



Think Northark First. We're Your College!

**STUDENT HANDBOOK
2009 - 2010**

North Arkansas College
1515 Pioneer Drive
Harrison, AR 72601
(870) 743-3000
www.northark.edu

Welcome to Northark!

Tremendous opportunities await you at Northark. Our excellent faculty and staff will be most pleased to help you explore your options and fulfill your educational goals at Northark. Students of all ages and backgrounds attend Northark for a variety of reasons -- some transfer to a four-year institution, others may be seeking marketable job skills and certifications, still others may be attending for personal development. We provide opportunity for all.



Your time here will help build the foundation for your future. This handbook can be your guide to help you make the most of your time at Northark. Please familiarize yourself with the academic and student services policies and procedures.

Many of our students work full-time, and many carry a heavy academic load. Please plan your time carefully to enable you to maximize your return. I strongly suggest that you use the planner in this handbook or your own computer or cell phone to help keep track of your schedules, assignments, and appointments.

The mission of North Arkansas College is to support economic and community development -- our students represent the future for our community, and our students thrive after completing their college goals.

I encourage you to get to know your instructors -- they are here to guide you through this educational opportunity. Our student services and administrative staffs are here to serve you as well. Do not hesitate to ask us to help you further your educational goals at Northark.

Remember -- Think Northark First! We're Your College!

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Mission Statement

North Arkansas College's mission is to provide high quality, affordable, convenient opportunities for learning and cultural enrichment in response to community needs.

Statement of Non-Discrimination

North Arkansas College is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, or other non-merit reasons, in admissions, educational programs or activities, and employment, all as required by applicable laws and regulations. Inquiries should be addressed to the Assistant Secretary for Civil Rights, U.S. Department of Education.

2009-2010 ACADEMIC CALENDARS

Fall - 2009

- August 12 (W) Full-time instructors return
- August 19 (W) Classes Begin - 8:00 a.m. (or earlier as designated)
- August 25 (T) Last day to add class or register 6:00 p.m.
- August 27 (R) Last day to change regular, semester long classes from
audit to credit
- September 7 (M) No classes, Offices closed (Labor Day)
- September 8 (T) Last day to change 1st 5-week classes from credit to audit
- September 15 (T) Last day to change 1st 6-week classes from credit to audit
- September 18 (F) Deadline for Fall 2009 Independent Studies
Last day to drop 1st 5-week classes
- September 22 (T) Last day to change 1st 8-week classes from credit to audit
1st 5-week classes end
- September 23 (W) 2nd 5-week classes begin
- September 29 (T) Last day to change 1st 9-week classes from credit to audit
- October 2 (F) Last day to drop 1st 8-week classes
- October 6 (T) Last day to change 1st 10-week classes from credit to audit
- October 7 (W) 1st 8-week classes end
- October 7-13 (W-T) Mid-term examinations
- October 9 (F) Last day to drop 1st 8-week classes
- October 12 (M) 2nd 8-week classes begin
- October 14 (W) Last day to drop 1st 9-week classes
- October 18-20 (Su-T) AATYC
- October 22 (R) Last day to drop 1st 10-week classes
Last day to drop 2nd 5-week classes
- October 27 (T) Last day to change regular, semester-long classes from
credit to audit
1st 10-week classes end
2nd 5-week classes end
- November 17 (T) Last day to change 2nd 8-week classes from credit to audit
- November 25-29 (W-Su) No classes – Thanksgiving Break

November 30 (M)Classes resume - 8:00 a.m. (or earlier as designated)
Last day to drop regular, semester long classes
Last day to drop last 10 week classes
Last day to drop 2nd 8-week classes

December 8 (T)Dead Day

December 9-14 (W-M)Final Examinations

Spring – 2010

January 5 (T)Full-time faculty return

January 11 (M)Classes Begin - 8:00 a.m. (or earlier as designated)

January 14 (R)Last day to add class or register 6:00 p.m.

January 18 (M)No classes, College closed (Martin Luther King Day)
FBLA Conference

January 20 (W)Last day to change regular, semester long classes from
audit to credit

January 29 (F)Last day to change 1st 5-week classes from credit to audit

February 10 (W)Last day to drop 1st 5-week classes

February 12 (F)1st 5-week classes end

February 15 (M)Deadline for Spring 2010 Independent Studies
Last day to change 1st 8-week classes from credit to audit
1st 5-week grades due on Faculty Access
2nd 5-week classes begin
Last 10-week classes begin

February 19 (F)Last day to change 1st 9-week classes from credit to audit
1st 6-week classes end

February 26 (F)Last day to change 1st 10-week classes from credit to audit
Last day to drop 1st 8-week classes

March 1-5 (M-F)Mid-term examinations

March 3 (W)1st 8-week classes end

March 4 (R)2nd 8-week classes begin

March 5 (F)Last day to change 2nd 5-week classes from credit to audit

March 8 (M)Last day to drop 1st 9-week classes

March 9 (T)Instructor In-Service (No Classes)

March 17 (W)Last day to drop 2nd 5-week and 1st 10-week classes

March 19 (F)Last day to change regular semester-long classes from
credit to audit
2nd 5-week classes end
1st 10-week classes end

March 22-26 (M-F)Spring Break

March 29 (M).....Classes Resume - 8:00 a.m. (or earlier as designated)

April 16 (F)Last day to change 2nd 8-week classes from credit to audit

April 28 (W)Last day to drop regular, semester-long classes
Last day to drop 2nd 8-week and last 10-week classes

May 4 (T)Last day of regular, 2nd 8-week and 10-week classes

May 5 (W).....Dead Day

May 6-11 (R-T).....Final Examinations

May 15 (S).....Graduation - 10:00 a.m.

Summer I – 2010

May 20 (R)Classes Begin - 8:00 a.m.

May 27 (R)Deadline for Summer I 2009 Independent Studies

May 31 (M).....No Classes, Offices Closed (Memorial Day)

June 10 (R).....Last day to change from credit to audit

June 17 (R).....Last day to drop Summer I, by 5:00 p.m.
regular-session classes

June 22 (T)Last day of classes

June 23 (W).....Final Examinations

Summer II – 2010

June 28 (M).....Classes Begin - 8:00 a.m.

July 5 (M).....No Classes, Offices Closed (for Fourth of July)

July 7 (W).....Deadline for Summer II Independent Studies

July 8 (R)Last day to change 10-week
Summer I classes from credit to audit

July 16 (F).....Last day to change Summer II from credit to audit

July 22 (R)Last day to drop 10-week, Summer I class by 5 p.m.

July 26 (M)Last day to drop Summer II - 5:00 p.m.
regular-session classes

July 28 (W)Last day of Summer II regular-session classes
Last day of Summer I 10-week classes

July 29 (R)Final Examinations

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Dial 870-391-3 and the extension number when off campus.

