



# Northark Technical Center Student Handbook



Welcome to Northark Technical Center on the North Campus of North Arkansas College. This is a unique educational opportunity for our area high school students.

NTC is a secondary center designed to provide specialized technical training while preparing students for the challenges that face them during postsecondary studies and employment in high-demand, high-wage, and high-skill fields, all this at no cost to you, the student. Your investment is the time and effort required for you to earn college credit and successfully obtain skills needed to compete in today's competitive markets.

Our commitment to you is that with the successful completion of your program of study you will have a valuable start on a college degree program. You will also be prepared to enter the workforce with marketable entry-level technical skills.

This handbook will provide you with information on policy and procedures to attend North Arkansas College. You will have privileges and responsibilities as an NTC student on the college campus. We ask for your commitment in following these guidelines, which will help you become a successful college student while excelling in your local school district as well.

*Matthew Urioste*

Director Northark Technical  
Center North Arkansas College

The Northark Technical Center (NTC) is an area secondary center located on the North Arkansas College North Campus. North Arkansas College and the Arkansas Department of Workforce Education formed the Center in 2001 through a collaborative effort.

NTC provides area high school sophomores, juniors, and seniors with the unique opportunity to earn college and high school credit concurrently. Northark accepts sophomore students only with a strong recommendation from a high school administrator. Our students must be motivated with the ability to work safely in and around dangerous equipment with the awareness to keep self and others from harm. The center's curriculum serves as an extension of the high school curriculum offerings by providing students with hands-on training in technical fields.

NTC serves area high schools in a six-county area of North Central Arkansas. The counties are Boone, Carroll, Searcy, Newton, Madison, and Marion. Services are provided at no cost to the students. Books, tuition, and fees are provided through the center.

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### **Administrative Staff**

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Matthew Urioste	Director of NTC
Davina Hefley	NTC Program Manager
Tara Smith	Faculty Support

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### **Instructional Staff**

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Kevin Parker	Automotive Service Technology
Steve Block	Collision Repair Technology
Daryl King	Construction Technology
Dr. Roger Hattaway	Advanced Manufacturing
Dustin Burleson	Advanced Manufacturing
Angie Moix	Medical Professions Education
Hyland McDonald	Medical Professions Education
Bo Norman	Welding Technology
Anthony Ambrosio	Outdoor Power Equipment
Jeff Smith	HVAC/R Technology/Energy Managent/Department Chair

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### **Contact Information**

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Matthew Urioste	(870) 391-3513
Davina Hefley	(870) 391-3187 <a href="mailto:dhefley@northark.edu">dhefley@northark.edu</a>

## **Admission & Enrollment Information**

- Students must be enrolled in a local high school and entering grades 10-12. Tenth grade students are admitted only on the recommendation of an administrator from their high school.
- A concurrently enrolled NTC student will be classified as non-degree seeking.
- Students enrolled concurrently must achieve a 2.00 GPA each semester of Northark enrollment. Students failing to achieve a 2.00 semester GPA will be placed on academic probation for the following semester if the cumulative GPA falls below 2.00. Students will remain on academic probation if their semester GPA is 2.00 or higher and their cumulative GPA is less than 2.00. Students will be placed on academic suspension if, while on academic probation, they fail to achieve a 2.00 semester GPA and the cumulative GPA continues to be less than 2.00. Students may not re-enroll at Northark until they are classified as degree-seeking, typically following high school graduation or completion of a GED credential. Exceptions will require the approval of the Academic Leadership and Student Success Team.

## **Registration & Schedule Information**

To complete enrollment in NTC programs, students will need to

- complete an application for admission
- Submit ACT or Accuplacer scores
- Submit a high school transcript
- complete the NTC Application
- sign a digital form along with the signature of a parent/guardian

The priority deadline for completion of the above is July 1st for the fall semester and the last Friday before Thanksgiving for the spring semester. The application, scores, transcript and NTC application (concurrent form) must be submitted before the deadline to qualify. Students can submit after the deadline but placement into courses is not guaranteed. Once the Northark Technical Center has received all required documents, you will be enrolled into your selected program space permitting. An updated NTC Application (Concurrent Registration Form) is required each semester to register for NTC Programs.

### **Academic Advising**

While a student is still enrolled in high school, academic advising should be handled through the high school counselor and/or Northark Tech Center staff. However, all Northark students have access to the Academic Advising Office.

