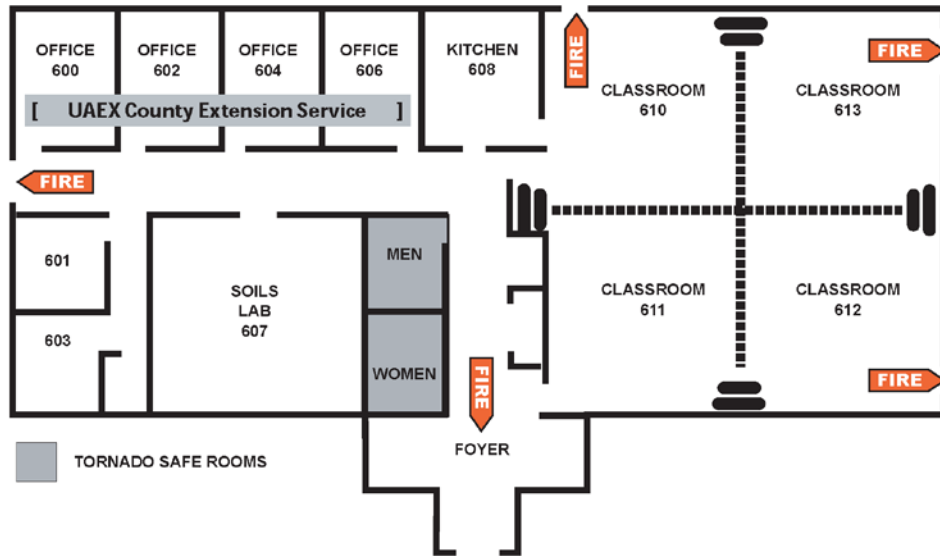
UA Cossatot  
Ashdown Campus  
1411 N. Constitution Ave.