Academic Integrity

North Arkansas College's commitment to academic achievement is supported by a strict but fair policy to protect academic integrity. This policy regards academic fraud and dishonesty as offenses requiring disciplinary action.

- **Cheating**
Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
- **Facilitating academic dishonesty**
Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.
- **Plagiarism**
Intentionally or knowingly representing the words and ideas of another as one's own in any academic exercise.
- **Test Tampering**
Intentionally gaining access to restricted test materials including booklets, test banks, questions or answers before a test is given; or tampering with questions or answers after a test is completed.

Cases of cheating and plagiarism at Northark are considered to be serious offenses and are subject to one or more of the following alternatives:

1. No credit for the assignment or opportunity for make-up.
2. Loss of credit and dropped from the course.
3. Permanent suspension from Northark.

Students may resolve disciplinary action by following this chain of command:

Instructor
Dean or Program Director
Vice President of Learning
Institutional Standards and Appeals Committee

Attendance

It is the responsibility of faculty members to advise their classes, in writing, of their attendance and makeup policies. It is the student's responsibility to discuss any absences and the possibility of makeup work with the instructor as soon as possible.

Students are expected to attend all class meetings and officially withdraw from courses they are no longer attending. If students fail to withdraw, their instructors will not allow them to remain on class rolls when it becomes clear that excessive absences prevent the student's successful completion of the course. Once an instructor has determined that a student has missed too many classes to pass the course, the instructor will officially withdraw the student rather than allowing the student to remain on the class roll and receive an "F" at the end of the semester. However, students should use Campus Connect or see an advisor to check their enrollment status for all classes prior to the semester's withdrawal deadline.

As a general rule, missing more than 15% of scheduled class meetings (six class hours in a traditional 3 credit lecture course, proportionately more in classes with laboratory, studio, or clinical components) constitutes excessive absence. In online classes, a student's failure to participate for a period greater than two weeks constitutes excessive absence. Instructors in online courses will monitor attendance based on

participation in the class as evidenced by turning in assignments, participation in discussion boards, e-mail, or other formal contact. Students must consult the course syllabus for the attendance policy set by individual instructors.

Advising Center

Students are invited to visit the North Arkansas College Advising Center for assistance with academic advising and personal counseling. Academic advising aids students in planning and selecting courses needed to pursue their educational and career goals. The Advising Center is open from 7:30 a.m. to 5:30 p.m. Monday through Thursday, and 7:30 a.m. to 5:00 p.m. on Friday. Advisors are available by appointment or on a walk-in basis. Students are especially urged to make appointments during the pre-advisement period each semester. Optional advising is available to currently enrolled students who are: (1) students who have accumulated 30 college-level semester credit hours (including transfer work and current semester credits) or (2) Non-degree seeking students (excluding high school students) enrolled in 11 or fewer credit hours during the current semester. Northark **STRONGLY ENCOURAGES** all students to go through the advising process to ensure transferability of coursework and/or that graduation requirements are met.

Arkansas Career Pathways Initiative

Arkansas Career Pathways Initiative (CPI) is a federally grant funded program for low income parents who desire to improve their employment opportunities through education and/or training. Potential clients/students must be the legal guardian of a child under the age of 21 who is living in the home with them on a permanent basis. Also, they must be a current or former TEA recipient, or be receiving benefits from DHS, such as Medicaid, ARKids or food stamps, or be at or below 250% of the Federal Poverty Level.

CPI will provide academic and personal counseling, remediation in preparation for college entrance exams, tutoring, referrals to outside assistance agencies and coordination with other Northark assistance programs, employability skills, training, and job placement assistance. Career Pathways is also designed to assist with financial barriers such as tuition, childcare, and transportation. CPI believes in wrapping its students with total support utilizing all the resources at hand both on campus and in the communities Northark serves.

Students are invited to see how CPI services can help remove barriers to a better, brighter future. CPI offices are located in suite 201, 2nd floor of the Northark Center Campus at 303 N. Main St. Harrison, AR 72601, or call 870-391-3153.

Athletics

Northark has five intercollegiate athletic teams. They are members of the National Junior College Athletic Association and subject to that association's rules and regulations. The Pioneers are the men's basketball and baseball teams. The Lady Pioneers are the women's basketball and fast pitch softball teams. Admission to Northark games is free to Northark students, faculty, and staff.

In addition, The North Arkansas College rodeo program consists of a men and women's rodeo team. North Arkansas College is a membership institution of the National Intercollegiate Rodeo Association. For more information, students should contact Landon Sullivan: 391-3149 or visit www.collegerodeo.com and/ or www.northarkrodeo.com

Bookstore

The North Arkansas College Bookstore offers textbooks, study aids, supplies, art materials, and miscellaneous personal items. The bookstore also carries a selection of Northark clothing and other Northark items. The bookstore accepts cash, checks, credit cards, and debit cards. Course textbooks and supplies can be charged to awarded financial aid with adequate remaining coverage for a limited period early in each semester.

The Northark Bookstore is located on the South Campus near the Student Center. The bookstore is open Monday through Friday 8:00 a.m. – 4:00 p.m. During the first week of the semester and final exams, the bookstore will remain open evenings to accommodate students. Book Buyback occurs during final exam week.

Cancellations

Daily class cancellations are published daily on digital media screens located throughout all three campus locations. In addition, class cancellation announcements may be accessed through the following web page: www.northark.edu.

Cashier

Northark cashier stations are located on each campus for student convenience. Each station is open 8:00 a.m. – 5:00 p.m. (Hours are extended during registration). The specific locations and contact telephone numbers are:

South Campus	North Campus	Center Campus
M134	Front Desk	DC01
391-3292	391-3385	391-3100

Students may check their account status and transact account payments at any of the three cashier stations. Additionally, students may cash personal, one-party checks payable to North Arkansas College for up to \$10 per day, provided the student has valid photo identification and no record of insufficient checks within the past six months.

Children on Campus

Parents should attend all children on campus under the age of twelve in order to ensure their safety and welfare. Parents are asked to restrict children to the Student Center area when classes are in session. Students are requested not to bring children to class and should obtain permission from instructors prior to bringing any children to class.

Closing Due to Weather Conditions

Should inclement weather make it necessary to close the college, the following radio stations will be notified:

KCWD 96.1 FM -- Harrison

Students, faculty and staff may also call the North Arkansas Snow Line, **743-SNOW (7669)** for the latest update on college closings. The North Arkansas College web site will also be updated, whenever possible. Every effort will be made to notify the radio stations by 6:00 a.m. for day classes/operations and by 3:00 p.m. for evening classes/operations. A radio announcement will only be made for closings. Even when the college is not closed, personal discretion should be used as to one's safety and well being.