### **Academic Calendar**

NTC follows the Northark Academic Calendar found here: <https://www.northark.edu/academic-calendar/>

### **Changing Your Schedule: Adding/Dropping a Course after classes have begun**

If for any reason you must change your schedule and withdraw from the course(s) in which you are enrolled, you will need to complete the withdrawal process through your high school counselor and the NTC Program Manager. All schedule changes must be completed through the Northark Registrar's Office.

### **Changing Your Schedule: Adding/Dropping a Course before classes have begun**

If for any reason you must change your schedule and withdraw from the course(s) in which you are enrolled before your classes have begun; you will need to contact your high school counselor and the NTC Program Manager. Please call the number listed above for help with that process.

### **Grades and Transcripts**

All grades received for college courses will be posted on a student's Northark college transcript. Mid-term and final grades are submitted to the student's high school. You may request a transcript from the Registrar's Office in person or from [www.northark.edu](http://www.northark.edu). You can also view your grades in your MyNorthark account.

### **Immunization Records**

Any student taking twelve (12) or more credit hours at Northark must submit a copy of their immunization records to the Northark Registrar's Office documenting immunity against measles, mumps, and rubella.

### **Textbooks**

Textbooks are provided by NTC for use while students are enrolled in classes. Books must be turned in at the end of each semester, and the cost for lost or damaged books is the responsibility of the student.

## **Being a Northark Student**

As an NTC student, you have all the privileges associated with student status at Northark including full access to Northark's library, academic and career advising, and tutoring opportunities. Your rights and responsibilities are defined in the Northark Student Handbook.

### **Northark Student Conduct: 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. Academic fraud and dishonesty are defined as follows:

#### **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, banks, questions, or answers before a test is given; or tampering with questions or answers after a test is taken.

Cases of cheating and plagiarism at Northark are serious offenses and are subject to one or more of the following, depending on the severity of the offense:

- No credit for the assignment or opportunity for make-up; or
- Loss of credit and dropped from the course; or
- Permanent suspension from Northark

Students may resolve disciplinary action by following the chain of command in the order given: Director of NTC, Instructor, Vice President of Technical Education and the Academic Grievance Committee facilitated by the Vice President of Academic Affairs. The decision of The Academic Grievance Committee is final.

## **Students with Disabilities (for more information: <https://www.northark.edu/disability-services/>.)**

Students requesting accommodations should complete the online Disability Services Student Intake Form at least two weeks before the accommodation is needed. This allows time for the process to be completed and ensures accommodations are in place to maximize success. If the student would prefer a paper form, the student may request that form from the Disability Services Coordinator or from the Advising Center. Assistance in completing the form may also be requested from either party.

This must be done each semester to request accommodations because student schedules change on a semester basis. Also, accommodations are not retroactive; therefore, students are encouraged to complete the accommodation request process before the start of classes or as early as possible in the semester if the student suspects an accommodation may be needed.

After the Disability Services Coordinator (DSC) receives the Disability Services Student Intake Form, appropriate documentation will be requested by the DSC, and an interview with the student may be scheduled to discuss appropriate accommodations and an accommodation plan will be created. Most disabilities require some sort of documentation. Examples include letters from doctors, reports or bills that include a diagnosis, and IEPs (Individualized Education Plan) that include a diagnosis. After accommodations are agreed upon, the student completes the Student Contract, and the DSC creates accommodation letters to be given to the instructors by the student requesting accommodations. The student can elect to receive the accommodation letters by email or in person from the DSC. Regardless of the method, it is the student's responsibility to give the instructor the accommodation letters. The student is expected to visit with the instructor regarding the accommodation letter to ensure that both the student and instructor understand the accommodation and how to proceed through the class. The instructor then completes the receipt of the accommodation letter and submits it to the DSC.

## **Confidentiality**

- The Family Education Rights and Privacy Act (FERPA) protects all records concerning student disabilities.

- Disability records do not follow you when you transfer to another college or university and are not shared with employers.

If you have received Special Education services (IEP or 504 plan) and/or if you have a disability or medical concern which you feel may impact your access to or progress with being an NTC student and would like to request accommodations during your time at Northark, please contact the Disabilities Coordinator for more information. It is important to understand that even though you are still a high school student, your access needs for any course that you take through Northark is subject to the Northark process and that any plan you and your parent/guardian(s) have participated in through your high school (IEP or 504) will not apply to your Northark course(s).

### **Learning Resource Center (Library)**

The North Arkansas College Learning Resource Center is on the south campus and contains the library, testing center, and tutoring services. The LRC has a wide range of materials and services available. These include book/DVD check out, tutoring on various subjects, testing services, and laptop and calculator checkout.