UA Cossatot- De Queen  
Adams Agriculture Building



**UA Cossatot- De Queen  
Allison Technology Center (upper level)**

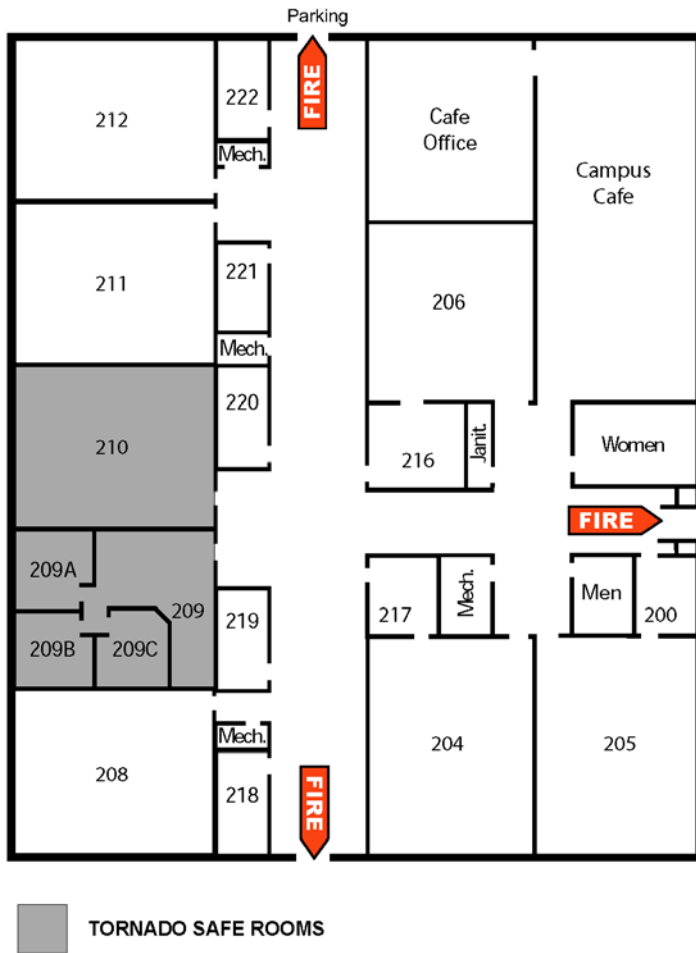


**Kimball  
Educational Resource Center  
(lower level)**

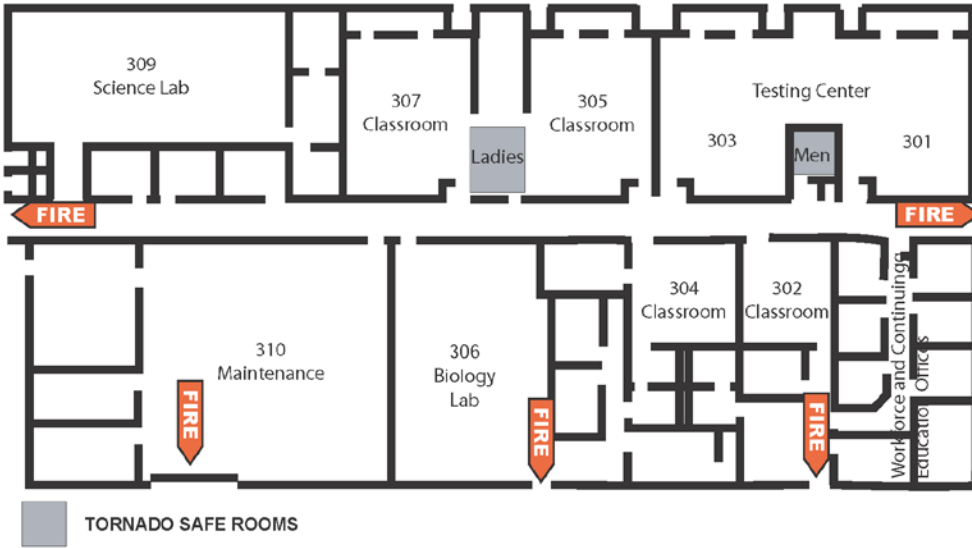




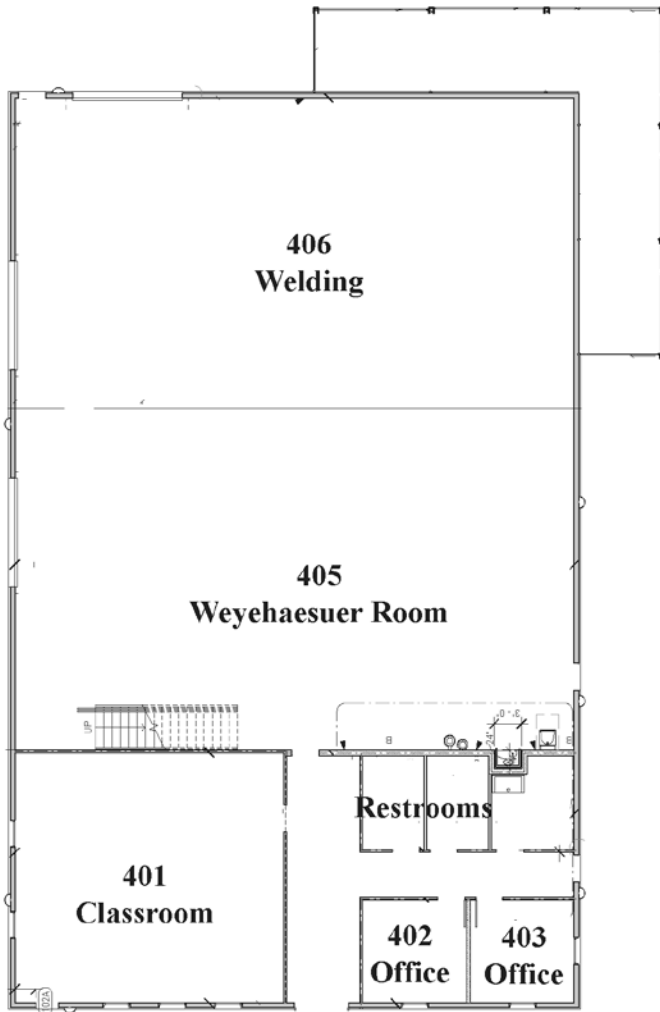
### UA Cossatot- De Queen Franchiseur-Pulliam Educational Center