College Grill

Sandwiches, soup, salads, and snack foods are available from 7:30 a.m. until 2:00 p.m. at the College Grill located in the Student Center of the South Campus during the fall and spring semesters. When the College Grill is closed, vending machines are available for snack foods and cold beverages. Ice cream and other snack items are available for students to purchase in the bookstore, as well.

Computer Labs

The IT Services Department at Northark maintains several computer labs that are available for student use. On the South Campus, there are five labs with 24 student stations each in the John Paul Hammerschmidt Business and Conference Center. There are also two labs on the North Campus with a combined total of 49 computers. All of the computers in these labs are equipped with some of the latest hardware and a wide variety of current software titles. These titles include the latest releases of Microsoft software such as Office 2007 Professional Suite and the Visual Studio.NET suite of programming applications. Other labs may contain popular titles such as the latest software applications from Adobe and a host of other educational software titles.

Computer Use Policy

To maintain the highest level of computing service to Northark's students and staff, there are certain regulations that must be followed. These regulations are detailed in the Computer Use Policy, www.northark.edu/mcs/policies/index.htm.

This policy helps to enforce national, state, and local laws regarding the use of computers, the Internet, and email. Any misuse of the college's computers could result in a loss of computing privileges. The MicroComputer Services Department monitors the use of each computer and takes the appropriate action when the policy has been violated. For more questions about the Computer Use Policy or to report malicious or suspicious computing practices, please see Rick Williams, Room C503, on the Center Campus or call 391-3233.

Daily Announcements

The Northark Daily Announcements are published daily on digital media screens located throughout all three campus locations. In addition, announcements may be accessed through the following web page: www.northark.edu. Students should check the web page for important college-related messages and other information.

Delinquent Accounts and Collection Policy

North Arkansas College may deny future enrollment and/or refuse to release transcripts and records until any delinquent account balance or debt to the college is satisfied. Delinquent accounts may also be subject to additional charges, including late fees, processing fees, collections costs, and attorney fees.

Additionally, North Arkansas College may pursue delinquent account collection through in-house efforts, public collection agencies, and/or garnishment of an individual's Arkansas state income tax refund, as allowed by Arkansas Statute 26-36-301.

Disability Services

North Arkansas College is committed to providing the support needed for equal access and equal educational opportunity for each student. Students who have documented disabilities that may affect the pursuit of an education may receive appropriate accommodations by contacting the disability coordinator in Student Services for an appointment. Services for students with disabilities are tailored to meet their individual needs and comply with Section 504 of the Rehabilitation Act of 1973, the American Disabilities Act of 1990 and with subsequent state and federal legislation pertaining to individuals with disabilities and their rights.

Eligibility for accommodations is determined by documentation and student interviews. When you come for your appointment, bring whatever papers you have to document your disability. A high school IEP is usually not sufficient by itself but may be helpful.

All records concerning student disabilities are protected by the Family Education Rights and Privacy Act (FERPA). Your disability documentation and records of accommodations are kept completely separate from your academic records and under normal circumstances are not shared with any persons outside Northark. (Exceptions usually involve danger to yourself or another person or compliance with court orders.) Disability records do not follow you when you transfer to another college or university and are not shared with employers.

To obtain further information on services and policies or to make an appointment, students should contact Kim Brecklein, 391-3338 for TDD call 391-3111 or email kbrecklein@northark.edu.

Distance Education

Taking college courses at Northark has never been more convenient. Since 1992, Northark has been reaching beyond the classrooms to make college courses available and accessible to students in its service area. Northark students have more opportunities than ever before to reach their educational goals by taking advantage of the convenience of the Distance Education Program.

Registered students can take some of their courses from home. Web-based courses are offered over the Internet and can be accessed at anytime from home, office, public library or anyplace that has an Internet connection. Hybrid courses combine the classroom with the web, allowing students to complete a course partially in class sessions on campus and partially online.

While not all Northark courses can be taken at a distance, many are already available and more are being made available every year. Students who would like more information about the distance education program may contact the Director of Distance Education, 391-3308.

Dropping Classes

Students who wish to withdraw from a class or classes after the end of registration must complete the following steps:

South Campus:

1. Obtain drop form from an academic counselor.
2. Obtain signature of instructor.
3. Return completed form to the Registrar's Office, Room M 185.

North Campus:

1. Obtain drop form in Room 15 or 14.
2. Obtain signature of instructor.
3. Return completed form to Room 15 or 14.

Official withdrawal from any class is not complete until the student has completed the steps above.

Withdraw by end of registration period:

- No grade recorded on transcript.

Withdraw by the end of the 14th week of regular fifteen-week semester:

- Receive W on transcript.

Students withdrawing from a class that differs from the fifteen-week regular semester will have the same percentage of time to withdraw with a grade of "W"

Due Process, Academic

Should a student have a grievance concerning an instructor or method of instruction he/she should speak with the instructor or dean. Should the student be unable to resolve the grievance with the instructor or dean, he/she may then file a written grievance within five days with the Northark Vice President of Learning. Further appeals include the Institutional Standards and Appeals Committee, the Northark President and the Board of Trustees.

Due Process, Non-Academic

Should a student have a grievance of a non-academic nature, he/she should fill out either the Student Safety Form or the Student Complaint Form, which may be obtained in the Student Services Office. In the event a student files a complaint with the Vice President of Learning, the following procedure will be followed:

1. A signed copy of the complaint must be filed in the Office of the Vice President of Learning.
2. The Vice President of Learning will review the complaint and render a decision within five class days unless further investigation is needed.
3. If a complaint is filed which requires further investigation, a decision will be made when the Vice President of Learning determines all information related to the complaint has been obtained. A disposition should be available in three weeks.

4. The student must indicate any action taken to resolve the complaint. If the complaint involves an instructor, the student needs to follow the procedures for Academic Due Process and note on the form whether proper channels of resolution have been followed.
5. If the student does not agree with the decision of the Vice President of Learning, the student may appeal to the Institutional Standards and Appeals Committee (ISA) within 12 days.
6. If the student does not agree with the decision of the ISA Committee, the student may appeal to the President and the Board of Trustees.
7. If disciplinary action must be taken against a student, the Vice President of Learning will make this decision. If the student disagrees, he/she may appeal to the ISA Committee. Further appeals may be made to the President and the Board of Trustees.

Educational Opportunity Center (EOC)

The Educational Opportunity Center (EOC) is a federally funded TRIO program serving residents of Arkansas in Baxter, Boone, Carroll, Fulton, Izard, Madison, Marion, Newton, Searcy, Sharp, Stone, and Van Buren counties. EOC is designed to assist persons 19 years of age or older with the process of enrolling in the college of their choice. Our EOC Academic Counselors will help with college admissions and financial aid applications, scholarship searches, career counseling, and locating Adult Basic Education classes or GED testing sites. They travel regularly and can visit with prospective students or agencies anywhere within the 12 county service areas. All EOC services are FREE. The Educational Opportunity Center Office is located in room C207 at the Center Campus of North Arkansas College and is open Monday – Friday, 8:00 a.m. – 5:00 p.m. Call (870) 391-3524 or toll free 1-800-257-8690 or visit the EOC website at www.northark.edu/students/eoc.