### **Student Responsibilities**

- Read the college catalog and all materials/emails received from Northark. These materials tell you what the college expects of you.
- Read the syllabus for your class carefully. The syllabus tells you what the instructor expects from you.
- Remember that even though you are taking this program for high school credit, it is a college program and will include all requirements of the traditional college program.
- Attend all class meetings. Something important to learning happens during every class period. If you must miss a class meeting, talk to the instructor in advance about what you should do.
- Be on time. If you come in after class has started, you disrupt the entire class.
- Be prepared for class. Complete all assignments and homework before class. Always have pen/pencil, paper, and other specific tools required for class.
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- Treat others with respect. Part of the college experience is being exposed to people with ideas, values, and backgrounds different from yours.

### **Attendance Policy**

Attendance is recorded daily by the instructor and is accessible through Canvas. Students are expected to make a concerted effort to be present, on time, and prepared to engage in class activities. To

maintain satisfactory progress, students must be present in their assigned classroom or lab.

Students are allowed up to fourteen (14) absences per semester. Students who are absent due to a school-sponsored event must provide written documentation verifying their participation. This documentation must be:

- On official school letterhead or form,
- Signed by an authorized school official (e.g., coach, teacher, or administrator),
- Submitted promptly upon the student's return.

Failure to provide this documentation may result in the absence being marked as unexcused.

School closures and official school business events will not be counted as absences.

Any student who is more than fifteen (15) minutes late to class, or who leaves class more than (15) minutes early will be considered absent for that day. Upon reaching the fifteenth (15th) absence, a review of the student's progress will be conducted. If no extenuating circumstances are found, the student may be dismissed from the North Arkansas College Technical Program.

### **Checking Out Policy**

Before a student is allowed to check out, they must obtain prior approval from their home school office. The school administration must contact NTC Administration by phone or email to confirm that the student is authorized to check out. A student will not be permitted to check out without prior authorization from their home school.

NTC students who are 18 years or older may check themselves out, but the sending school will be notified on the same day that the student checks out.

### **Truancy Policy**

NTC students who leave the Tech Center after arrival without prior approval from their sending school will be considered truant. A write-up will be issued to the student, and a copy of the write-up will be sent to the student's home school for further action.

### **Inclement Weather Information**

- If the student's high school is canceled for inclement weather, the student is excused from NTC.
- NTC classes officially follow North Arkansas College closing decision for inclement weather. For updates and notifications, sign up for My Northark Alerts here: <https://www.getrave.com/login/northark>.
- Student safety is our main concern – please use good judgement in making an attendance decision during inclement weather.
- If a student must miss class due to inclement weather when their high school is in session, NTC

faculty and staff should be notified.

## **Standards of Conduct**

### **Cell Phones**

The use of cell phones in the classroom is prohibited at Northark. Direct all emergency phone calls to the Northark front office at **870-391-3200**.

### **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 buildings 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 a 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 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**

Students learn most effectively when they take pride in themselves; therefore, a clean and neat appearance will enhance classroom performance. Northark Technical Center students will follow the guidelines set forth by their high school's dress code and Arkansas House Bill 1936.

### **Theft**

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

### **Threats**

Any act of threat, including profane, offensive, 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**

Tobacco of any form is prohibited

### **Unlawful Acts**

Any unlawful act committed on North Arkansas College property, or any North Arkansas College sponsored activity will result in immediate dismissal from the program and will be reported to North Arkansas College Campus Police.

## **Discipline Policy**

The definition of discipline begins with the word "to teach." The goal of school discipline is to help students participate successfully in both their educational and social environments, while maintaining a safe learning environment that protects both the school community and public property. Discipline aims to foster positive behavioral change.

At Northark Tech Center, as a higher learning facility working with high school students, we are limited in the types of disciplinary actions we can take. However, our instructors and staff will utilize a range of behavioral interventions to support students who express through their actions or words that they are struggling, resulting in behavioral challenges. The student's home high school will always be notified of behavioral issues.

Individual violations of school or classroom conduct expectations will be investigated and may result in varying consequences. The following factors will be considered when determining the appropriate level of discipline:

- The student's age
- The student's disciplinary record, including the nature and number of prior offenses
- The student's response to past discipline interventions
- The severity and scope of the behavior
- The frequency and duration of the behavior

### **Level 1: Universal Intervention**

Instructors and staff will uphold high standards of behavior by teaching, modeling, providing feedback, and consistently monitoring student behavior. We will pair meaningful instruction and guidance to allow students the opportunity to learn from their mistakes. Tech Center staff and students will collaborate to establish clear expectations for classroom and lab behavior. Students will be provided with timely, age-appropriate redirection to guide engagement, increase academic performance, ensure safety, and promote a positive school culture.