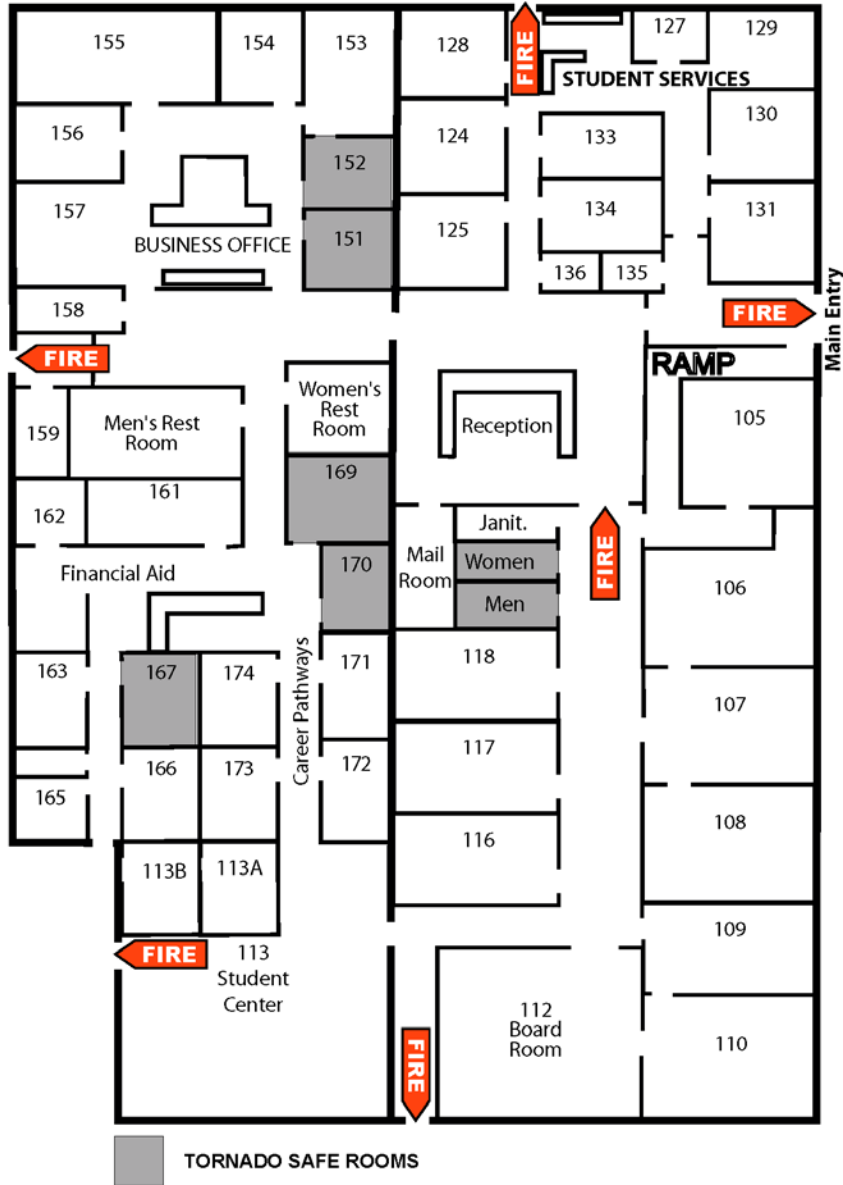
### UA Cossatot- De Queen Science and Arts Building



### UA Cossatot – De Queen Campus Skilled Trades Building



### UA Cossatot - De Queen Leeper Administration Building



## UA Cossatot Automotive/Radio Broadcasting Building





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