Emergency Procedures

An emergency procedures plan is located in each classroom. Topics covered include first aid/accidents, fire/explosions, hazardous materials, bomb threats, violent or criminal behavior, natural disasters, and evacuation procedures. Students and staff should consult these plans in order to be prepared in the event of an emergency.

Emergency Conditions

In the event of a weather emergency or natural disaster, warnings will be issued over the public address systems and the electronic message boards. Northark has the capability to issue text alerts to pre-arranged student cell phone numbers and email addresses. Students, faculty, and staff will be advised to take cover in an appropriate area.

In the event of a fire, alarms will be activated throughout all buildings. Students should follow the published evacuation procedures and routes shown on the area emergency procedure plan.

Financial Aid

Northark offers a variety of financial aid programs to eligible students. These include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal

Workstudy, Academic Competitiveness Grant, and the Federal Family Loan Program - Stafford Loan. Northark also participates in Arkansas programs including but not limited to the Academic Challenge Scholarship, the Higher Education Opportunities Grant, and the Workforce Improvement Grant. In addition, there are many institutional and private scholarships available to eligible students.

Students interested in applying for federal and state financial aid must complete the Free Application for Federal Student Aid (FAFSA), a student data form and an application for admission. If applying for a FFEL - Stafford Loan, a student must complete an "entrance interview" by visiting Northark's home page at www.northark.edu. An information sheet is also required before a loan can be certified.

Note: Maximum loans during an academic year are \$3,500 for freshmen and \$4,500 for sophomores. Independent students have the option of borrowing up to an additional \$6,000 in an unsubsidized loan per academic year. Dependent students have the option of borrowing up to an additional \$2,000 in an unsubsidized loan per academic year.

Students interested in applying for loans during the summer session(s), MUST contact the Financial Aid Office. However, students who borrowed the maximum amounts during the previous fall/spring semesters will not have any eligibility during the summer.

For more information or to obtain a FAFSA, a list of scholarships and/or a copy of the loan policies, contact the Financial Aid Office, South Campus, 391-3266.

Grade Point Average (GPA)

A	4 quality points
B	3 quality points
C	2 quality points
D	1 quality point
F	0 quality points (computed in GPA)

I, IP, P, NC, W, and AU are not considered in determining GPA.

To compute grade point averages, multiply the quality points of each course grade received by the number of credit hours of that course, then divide the sum of those products by the total number of credit hours for which the quality points were earned. Grades earned in college preparatory courses are included in the computation of current term grade point average but not included in cumulative grade point average.

Example:

ENGL 1013	A = 4 quality points x 3 credit hours = 12 quality points
BIOL 1004	C = 2 quality points x 4 credit hours = 8 quality points
HIST 2003	B = 3 quality points x 3 credit hours = 9 quality points
PE 1161	A = 4 quality points x 1 credit hour = 4 quality points
ART 1003	B = 3 quality points x 3 credit hours = 9 quality points
	14 hours 42 quality points

42 ÷ 14 = 3.0 GPA

Grade Reports

Normally, mid-term and final examinations are held in all courses. The mid-term examination is chiefly to aid the instructor and student in assessing growth. Mid-term deficient grades are posted to Northark's *Campus Connect* for students to review. Instructors have the option of posting all mid-term grades or only deficient mid-term grades to *Campus Connect* for college students; instructors must post all mid-term grades for concurrent credit students.

Final grades are posted electronically on Northark's *Campus Connect* for review. Students can review and print unofficial copies of their current grades and transcripts through the college's *Campus Connect*. For official transcripts, contact the Registrar's Office, 391-3241.

Grade Symbols

North Arkansas College uses the following symbols:

A –Excellent	F –Failing
B –Good	IP – In progress
C –Average	I –Incomplete grade
D –Lowest passing	

- **AU - Audit** - denotes that the student registers and participates in a course, but desires no credit.
- **W - Withdrawal**
- **P - Passing** - denotes satisfactory achievement in a course where completion of work is all that is required. Credits are earned, but there is no impact on GPA.
- **CR - Credit** - denotes credit earned through exit testing, competency testing, or prior learning.

Graduation

All candidates for graduation must make application by November 1 for fall graduation, March 1 for spring graduation, and June 1 for summer graduation to be sure they have satisfied the requirements for graduation.

To qualify as an associate degree, certificate of general studies, technical certificate or certificate of proficiency graduate from North Arkansas College, a student must:

1. Complete all course requirements for the certificate as outlined in North Arkansas College's current catalog.
2. Achieve a 2.00 cumulative GPA (2.65 cumulative GPA for the AAT Degree).
3. Complete at least 15 hours credit through the college.
4. Take the last 15 hours of credit in residency unless 40 hours or more have been completed at Northark.
5. Follow the graduation requirements in the 2009-2010 catalog or those specified in the 2008-2009 catalog.

Candidates for the A.A.S., certificate or certificate of proficiency in Crime Scene Investigation or Law Enforcement Administration should follow the program outlined in the catalog.

Academic Honors will be awarded to students graduating with a 3.70 - 4.00 cumulative grade point average. The cumulative GPA is based on Northark course work taken through the semester in which application the degree is awarded.

For a second degree at North Arkansas College, the student must meet all requirements for that degree under the appropriate catalog.

Honors Program

Northark's Honors Program offers creative and stimulating learning opportunities for exceptional students. In honors sections of general education courses, students engage in active learning through individual and group projects. Honors courses transfer to four-year institutions and/or count toward an associate degree. For further information and eligibility requirements, contact Dr. Marty Terrill, Room M171, 391-3259.

Internet Access

All computer labs offer full access to the internet at no charge to the students. However, access to the internet is monitored and privileges could be revoked if the Northark Computer Use Policy is violated. E-mail accounts will be created for all enrolled students through the college's partnership with Google Apps for Education. To find out more about how to access an e-mail account, visit the college's website or one of the members of the IT Services Department.

Please contact a member of the IT Services Department for more information regarding the computing services or facilities at Northark. Department personnel can be found at the following locations: South Campus, on the second floor of the JPH building in room B202 and the third floor of the JPH building in room B301; Center Campus, on the fifth floor in room 503; North Campus, N22.

Learning Assistance Center

College Preparatory Lab

The College Preparatory Lab offers individualized instruction in skill areas essential to college-level success. A variety of courses from one to three credit hours is offered in the lab. The main courses offered every semester are Grammar, Fundamentals of Composition Lab, College Reading Techniques Lab and Math Lab.