### **Level 2: Conference/Intervention**

Tech Center staff will hold a conference with a combination of students, instructors, support staff, and public-school officials. This conference may result in a behavior contract for the student, along with an official write-up from Northark Tech Center. The student's home school administration will be responsible for contacting the student's parent/guardian about any behavioral concerns they are aware of.

### **Level 3: Suspension/Expulsion**

Suspension is defined as a temporary exclusion from the building or classroom. The student's home

school will be notified of the suspension. The length of suspension will depend on the severity of the behavioral issue. Expulsion refers to the permanent removal of the student's right to attend the Tech Center. Expulsion is only considered in the most serious cases or repeated offenses. Students who engage in conduct that endangers others, threatens safety, or involves drugs or alcohol on campus may face expulsion.

All NTC students have the inalienable right to learn in a safe, secure environment, free from concerns for their safety.

## **Important Information**

- Student must apply for admission to North Arkansas College, submit all required documents, and meet admission requirements
- Student will earn college credits that will become part of his/her permanent academic record
- The GPA earned in college courses may impact high school GPA and may impact future college admission and federal aid
- Student must maintain a cumulative 2.00 GPA each semester of Northark enrollment, or will be placed on academic probation and potentially academic suspension
- Student must check Northark Canvas and Email regularly because it is important to success
- If a student wishes to drop the NTC program, he/she must have the approval of a high school counselor and notify the NTC Program Manager. Student must also complete the withdrawal process through the Registrar's Office.
- Students must follow both the Northark and NTC handbooks found at [www.northark.edu](http://www.northark.edu).

## **Disability Services and Accommodations**

Welcome to the North Arkansas College Office of Disability Services (DS). Northark is committed to providing the support needed for equal access and equal educational opportunity for each student. If a student has a documented disability that could impact the pursuit of an education, accommodations may be requested by contacting the disability coordinator. The student must request accommodations to receive accommodation. Accommodation plans are created specifically for the student by the disability coordinator. All services comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and subsequent state and federal legislation.

Physical facilities for disabled stakeholders and visitors include the following:

- Strobes in restrooms, classrooms and public areas activated whenever audible alarms sound
- Wheelchair lift between the Bradley Student Center and the Pioneer Pavilion
- Ground floor exits on each floor of the 3-story business building because of the hilly terrain.
- Door assists on most outdoor exits and designated restrooms

- Brailled room numbers
- Ample designated parking including lift van accessible spaces
- Curb cuts at entrances
- Wheelchair height water fountains and sinks
- Wheelchair height computer desks
- Reduced distraction testing room

## **Accommodation Request Procedure**

North Arkansas College requests that students seeking accommodations follow the disability accommodations request procedure to ensure that appropriate accommodations are available.

Students requesting accommodations should complete the online Disability Services Student Intake Form at least two weeks before the accommodations are needed. This allows time for the process to be completed and ensures accommodations are in place to maximize success. If the student would prefer a paper form, the student may request that form from the Disability Services Coordinator or from the Advising Center. Assistance in completing the form may also be requested from either party.

This must be done each semester to request accommodations because student schedules change on a semester basis. Also, accommodations are not retroactive; therefore, students are encouraged to complete the accommodation request process before the start of classes or as early as possible in the semester if the student suspects an accommodation may be needed.

After the Disability Services Coordinator (DSC) receives the Disability Services Student Intake Form, appropriate documentation will be requested by the DSC, and an interview with the student may be scheduled to discuss appropriate accommodations and an accommodation plan will be created. Most disabilities require some sort of documentation. Examples include letters from doctors, reports or bills that include a diagnosis, and IEPs that include a diagnosis. After accommodations are agreed upon, the student completes the Student Contract and the DSC creates accommodation letters to be given to the instructors by the student requesting accommodations. The student can elect to receive the accommodation letters by email or in person from the DSC. Regardless of the method, it is the student's responsibility to give the instructor the accommodation letters. The student is expected to visit with the instructor regarding the accommodation letter to ensure that both the student and instructor understand the accommodation and how to proceed through the class. The instructor then completes the receipt of the accommodation letter and submits it to the DSC.

If the student feels that the accommodation is not being met according to the accommodation letter, then he or she should immediately contact the DSC for assistance.

[Disability Services Student Intake Form](#)

[Student Contract](#)