The lab is generally open to all Northark students Monday through Friday. The exact lab hours are announced at the beginning of each semester. The lab courses are offered at set hours that students may enroll in when they register for classes. Students may also come extra hours in addition to the hours for which they signed up. The College Preparatory Lab is located on the South Campus in Room M154. For more information contact Roy Ezell, 391-3309.

Testing Center

The Testing Center is located in Room M154J of the Learning Assistance Center. It offers a quiet environment for written or computerized make-up testing. Students should consult the Testing Center for hours of operation and plan to arrive at least one hour before closing time to allow themselves enough time to finish their tests.

Math Tutoring

Located in Room M148, math tutoring is a free service provided for students experiencing difficulties in math courses from Basic Math to College Algebra. Hours of operation are announced at the beginning of each semester.

Writing Center

Located in Room M154K, the Writing Center is a comfortable place to write and to talk about writing. This resource provides a full-time writing tutor, computers for student use, and helpful writing resources. In the Writing Center, a student can get help with any stage of the writing process, from prewriting to drafting and revising. Hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Library

The North Arkansas College Libraries are open to all faculty, staff, students and community members in the area served by the college. There is a library on both the South and North campuses, and library staff is available at both locations to offer one-on-one assistance in using library resources, whether print, audio-visual or electronic. A daily courier service allows the print collections to be shared between the two campuses. The libraries use the Library of Congress classification system for their print and audio-visual collections and a single online catalog provides simultaneous searching of resources on both campuses. The online catalog is accessible through the libraries' website at www.northark.edu/academics/library/index.htm

The combined print collection for both campuses is approximately 30,000 volumes, and students and faculty are encouraged to use the inter-library loan services provided by the libraries for research materials not available locally. The libraries also participate in an Arkansas-wide academic library consortium that, with prior approval, allows students from any participating school to use the libraries of other participating schools. Students interested in exercising this privilege should contact Jim Robb, the Director of Libraries.

The libraries receive current issues of more than 200 periodical titles and also have access to earlier issues of many of those periodicals in online subscription databases, covering over 6,000 periodical titles, with more than half available in full-text. Northark libraries also offer off-campus access for students and faculty to several of the subscription databases, including EBSCOhost and NewsBank. A library card and PIN set by the library are needed to access subscription databases from off-campus. Any authorized user of the Northark computer network may access online library materials on-campus. Library staff on either campus can provide assistance in using these resources.

South Campus Library

The South Campus or main library, located at 1515 Pioneer Drive, is the study and research center for the college. Its resources support the two-year curriculum of the college and provide a variety of services. The materials available for research include books, periodicals, newspapers, and audio visual items. Over thirty computer workstations are available for student needs, from word processing to online research. Within the limitations of software licensing agreements, student usable versions of all software taught on campus are available on at least some of the workstations in the library. The library has wireless network transmitters, allowing users to bring in their own wireless-capable laptops and link to the internet through the campus LAN. The South Campus Library also has quiet, well-lighted areas where students, faculty and community patrons may study or catch up on their recreational reading. In addition, there is a "Chat Room" where library users may use cell phones, visit with friends, and read the current issues of newspapers and magazines.

North Campus Library

The North Campus Library, located at 1320 Spring Road, is a branch of the main library focused on the specific needs of the technical curriculum offered at the North Campus. Resources include books, periodicals, newspapers, and microfiche, as well as access to the same online resources available on the main campus. Audio-visual materials may be viewed in the library. Several public access computers are available for word processing and online research. The North Campus Library's quiet, comfortable atmosphere makes it an ideal place for students, faculty, staff, and community members to read and study.

South Campus Library Hours	North Campus Library Hours
<p><u>Monday – Thursday</u> 7:30 a.m. – 9:00 p.m.</p> <p><u>Friday</u> 7:30 a.m. – 5:00 p.m.</p> <p><u>Saturday</u> 8:00 a.m. – 5:00 p.m.</p> <p>Closed Sundays & holidays</p> <p><u>Summer hours</u> Monday-Friday 7:30 a.m. – 5:00 p.m.</p>	<p>Monday – Friday 7:30 a.m. – 4:30 p.m.</p> <p>When classes are in session</p>

Lost and Found

Items found on the North or South Campuses will be placed at the main reception desk at that campus. Anyone who has lost an item should check with the switchboard receptionist with proof of ownership.

Parking

Vehicles parked in restricted or reserved areas, in fire lanes, in handicapped spaces without a valid permit, or outside of clearly marked parking spaces causing general roadways to be blocked or partially obstructed will be subject to significant parking fines, vehicle towing expense, and/or vehicle storage impoundment fees.

On the South Campus, general student parking is allowed in the paved upper parking lots A, B, and E; in the paved lower parking lot H; and in overflow parking areas F, G, and I. On the North Campus, general student parking is allowed in the paved parking lot B and the overflow parking area C.

Parking lots C and D on the South Campus and parking lots A and D on the North Campus are generally reserved for faculty, staff and visitors.

Placement Testing

In accordance with Arkansas law, all first time, degree/certificate seeking students are tested in math, English and reading. Students are placed in classes based on these test scores. North Arkansas College accepts ACT, COMPASS and ASSET scores for placement purposes. Northark policy requires that all full-time, degree-seeking students who are placed into college preparatory classes register for those classes upon initial enrollment at the college.

In addition, students who are placed in two or more college preparatory courses are required to take ORT 1003, College Success Skills. Students must complete all college preparatory classes with a grade of "C" or better to advance to the next level.

Personal Counseling

Northark realizes that there is more to life than college. Everyone encounters personal problems once in a while. Northark counselors will be happy to help you, or if you would prefer outside assistance, following is a list of counseling agencies in the community:

Harris & Associates 715 W. Sherman, Suite F Harrison, AR 72601 (870) 741-1112	New Hope Counseling 121 Industrial Park Road Harrison, AR 72601 (870) 743-2056
North Arkansas Counseling Foundation 128 W. Stephenson Harrison, AR 72601 (870) 743-6314	Ozark Counseling Services 720 Goblin Drive Harrison, AR 72601 (870) 741-8216
Vista Health 702 North Main Harrison, AR 72601 (870) 741-2658	Within Reach Family Counseling 102 E. Bower Harrison, AR 72601 (870) 365-0028

Posters and Signs

Any announcements or posters that private individuals or organizations wish to display at North Arkansas College must be posted on the kiosk located in the Student Center

foyer on the South Campus or the bulletin board in the west hallway in the main building on the North Campus. Literature and materials must not contain writings which are libelous, obscene or in violation of federal, state or local laws.

Registering for Classes

Students are required to register during the period designated for that purpose. A student may not attend any class until individual registration is complete. Students permitted to enter courses after classes have begun will be responsible for all work prior to their entrance. Registration is not officially completed until all admission materials are received and approved, registration forms and course enrollment completed, and applicable tuition and fees **paid** by the payment deadline.

Schedule Changes

Student officially enrolled may drop courses through the extended registration deadline; however, students may only register/add courses that have not yet officially begun. Failure to complete the established procedure will nullify either action. Additional fee charges or reduction may result.

A student may drop a higher lever course and add a lower lever course in the same division or vice versa through the fourth week of classes provided permission is granted by the appropriate Dean.

Security

Northark has an established procedure for students to report criminal actions or other campus emergencies (In accordance with Public Law 101-542, the Crime Awareness and Campus Security Act). All campus emergencies and thefts are to be reported to the Harrison City Police. They may be contacted at (501) 741-5463. In addition, students are encouraged to file a report with the Vice President of Learning. Incident report forms may be picked up at the switchboard on either campus or in Student Services.

Sexual Harassment Policy

Sexual harassment is reprehensible and will not be tolerated at Northark. Therefore, no member of the college community shall engage in sexual harassment. For the purposes of this policy, sexual harassment is defined as unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;
- b. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning.

Sexual harassment encompasses any sexual attention that is unwanted. Examples of the verbal or physical conduct prohibited by the above stated policy include, but are not limited to:

- a. Physical assault;

- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- c. Direct propositions of a sexual nature;
- d. Subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted staring;
- e. **A pattern of conduct (not legitimately related to the subject matter of a course if one is involved) intended to discomfort or humiliate, or both, that includes one or more of the following:**
 - o Comments of a sexual nature;
 - o Sexually explicit statements, questions, jokes or anecdotes.
- f. **A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following:**
 - o Unnecessary touching, patting, hugging or brushing against a person's body;
 - o Remarks of a sexual nature about a person's clothing or body;
 - o Remarks about sexual activity or speculations about previous sexual experience.

Students may obtain a copy of Northark's sexual harassment policy in Student Services. All inquiries will be treated confidentially. In addition, any student who believes he/she is a victim of sexual harassment should complete a copy of the Student Safety Form and return it to the Vice President of Learning. Copies of this form may be obtained outside the Student Services Office.

Solicitation

Public solicitation for private gain is prohibited on campus property. Non-profit and charitable organizations may solicit contributions with prior approval only. The Vice President of Learning must grant approval.

Standards of Conduct

The Board of Trustees of North Arkansas College has the authority to establish rules and regulations which will facilitate the operation of the college and which are in the best interest of the college community. North Arkansas College assumes that, by the act of registering, the student agrees to obey all rules and regulations set forth by the college.

The administration reserves the right to deny participation in the internal life of the college community to any individual or group that knowingly and deliberately violates any campus rule with which they disagree. Students do not have the right to invade the privacy of others, to damage the property of others, to disrupt the regular and essential operation of the college, or to interfere with the rights of others.

The jurisdiction and discipline of the college shall apply to conduct that occurs on property owned, occupied or used by the college; while a student is attending or participating in any college related activity; or in any location if the conduct adversely affects the student's suitability as a member of the college community or is detrimental to the interests of the institution.

Violation of these policies may result in probation or suspension from any classroom activity.

If you are a victim of or witness a violation of any of the following policies please fill out a Student Safety Form and return it to the Student Services Office. Forms are available in the Student Services Office.

Cellular Phones and Pagers

The use of cellular phones and pagers in the classroom is prohibited at Northark.

Firearms or Weapons

Carrying and using firearms, ammunition, knives, clubs, or any other assault weapon on college property is prohibited by state statute. Firearms and weapons may not be kept in the building or in vehicles on campus. Discharge of firecrackers or any other type of firework is prohibited.

Gambling

Any form of gambling on campus or at any college-sponsored activity is forbidden by state statute.

Intoxicants and Drugs

The use or possession of drugs, intoxicating liquors, and/or beer while on college property is strictly prohibited by state statute. Entering the campus under the influence of drugs or intoxicating liquor is likewise prohibited.

Physical or Verbal Abuse

Physical or verbal abuse of any person on the property of North Arkansas College or disregard for the physical well-being or rights of any person on Northark-owned property or any conduct which threatens or endangers the health, safety or well-being of any such person is prohibited.

Student Dress

Northark students are expected to dress in a manner appropriate for responsible adults in an educational setting.

Theft

Theft, vandalism, defacement, or damage to property of North Arkansas College, its premises, or the property of other students or members of the Northark community is prohibited.

Threats

Any act of threat, including profane or abusive language, perpetrated for the purpose of harassing or submitting any member of the College to pain, discomfort or indignity, whether in or on Northark property is prohibited.

Tobacco

North Arkansas College is committed to providing its students and employees a safe and healthy environment. Because of this commitment, on October 1, 2005, all college campuses became tobacco free. As of this date, tobacco consumption is no longer permitted on any college property.

Vandalism

Students are expected to respect the property of the college and that of others. Damage to or destruction of such property is prohibited.

Stalking

Arkansas state statute defines stalking as a purposeful “course of conduct that harasses another person and makes a terroristic threat with the intent of placing that person in imminent fear of death or serious bodily injury or placing that person in imminent fear of the death or serious bodily injury of his or her immediate family.” Stalkers use several methods and instruments to harass and threaten their victims: telephone, computer (Internet/E-mail), fax, letters, gifts, following (walking/transport), going to the victim’s home or place of employment, vandalism. Further information may be obtained in the Student Services Office, 391-3235. Stalking incidents should be reported to the Vice President of Learning.

Student Messages

The college does not provide a message service for students. Messages or telephone calls will not be reported to students except in the case of extreme emergency. Callers will be required to state the nature of the emergency. Non-emergency telephone messages for students will be posted on the bulletin board outside Student Services on the South Campus or on the bulletin board in the Student Center on the North Campus

Student Activities

The North Arkansas College 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 insights. The Student Activities Sponsor works with students and faculty to present an activity program appropriate to the students’ needs. Assistance and guidance will be provided to groups wishing to organize clubs and organizations appropriate to a community college.

Arkansas Licensed Practical Nurse Association

AR LPN Association is a state organization for practical nurses enrolled in a PN program. Its purpose is to develop leadership and technical skills through a program of awareness and motivation. This organization is only open to practical nursing students. Interested students should contact Debbie Dean, North Campus, Room 101A, 391-3369.

Arts Student League

The Arts Student League allows student artists the opportunity to be recognized for individual works and allows all members to experience and appreciate all aspects of art. The ASL also hopes to inspire and expand the appreciation of art throughout the community. For more information contact Dusty Domino, 391-3311, Room M100.

Association of Surgical Technologist Student Association (ASTSA)

The Association of Surgical Technologist (AST) is the national professional organization for surgical technologists. Their primary purpose is to ensure surgical technologists have the knowledge and skills to administer quality patient care. The student association promotes attendance of state and national meetings where professional and academic activities are presented. Opportunities for professional growth and development of communication and leadership skills are encouraged. Students may apply for scholarships for education.

Baptist Collegiate Ministries

The primary purpose of Baptist Collegiate Ministries is to deepen the spiritual ties of students. A variety of social functions is a part of the many activities for Christian interaction with students. Interested students should watch for monthly activities. Weekly meetings with a free lunch are held on Tuesdays 12:30 - 1:30 in Room B304 of the JPH Building. For more information contact Barbara Searcy, 577-3342.

Chi Alpha

Chi Alpha Christian Fellowship is a campus ministry dedicated to the spiritual needs and growth of students. Chi Alpha meets Tuesday evenings at 7 pm during the school year and provides a free lunch each Wednesday on the south campus. Other social events such as bowling, game nights, and bon-fires happen throughout the year. Students have the opportunity to attend regional, national and international activities that focus on outreach and leadership skills training. It is sponsored by the Assembly of God Ministries. For more information contact Joe Kissel @ 307-760-3687 or K C Jones @ 870-391-3125

Electronics Club

The Electronics Club's mission is to benefit the students enrolled in the Electronics Technology programs at North Arkansas College. The club provides tutoring for students in electronics courses and sponsors scholarships to help electronics students with tuition. The Electronics Club also provides community service by repairing electrical/electronic equipment. For more information, contact Roger Hall, 391-3375.

Medical Laboratory Technology Club

This North Arkansas College organization is for students in the Medical Laboratory Technology Program. The club holds fundraisers throughout the year to help send students to regional conferences and to the Arkansas Medical Laboratory Educator's Forum Quiz Bowl. The mission of the MLT club is to encourage students to participate in community activities such as health fairs to promote development of their technical skills, professionalism and communication skills with the public and patients. For more information contact Sherry Gibbany at 870-391-3288, Room M128.

Northark Drama

In addition to providing theater experiences for Northark students, the Northark drama department's vision includes the whole community of Harrison, Arkansas. Community members are encouraged to audition for Northark main-stage productions. The goal of the drama program is to include all ranges in productions in order to teach performance and communication skills and instill confidence. Open auditions allow more variety in play selection and create performance opportunities for all ages.

Northark main-stage productions are most often seen at the Lyric Theater on the Harrison square. Information about upcoming events will be posted at www.northark.edu under Students and Clubs and Organizations. Interested students should contact Michael Mahoney, Room M130, 391-3144.

Northark FFA

Northark FFA provides students enrolled in agricultural courses and pursuing career objectives in the food, fiber, and natural resources industry or any college student

interested in supporting the agriculture industry, agricultural education, or the FFA organization an opportunity to work with others with similar interest. The chapter actively supports the FFA chapters of the local schools by providing workshops, aiding the production of local livestock exhibitions, and providing a central location where career development events may be held. For more information, contact Landon Sullivan, 391-3149.

North Arkansas College Farm Bureau

The North Arkansas College Farm Bureau's main goal is to promote agricultural awareness for everyone. The chapter was formed to give students the opportunity to become involved in Farm Bureau while learning about agricultural issues and policies as well as developing future leaders for the agricultural industry. For more information, students should contact Landon Sullivan, 391-3149.

Phi Beta Lambda/Students in Free Enterprise (PBL/SIFE)

Phi Beta Lambda is the largest collegiate business student organization in the world. Phi Beta Lambda allows members to develop leadership, communication and team skills as well as meet and network with others at the local, state and national level.

SIFE is an international organization that brings together a diverse network of students, academic professionals and industry leaders who share the vision of creating a better, more sustainable world. The organization designs projects to help raise the level of knowledge in Market Economics, Success Skills, Entrepreneurship, Financial Literacy Environmental Sustainability and Business Ethics.

Come join the fun at PBL/SIFE!

Phi Theta Kappa

Phi Theta Kappa is an international honor society which promotes scholarship, leadership, fellowship, and service. Members are eligible to compete for scholarships and participate in local, regional, national, and international meetings and institutes. Phi Theta Kappa strives to create an intellectual climate that fosters academic excellence, protect academic integrity, and develop leadership. For more information contact Phil Howerton at 870-391-3107, Room M154G.

Pioneer Hands Club

The North Arkansas College Pioneer Hands Club encourages North Arkansas College students to participate in opportunities to increase their level of knowledge in agriculture by aiding local producers in the production of food and fiber and by assisting in the conservation of natural resources. For more information, contact Landon Sullivan, 391-3149.

Rad Tech Club

This North Arkansas College organization is for students in the Radiologic Technology Program. Fundraisers throughout the year help to send students to the Arkansas Society of Radiologic Technologists Annual State Meeting where professional and academic activities are presented. Interested students should contact Sondra Richards, Room M107, 391-3318 or Suzanne Woods, 391-3319.

SkillsUSA

SkillsUSA is a professional organization for trade, industrial and technical students and instructors. Dedicated to developing well-rounded students and future employees, it provides leadership, citizenship, and character development programs as well as job skill training. Interested students should contact Joe Blair, 391-3513.

Student Government

The North Arkansas College Student Government Organization provides an official voice for students on issues that affect them. The members foster communication and cooperation between students, faculty, staff, and administration and work to improve all facets of the college. Offices and representatives are elected in September and serve from October 1 to September 30 of the following year. They work on a wide variety of projects and events including student activity events.

Student Support Services

Student Support Services, a federally funded TRIO program at Northark since 1977, provides eligible participant's assistance in areas targeted to enhance their college success. Numerous studies have shown that students who participate in programs targeting these areas have an enhanced likelihood for success compared to their peers. Areas include but are not limited to:

- Academic advisement and course selection
- Transfer advisement (including tours of 4-year colleges and universities)
- Cultural and education excursions (including an annual spring break trip)
- Career exploration
- Individual or group tutoring
- Peer tutoring and peer mentoring
- Enhanced access to technology
- Personal and social counseling
- Financial aid advisement and workshops
- Summer bridge program
- Personal Finances workshops
- Laptop computer loan program
- SSS supplemental grant program

Students with low income, especially if they are also first-generation college students and students with disabilities are eligible to participate in SSS. Two-thirds of SSS participants must be either disabled or first generation students from low income families. One third of the disabled participants must also be low income students. To be eligible, students must be enrolled or accepted for enrollment. Those interested in participating in Student Support Services should contact Kim Brecklein, 391-3338, kbrecklein@northark.edu.

Student Health Issues

Students are responsible for their own health and accident insurance coverage while enrolled at Northark. A student group health insurance plan is not offered to students through the institution. Currently enrolled students may have access to health

insurance through a student health insurance policy provided by a private insurance company. Applications are available in the Student Services Office.

In the case of non-emergency accidents or illness, students will be referred to their own physicians or a local health care facility. In an emergency situation, students who have been involved in accidents or are extremely ill will be transported to North Arkansas Regional Medical Center by ambulance. Students will be responsible for all medical expenses incurred during medical emergency and non-emergency situations. All on-campus medical emergency and non-emergency incidents must be reported to the Students Services Office.

Students with pre-existing medical conditions that require special procedures or contacts with relatives or local medical personnel should provide the Student Services Office with pertinent, up-to-date information concerning the health issue. Examples of health issues that may need to be reported to the Student Services Office are seizures, heart problems, and fainting.

Students are responsible for their own medications. Institutional personnel will not be responsible for keeping or administering prescription or non-prescription drugs. Non-prescription drugs will not be distributed or dispensed for student use.

Student ID

All Northark students are eligible to receive a student identification card. The student ID card enables students to obtain free admission to the Northark basketball games, other designated Northark events, and discounts at some restaurants in the Harrison area. Student ID cards are available free of charge in the Student Services Office. Lost or damaged ID cards may be replaced for a fee of \$5.00.

Student Classifications

Definitions of student classification are as follows:

- Freshman – a student who has accumulated 1 - 29 college level credit hours.*
- Sophomore – a student who has accumulated 30 or more college level credit hours.*

*College preparatory courses do not count in cumulative credit hours for student classification.

Substance Abuse Policy

In compliance with applicable federal, state, and local laws, and with the belief that substance abuse is detrimental to the functioning of the individual, his/her family, the local community and North Arkansas College, Northark prohibits the possession, use, or distribution of illicit drugs and alcohol on its property or at any Northark sponsored activities.

The above prohibition applies equally to all students, employees and any visitors to the college. As required by law, Northark will evaluate and impose disciplinary sanctions on a case-by-case basis. Such reviews will consider the severity of the individual's action(s), academic/employment record and previous offenses, if any. Northark reserves the right

to place students/employees on probation for a period of time determined appropriate by the institution. Subsequent offenses could result in suspension from school/employment or termination of school attendance or employment.

Initial sanctions are not restricted to probation, and Northark reserves the right to suspend individuals on the first offense, if the circumstances indicate such a sanction is appropriate. Northark also reserves the right to require an individual to complete a rehabilitation program before reinstating that individual in school or for employment.

Students and employees should understand that sanctions are not restricted to those imposed by North Arkansas College. Individuals are subject to the penalties imposed by local, state, and federal law. The penalties for possession of and/or trafficking in illicit drugs vary, depending upon the substance(s) involved and quantity and previous offenses, if any. Fines can range from the thousands of dollars into the millions, while imprisonment can be for as long as life.

Long-term counseling or rehabilitation agencies/services are listed below.

Alcoholics Anonymous (also Alateen and Narcotics Anonymous) 902 N. Maple Harrison, AR 72601 (870) 365-3080; (800) 808-8680	Decision Point Prevention Resource 120 E. Rush Harrison, AR 72601 (870) 741-9131
Vista Health 702 N. Main Street Harrison, AR 72601 (870) 741-2658	Ozark Counseling Service 720 Goblin Drive Harrison, AR 72601 (870) 741-8216

Telephones

The college provides telephones for student use: two pay phones and three college-provided phones for local calling on the South Campus and one pay phone and one college-provided phone on the North Campus. When using the college-provided telephones, dial 9 before dialing the local number. When calling between campuses, dial the three-digit extension number.

Timely Warning Policy

In the event that a situation arises, either on or off campus, that, in the judgment of the Crisis Management Team, constitutes an ongoing or continuing threat, the Crisis Management Team will issue a campus-wide “Timely Warning,” which will be distributed through campus e-mail to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Crisis Management Team may also issue a PA system announcement and/or post a notice on the college’s website at www.northark.edu in the Announcements column on the home page and on the electronic message boards located at entrances at all three campuses, providing the college community with more immediate notification. Additionally,

student may register at their individualized college home portal site to receive certain college alert and informational messages via text message.

Title III

The Title III Strengthening Institutions Program is a highly competitive U.S. Department of Education grant program. Northark's Title III program, Strengthening Northark Student Success, was awarded in the fall of 2006. Students have new opportunities to enroll in first year experience courses. These courses are designed to help students adjust to the collegiate learning environment through development of academic skills, research of career opportunities, and an orientation to campus technology. In addition, students may enroll in new learning communities where groups of students take two or more courses together. A summer bridge program titled "Northark Express to Success" allows students the opportunity to work during the summer to raise placement test scores to levels high enough to bypass developmental courses. With the opportunity to take classes in new "Smart Classrooms," students will be engaged by the use of new technology. The Title III program helps Northark provide progress tracking and referral programs and other support services to help students from the first day on campus to the day of graduation. For more information, visit the Title III website at www.northark.edu/titleiii.

Transfer of Credits

Transferring Credits to Northark Designated Northark advisors determine the general transferability of credits earned at other institutions to Northark, and each department may determine credit as fulfillment of specific degree requirements. Credit is not granted for remedial course content. Only courses with earned credit of C or better will be accepted for transfer. Credits earned at other institutions will not be calculated in Northark GPAs.

Transferring Northark Credits Northark has transfer equivalency guides from several four-year institutions, and advisors are available to assist students in planning their course work. Students planning to transfer should work with an advisor to ensure that course work taken at Northark meets the requirements of the intended transfer institution. In addition, Northark hosts a Transfer College Day every spring. Representatives from many four-year institutions in Arkansas and surrounding states are available to assist students and to answer questions.

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses among Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer; institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (<http://adhe.edu>).

Transcripts

Official transcripts and personal records are confidential information which is in protective custody in the Registrar's Office. Transcripts are released upon the student's signed request.

Veterans' Benefits

There is considerable financial assistance available to veterans and their families. Information may be obtained from the Veterans' Coordinator, Jim Heuer, North Arkansas College North Campus, 870-391-3188. Information is also available from the Department of Veterans Affairs Regional Office, 2200 Fort Roots Drive, Building 65, North Little Rock, AR 72215, 1-800-827-1000 or 1-888-442-4551, or from the web site at <http://www.gibill.va.gov>.

Withdrawals

Students who wish to withdraw from a class or classes must do so in the Office of the Registrar. For withdrawal dates and deadlines, consult the academic calendar online, in the Northark catalog, or in this planner.

Students withdrawing from a class prior to the end of the fourteenth week of a regular fifteen-week semester (the withdrawal deadline date is listed on the academic calendars in the front of the catalog) or the third day of the fifth week of a five-week summer session would receive a "W." Students withdrawing from a class that differs from the fifteen-week regular semester or a five-week summer session should consult the Academic Calendar.

Without the instructor's written permission, students may not be reinstated into a class from which they have officially withdrawn or have been withdrawn. No reinstatement may be made after the final examination period has begun.

Caution: Financial Aid recipients should take note that dropping some/all classes may partially reduce or revoke financial aid and could result in a significant account balance due or, if financial aid residual has already been received, some repayment may be required.

****Failure to attend classes and/or to pay tuition does not constitute official withdrawal.****